TRIDENT TECHNICAL COLLEGE

2012-2013 Catalog

This Catalog is effective Fall Semester 2012.

Degree requirements and college policies are subject to change. Students enrolling for subsequent terms should consult the TTC website at www.tridenttech.edu for updates.

This Catalog does not constitute a contract between Trident Technical College and its students, applicants for admission or any other person. TTC reserves the right to change, without notice, any fee, provision, offering or requirement in this Catalog and to determine whether a student has satisfactorily met his or her requirements for admission or graduation.

Notice of Nondiscrimination

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, or gender identity. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. The college's ADA, Section 504 (Rehabilitation Act) and Titles VII and IX (Civil Rights Act) student coordinator is Pam Brown. Please contact her for information about alternate communication methods and other services for students with disabilities. The coordinator can be reached at 843.574.6246 or TTY 843.574.6351.

Trident Technical College
7000 Rivers Avenue
P.O. Box 118067
Charleston, SC 29423-8067

www.tridenttech.edu

843.574.6111

Accreditations and Approvals

Trident Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Trident Technical College. The Commission on Colleges should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard.

Aircraft Maintenance
Federal Aviation Administration –
SCFAA F S Do# 13
125-B Summer Lake Drive
West Columbia, SC 29170

Business
Accounting, Business and Management, Computer Technology and Administrative Office Technology
Accreditation Council for Business Schools and Programs
11520 West 119th St.
Overland Park, KS 66213

Cosmetology, Nail Technology, Esthetics
Licensed by the South Carolina Board of Cosmetology
P.O. Box 11329
110 Centerview Drive
Columbia, SC 29211

Culinary Arts
Accrediting Commission of the American Culinary Federation Foundation
180 Center Place Way
St. Augustine, FL 32095

Dental Services
Dental Hygiene and Expanded Duty Dental Assisting
Commission on Dental Accreditation of the American Dental Association
211 East Chicago Ave.
Chicago, IL 60611-2678

Early Care and Education
National Association for the Education of Young Children
1313 L St., N.W. Suite 500
Washington, DC 20005-4101

Emergency Medical Technology
Committee on Accreditation of Allied Health Educational Programs
1361 Park St.
Clearwater, FL 33756

Hospitality
Accreditation Commission for Programs in Hospitality Administration
P.O. Box 400
Oxford, MD 21654

Human Services
Council for Standards in Human Service Education PM 703
1050 Larrabee Ave., Suite 104
Bellington, WA 98225-7367

Medical Assisting
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756

Medical Laboratory Technology
National Accrediting Agency for Clinical Laboratory Sciences
8410 W. Bryn Mawr Ave.
Suite 670
Chicago, IL 60631-3415

Nursing
National League for Nursing Accrediting Commission
3343 Peachtree Road
Suite 850
Atlanta, GA 30326

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, Inc.
P.O. Box 31220
Bethesda, MD 20824-1220

Paralegal
American Bar Association
Standing Committee on Paralegals
321 N. Clark St.
Chicago, Il 60610-4714

Pharmacy Technician
American Society of Health-System Pharmacists
P.O. Box 75487
Baltimore, MD 21275-5487

Physical Therapist Assistant
Commission on Accreditation in Physical Therapy
Education
1111 North Fairfax St.
Alexandria, VA 22314-9902

Radiologic Technology
Joint Review Committee on Education in
Radiologic Technology
20 N. Wacker Drive
Suite 2850
Chicago, IL 60606-3182

Respiratory Care
Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021

Veterinary Technology
Committee on Veterinary Technician Education and
Activities of the American Veterinary Medical
Association
1931 N. Meachum Road
Suite 100
Schaumberg, IL 60173

Dear Student,

Welcome to Trident Technical College and the 2012-13 academic year. You are part of a community of students that totals nearly 17,000 individuals…and growing.

Why is our institution growing when others are closing their doors? The answer lies in the crucial role that TTC plays in the region we serve and in the lives of individuals. Though large in number, we work diligently to create a positive learning environment and provide helpful services that address the diverse needs of our students. We also collaborate with business and community leaders to develop and fine tune our programs, helping to ensure that TTC graduates are indeed ready to be productive in the workplace.

Students come to TTC for many reasons. Some plan to enter the job market immediately after graduating. Others already are working and require more education and training to advance in their careers. Some students are starting over with a new career. Others transfer to a four-year college or university, furthering their studies. Regardless of why you are here, we understand your goals and will help you achieve them. Our laser-like focus on workforce training and job placement translates into empowerment and employability for our graduates and highly qualified job candidates for employers. Furthermore, as TTC graduates enter the workforce, they become generators of growth for local, regional and global economies.

Our impact is great; one that requires serious commitment. Our commitment to you and our service area is to continue to recognize the great responsibility TTC holds and to continue to deliver quality education, training and support.

Best wishes for a successful academic year,

Mary Thornley

Mary Thornley, Ed.D.

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College Calendar 2012-2013

Fall Semester 2012

Application Deadline ..... Aug. 7
Registration ..... Aug. 14
Course Cancellation ..... Aug. 16

Fall Semester

Classes Begin ..... Aug. 20
Drop/Add ..... Aug. 20-24
Labor Day Holiday
(College closed to the public) ..... Sept. 3
Student Activity Period ..... Sept. 6
Student Activity Period ..... Oct. 1
Midterm ..... Oct. 8
Course Evaluation ..... Oct. 8-Dec. 3
Last Day to Withdraw with a Grade of W ..... Nov. 1
Student Holiday ..... Nov. 5-6
Student Activity Period ..... Nov. 14
Student Holiday ..... Nov. 21
Thanksgiving Holidays
(College closed) ..... Nov. 22-25
Holiday Drop-In ..... Dec. 1
Deadline for Make-up Tests, Retests, Distance Learning Tests other than Final ..... Dec. 3
Classes End ..... Dec. 3
Exams ..... Dec. 4-10
Winter Holidays (College closed) ..... Dec. 17-Jan. 1

Students enrolled in FastForward classes should review the Fall Semester information list above for dates of student activity periods and student and college holidays.

Fall 2012-FastForward 1

Registration Ends ..... Aug. 17
Classes Begin ..... Aug. 20
Drop/Add ..... Aug. 20-22
Course Evaluation ..... Sept. 12-Oct. 8
Last Day to Withdraw with a Grade of W ..... Sept. 25
Classes End ..... Oct. 8
Exams ..... Oct. 9-10

Fall 2012-FastForward 2

Registration Ends ..... Oct. 10
Classes Begin ..... Oct. 11
Drop/Add ..... Oct. 11-15
Course Evaluation ..... Nov. 2-Dec. 5
Last Day to Withdraw with a Grade of W ..... Nov. 19
Classes End ..... Dec. 5
Exams ..... Dec. 6-10

Fall 2012 Financial Aid Calendar

June 8, 2012

This is the priority date to have a completed Financial Aid file in order to have funds available for Fall Semester 2012.

July 9, 2012

This is the priority date to complete Financial Aid Verification in order to have funds available for Fall Semester 2012.

Spring Semester 2013

Application Deadline .....Dec. 6
Registration .....Jan. 3
Course Cancellation .....Jan. 4

Spring Semester

Classes Begin .....Jan. 7
Drop/Add ..... Jan. 7-11
Student Activity Period .....Jan. 17
Martin Luther King Holiday
(College closed to the public) .....Jan. 21
Student Activity Period .....Feb. 13
Midterm.....Feb. 25
Graduation Ceremony Application/Cap and Gown
Order Deadline.....Feb. 28
Course Evaluation..... Feb. 25-April 22
Student Holiday ..... March 11-15
Student Activity Period.....March 25
Last Day to Withdraw with a
Grade of W.....March 27
Good Friday (classes held).....March 29
Student Holiday
(College closed to the public) ..... March 30-31
Deadline for Make-up Tests, Retests, Distance
Learning Tests other than Final.....April 22
Classes End .....April 22
Exams..... April 23-29
Awards Day.....May 3
Graduation.....May 3

Students enrolled in FastForward classes should review the Spring Semester information list above for dates of student activity periods and student and college holidays.

Spring 2013-FastForward 1

Registration Ends .....Jan. 4
Classes Begin .....Jan. 7
Drop/Add ..... Jan. 7-9
Course Evaluation..... Jan. 30-Feb. 25
Last Day to Withdraw with a Grade of W.....Feb. 12
Classes End .....Feb. 25
Exams.....Feb. 26-27

Spring 2013-FastForward 2

Registration Ends .....Feb. 27
Classes Begin .....Feb. 28
Drop/Add ..... Feb. 28-March 4
Course Evaluation.....March 29-April 24
Last Day to Withdraw with a Grade of W.....April 11
Classes End .....April 24
Exams..... April 25-29

Spring 2013 Financial Aid Calendar

Nov. 5, 2012

This is the priority date to have a completed Financial Aid file in order to have funds available for Spring Semester 2013.

Nov. 29, 2012

This is the priority date to complete Financial Aid Verification in order to have funds available for Spring Semester 2013.

Maymester 2013

Application Deadline ..... April 29
Registration Ends ..... May 3
Classes Begin ..... May 6
Drop/Add ..... May 6
Confederate Memorial Day Observed
(Maymester classes held.
College closed to the public) ..... May 10
Course Evaluation ..... May 14-23
Last Day to Withdraw with a Grade
of W ..... May 17
Classes End ..... May 23
Exams ..... May 24

Summer Semester 2013

Application Deadline ..... May 16
Registration ..... May 21
Course Cancellation ..... May 23
Memorial Day
(College closed to the public) ..... May 27

Summer Semester

Classes Begin ..... May 28
Drop/Add ..... May 28-30
Student Activity Period ..... June 4
Midterm ..... June 27
Course Evaluation ..... June 27-Aug. 5
Independence Day Holiday
(College closed) ..... July 4
Student Holidays ..... July 1-5
Student Activity Period ..... July 10
Last Day to Withdraw with a Grade of W ..... July 18
Classes End ..... Aug. 5
Deadline for Make-up Tests, Retests, Distance
Learning Tests other than Final ..... Aug. 5
Exams ..... Aug. 6-7

Students enrolled in FastForward classes should review the Summer Semester information list above for dates of student activity periods and student and college holidays.

Summer 2013-FastForward 1

Registration Ends ..... May 27
Classes Begin ..... May 28
Drop/Add ..... May 28-29
Course Evaluation ..... June 10-24
Last Day to Withdraw with a Grade of W ..... June 17
Classes End ..... June 24
Exams ..... June 25-26

Summer 2013-FastForward 2

Registration Ends ..... July 8
Classes Begin ..... July 9
Drop/Add ..... July 9-10
Course Evaluation ..... July 22-Aug. 5
Last Day to Withdraw with a Grade of W ..... July 29
Classes End ..... Aug. 5
Exams ..... Aug. 6-7

Summer 2013 Financial Aid Calendar

April 5, 2013

This is the priority date to have a completed Financial Aid file in order to have funds available for Summer Semester 2013.

April 22, 2013

This is the priority date to complete Financial Aid Verification in order to have funds available for Summer Semester 2013.

College Information

Mission Statement

Mission: Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

Vision: Trident Technical College's vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

Values

- Student success
- Teaching excellence
- Individual worth
- Diversity
- Access
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

Role and Scope

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 17,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, agriculture, business, computer technology, engineering technology, health sciences, industrial technology and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs.

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission May 27, 2008.
Approved by the South Carolina Commission on Higher Education Aug. 5, 2008.

Location

TTC serves Berkeley, Charleston and Dorchester counties with four campuses. Main Campus is located on Rivers Avenue, one mile north of Aviation Avenue in North Charleston. Berkeley Campus is in Berkeley County on Highway 17-A, south of Moncks Corner. Palmer Campus is located in downtown Charleston on Columbus St. Mount Pleasant Campus is located on Hungryneck Boulevard.

History

Since 1964 Trident Technical College has provided quality education and economic development in Berkeley, Charleston and Dorchester counties. The college has grown over the decades, evolving to meet the complex needs of the diverse communities TTC serves and opening new doors to educational opportunities for lifelong learning.

1960s

The Berkeley-Charleston-Dorchester Technical Education Center was founded in 1964 on a 25-acre site as part of a statewide system established by Gov. Ernest F. Hollings to meet the educational and training needs of South Carolina. The center opened with two buildings, 226 students, and programs in industrial and engineering technology.

1970s

To accommodate its increasing growth, the center merged with Palmer College, a private business college in downtown Charleston, to form Trident Technical College. In addition to business, the newly formed college provided a wider variety of programs to the community, including allied health sciences, criminal justice and university transfer programs.

1980s

The 1980s saw additional changes that opened new opportunities to students. Palmer Campus moved to its current site in downtown Charleston, and the college built its Berkeley Campus near Moncks Corner. Technological advances during the decade increased accessibility with the introduction of academic computing, email, and televised courses, the first distance learning program.

1990s

The 1990s ushered in dramatic changes in instructional delivery from courses on videotape to courses online. The first dual credit courses offered to high schools marked the beginning of another rapidly growing delivery system, allowing students to begin earning TTC credit while they are still in high school.

In 1997, the first phase of the Complex for Economic Development opened on a newly purchased 30-acre site adjacent to Main Campus.

2000s

As distance learning options continued to grow, the college continued expansion of physical facilities. Phase two of the Complex for Economic Development, a 230,000-square-foot facility, allowed for the development of both new and redesigned academic services including the Culinary Institute of Charleston. Palmer Campus also underwent extensive renovation and construction.

In 2008 the college opened its St. Paul's Parish site to provide job training opportunities in the southern part of Charleston County; in 2009 TTC began offering courses at the Dorchester County Career and Technology Center (now Summerville Site at Trolley Road); and the next year began initial program offerings at the Dorchester County QuickJobs Training Center in St. George. These new sites brought TTC's existing programs and courses closer to home for many.

2010s

From 2000 to 2010, student enrollment increased 54 percent, and the college responded with continued expansion of both physical and virtual offerings. The renovation of Building 950 accommodated additional aeronautical training; the Mount Pleasant Campus brought programs and courses to the East Cooper area; the launch of TTC Online College made more services and opportunities available to students; and the dual credit program grew in a new direction with the opening of Berkeley Middle College on Berkeley Campus.

Publisher's Note

Although the editor and publisher of this Catalog have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The editor and publisher have attempted to present information that, at the time of preparation for printing, most accurately described the course offerings; faculty information; academic and administrative policies, procedures, regulations and requirements; and the support services of the college. Additional college information is available in the *On Course* class schedule. Information on program graduation rates is available on TTC's website. This Catalog does not constitute a contract between TTC and its students or applicants for admission or with any other person. TTC reserves the right to change, without notice, any statement in this Catalog, including but not limited to statements concerning tuition, fees, charges, academic regulations and requirements, course cancellations, class size, instructors, curricula, calendars, credits, or any other college activity or program. Changes will become effective whenever the appropriate TTC authorities so determine.

See TTC's website for current information. It is especially important to keep apprised of current graduation requirements for your degree program. Catalog users should inquire as to whether changes in this Catalog have been made since the date of publication.

All courses listed in this Catalog are offered only if there is adequate demand and if faculty and facilities are available to provide a qualified instructor and appropriate meeting place. All courses are not offered every semester. For updated course listings, check TTC's website under Course Search. TTC provides programs of study with faculty and academic support that are believed to be appropriate to achieve the academic objectives of this institution. Acceptance into a program of study does not guarantee registration into the courses the college may offer each semester in the program of study.

The college does not guarantee, however, that the completion of any course or program of study will result in the acquisition of knowledge or skills or will enable you to pass or complete any specific examination for any course, degree or license. The college holds that the acquisition of knowledge is contingent upon your ability, desire to learn and application of efforts.

Student Responsibilities

General Responsibility

As a student, you are responsible for being informed of all policies and procedures required to attend TTC, most of which are found in this Catalog and the TTC Student Handbook. You may review all TTC policies and procedures in the offices of the Registrar, Student Activities, vice president for Student Services, and Counseling and Career Development Services. College regulations will not be waived because a student pleads ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification from the assistant vice president of Student Services' office or an academic advisor.

Academic policies and procedures are subject to change. If changes occur, they will be published in the next Catalog, Student Handbook or Policies and Procedures manual, all of which can be accessed on TTC's website.

Student Responsibilities

Essential student information about TTC is available at www.tridenttech.edu > Future Students> Essential Student Information, in accordance with the Higher Education Reauthorization Act of 2008.

Placement Testing Changes

Entry-level placement test score requirements are subject to change.

Documents

As an applicant to TTC, you are responsible for making sure that all required documents are sent to the appropriate college office by the appropriate deadlines.

All documents submitted to the college become the permanent property of TTC. Therefore, the college will not copy documents for or distribute them to students.

Student Debts

The S.C. Tax Commission supports TTC by collecting any delinquent accounts or debts owed by former or current students from students' tax refunds.

The Setoff Debt Collection Act of 1988 allows the S.C. Tax Commission to assist any state agency in the collection of any delinquent account or debt. For more information, call 843.574.6565.

Returned Checks

If you give TTC a bad check to pay any fee, you will be assessed a service charge in accordance with current law and will be given 10 days to pay the fees and any penalty fee. During this 10-day period your classes may be canceled. If the check and service fee have not been paid within 10 days, TTC may take legal action to collect the check with court costs and fees added to the amount of the original check.

The Code of Laws of South Carolina provides for a fine of not less than $50 or a term of imprisonment for drawing and uttering dishonored checks.

Disabilities-Related Needs

The college complies with relevant provisions of SEC 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. Appropriate, reasonable accommodations based on current medical and/or psychological documentation can be provided. If you need and qualify for these services, contact Services for Students with Disabilities, prior to the beginning of the semester if possible, at 843.574.6131 or TTY hearing-impaired phone 843.574.6351 for more information and assistance. Details on policies and procedures are available at www.tridenttech.edu.

Communication to Students

TTC corresponds with students through the college's official student email system to confirm the student's identity and maintain the privacy and security of student records. College responses to student email inquiries for personally identifiable student information occur only through the official student email system to protect the student's confidential student records information. You are responsible for checking your TTC student email and TTC Express accounts on a regular basis for important college information about financial aid, payment deadlines, registration, college events and announcements.

The college does not mail bills to students and expects students to access their TTC Express account each semester to determine the balance owed by the payment deadline.

College Admission Procedures

Your Checklist for Enrolling at Trident Technical College

Throughout this Catalog, you will find information, guidelines and policies about enrolling at TTC. Please review all information carefully. Use this simple checklist to ensure that you have completed the enrollment process:

1. If new to TTC, complete the admission application and submit it with the application fee prior to the application deadline for the semester in which you plan to enroll.
2. Apply for financial aid, starting with the Free Application for Federal Student Assistance (FAFSA). TTC also has a number of campus-based scholarships.
3. Within a few days of receiving your application, the Admissions office will send you a letter with account information for my.tridenttech email and TTC Express. Be sure to log in, as updates and important announcements will only be available through these accounts.
4. Complete the application requirements based on your Admit Type (see page A-15–17). Proof of high school graduation is required for associate degree programs and most certificate or diploma programs. Check individual diploma and certificate program admission requirements listed under Programs of Study in this Catalog. A copy of your high school or GED diploma, high school transcript, military record verifying completion of high school, and proof of an associate degree or higher are acceptable forms of proof of high school graduation. A high school certificate of completion is not acceptable proof. An applicant under 18 years of age must be a high school graduate or have a GED, or meet the college's early admit or dual credit requirements. You also must submit qualifying scores on the SAT (480 critical reading, 580 math), ACT (19 English, 22 math), transferrable course work in English and math OR you may take the TTC placement test. Proof of a bachelor's degree or higher is acceptable proof of English proficiency. You may provide unofficial college transcripts to Admissions to exempt portions or all of the placement test, but official copies are required for transfer credit to be awarded. You also must provide proof of lawful presence in the United States. (See the Verification of Citizenship section of this Catalog for more information).
5. Once admitted, complete the new student orientation process at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online at the Orientation Services web page. Your academic advisor will be assigned to you after the orientation process is completed.
6. Contact your academic advisor to schedule an advising session and select your courses. Be sure to check the academic calendar for registration deadlines and advisor availability.
7. Purchase books for the courses for which you are enrolled.
8. Pay tuition and fees by the fee payment deadline at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online via your TTC Express account.
9. Obtain a Student ID.
10. Read all emails from TTC and check your TTC Express account regularly.

Verification of Citizenship

The South Carolina Illegal Immigration Reform Act of 2008 (S.C. Code Ann. 59-101-430) prohibits those unlawfully in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The act requires all public institutions of higher education to verify that all students are lawfully present in the United States.

Application Status

If you apply and are unable to enroll during the semester you indicated on your application and then decide to enroll in a future semester, you will need to complete an Application Update form within three semesters of applying and submit it to TTC's Admissions office to re-activate your application to the college. If you decide to enroll more than three semesters after submitting an application, you may be required to submit a new admission application.

Program Admission Requirements

All students pursuing admission into a specific program should refer to the specific program area for admission requirements, in addition to meeting all college requirements.

Categories of Admission

New Applicant: You are a *new applicant* if you have NEVER applied to TTC, or if you have not applied to TTC within three years.

Previous Applicant: You are a *previous applicant* if you applied within the last three years.

Returning Students: You are a *returning student* if you have previously enrolled in courses at TTC. Returning students complete a Student Readmit Form, not an application for admission.

Admit Types

First-Time Freshman: You are a first-time freshman if you have not attended any other approved, regionally accredited post-secondary institution.

First-Time Transfer: You are a first-time transfer student if you have previously taken courses from any other approved, regionally accredited postsecondary institution, and this is your first enrollment at TTC. (See Advanced Standing: College Transfer Credit for information on how to obtain credit for courses from prior colleges, pg. A-19)

Readmit: You are a readmit student if you have taken classes at TTC, but you have not attended in three semesters. If all courses were completed prior to 1985, you must complete an admission application. Contact the Registrar's office at 843.574.6129 for more information.

Non-degree: You are a non-degree student if you plan to take courses at TTC without seeking a degree, certificate or diploma from TTC.

High School Students Taking Courses: You are a high school student taking courses if you are still enrolled in high school but wish to start taking courses at TTC prior to graduation. Students of this type will fall into two categories: ***dual credit*** or ***early admit***.

You are a ***dual credit*** student if you want to earn both postsecondary and high school credits at TTC. You must complete the Dual Credit application, which requires a signature from your high school principal or guidance counselor approving each course you wish to take.

You are an ***early admit*** student if you are a junior or senior in high school and do not need high school credit for courses taken at TTC. You must complete the Early Admit application, which requires a signature from your high school principal or guidance counselor approving your attendance at TTC.

Students with Special Admission Requirements

Health Sciences and Nursing: If your intended major or program of study is in Health Sciences or Nursing, you will be required to complete a second application for your program after you have been admitted to TTC. Health Sciences and Nursing applicants must submit a separate Health Sciences or Nursing application to the Admissions office and must successfully complete all additional program requirements to be accepted into an Health Sciences or Nursing programs. Health Sciences and Nursing applicants are required to submit a statement of completion card to the Admissions office after they meet all specified program requirements. Enrollment in each of these programs is limited, and applicants are admitted on a first-qualified, first admitted basis.

Transient Students: You are a transient student if you are currently enrolled at another college and wish to take courses at TTC to transfer back to your home institution. You must submit a TTC application, pay the application fee and provide proof from your home institution of approval to take the courses at TTC. Availability of courses is not guaranteed.

Cross Registration: If you are a full-time student at Charleston Southern University, The Citadel, the College of Charleston or the Medical University of South Carolina, you may qualify to take classes at TTC under the Cross Registration agreement. Contact your home institution for more information about Cross Registration.

International: You are an international student if you are requesting a student visa or transferring from another college under a student visa. A TOEFL score of 500 on the paper-based version, 173 on the computer-based version, or 61 on the Internet-based version is required. If you are transferring from another college in the United States, you must submit the Transfer Student Status Verification form from your international student advisor as well as the official transcript from the institution you last attended. International students need to apply at least two months before classes begin each term and must provide a current I-20 and a copy of their I-94 card. International students are required to submit a deposit in the amount of tuition and fees for two semesters. These funds remain on deposit with the college and cannot be used for tuition and fees until the second semester is completed. Additionally, international students must provide a signed Affidavit of Support indicating availability of adequate funds for tuition, fees,

other educational needs and living expenses for two terms. Deposit and support funds must be in U.S. dollars. TTC's international students come from more than 20 countries and participate in an active international student organization on campus. All questions about international student admission procedures and instructional fees should be addressed to the international student coordinator at the Main Campus Admissions office. Additional information about the admission requirements for international students is available on TTC's website, and also at www.uscis.gov. Trident Technical College is required by federal regulations to track and report changes in international students' enrollment or attendance during the semester. Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The college's international student admissions coordinator will notify the Department of Homeland Security when an international student has ceased attendance or changed enrollment status during the semester.

Other Special Circumstances

Audit: If you want to enroll in curriculum classes without earning credit, you must complete the application process, either as non-degree seeking or one of the degree seeking types.

Senior Citizen: If you are 60 or older, a legal resident of South Carolina and not employed full-time, you may take selected academic courses at TTC on a space-available basis on the first day of class without paying tuition as a senior citizen student. You must complete the application process, either as non-degree seeking or one of the degree-seeking types including the Senior Citizen application in the Business office.

DISCLAIMER:

Entry into TTC does not guarantee admission into specific courses or programs. Placement in a specific course is based on standards that will help ensure your academic success.

TTC reserves the right to modify admission policies and procedures as needed to ensure enrollment does not exceed the facilities and resources available.

Admit Type	Application	Application Fee	High School Diploma/ Transcript	English Proficiency	Math Proficiency	Proof of Citizenship	Transient Permission
First-time Freshman	Yes	Yes	Yes	Yes	Yes	Yes	No
First-time Transfer	Yes	Yes	Yes, if you have not completed an associate degree or higher	Yes	Yes	Yes	No
Readmit	Yes	No	Yes, if you have not completed an associate degree or higher	Yes	Yes	Yes	No
Non-degree	Yes	Yes	No	Yes – reading proficiency only*	No	Yes	Only if you are a transient student
High School Students Taking Course	Dual Credit/ Early Admit application	No	No	Yes	Only if the requested courses require	Yes	No

**In addition to the forms of proof listed on page A-14, you also may use a WorkKeys Reading for Information subtest level 4 score if taken within the past five years.*

Residency

Tuition is based on residency. TTC determines in-county, out-of-county and out-of-state residency based on South Carolina law and South Carolina Commission on Higher Education regulations at www.che.sc.gov. Documents may be required as proof of residency. Residency determination is made at the time of admission and may not be appealed after midterm of the semester in question.

Placement Testing

If you are applying for admission to any of TTC's associate degree, diploma or certificate programs, or to enroll in developmental studies courses, you may be required to take TTC's placement test, which includes writing, reading and math components. The placement test helps ensure that you are academically prepared by determining which level of course work you can enter. Based on placement test scores, you may be placed in one or more developmental studies courses. To schedule a time for this test, contact Testing Services at 843.574.6410 at Main Campus, 843.722.5516 at Palmer Campus, 843.899.8079 at Berkeley Campus, 843.958.5810 at Mount Pleasant Campus, 843.323.3800 at St. Paul's Parish or 843.574.2591 at Dorchester QuickJobs Training Center. If your reading score is below the minimum requirement, TTC will refer you to an adult education or literacy program. You may exempt comparable components of the placement test if you provide qualifying SAT or ACT scores. If you are exempting the placement test because you have qualifying SAT or ACT scores, you will be placed into appropriate math and English courses based on those scores. You may exempt the writing and reading components of the placement test with SAT critical reading scores of 480 or ACT English component score of 19. You may exempt the math component with SAT math scores of 580 or ACT math component score of 22. SAT and ACT scores are valid for five years. Scores on the writing and reading components of TTC's placement test are valid for five years, and scores on the math component are valid for two years from the date of testing. You may also exempt testing requirements if you submit college transcripts with equivalent English and math credits; you may exempt the reading and English portion of the placement test by providing evidence of a degree at the baccalaureate level or higher. Entry into TTC does not guarantee admission into specific programs or courses. Placement in a specific course is based on standards that will help ensure your academic success.

Refresher Class

A refresher class can prepare you to do your best on TTC's placement test. Did you know that:

- Your placement test scores determine whether you should take curriculum college courses or developmental studies courses?
- It is to your advantage to be accurately placed in the highest level course possible?
- Many students fail to take the placement test seriously and actually place below their level of ability?

The refresher class is an orientation to TTC's placement test and a review of basic English, reading and mathematics. The purpose of this noncredit class is to prepare you to do your best work on the placement test and thereby ensure accurate placement in college course work. The class is especially suited to students who have not been in school recently, students who are unsure of their skills for college-level work in English, reading and mathematics, and students who have not previously taken a computerized test. The one-day class is offered online through TTC's Division of Continuing Education and Economic Development. Please contact The Learning Center at 843.574.6378 for additional information. To register, call 843.574.6152.

Retesting

If you are dissatisfied with your placement test results and believe they have placed you incorrectly, you may retake the placement test. For initial retesting, your test scores do not have to be in a specific retest range, and you do not need approval from Academic Affairs. There is, however, a $25 retest fee. If you remain dissatisfied with your first retest scores, you may retest a second time if your test scores are in a specific retest range and with approval from Academic Affairs. An additional $25 retest fee applies. Testing Services, Orientation or Counseling can tell you more about the retest option. To retake the placement test a second time you must obtain a Retest Approval/Payment Form from Academic Affairs (e.g., advisor, department head or dean).

College Enrollment Procedures

New Student Orientation

Orientation is an important part of getting started at TTC. The orientation process is available in one-on-one or group sessions or online. Orientation provides answers to general questions you might have about the college and explains the different services at TTC. An Orientation staff member assigns your academic advisor after you complete the orientation process. Orientation is vital to your academic success, and TTC expects all new students to attend. You may attend orientation as soon as your application is processed and you have submitted qualifying test scores, taken the college placement test or had your test requirements waived. You may attend Orientation before acceptance to TTC. Registration for the next semester begins at midterm, so the earlier you attend Orientation, the better. You will need time to make an appointment with your academic advisor to register for courses. For your convenience, Orientation Centers are open on all four campuses Monday through Friday. No appointment is necessary; drop by when you are on campus.

Orientation Center Locations

Main Campus, Bldg. 420
Berkeley Campus, Student Success Center, Rm. 178
Palmer Campus, Student Success Center, Rm. 226
Mount Pleasant Campus, Rm. 143

Schedule of Classes

A schedule of classes for all campuses, titled *On Course*, is available each semester. The class schedule is also accessible on the website and can be accessed through TTC Express. The college reserves the right to adjust the published schedule, including the cancellation of any class, if TTC deems it necessary and appropriate.

Academic Advising

Your academic advisor guides you in scheduling an academic program to meet your educational goals. Appointments are required during the advisement/registration process. Office hours for academic advisors are posted on their office doors. You can reach your academic advisor by calling the phone numbers listed in the *On Course* schedule published each semester or by referring to the online faculty directory.

Registration

After meeting admission requirements and being accepted to the college, you will be eligible to register for the semester in which you plan to enroll. You must meet with your academic advisor to register. Your enrollment is not official until you complete all the steps of registration, including payment of fees.

Catalog Applicability

To graduate, you must fulfill degree requirements as published in the applicable Catalog. If you have had continuous enrollment at TTC, you have two options:

a. fulfill all the program curriculum requirements listed in the Catalog at the time of acceptance into the academic program, or
b. fulfill all the program curriculum requirements listed in any subsequent Catalog in effect while you are enrolled.

If you discontinue enrollment for three consecutive semesters or longer, you must fulfill the program curriculum requirements listed in the Catalog in effect at the time of re-enrollment. The dean of the academic division offering your program must approve any exceptions.

Advanced Standing

If you earned credit hours from other institutions or agencies, you may fulfill up to 75 percent of program requirements through advanced standing. TTC awards the following types of advanced standing credit:

College Transfer Credit: You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. In awarding transfer credit, TTC considers equivalency of course content, quality, level, hours and program relevance. The American Association of Collegiate Registrars and Admissions Officers' "Transfer Credit Practices of Educational Institutions" serves as a guide for acceptance of transfer credit.

For TTC to consider your transfer credits, you must have official transcripts of previous college work sent to TTC's Admissions office, and you may be asked to provide additional documentation. TTC awards transfer credit only when the grade is C- or higher or when the sending institution confirms that the grade (P for example) is equivalent to a C- or higher. Transfer credit will not be included in the calculation of your GPA at TTC except for certain financial aid requirements. For more information,

see Transfer: State Policies and Procedures, p. A-42 and Financial Aid, p. A-24.

Military: You may receive credit for selected formal military course work and training. TTC uses the credit recommendations of the American Council on Education's Guide for the Evaluation of Educational Experiences in the Armed Services to evaluate military course work.

Experiential Learning: Students may receive experiential learning credit for selected courses. Credit may be awarded only for courses offered within the current curriculum and must be appropriately related to the student's educational program. Credit may be awarded only to students currently enrolled in credit courses. Credit may not be granted for a course in which the student has already earned a grade, including audit and withdrawal. Credit may be awarded only to students who have previously completed at least three hours of program-specific course work with a grade of C or better. Some formal business and industry training as well as military experience may be considered for experiential learning credit based on recommendations contained in the National Guide to Educational Credit for Training Programs. The American Council on Education's Program on Noncollegiate Sponsored Instruction (ACE/PONSI) produces this guide. No more than 25 percent of program completion requirements may be composed of experiential learning credit. Exceptions for up to 75 percent of the program requirements may be granted if credit has been previously earned and documented from organizations such as the National Center for Construction Education and Research (NCCER) or the National Institute for Automotive Service Excellence.

Tests for Advanced Standing

Limitations on Test Credit: The awarding of advanced standing through testing is subject to the following:

a. You may receive up to 16 semester credit hours in advanced standing but not more than one-fourth of the total curriculum hours required for program completion.
b. You must verify that the Registrar's office has your official score reports prior to the beginning of the semester in which you seek advanced standing.
c. You may not receive credit for a course you previously attempted, including withdrawals.
d. You may retest six months after the original test date of a CLEP exam.
e. You may retest three months after the original test day of a DANTES DSSTS exam.
f. Your GPA will not be affected by advanced standing credits.
g. TTC does not guarantee that advanced standing credit awarded for TTC courses will transfer to other institutions.

Advanced Placement: You will receive college credit for a score of 3, 4 or 5 on selected Advanced Placement examinations.

International Baccalaureate: You may receive college credit for scores of 4 or greater on selected International Baccalaureate higher-level exams.

Career and Technical Advanced Placement: Certain courses taken in high schools in Berkeley, Charleston and Dorchester counties may qualify for advanced standing. See your academic advisor for details.

Excelsior College Testing: You may receive credit for selected college-level exams if your scores are satisfactory to the college. Your official Exelsior transcript must be on file in the Registrar's office prior to credit being awarded.

CLEP: You may receive credit for selected College Level Examination Program (CLEP) exams if your scores meet TTC's minimum score requirements. Contact Testing Services for a listing of accepted CLEP examinations. Official score reports must be on file in the Registrar's office prior to credit being awarded.

DANTES DSSTs: You may receive credit for selected Defense Activity for Nontraditional Education Support (DANTES) exams if your scores meet minimum score requirements for TTC. Contact Testing Services for a listing of accepted DANTES DSSTs examinations. Official score reports must be on file in the Registrar's office prior to credit being awarded.

You may retest six months after the original test date for CLEP and three months for DANTES DSSTs.

Home Program

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants in the program can transfer selected, preapproved credits back to TTC to complete their associate degrees. See your advisor for details on eligibility.

Grade Information/Transcripts/Privacy of Student Records

The Registrar's office issues transcripts in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment. FERPA regulations require that you sign individual release forms for each company, school or individual to whom you desire information released. Parents or guardians of a dependent student may access the dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services. The college issues official transcripts to outside agencies and to students in a sealed envelope. Students may request student copies of their transcripts, which the Registrar's office will stamp as Issued to Student.

In accordance with FERPA, the college may release student information known as public or directory information, including the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college periodically updates student addresses for future contact purposes. Students who do not wish to be included in releasable directory information or in the address updates must submit the request in writing to the Registrar's office.

Grading System

Letter Grade	Numerical Scale
A	91-100
B	81-90
C	71-80
D	65-70
F	Below 65

Grade		Used in GPA Calculations	Earns Credit Hours	Grade Points Carried for Each Credit Hour
A	Excellent	Yes	Yes	4
B	Above Average	Yes	Yes	3
C	Average	Yes	Yes	2
D	Below Average	Yes	Yes	1
F	Failure	Yes	No	0
I	Incomplete*	No	No	0
W	Withdrawn	No	No	0
SC	Satisfactory Completion**	No	Yes	0
U	Unsatisfactory**	No	No	0
AU	Audit	No	No	0

**Defaults to F (or U for developmental courses and other courses graded SC/U) automatically after midterm of the next semester, unless work is completed and grade is assigned by the instructor.*
*** Students in developmental (032) courses earn grades of SC or U.*

Unit of Credit

The semester credit hour is the system of credit used by TTC.

Fees

As a state-supported institution, TTC bases its tuition and fees on appropriations granted by the South Carolina General Assembly. The tuition and fees charged by the college are directly affected by the action of the legislature and are therefore subject to change without notice.

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111. You also may obtain the current tuition rate by visiting the college's website.

TTC does not mail bills to students. Students should review outstanding balances in their TTC Express account and pay any balance due before the published payment deadline.

Classification of Students

Student Status

Full Time: A student enrolled for a minimum of 12 semester credit hours

Part Time: A student enrolled for 11.5 or fewer credit hours

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in courses totaling more than 18 semester credit hours, you must receive approval from your academic advisor, a department head or dean.

If you want a written statement verifying enrollment, contact the Registrar's office two working days after the end of the Drop/Add period.

Financial Aid Student Classification

Full time	12 semester credit hours
3/4 time	9 semester credit hours
1/2 time	6 semester credit hours

Tuition and fees may be paid by cash, check, MasterCard, VISA, American Express or Discover.

Residency

Tuition is based on residency. TTC determines residency based on South Carolina law and South Carolina Commission on Higher Education regulations. Documentation may be required for proof of residency.

Senior Citizens

Legal residents of South Carolina age 60 or over who are not employed full time may enroll in a selected course the first day of classes on a space-available basis without paying tuition. Senior citizens need to contact the Business office prior to registration.

Student Insurance

The college provides student accident insurance for all curriculum students. Current information on coverage and claims processing is available through Public Safety.

All students in Health Sciences and Nursing programs are required to carry professional liability and major medical insurance.

Fee Changes

Fees are subject to change without notice by the TTC Area Commission.

Refund Policy

Trident Technical College issues full or partial refunds according to the refund periods published each semester in the master schedule of classes and on public college calendars. The amount of the refund is based upon your official withdrawal from the college or reduction in enrolled hours below 12 credit hours. To officially withdraw from the college, you must submit a Drop/Add form to the Registrar's office or withdraw via TTC Express within the advertised withdrawal period.

Refunds will take approximately 3-4 weeks to process. Refunds are made according to the institutional refund schedule below.

Cancelled Courses	100%
Before the 1st day of the semester	100%
1st-7th calendar day of semester	100%
8th-14th calendar day of semester	50%
15th-19th calendar day of semester	25%
After 19th calendar day of semester	0%

Calendar days include Saturdays and Sundays.

Refunds for Summer Semester or other terms that vary in length from Fall or Spring semester will be in proportion to the full semester term refund schedule.

Any fees you owe the college are deducted from your refund. **No refunds are given for complete withdrawal or course withdrawal after the official refund period each semester.**

Repayment of Federal Financial Aid

If you are receiving financial aid from Title IV federal funds (Pell, SEOG, Direct Lending) and you totally withdraw from college or stop attending without officially withdrawing for any reason prior to attending 60 percent of the semester, TTC will determine if you are required to repay Title IV funds based on Title IV regulations. If payment is required, TTC will return funds to the federal government according to the federal guidelines.

The U.S. Department of Education instituted this repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid).

A portion of financial aid funds will be returned to the appropriate federal program upon a recipient's total withdrawal from college. The amount returned is based on the percentage of enrollment completed for that semester and the amount of financial aid assistance considered earned.

1. The number of calendar days in the enrollment period (semester) is divided into the number of calendar days the student completed for that semester.
2. The amount of financial aid earned is equal to the percentage of the semester that was completed (up to the 60 percent point). If the student withdraws after the 60 percent point of the semester, the student will have earned 100 percent of financial aid funds received for that semester.

Veterans Tuition Payments

All students receiving Veterans' educational benefits, with the exception of the Post-911 (Chapter 33) Vocational Rehabilitation and Employment (Chapter 31) and state free tuition recipients, are required to pay their tuition and fees by the deadline date published in TTC's *On Course*. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the TTC Veterans Assistance Center on the Main Campus in Bldg. 410 or call 843.574.6105 for additional information.

Veterans and Overpayments

TTC certifies educational benefits for those veterans, spouses and children of deceased or 100 percent disabled veterans who are eligible according to the provisions established by the Department of Veterans Affairs and the state of South Carolina. Students receiving VA benefits that are processed through TTC's Veterans Assistance office must keep the TTC VA office informed about initial registration in classes each semester and immediately report any changes in enrollment status during the semester to avoid either underpayment or overpayment situations. If a TTC veteran student's enrollment status changes, and the change results in an overpayment status with the Department of Veterans Affairs, TTC must refund the overpayment amount to the Department of Veterans Affairs. The student will then owe TTC the overpayment amount returned to the Department of Veterans Affairs. The overpayment will appear on the student's TTC account as a balance due. It is the student's responsibility to contact the Department of Veterans Affairs to appeal an overpayment status.

Additional Fees and Charges

The fees listed below are not necessarily all inclusive and are subject to change without notice.

Fees

Application Fee: $30 due with application
Credit by Exam Fee: $45
Re-enrollment Fee: $50 re-enrollment after financial purge
Student ID Card Fee: $5 for replacement ID; first card no charge
Student Transcript Fee: $5 per transcript

Returned Checks: A service fee is assessed in accordance with current law on all checks received in payment of books, fees, etc. that are returned by the bank for insufficient funds or closed accounts.

Debts Owed to the College

You will not be permitted to receive your graduation diploma, transcripts or current semester grades, or to register for the upcoming semester until all debts incurred at the college have been paid in full.

Financial Aid

A variety of financial assistance is available at Trident Technical College to help you with the cost of attending college. TTC's Financial Aid office assists prospective and current students and their families by providing information about financial resources, assisting applicants with the application process for financial assistance, calculating an applicant's level of eligibility for financial assistance, awarding financial assistance based on an applicant's enrollment status, and monitoring students' satisfactory progress each semester for continued eligibility in financial assistance programs.

Types of Financial Aid

Financial assistance programs offered at TTC include federal programs under Title IV funds, state grants and scholarships. Federal financial assistance includes the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), federal college work-study, student loan and parent loan. State financial assistance programs include Lottery Tuition Assistance, the LIFE Scholarship and the South Carolina Need-Based Grant.

Eligibility for Financial Aid

Eligibility for federal (and some state) financial assistance awards requires:

1. U.S. citizenship or permanent residency
2. A high school diploma or GED
3. Evidence of need
4. Enrollment in an eligible program of study that meets federal requirements
5. No prior student loans are in default
6. The applicant is not in repayment on any federal Pell or SEOG grant
7. Satisfactory academic progress as defined by TTC once you enroll in credit courses
8. Selective Service match

Priority Dates

Priority dates for applying for financial aid are published for each semester. You should apply for financial aid by completing your FAFSA and having your Student Aid Report sent to TTC prior to the semester in which you plan to enroll. Any documents requested by the Financial Aid office should be submitted to TTC's Financial Aid office as soon as possible after the request. This will allow your financial aid to be processed so that any eligible financial aid will be available prior to the beginning of the semester when you plan to enroll. All documents become the property of TTC and will not be returned to or copied for the student. If you submit your FAFSA after the published priority date, you should be prepared to pay your tuition and fees and purchase books by the fee payment deadline for the semester. Your financial aid will be processed in the order in which your Student Aid Report is received. You will be reimbursed if you are eligible for any financial aid.

Applying for Financial Aid

To apply for financial aid programs, fill out the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (fall through summer) and is available for the upcoming academic year after Jan. 1. The FAFSA is available online at www.fafsa.gov. The results of your FAFSA can be submitted directly to TTC by placing TTC's school code (004920) in the Release and Signature section of the FAFSA.

Your financial aid eligibility is determined from the information provided on the FAFSA. To complete the application, you will need a copy of your most recent federal tax returns and copies of any untaxed income received by the student and/or family military untaxed incomes. A Student Aid Report (SAR) is generated and sent to you and also to TTC if you indicated this on your FAFSA. If corrections are required or additional information is requested, you submit it on the Web. Apply online at www.fafsa.gov. Your SAR will be sent to you electronically. It is important to respond promptly to any requests for corrections or additional information.

Federal regulations require that randomly selected financial aid applicants provide verification of all information documented on the FAFSA. If you are randomly selected for verification, you will be notified by TTC's Financial Aid office to submit a verification worksheet, IRS tax transcript and other necessary documentation. Students must submit all copies of required documents to TTC's Financial Aid office. The documents become the property of TTC; the Financial Aid office cannot provide students with copies of submitted documents. Once all requirements are met, you will be sent an award letter, if eligible, specifying the amount of financial aid you are eligible to receive.

Financial Aid and Withdrawing from Classes or School

If you have financial aid and withdraw from all your classes or stop attending all classes before the 60 percent completion period, you may have to repay a portion of your financial aid funds to the federal government. You may owe funds back to TTC.

The U.S. Department of Education requires students to attend classes for at least 60 percent of the semester in order to qualify for their full amount of aid. If you withdraw from all classes prior to the 60 percent completion period, you will have to repay the unearned funds to the federal government. You will also have to repay unearned funds to TTC. You will be ineligible to receive any future financial aid at any college or university until you repay the debt. You will not be able to continue attending TTC until you satisfy the debt owed to the college either by paying all of the funds or making arrangements to carry your balance forward into another term.

It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes prior to the 60 percent completion date. Withdrawing from classes could also affect your financial aid SAP (Standards of Progress) status. Contact the Financial Aid office about SAP and financial aid eligibility.

Cost of Attendance for Nine Months

TTC uses a budget to determine your financial aid package; it is based on your residency status, the number of terms you attend, and whether you are defined as a dependent or independent student on the FAFSA and living with parents or independently. Costs may vary according to individual circumstances.

The example below is based on a tricounty resident attending Fall and Spring semesters (nine months). All items are subject to change, and actual costs will vary from person to person.

Tuition	$3,430
Technology Fee	100
Room and Board	7,479
Books and Supplies	1,400
Transportation	1,440
Personal	1,550
Total	**$15,399**

Note: See academic year updates on TTC's website in the Financial Aid section.

The Pell Grant Program

The Pell Grant provides financial assistance to those who demonstrate financial need. The Pell Grant is intended to be the floor of a financial aid package and may be combined with other forms of aid to help you meet the costs of education. Any student working toward a degree/diploma/certificate may be eligible for the Pell Grant, which ranges in 2012-13 from $577 to $5,550, depending on the number of semesters attending, the number of credit hours enrolled each semester, and eligibility as calculated by the Department of Education based on your FAFSA.

The Federal Supplemental Educational Opportunity Grant Program

The Federal Supplemental Educational Opportunity Grant (SEOG) program is designed to provide additional assistance for qualified students who demonstrate financial needs beyond those met by the Pell Grant. To qualify for SEOG you must be eligible for a Pell Grant. Awards are made based on need. Funds are limited and normally awarded by the priority dates.

The South Carolina Need-Based Grant

The South Carolina Need-Based Grant is available to South Carolina residents in need who are seeking their first undergraduate degree. Students must maintain a 2.0 cumulative GPA to receive the grant during the Fall, Spring or Summer semesters of the academic year. Awards are made on a first-come, first-served basis. A South Carolina Need-Based Grant affidavit must be completed after the award has been made before any funds can be placed in the student's account.

Federal Work-Study Program

The Federal Work-Study (FWS) program uses federal funds to provide part-time employment opportunities to defray educational expenses. FWS jobs are assigned on a first-come, first-served basis. The number of hours assigned is determined by financial need as well as the student's ability to maintain a good academic standing. The number of jobs available is based upon the amount of funds allocated by the federal government for the year. To be eligible for FWS, you must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA and remain eligible for federal student aid for each semester that you participate in the program.

Institutional Work-Study

A limited number of Institutional Work-Study (IWS) positions are also available. IWS applicants do not have to demonstrate financial need but must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA. If you are interested in applying for an IWS position, contact the Career Planning and Placement office at Main Campus.

Student Loans

Student loans are available to students enrolled at least half-time (six credit hours) in an eligible program and vary according to your program and unmet need. See TTC's website for additional information. The interest rate for loans certified on or after July 1, 2006 will be at a fixed rate of 6.8 percent. Students must sign a master promissory note to accept a student loan. You also must successfully complete an entrance loan counseling session before receiving your loan money. Repayment begins six months after you cease to be enrolled at least half-time (six credit hours). If you graduate, withdraw or drop to less than half-time (six credit hours), you must complete exit loan counseling regarding your loan obligation.

Loans may be subsidized or unsubsidized. To qualify for a subsidized loan, a student must demonstrate need according to federal guidelines. For any subsidized loan funds a student receives, the federal government pays the interest while the student is in college, a grace period or deferment. Unsubsidized loans are available to students who do not meet the need criteria for subsidized funds. Interest begins to accrue immediately and is added to the principal while the student is in college. The principal and interest payments are still deferred.

The U.S. Department of Education requires students to complete exit student loan counseling when there is a change in enrollment status. If you have a student loan and withdraw from all your classes or withdraw from one or more courses, resulting in an enrollment status of less than six credit hours, you must complete the student loan exit counseling. Seniors graduating from any TTC academic program must complete exit counseling upon graduation. You can complete the student loan exit counseling at www.studentloans.gov. You will receive a letter from your lending agency about repayment of your student loan.

Federal Parent Loan

The Federal Parent Loan (PLUS) is a non-need-based loan available to the parents of a dependent student. This loan may not exceed the cost of attendance. The student is required to be enrolled in classes at least half-time (six credit hours) in an eligible program to be eligible for the PLUS. For loans certified on or after July 1, 2006, the interest rate will be fixed at 8.5 percent.

Scholarships

College and TTC Foundation scholarships are available from industries, businesses, professional organizations, civic clubs and individuals. The scholarship recipient is selected by the donor or TTC's Scholarship Committee. Scholarships are usually awarded prior to the beginning of Fall Semester. Check with the Financial Aid office or at TTC's website for instructions and deadline dates.

LIFE Scholarship

The LIFE scholarship is available for students who graduate from a South Carolina high school. You must be a full-time, degree-seeking student not taking developmental or bridge courses. You also must be a South Carolina resident for in-state tuition purposes at the time of enrollment and have no felony or alcohol/drug convictions. First-time entering freshmen must have graduated from high school with a minimum of a 3.0 cumulative grade point average on a 4.0 scale. Students must sign the LIFE Scholarship affidavit each academic year. Additional information and criteria are available at the Financial Aid offices at Main, Palmer and Berkeley campuses and at the South Carolina Commission on Higher Education's website.

Lottery Tuition Assistance

Lottery Tuition Assistance (LTA) is not based on financial need. Students may be eligible for Lottery Tuition Assistance if they qualify for in-state tuition rates according to state law. Completion of the Free Application for Federal Student Aid (FAFSA) or LTA waiver form is required for each year. The LTA award is not retroactive and applies to either the current semester or future semesters. Assistance is paid to the college, not the student, and applies toward tuition. For up-to-date information on LTA, visit TTC's website and click on the Financial Aid/ Veterans Assistance link, or call 843.574.6110.

Tax Incentives for Education

Please note: This is a summary of basic information concerning these programs. For additional information on these tax incentives, call 1.800.4FED.AID or seek advice from your tax consultant or the IRS. You also may visit the IRS website at www.irs.gov.

American Opportunity Tax Credit (Federal Tax Forms)

Taxpayers may be eligible to claim an American Opportunity Credit against their federal income taxes. The American Opportunity Credit may be claimed for the qualified tuition, related expenses and course materials of each student in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse or an eligible dependent) who is enrolled at least half-time in one of the first four years of postsecondary education and who is enrolled in a program leading to a degree, certificate or other recognized educational credential. The maximum credit a taxpayer may claim for a taxable year is dependent on current IRS regulations.

Lifetime Learning Tax Credit (Federal Tax Forms)

Taxpayers may be eligible to claim a nonrefundable Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of the students in the taxpayer's family (i.e., the taxpayer, the taxpayer's spouse or an eligible dependent) who are enrolled in eligible educational institutions. The maximum credit a taxpayer may claim for each taxable year is dependent on current IRS regulations.

A taxpayer may not claim an American Opportunity Credit and a Lifetime Learning Credit for the same student in the same year. There is no limit to the number of years in which the Lifetime Learning Credit can be claimed for each student.

Student Loan Interest Deductions

The new student loan interest deduction reduces the burden of the repayment obligation by allowing students or their families to take tax deductions for the interest paid in the first 60 months of repayment on student loans. The deduction is available even if an individual does not itemize other deductions.

South Carolina Tuition Tax Credit (State Tax Forms)

Students who graduated from high school within the last 12 months and enrolled in a two-year college as in-state students are allowed a refundable individual tax credit of 25 percent on their total tuition cost with a maximum deduction of $350 a year. Before calculating the credit, you must deduct any amounts received toward tuition payments from scholarships, grants or other tax-free educational assistance.

Tuition credits cannot be claimed for more than four consecutive years after the student enrolls. The student must have completed at least 15 credit hours per semester. The student must be classified as a degree-seeking undergraduate or enrolled in a certificate or diploma program of at least one year.

Financial Aid Criteria

Program	Pell Grant**	Federal Supplemental Educational Opportunity Grant (FSEOG)**	South Carolina Need-Based Grant (SCNBG)**	Federal Work-Study (FWS)
Who's Eligible to Apply	Students who have proven a financial need and have never received a bachelor's degree. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.	Students carrying at least six semester credit hours who have a proven need and who show academic promise. Must have Pell Grant eligibility.	Students must be South Carolina residents, maintain a 2.0 cumulative GPA, carry at least six credit hours, and not have a bachelor's or associate degree or be working on a second certificate or diploma program of study.	Students carrying at least six semester credit hours who have a proven financial need. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.
Award	Based on federal guidelines, fall and spring	Varies	Varies Available fall and spring only	Paid by the hour
How to Apply	Complete the Free Application for Federal Student Aid. For the South Carolina Need-Based Grant, students must complete a S.C. Need-Based Affidavit.			
	1. Apply for and be accepted for admission to TTC as a regular, degree-seeking student. 2. Complete the Free Application for Federal Student Aid (FAFSA) and list TTC to receive the information (code 004920). 3. Submit the completed FAFSA form online. In two to four weeks you will receive a Student Aid Report (SAR). TTC will receive your Institutional Student Information Report (ISIR). If corrections are required, or additional information requested, you can either mail it or submit it on the web. Your SAR will be sent to you electronically. You can make your corrections electronically as well. It is important to respond promptly to any requests for corrections or additional information, or your FAFSA cannot be sent to TTC or accurately processed for financial aid awards! 4. FAFSA forms must be completed and ISIRs received in the Financial Aid office by the Financial Aid Priority Date for financial aid to be available for the next semester's registration. If you miss the priority date, you will need to be prepared to pay your tuition/fees and then you will be reimbursed based on your eligibility when your financial aid is processed. The Financial Aid office continually processes applications (ISIRs) according to the date they are received.			

***Grants do not require repayment. ***Loans must be repaid.*

Award Information: Financial Aid is processed for one academic year (fall, spring and summer), per application.

All Financial Aid programs are subject to change. For up-to-date information on how Lottery Tuition Assistance through the South Carolina Education Lottery will affect tuition, scholarships and/or fees, visit www.tridenttech.edu.

Financial Aid Criteria

Program	Lottery Tuition Assistance	LIFE and Other Scholarships	Student Loan Programs***	Parent Loans***	Veterans Educational Benefits
Who's Eligible to Apply	Students who qualify for in-state tuition and are legal South Carolina residents for at least one year. Must be enrolled in at least six credit hours and cannot have earned an associate degree within five years of the award year.	Requirements vary with different scholarships. Visit TTC's website for more details.	Students enrolled in at least six semester credit hours who have a proven financial need. Applications must be approved by the Financial Aid office and the Department of Education.	Students carrying at least six semester credit hours. Available for parents of dependent students.	Qualified veterans, active personnel, active reserve and national guardsmen, widows and children of deceased or disabled veterans.
Award	Varies	Varies	Varies Award is for fall/spring/summer	Varies	Varies
How to Apply	Complete the Free Application for Federal Student Aid (FAFSA).	Contact the Financial Aid office. LIFE scholarship recipients must complete a LIFE Scholarship affidavit.	Complete the Free Application for Federal Student Aid (FAFSA). First-time borrowers must complete loan entrance counseling and a master promissory note (MPN).	Check with the Financial Aid office.	Contact the Veterans Assistance office on TTC's Main Campus.

****Loans must be repaid.*

Enrollment for Financial Aid:
TTC awards financial aid based on credit hours of enrollment at the end of Drop/Add. No adjustments to the student's awards will occur based on changes after Drop/Add unless a class is canceled by the college or the student withdraws prior to 60 percent of the semester.

Veterans, Veterans Dependents and Service Personnel

Veterans Upward Bound Program

The Veterans Upward Bound (VUB) program helps eligible U.S. military veterans fully develop their personal potential and achieve their academic goals. The college's VUB staff and instructors assist eligible veterans by developing, improving and extending educational access and opportunities through academic needs assessment, instruction, enrichment and other academic support activities. The VUB program is designed to help veterans refresh their academic skills so that they can prepare for and successfully complete the postsecondary education program of their choice (university, technical/community college or vocational/technical program). VUB program funding is provided by the U.S. Department of Education and serves eligible veterans across the nation.

Enrollment Opportunities for Veterans, Veterans Dependents and Service Personnel

TTC is a fully accredited institution of higher learning certified to process claims for veterans and spouses and children of deceased or 100 percent disabled veterans, with the Department of Veterans Affairs and the state of South Carolina. TTC is also designated a Servicemembers Opportunity College (SOC) by the Department of Defense, the American Council on Education (ACE) and the American Association of Community Colleges. TTC is also a participating member of the SOCNAV (Navy), SOCMAR (Marines) and SOCAD (Army) programs. Information about all SOC programs is available at your Military Education office. As an SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active-duty personnel to meet their educational needs.

TTC has full-time Veterans Assistance offices (VA) located on Main, Berkeley and Palmer campuses. The TTC VA office is staffed with TTC employees who coordinate college services and provide information, referrals and assistance to veteran students, reservists, active-duty personnel and eligible dependents of veterans with admission, educational and vocational counseling, financial aid, and other needs that affect educational progress. The telephone number at Main Campus is 843.574.6105.

If you feel that you may be eligible for VA or South Carolina state benefits, contact the Veterans Assistance office. It could take between three to six months to apply, get approval and receive funds from the VA. You should be prepared to pay your tuition, fees, expenses and instructional fees for this period. You assume full responsibility for all fees at the time of registration. You are responsible for informing the TTC Veterans Assistance office of changes in enrollment status or changes in dependency or marital status. You are responsible for keeping your address and phone numbers current with the Admissions office and Veterans Assistance office. Your benefits may be suspended or terminated if problems arise with your certification and we cannot contact you.

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceed two consecutive weeks of scheduled meetings after the Drop/Add period, the instructor will complete and submit an attendance/progress report to the TTC VA office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply. The TTC VA office will notify the Veterans Affairs Regional Office in Atlanta, G.A., or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston, S.C., of the change in enrollment. The respective offices will determine the necessary adjustment to a student's educational benefits. If you drop, withdraw or change your enrollment in a class or classes at the college, you are required to complete an official Drop/Add or withdrawal form. The form must be completed and then signed by your instructor. It must include your last date of attendance (LDA) in the class. You must deliver this form to the Registrar's office for processing as well as bring a copy of the form to the TTC Veterans Assistance office.

Unless you can show the reason for withdrawal of a course or courses was due to mitigating circumstances, the VA must reduce or stop your benefits from the beginning date of the term. "Mitigating circumstances" are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. The first time you drop up to six credit hours, the VA will excuse the drop and pay benefits for the period you attended. This is a one-time exclusion and you will

not have to provide a reason to the VA. For more information, contact the TTC Veterans Assistance office.

Choose your major carefully. Changing your major slows down progress toward completion of your degree. It also unnecessarily uses up your benefits which are limited in amount. In addition, a program change may result in a delay in receiving benefits. This is particularly important if you are going on for advanced studies. If you change your major, you must complete a Student Major Update form in the Registrar's office and provide the TTC VA office with a copy of the form. Vocational Rehabilitation students receiving Chapter 31 benefits are not permitted to change their majors without the permission of their VA case manager.

Educational Programs for Veterans/ Dependents and Active and Reserve Personnel

Qualified veteran students may be considered for various financial aid or scholarship programs. All students are encouraged to apply for all available programs. Additional information is available at the Veterans Assistance office, the Financial Aid office or by visiting TTC's website.

Montgomery G.I. Bill (Chapter 30): This program provides 36 months of full-time benefits to veterans or military personnel in return for service to their country; a $1,200 contribution with completion of their first tour of duty under honorable conditions. These students also may qualify for VA work-study positions when available.

Vocational Rehabilitation and Employment (Chapter 31): This program pays tuition, fees, textbooks, supplies and equipment, plus a monthly subsistence allowance to veterans with a compensable service-connected disability resulting in employment disability as determined by the VA. You must apply within 12 years of VA notification of disability compensation. Generally, benefits are payable up to 48 months for undergraduate training. Free tutorial assistance is available but must be requested as early in the semester as possible. Eligible students may qualify for VA work-study positions when available.

VEAP (Chapter 32): This program provides up to 36 months of full-time benefits to personnel who entered active-duty military service between Jan. 1, 1977, and June 30, 1985. In return for a monthly contribution of $25-$100, the military provides matching funds of up to $8,100 depending on amount and length of contributions. These students may qualify for VA work-study positions when available.

Dependents Educational Assistance (Chapter 35): This program provides benefits for spouses and children of veterans who, resulting from active duty, died of service-related causes or have been awarded 100 percent total permanent disability. There are many different eligibility requirements for this program. Please visit the Veterans Assistance office for help in completing your application. These students may qualify for VA work-study positions when available.

S.C. State Free Tuition Program: Children of veterans, who were either residents of South Carolina at the time of entry into service or who have resided in South Carolina for at least one year, may be eligible for the S.C. State Free Tuition Program. The program requires that the veteran served honorably in the armed forces of the United States during a period of war and either died while in service or as a direct result of service; or was a POW or MIA; or is totally or permanently disabled as determined by the Veterans Administration; or has been awarded the Congressional Medal of Honor. The veteran, if disabled, must still reside in South Carolina. These students are not eligible for VA work-study positions unless they also receive Chapter 35 benefits.

Payment of Benefits: Eligible students receive benefits based on their particular VA benefit program and training time while at TTC. The Veterans Administration processes benefit payments at the end of the month for that month's enrollment. Advance payment of the first partial month's benefit and second full month's benefit is available if you are entering college for the first time or you were previously enrolled but have a break of 30 days or more between sessions. The VA must receive advance pay request at least 60 days before and not more than 120 days before the beginning of each semester. Advance payment is not applicable to Chapter 33 students.

REAP: This program (Chapter 1607 of title 10, U.S. Code) provides educational assistance to members of the reserve components – Selected Reserve (Sel Res) and Individual Ready Reserve (IRR) – who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress. Generally, a member of a reserve component who served on active-duty on or after Sept. 11, 2001, under title 10, U.S.C., for at least 90 consecutive days under a contingency operation is eligible for REAP.

Post-9/11 Veterans Educational Assistance Act of 2008: This educational program (Chapter 33 of Title 38 U.S. Code) provides benefits for individuals who served on active-duty on or after Sept. 11, 2001, for at least 30 continuous days and were honorably discharged due to a service-connected disability, or served for an aggregate period ranging from 90 days to 36 months. Additional information is available at www.gibill.va.gov.

Credit hours applicable for VA pay purposes for Chapters 30, 31, 32, 35, 1606 and 1607:

Fall and Spring Semesters

Full time	12 semester credit hours
3/4 time	9-11 semester credit hours
1/2 time	6-8 semester credit hours

Summer Semester and Accelerated Terms

The Department of Veterans Affairs determines the payment of benefits for Summer Semester or any accelerated terms by calculating the number of whole weeks in the semester and the number of credit hours of enrollment for that semester/term. Contact the Department of Veterans Affairs if you have questions concerning your benefit calculation for accelerated terms.

Please visit the TTC Veterans Assistance office for more information regarding benefits during the Summer Semester.

Active-Duty Tuition Assistance: This program pays all or part of tuition costs for college courses taken while on active-duty. Each branch of the military administers it. Check with your Military Education office for program requirements. Tuition assistance forms should be processed through your Military Education Center and submitted to the TTC Business office well in advance of the start of the semester.

Other Resources for Dependents: Educational loans may be available through Army Relief, Navy Relief and Air Force Aid societies for qualified children or spouses of active-duty servicepersons, servicepersons who died while on active-duty or retired status, or veterans on retired status.

General Information: The federal, state or private agency administering these educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Most federal VA educational benefits are payable for 10 years from the date of discharge or the date of eligibility. Generally, veterans with dishonorable discharge are not eligible. Federal or state legislation reserves the right to change, without notice, any programs and guidelines for eligibility.

Tutorial Assistance

You may receive monetary assistance from the Department of Veterans Affairs to pay a tutor, if one is required. All chapters except Chapter 31 must pay the tutor directly and then submit a claim for reimbursement for tutorial assistance to the VA. Those students who receive benefits under the S.C. State Free Tuition program only are not eligible for tutorial reimbursement. Additional information is available at TTC's Veterans Assistance office.

Veterans Work-Study Program

There are a limited number of VA work-study positions for veterans attending college in the Charleston area. The Department of Veterans Affairs pays minimum wage for this work. These wages are tax-free.

Receiving Benefits

As a student receiving VA educational benefits, you may receive benefits only for those courses that are required for graduation in your major. In addition, the VA will not pay for audited courses or courses for which you have already received transfer credit or received a passing grade. The VA pays benefits for courses that are repeated if the courses are within the program outline and were previously failed. *Note: The Department of VA will not pay benefits for online developmental or bridge courses.*

Transfer Credit

Students receiving VA benefits must submit their military and/or college transcripts to the TTC Admissions office no later than the end of the second semester of enrollment at TTC. TTC's VA office will process enrollment certifications for only two semesters pending prior credit evaluations.

Repeat Course Policy

VA students receiving educational benefits payments will not be certified for a remedial course on a third attempt when the grade of "U" has been earned. Students receiving the S.C. State Free Tuition program will not have tuition waived for a remedial course on a third attempt when the grade of "U" has been earned.

Veterans Attendance Policy

All veterans and eligible persons receiving VA educational benefits while enrolled at TTC are required to maintain class attendance. When a student's absences in a traditional class exceed two consecutive weeks of scheduled meetings after

the Drop/Add period, the instructor will complete and submit an attendance/progress report to TTC's Veteran Assistance office. If a student ceases active involvement in online or other modes of distance learning courses for two consecutive weeks, the same procedure of reporting will apply. Attendance reports resulting in a reduction of credit hours enrolled have to be reported to the Department of Veterans Affairs and will result in an overpayment of benefits. The TTC VA office will submit the attendance reports to the Department of Veterans Affairs Regional Office in Atlanta or the Department of Veterans Affairs Vocational Rehabilitation and Employment Office in Charleston. The respective offices will determine the necessary adjustment to a student's educational benefits and notify the student when an overpayment of benefits applies. Circumstances may occur that allow the student to have his/her benefits reinstated. Reinstatement can only occur within the semester in which the changes originated.

Veterans Tuition Payments

All veteran students with the exception of Chapter 31, Vocational Rehabilitation and Employment and South Carolina State Free Tuition recipients are required to pay their tuition and fees by the deadline date published in TTC's *On Course*. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the Veterans Assistance office on the Main Campus in Building 410 or call 843.574.6105 for additional information.

Veterans and Overpayments

TTC certifies educational benefits for those veterans, spouses and children of deceased or 100 percent disabled veterans who are eligible according to the provisions established by the Department of Veterans Affairs and the State of South Carolina. Students receiving VA benefits that are processed through TTC's Veterans Assistance office must keep the TTC VA office informed about initial registration in classes each semester and immediately report any changes in enrollment status during the semester to avoid either underpayment or overpayment situations. If a TTC veteran student's enrollment status changes, and the change results in an overpayment status with the Department of Veterans Affairs, TTC must refund the overpayment amount to the Department of Veterans Affairs. The student will then owe TTC the overpayment amount returned to the Department of Veterans Affairs. The overpayment will appear on the student's TTC account as a balance due. It is the student's responsibility to contact the Department of Veterans Affairs to appeal an overpayment status.

VA Certification for Online Courses

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

College Services and Resources

Adult Students Returning to School

TTC has a large population of students who have been out of school for many years and are returning to upgrade skills, retrain for new jobs or just take personal interest courses. If you are one of these students, keep reading. You'll find you have a lot in common with TTC students.

Will I be the oldest student in class?

Nationwide, more than 6 million older adult students attend college each year; one-third of all college students now fall into this category. TTC's focus has traditionally been on the older student with class schedules and services directed to the working adult.

Will I be able to learn and compete with younger students?

Faculty are appreciative of returning adult students because these students provide a different perspective in classes. Generally, older adult students also are self-motivated, self-directed and committed to their studies.

How can I get extra help with courses?

You can find a variety of help in selected courses at The Learning Center. Tutors, audiovisual media and computer software are available for tutoring and practice. Check with each campus to find out what kind of help is available and what hours you can use these resources.

Main Campus, The Learning Center
Bldg. 920, Rm. 211, 843.574.6409
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

Where can I get help with classroom skills?

Counseling and Career Development Services offers workshops and individual help with study skills, test taking, test anxiety, time management and stress management. Check with each campus to find out how to access these services.

Main Campus, Student Center
Bldg. 410, Rm. 210, 843.574.6131
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

An excellent course that teaches classroom skills, library skills, problem solving, career development and other important topics is COL 103, College Skills. A shorter, more concentrated version of the COL 103 course is offered as COL 104 (Study Skills). Ask your academic advisor about these courses.

Where can I get help with juggling college, work and family?

Counseling Services offers individual counseling to help you with your academic and personal needs. Call for an appointment or stop by the office.

Main Campus, Student Center
Bldg. 410, Rm. 210, 843.574.6131
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516
Mount Pleasant Campus (by appointment)
843.574.6131

Can I get a meal on campus?

Main Campus has a food court in the Student Center (Bldg. 410). Additional vending machines are located in Bldgs. 100, 200, 500, 600, 630, 700/800, 900, 920, 940, and the 100/300 breezeway. The Culinary Institute of Charleston operates the Mikasa Dining Room at Main Campus and 181 Palmer at Palmer Campus, which are open to the public. The Berkeley and Palmer campuses have small food service operations and vending machines. Mount Pleasant Campus has vending machines available in the student lounge.

Alumni Association

The Alumni Association was founded in 1980 with the mission to support the advancement, growth and development of the college, and to provide educational and leadership opportunities for graduates. All students who earn a TTC degree, certificate or diploma automatically become lifetime members of the Trident Technical College Alumni Association. Graduates may request an official membership card by completing the online application at www.tridenttech.edu/alumni_memberapp.htm. Applications are also available on Main Campus in the lobby of the Student Center (Bldg. 410), the Learning Resources Center (Bldg. 510), the Learning Center (Bldg. 920) or the Alumni Office (900 Bldg./Room 119). Graduates who present their membership card are eligible for the following benefits:

- Discount tickets, travel and shopping through Working Advantage

- SeaWorld, Busch Gardens, Adventure Island, Water Country USA and Sesame Place admission discounts
- Cypress Gardens admission discount
- Heritage Trust Federal Credit Union membership eligibility
- Discount on selected computer courses offered through TTC's Division of Continuing Education and Economic Development
- Discount on TTC logo merchandise at TTC bookstores
- Use of Career and Employment Services
- Use of Learning Resource Centers
- Admission to all campus events sponsored by Student Activities
- A standing invitation to join the TTC Gospel Choir

There are no membership dues, but in exchange for these and future benefits, the association asks alumni to make an annual contribution to support TTCAA projects. For more information, visit the TTCAA website at www.tridenttech.edu/alumni.htm or contact the Alumni Association office at 843.574.6456.

Continuing Education and Economic Development

An updated schedule of continuing education noncredit courses can be found at www.tridenttech.edu/ce.htm.

The Division of Continuing Education and Economic Development promotes economic development through short- and long-term public courses to enable individuals to be up-to-date in their fields, develop new workforce skills and embark on new career tracks. These courses can lead to licensure and certification, career renewal and enhancement, professional development and personal enhancement.

The division also provides consulting services to improve the competitiveness and quality of area businesses. On-campus or on-site, custom-designed training programs help businesses, industries and governmental organizations remain on the cutting edge.

Many of the programs are funded for qualified applicants by the SC Works and Vocational Rehabilitation Centers.

Continuing Education courses are scheduled during the day, evenings and weekends at TTC's campuses, St. Paul's Parish in Hollywood and Dorchester County QuickJobs Training Center in St. George. In addition, training is conducted at various sites throughout the area and via the Internet. The division offers cost-effective and affordable quality training using the latest technologies available.

While its courses and seminars do not carry traditional college credit, the division awards continuing education units (CEUs) to students who successfully complete qualifying courses. The CEU is a nationally recognized and accepted measure of successful completion of professional training. One CEU is awarded for each 10 contact hours of instruction completed. A cumulative record of CEUs earned is retained by the college and is available on request. Certificates of achievement are awarded for successful completion of most courses.

The division is located in Bldgs. 910 and 920 in the Complex for Economic Development on Main Campus. The Complex contains a variety of flexible, multipurpose instructional areas that house a wide range of training programs and accommodate group sessions for up to 150 attendees. The classrooms, seminar rooms and hands-on labs are equipped for multimedia instruction.

The division delivers its programs and services through the following: Aeronautical; Information Technology; Green Business and Sustainability; Health Care; Manufacturing, Industrial and Construction; Professional Development; and Personal Enrichment.

Dorchester County QuickJobs Training Center – St. George

The Dorchester County QuickJobs Training Center is a partnership between Dorchester County and TTC and was established to make higher education programs available to local residents. Specific continuing education programs are designed to prepare students with the skills they need to obtain gainful employment within six months or less. The site also houses a Broadband Public Computer Center that is available to local residents Monday through Saturday.

St. Paul's Parish Site – Hollywood

The St. Paul's Parish site, located in Hollywood, extends numerous college programs and continuing education courses to the remote population. A Broadband Public Computer Center is available to local residents along with computer training and online courses.

Summerville Site at Trolley Road

The Summerville Site at Trolley Road offers higher education courses and provides skill-based training to promote economic development in the Summerville area.

Information Technology

The division's computer and information systems training can open new doors to the rapidly changing world of information technology. With certificate courses ranging from basic computer skills to advanced certifications such as A+, Cisco, Network+ and Security+. Continuing Education provides training opportunities that allow individuals and organizations to fully utilize the potential of information technology through one-on-one or public course offerings. Public courses and customized training can be held at your facility or ours. Training areas include AutoCAD, Revit, Inventor, CATIA, basic personal computer skills, desktop publishing, digital photography, financial software, graphics, operating systems, programming, software applications, video game design and Web design.

Green Business and Sustainability

Sustainability is a growing focus of business and government. The Division of Continuing Education and Economic Development supports organizations in developing sustainable work processes and operations. The division's Green Business and Sustainability programs provide training in energy efficiency, alternative energy use and the adaption of existing technology to reduce energy consumption. Green Business also offers courses in green agriculture and horticulture. Several classes focus on residential weatherization with classes in weatherization technician training for houses and mobile homes, blower door and duct blaster equipment training, BPI Certification Exam prep (including building analysis, envelope professional and building science). Solar training is offered, with wind, geothermal and alternative energies soon to follow.

Manufacturing and Industrial Trades

This department provides local companies with concentrated review courses to prevent technical obsolescence, as well as presenting the latest in technical and scientific developments. The division's instructors are recruited from industry, governmental agencies and higher education faculty to provide the optimum solutions to client training needs.

Utilizing various skills assessment programs, TTC can assist companies in determining the skill level of both current and potential employees and together develop and implement a training program to increase employee performance and productivity. TTC established the Industrial Skills Training Center to address the need for well-trained maintenance operator technicians. The center is located on the Main Campus in the Industrial Maintenance Technology Center and contains a Mechanical Skills Lab, an Electrical Skills Lab and a Predictive and Preventive Skills Lab. These labs provide state-of-the-art technology and training for both large and small companies in areas such as hydraulics, pneumatics, vibration analysis, shaft alignment, pumps, pipefitting and power transmission. TTC encourages and facilitates partnerships among industries to provide the most efficient and economic training programs for both pre-employment and incumbent workers, including assembly, manufacturing and logistics.

In addition to the maintenance and apprenticeship programs, TTC also provides training in quality standards; welding; machining; PLCs; CNC; lean manufacturing; metrology; engineering; heating, ventilation and air conditioning; small-appliance repair; small-engine repair certification; and general and residential contracting.

This department is a leader in training individuals who will require certification or recertification in environmental and regulatory programs. Courses offered include OSHA- and EPA-recognized programs in asbestos, lead, water, wastewater, and air quality, and OSHA-mandated programs such as Hazwoper technician, operator and annual refreshers. The department also provides legal and law enforcement courses. TTC offers courses in building and facility maintenance, residential electricity, electrical building code, residential contracting and building. All of these courses prepare students for various licensure examinations.

This department is also the focal point for the administration of the retraining portion of the South Carolina Enterprise Zone Act (EZA). The EZA allows manufacturing companies to apply to the South Carolina Department of Commerce (SCDOC) for EZA training plan approval. TTC assists companies in preparing these plans and applications. After receiving TTC and SCDOC approval, companies can request refunds from employee withholding taxes for up to one half the cost of approved training. Training must be delivered or sponsored by the college and is limited to $500

annually for each production and maintenance employee through first-line supervisor.

Professional Development and Personal Enrichment

Individuals participate in professional development because of an interest in lifelong learning; to maintain and improve professional competence; build human capital and employability; enhance career progression; keep abreast of new technology and practice, or to comply with professional regulatory organizations. To meet these diverse needs, TTC offers courses and certificate programs in finance, foreign languages, insurance, real estate and appraisal, personal fitness trainer certification, teacher recertification, and test preparation. To develop workforce skills, individuals can enroll in courses to enhance communication, customer service, human resources, leadership development, management, strategic planning and team development. To optimize organizational skills, these courses also can be customized to optimize your employees' proficiency levels and conducted at your site or at a TTC campus.

Personal enrichment refers to activities that improve self-knowledge and identity, develop talents and potential, enhance quality of life and contribute to the realization of dreams and aspirations. The division offers a broad range of courses in culinary arts, hospitality and tourism, interior and floral design, wedding planning, defensive driving, motorcycle safety, test preparation and other areas.

These courses are offered in many formats, including hands-on training, seminars, conferences and Web-based courses. The division offers more than 600 online courses including business administration, computer technology, design and media certifications, entrepreneurship, personal enrichment, green courses, Internet, project management, the arts, history, writing, and more.

To capture the interests of youth, the division offers Kids' College summer camps for students ages 7-16 years old to provide challenging, new learning opportunities in math, science, engineering, computers, leadership, culinary arts, hospitality and tourism, and robotics technology.

Health Care

This department is a leader in training individuals who will work in unlicensed health care occupations.

In health care, the department offers certificate training programs in nurse aide, patient care, medical coding and transcription, emergency medicine, limited radiographer, phlebotomy, medical assisting and dental office management. A Certified Coding Specialist (CCS) review along with a Pharmacy Technician Certificate Program (PTCP) review course is also available to help prepare students for certification exams. Each program provides students with entry-level competency at completion. Many of the programs are approved by state and national regulatory agencies, which enable students to receive certification. A combination of classroom, laboratory and clinical experiences are used in all programs to achieve stated objectives. The following programs are offered only online: coding specialist, dental office management and medical transcription. Several of the health care courses are available online or in a blended format, which provides both classroom and online instruction.

The department's instructors and consultants are all industry specialists and authorized by appropriate regulatory agencies to provide certifications to participants successfully completing their training courses. A career in health care is both rewarding and in demand.

Aeronautical

This department supports the local aerospace industry through cost-effective skills training and qualification recertification programs. These programs are led by industry certified instructors and are offered both on campus and on-site. Additionally, to accommodate the training and production needs of the industry, the training is delivered on day and night shifts Monday through Saturday. Business specific metrics, computer software, courseware and secure handling of proprietary information are utilized to provide a seamless experience for industry customers.

Continuing Education Online Registration

Visit www.tridenttech.edu/ce.htm and review programs. Registration is available through TTC Express for Continuing Education. Payment is required at the time of registration. For technical assistance, email ce.reg@tridenttech.edu or call 843.574.6152.

Fees: Continuing Education fees vary with course offerings. Refer to the course schedule or website for individual course fees. Continuing Education fees will be assessed in addition to any fees for curriculum courses taken.

Refund Policy: TTC reserves the right to cancel any course because of insufficient enrollment

or instructor availability, in which case you will receive a full refund. You will receive a full refund if you cancel 11 or more calendar days before the course begins, or you can transfer your registration to a colleague or associate. You will receive 75 percent of your registration fee if you cancel 10 calendar days before the course starts. No-shows are responsible for the registration fee. No refunds will be given after the course begins.

For information regarding programs and services offered by the Division of Continuing Education and Economic Development, call 843.574.6022. A complete listing of current Continuing Education courses is available on TTC's website.

Cooperative Education

Cooperative Education is a nationally recognized program that awards college credit for work experience related to your major. A current job may qualify for co-op credits, or you may seek help in finding a co-op job through the college's student employment referrals or through personal efforts. The job can be for pay or can be on a volunteer basis.

The credit you receive depends on the number of hours you work per week. Credits appear on your transcript and often substitute for elective credits. You may combine co-op and class attendance in the same semester or alternate semesters of co-op with semesters of class attendance.

You must meet the following requirements for eligibility: have completed two full semesters of your program, have at least a 2.0 grade point average and have the approval of your academic advisor.

Further information is available from the Co-op Center on Main Campus, Bldg. 100/Room 177, 843.574.6931.

Education Abroad

Students over the age of 18 are encouraged to take advantage of travel and study abroad. Many TTC trips are credit-bearing and program specific. TTC students who are interested in exploring diverse cultures and places, gaining new skills and enhancing their studies are encouraged to contact the International Education office director at 843.574.6457.

Learning Assistance

Learning Assistance (LA) provides tutoring and resources to help you keep up, catch up or get ahead. You may visit LA in the Learning Center in Room 211 in Bldg. 920 on Main Campus and in Room 226 on Palmer Campus. Limited tutoring services may be available on Berkeley Campus. You may make appointments for one-to-one or small group tutoring in English and math, join a study group or participate in the walk-in Math Center (on Main Campus).

Writing tutors in The Writing Center can assist you with writing assignments and research papers, and they can also help with specific topics, such as using MLA and APA documentation, addressing a writing task and recognizing errors in grammar and punctuation. LA also has videotapes, DVDs and informational handouts to help you improve your skills. Consultants in LA can also assist you with using your TTC Express, D2L and college email accounts.

To schedule appointments or to inquire about workshops, come to an LA learning lab or call Main Campus at 843.574.6409, Palmer Campus at 843.722.5516 or Berkeley Campus at 843.899.8079. All LA services are free to currently enrolled TTC students.

Distance Learning Courses

Through the Distance Learning office, the college provides a number of online, mixed-mode and video Web courses. The Distance Learning office is constantly exploring new and more efficient ways to make courses available to more people – courses with instruction not limited to specific times or places. Courses offered through Distance Learning are identified in the *On Course* schedule of classes published each term and are listed on the college's website under the course search.

Learning Resources (Libraries)

Learning Resources Centers (LRCs), or libraries, provide resources and services to assist with users' informational needs. Physical libraries are located on Main, Palmer and Berkeley campuses. Staff members also travel to all other TTC locations monthly to provide in-person services as needed. The library website is the gateway to library resources and services, making them accessible on or off campus. Through the homepage you can access the online library catalog, electronic databases, tutorials, course-related resources, reserve items, research tips and assistance. Computers are available at each campus library with the Acceptable Use Policy displayed on each workstation.

TTC's library collection supports all programs of study as well as the information needs of the college community. All campus libraries share the collection, which includes books, periodicals, e-books, electronic resources, videos and DVDs. The library is a teaching library with reference and research assistance readily available. From the library homepage you may take an online tour and an orientation to become more familiar with your library.

TTC's library participates in several partnership agreements that increase the amount of resources available to faculty, staff and students.

The Charleston Area Library Consortium (CALC) includes TTC and other area academic libraries. Through this consortium, TTC students, faculty and staff have physical access, and students have certain checkout privileges, to the academic libraries of area colleges by presenting a current TTC identification card.

The Partnership Among South Carolina Academic Libraries (PASCAL) includes South Carolina's academic libraries together with their parent institutions and state agency partners. PASCAL fosters cooperation on a broad range of issues including shared licensing of electronic resources, universal borrowing and Interlibrary Loan Services (ILS) hosting. Through this partnership, the LRC participates in PASCAL Delivers. PASCAL Delivers is a rapid, book-delivery service that allows faculty, staff and students to request books from any participating college library across South Carolina. Book requests can be made through the LRC's online catalog on campus or remotely from any computer with Internet access. Faculty, staff and students can select which TTC campus the requested book should be sent. For S.C. academic institutions that are not a part of PASCAL, an additional special statewide borrowing card is available through the library to allow students to borrow materials from those libraries.

The TTC library also has an agreement with the Charleston County Library System, a large library system with a main library and 15 regional and branch locations. This agreement allows current TTC students who live outside of Charleston County to obtain a free county library card while they are students. All libraries have circulation policies and charge fines for material returned after the due date.

For more information call Main Campus LRC 843.574.6095, Berkeley Campus LRC 843.899.8055, and Palmer Campus LRC 843.722.5540.

English Fluency Requirements for Faculty Employment

I. General Information

A. Purpose

These procedures were developed to comply with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

B. Exclusions

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

II. Procedural Guidelines

A. Applicants for permanent and adjunct faculty vacancies will proceed through the college's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.

B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The Committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the Committee through the performance of the following minimum proficiency exercises:

1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.

2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.

C. The Committee will include representatives from the following:

One representative from the vice president for Academic Affairs office;
One representative from Developmental Studies Reading;
One representative from curriculum English;
One representative from Employee Relations.

The Committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in Section II.

D. Any grievances under this procedure are to be filed with the office of the vice president for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in Sections I and II.

E. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action.

F. A permanent instructor judged deficient by the Committee will be given 120 calendar days to develop sufficient skills to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.

G. Any adjunct instructor judged deficient by the Committee may be immediately terminated.

H. The college's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

Confidentiality of Student Records

Annual Notice to Students

Trident Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act provides ways to protect the privacy of education records, and to establish the right of students to inspect and to review their education records. Parents or guardians of dependent students may access their dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

Under the act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college periodically updates student addresses for future contact purposes. Students wishing to restrict publication of their student directory information or opt out of address updates must notify the Registrar's office in writing.

Procedures to be used for compliance with the provision of the act can be found in the Registrar's office and the vice president for Student Services office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office and the vice president for Student Services office. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920.

Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina
(Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: www.sctrac.org. This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students, and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.sctrac.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPAs, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

A. The institution's definition of a transfer student.

B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.

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

D. Information about course equivalencies and transfer agreements.

E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.

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

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

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

South Carolina Transfer and Articulation Center (SCTRAC)

All two-and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.sctrac.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.sctrac.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.sctrac.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.sctrac.org will be reviewed at least annually and updated as needed.

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.sctrac.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

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

For a complete listing of all courses in each Transfer Block, see www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm.

Assurance of Transferability of Course Work Covered by the Transfer Policy

Course work (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the course work with a C grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admission requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admission requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any course work covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure or regulation to the contrary.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's course work for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on www.sctrac.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.sctrac.org. Furthermore, course catalogs for each public two-and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.

B. Refer interested parties to www.sctrac.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

For more information regarding transfer from TTC to four-year colleges and universities, contact Susan Norton, assistant vice president of academic programs, or visit TTC's website.

For information about transferring in South Carolina, visit www.sctrac.org.

Public Safety Services

Public Safety Officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the college.

Public Safety Services

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus. This federal law is codified at 20 USC 1092(f) and requires colleges and universities to disclose annual information about campus crime and security policies. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses. Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's website. The college policies and procedures relating to campus security and the annual crime statistics are published on TTC's website. Other websites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry website
- Security on Campus website

While the college makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself. Whenever a threat to students is determined, timely notice will be made by college officials to help you become aware and protect yourself.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately by calling 843.574.6911 (6911 from a campus phone).

Reporting Emergencies and Crimes

All members of the college community share the responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to Public Safety immediately. The emergency number is 843.574.6911 (6911 on campus), and it is posted throughout the college on telephones and in the college and Trident-area telephone directories. Emergency telephones are available in buildings and parking lots. If TTC telephone lines are out of service, please call Public Safety at 843.572.1642. If Public Safety cannot be reached, report crimes on campus to local police who will relay the information by radio to Public Safety. Also, report crimes related to college activities occurring off campus to local police and Public Safety immediately. Reports made to Public Safety are used for making timely warnings and preparing the annual disclosure of campus crime statistics.

When calling Public Safety, please make sure you provide as much information as possible:

- Your name
- Your exact location and the exact location of the incident
- The phone number from where you are calling
- Description of injuries, if any, and need for medical assistance
- Immediate details of the incident (where it occurred, how long ago)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle, etc.)

Motorist Assistance

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

Emergency Alert System

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, TTC's Emergency Alert System (EAS) will be activated (unless issuing a notification will compromise efforts to contain the emergency).

The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students, faculty and staff must opt in to receive messages. Visit www.tridenttech.edu/eas.htm to subscribe.)

2. EAS Email: Alerts sent to email accounts. (Students must opt in to receive emails.) Visit www.tridenttech.edu/eas.htm to subscribe.
3. EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. EAS Web: Alerts posted on TTC's website (www.tridenttech.edu) and TTC's Facebook page.
5. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety
Emergencies: 843.574.6911 (6911 from a campus phone)
Non-emergencies: 843.574.6053
www.tridenttech.edu/publicsafety.htm

Emergency Messages

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6053, and Public Safety will attempt to locate you in your class to relay the message. Please understand this service is only for major emergencies. The college is unable to relay messages for other problems.

Emergency Telephones

The college has automatic dial emergency phones located in the parking lots of Main, Berkeley, Palmer and Mount Pleasant campuses. These phones provide a direct connection to the college's Public Safety office. See campus maps for locations of emergency phones.

Emergency Evacuation and Drills

In accordance with TTC Procedure 12-1-1, Public Safety conducts unannounced fire drills each semester and performs tests of the Emergency Alert System (EAS Campus and EAS Mobile/Email) at least once annually. Upon activation of a fire alarm, activation of the EAS or at the direction of Public Safety, all occupants within affected building(s) are required to quickly and quietly evacuate. You should take your purse, book bag and any other personal belongings without delay when evacuating, in case return to the building is not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other college officials.

Emergency or Unscheduled Closures

In accordance with TTC Procedure 5-0-5, if classes must be canceled due to an emergency, inclement weather or other unscheduled closure of the college, students will be notified through TTC's Emergency Alert System (EAS). Announcements through local media (radio, television and newspaper) will be made through EAS Media. Information will be posted on TTC's website (www.tridenttech.edu). In addition, you may call the EAS InfoLine to hear recorded message alerts and to obtain additional information on the current operating status of the college. The EAS InfoLine can be accessed by calling 843.574.6262, ext. 9091. Also, a toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

Bicycles

Bicycle racks are provided on Main Campus at: Student Center (Bldg. 410, north side), Industrial and Engineering Technology building (Bldg. 700, front), Health Sciences building (Bldg. 630, front), breezeway between the General Education and Math and Science buildings (Bldgs. 100/300), General Education building (Bldg. 100, outside Public Safety), and Math and Science building (Bldg. 300, rear), near the Learning Resources Center (Bldg. 510), and at Palmer Campus.

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

Theft of Personal Property

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses. Mark your books with some form of identification. Keep books with you and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.

First Aid

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

Special Medical Attention

If you want to notify the college about any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available in the Public Safety office. This information is kept confidential to Public Safety, EMS and medical personnel.

Environmental Health and Safety Emergencies

Public Safety staff includes an Environmental Health and Safety manager who can respond to and mitigate environmental and safety hazards. If you observe the following emergencies, please contact Public Safety immediately at 843.574.6911 (6911 on campus):

- Chemical spills
- Biohazard/blood spills
- Spills of unknown origin
- Illegal dumping into storm drains
- Unknown odors
- Natural gas odors
- Safety hazards in classrooms, labs, offices or elsewhere on campus

Disruption of Academic Process

Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 16-17-420).

Lost and Found

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items will be held for 90 days.

Personal Attitudes and Behavior

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding eating, electronic devices and dress. TTC students and visitors are expected to dress in a manner appropriate to the academic and business functions in which the TTC community is engaged. It is a violation of the student code of conduct to do otherwise, and you are expected to adhere to the TTC Creed and guidelines for campus behavior.

Alcohol and Drugs

The sale, possession or consumption of controlled substances is specifically prohibited. For details read the Student Code in the college's Student Handbook. Violators are subject to arrest and college disciplinary action.

Classroom Policies

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications devices such as pagers and telephones generally are not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS) who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for retesting. Eating in classrooms and labs is not permitted. Students may bring drinks into classrooms (not labs) as long as they are in containers with secure lids, such as screw tops or stopper tops.

Smoking

TTC promotes a safe, healthy environment on all its campuses and prohibits smoking inside and at all entrances to all college facilities. Smokers are expected to smoke in designated areas and discard cigarettes in ash urns provided at each building on campus.

Restricted Areas

Smoking is prohibited at the entrances to and inside all college buildings.

College/State Vehicles

Smoking is prohibited in college state vehicles.

Monitoring No-Smoking Regulations

Public Safety will advise individuals who are not in compliance with the college's no-smoking procedure of the outdoor smoking areas.

Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than $10 nor more than $25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

Firearms Prohibited

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes. Under state law, a person may transport firearms in his/her vehicles only if secured in a closed glove compartment, closed console or closed trunk. The college prohibits the removal of these firearms from the vehicle and the carrying of such firearms into any building or area adjacent thereto such as a parking lot on campus. This includes persons holding concealed weapon permits under the Law Abiding Citizens Self Defense Act of 1996. This applies to any firearm or replica of a firearm in an assembled or unassembled condition. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a $5,000 fine or five years imprisonment or both.

Motor Vehicle Registration and Traffic Regulations

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. The speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. S.C. Uniform Traffic citations also may be issued for traffic and vehicle violations. All traffic accidents should be reported to Public Safety immediately.

Parking Decals for Persons with Disabilities

To legally park in a TTC disabled parking space, a vehicle must properly display a S.C. disabled parking placard and must be used in the transport of the permit holder. Faculty, staff and students with temporary disabilities, requiring the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Main Campus or the Student Success Centers at Berkeley and Palmer campuses. For Mount Pleasant Campus, call 843.574.6131 for an appointment. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

Children

To meet its mission of providing quality education, it is essential that the college maintain an environment that is conducive to student learning and employee productivity. For this reason, children should not be left unattended on campus. Unattended children should be reported to Public Safety immediately. As prescribed in the Student Handbook, students should not bring children to class or leave them unattended on campus. Students whose children are with them or who are left unattended on campus should not be admitted to class. Children cannot be taken to Testing Services while a parent/guardian takes a test. They cannot be taken to The Learning Center while a parent/guardian has a tutoring session or uses the center's media. Children may not be taken into any TTC library while the parent/guardian is studying or using library resources.

Animals

Animals are not allowed on the premises or property of TTC except for animals trained to assist the disabled, police dogs or police horses, or animals used for educational purposes in academic programs. The feeding of animals (feral, domestic or wildlife) on campus is prohibited with the exception of those animals treated by the Veterinary Technology program or animals trained to assist persons with disabilities.

Preventing or Reporting Sexual Assaults

Sexual assault is strictly prohibited by the college. The college's Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. "Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent. "Rape" is defined as vaginal, anal or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the

victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- unable to understand the circumstances and implications of the sexual advances;
- unable to make a reasoned decision concerning the sexual advances; or
- unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The college will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the vice president for Student Services. If that recommendation is suspension (from the college) or expulsion (from the college), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following:

- admonition, censure, probation and the restriction of privileges.

Harassment is a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a reasonable person) to suffer mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a reasonable person) to fear death, assault, criminal sexual contact, kidnapping (either the targeted person or a member of his/her family), or damage to his/her property or a family member's property. The TTC Public Safety department takes all complaints of harassment and stalking seriously and actively assists students, faculty and staff in dealing with matters of this type through civil and criminal means. The college's Sexual Harassment Policy and Procedure can be found on page B-53.

Sexual Assault Prevention

1. Use the campus escort and transit services.
2. Be aware of the emergency telephones and their locations.
3. Avoid being in classrooms or office buildings alone at night. If you must be there, let the campus police know where you are and how long you will be there. Stay near a telephone.
4. Report any suspicious person or activity to the Public Safety department, whatever the time, day or night.
5. Know who is at your door before opening it.
6. Vary your routine. Do not walk the same route night after night.
7. When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
8. Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
9. Always lock the doors in your car, room, apartment or house. Keep the car doors locked even when you are driving.
10. Never pick up hitchhikers.
11. When driving, always make sure you have enough gas to reach your destination.
12. When walking to your car at night, have your car keys in your hand before leaving the building.
13. When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
14. Take advantage of the rape awareness and rape defense training offered by the college and community groups.
15. If you drink alcoholic beverages, drink responsibly.

Public Safety Department Programs

The Public Safety Department offers educational and personal safety programs for students, faculty and staff. Among these programs is the women's Rape Aggression Defense (R.A.D.) course which is offered free of charge several times each year.

Course offerings are announced on Public Safety's website and through the college's official email system.

Crime Prevention

The college actively promotes campus security by providing services to prevent criminal activities, enhance personal safety and protect property.

Escorts to Your Vehicle

College Public Safety officers are available to escort faculty, staff, students and visitors to their vehicles and as otherwise requested. To request an escort, contact the Public Safety Department at 843.574.6053. Please realize that other priorities may prevent an officer from escorting you at a specified time.

S.C. Sex Offenders Registry

Information on all registered adult sex offenders (age 17 and older) is available on the S.C. Sex Offenders Registry website. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day care centers, family day care centers, or businesses and organizations that primarily serve children, women or vulnerable adults. Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency.

Those who request the information must complete and submit a written request form at SLED or at a sheriff's office. A copy of the request form is available online, and it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221. The fax number is 803.896.7022.

If you are sexually assaulted:

- Memorize as much detail as possible about the attacker.
- On campus, call the college's Public Safety department at 843.574.6053 immediately. Off campus, call local emergency medical service immediately by dialing 911 or its local number. This does not obligate you to file charges or testify in court.
- If you prefer not to call the police, but you want to make it known that a rape occurred, you may contact the vice president for Student Services or any member of the Counseling and Career Development Department.
- Do not bathe, shower, douche or urinate.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.

What Happens When a Rape Is Reported to the Public Safety Department?

When you notify Trident Technical College Public Safety officers of a rape, the following will occur:

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will make contact with and escort you to an appropriate medical facility.
- Public Safety and TTC's Counseling Services will contact other assistance agencies

(People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudge you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

What Happens When a Rape Is Reported to the Vice President for Student Services?

- Upon learning of a rape, the vice president for Student Services (or designee) will contact you to offer the services of several Student Services departments. Any information you provide will be kept in the strictest of confidence.
- In the event you want the college to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the vice president for Student Services, who will start college disciplinary processes. You will be invited, but not required, to meet with the vice president for Student Services to discuss the college's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the vice president for Student Services, sanctions may be imposed. If the vice president for Student Services recommends a temporary suspension, suspension (from the college), or expulsion (from the college), an administrative hearing may be scheduled.
- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The vice president for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.

When you report a rape to the vice president for Student Services, he/she is required by law to inform the Trident Technical College Public Safety department. However, reporting this crime to the TTC Public Safety department in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of vice president for Student Services and any other police or legal services at any point.

Victim's Rights

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The vice president for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the vice president for Student Services will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The college will accommodate such changes if reasonably possible.

Rights of the Referred Student

The college's Rules for Student Disciplinary Procedure and Sanctions can be found in the Student Code and Academic Issues section of the TTC Student Handbook or on the college's website at Disciplinary Process.

How the College Can Help

- The college's Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
- The college will also change your academic situation if changes are requested and reasonably available.

Emergency Numbers*

Public Safety

Off Campus	843.574.6911
On Campus	6911

	Police/Fire/EMS	Nonemergency
City of North Chas. Police	911	740.2800
Berkeley Co. Sheriff	911	577.9562
City of Chas. Police	911	577.7434
Charleston Co. Sheriff	911	202.1700
Town of Mt. Pleasant Police	911	884.4176
Summerville Police	911	871.2463

* When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.

Note: Long distance calls require the 843 area code to be dialed before dialing numbers other than 911.

Sexual Harassment Procedure

Trident Technical College strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees of the college.

Sexual harassment of students or employees will not be tolerated. Unwelcome sexual advances, requests for sexual favors, verbal or written communications, gestures or physical contacts of a sexual nature unsolicited and/or unwelcome will be considered sexual harassment in violation of Title VII of the Civil Rights Act of 1964. The college is fully committed to the prevention and elimination of sexual harassment and has procedures for handling allegations of sexual harassment.

Sexual harassment takes many forms, from continuous joking to physical assault. It may involve threats that you will fail in class or lose your job. It may make your study or work environment uncomfortable through continued sexual comments, suggestions or pressures. It may include:

- Sexually-oriented verbal kidding or abuse including derogatory or degrading gender references such as whistling, catcalls or sexual remarks or jokes.
- Subtle or overt pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another's body.

TTC's policy 8-2-0 and procedure 8-2-1, both titled Sexual Harassment and Related Unprofessional Conduct, are available for review in the campus libraries and in the offices of vice presidents, deans and directors. Also, the following faculty and staff can provide you with copies. They have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

Sexual Harassment Contact List

The following faculty and staff members have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

Vincent Ashby
Palmer Campus
Room 226H
843.722.5519

Yolanda Bland
Berkeley Campus
Room 178A
843.899.8008

Pamela Brown
Main Campus
Bldg. 410/Room 210J
843.574.6246

Jane Claiborne
Main Campus
Bldg. 430/Room 110
843.574.6289

Dana Coombs
Berkeley Campus
Room 128
843.899.8038

Carlie Dixon
Main Campus
Bldg. 900/Room 109
843.574.6825

Mary Edwards
Palmer Campus
Room 226
843.722.5574

Amanda Hollinger
Main Campus
Bldg. 900/Room 117
843.574.6068

Muriel Horton
Main Campus
Bldg. 630/206A
843.574.6138

John Jamrogowicz
Main Campus
Bldg. 410/Room 226A
843.574.6136

Regina Lane
Main Campus
Bldg. 910/Room 103
843.574.6304

Pamela Middleton
Main Campus
Bldg. 410/Room 210D
843.574.6303

Daryl Milligan
Main Campus
Bldg. 200/Room 121
843.574.6354

Judd Morrison
Palmer Campus
Room 226D
843.722.5530

Jim Orgel
Main Campus
Bldg. 410/Room 210
843.574.6362

Ruth Ott
Berkeley Campus
Room 125B
843.899.8050

Noelle Parris
Main Campus
Bldg. 100/Room 222
843.574.6056

Patricia Vierthaler
Main Campus
Bldg. 510/Room 258
843.574.6094

D'Jaris Whipper-Lewis
Mount Pleasant Campus
Room 143
843.958.5814

DeVetta Williams Hughes
Main Campus
Bldg. 900/Room 105
843.574.6199

William Wrighten
Main Campus
Bldg. 920/Room 211W
843.574.6652

Programs

Associate Degree Programs

(Two-Year Programs)

TTC is authorized by the State Board for Technical and Comprehensive Education to offer three degrees. Students who meet requirements for multiple majors within one or more degree-granting areas will receive a diploma for each major. Students who complete multiple career paths within a single major will receive a single diploma for that major. The degrees and majors are as follows:

Associate in Arts

Associate in Science

Associate in Applied Science

Accounting
Administrative Office Technology
Aircraft Maintenance Technology
Civil Engineering Technology
Commercial Graphics
Computer Technology
Criminal Justice
Culinary Arts Technology
Dental Hygiene
Early Care and Education
Electronics Engineering Technology
Emergency Medical Technology (Paramedic)
General Business
General Technology
Horticulture Technology
Hospitality and Tourism Management
Human Services
Management
Mechanical Engineering Technology
Medical Laboratory Technology
Network Systems Management
Nursing (ADN)
Occupational Therapy Assistant
Paralegal
Physical Therapist Assistant
Radio and Television Broadcasting
Radiologic Technology
Respiratory Care
Veterinary Technology

Diploma Programs

Cosmetology
Early Childhood Development
Expanded Duty Dental Assisting
Medical Assisting
Pharmacy Technician
Practical Nursing (PN)

Certificates

A+/Network+ Technician
Addictions/Substance Abuse
Advanced Baking and Pastry
Advanced Beverage Service Management
Advanced Computer Animation
Advanced Culinary Arts
Advanced Emergency Medical Technician
Advanced Film Production
Air Conditioning/Refrigeration: Beginning
Air Conditioning/Refrigeration: Advanced
Air Conditioning/Refrigeration Mechanics
Aircraft Assembly Technology
Aircraft Maintenance Airframe
Aircraft Maintenance General
Aircraft Maintenance Powerplant
Allied Health Preparation
Architectural Design Graphics I
Architectural Design Graphics II
Art Foundations
Automatic Transmission Repair Specialist
Automotive Brakes and Alignment Specialist
Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Avionics Maintenance Technology
Baking and Pastry
Basic Digital Production
Basic Electronic Journeyman I
Basic Industrial Work Skills
Basic Machining and CNC Fundamentals
Bookkeeping
Business Information Systems
Certificates in Transfer Engineering
- Civil Engineering Transfer – The Citadel
- Electrical Engineering Transfer – The Citadel
- Chemical Engineering Transfer – University of South Carolina
- Civil/Mechanical Engineering Transfer – University of South Carolina
- Electrical Engineering Transfer – University of South Carolina

Child Care Management
Cisco Certified Network Associate
Cisco Certified Network Professional

Computer Aided Design I
Computer Aided Design II
Computer Animation
Computer Game Design
Computer Graphics
Computer Network Technician
Construction Management
Corporate Quality
Cosmetology
Criminal Justice: Corrections
Criminal Justice: Crime Scene Investigation
Criminal Justice: Law Enforcement
Culinary Arts
Customer Service
Database
Digital Media Software
Digital Photography
e-Commerce
Early Childhood Development
Electrical Line Worker – Advanced
Electrical Line Worker – Third Class
Electrician: Automated Controls
Electrician: Construction
Electrician: Industrial
Emergency Management and Protection
Emergency Medical Technician
Engineering Design Graphics
Environmental Safety and Health Technology
Environmental Technology
Esthetics
Event Management
Family Intervention Studies
Filmmaking
Film Production
Fitness Specialist
Food and Beverage Operations
Gerontology
Golf Course Maintenance
Horticultural Sustainability
Hotel Operations
Illustration
Industrial Mechanic
Infant and Toddler Development
International Business
Internet Programming
Landscape Design
Landscape Management
Leadership Development
Massage Therapy
Medical Office Specialist
Medical Record Coder
Microcomputer Business Applications
Microcomputer Expert User
Microcomputer Programming
Microsoft Network Operations
Mobile Application Programming
Multimedia Design
Nail Technology
Network Security
Non-Linear Film Editing
Nursing Assistant
Online Media Production
Paralegal
Paramedic
Pharmacy Technician
Photography
Pre-Nursing
Professional Accountancy
Professional Writing
Radio Production
School-Age and Youth Development
Small Business/Entrepreneurship
Special Education
Sports and Health Nutrition
Surveying
Sustainable Technology
Transportation and Logistics
UNIX Systems Operation
Web Site Design
Welding Gas Metal Arc and Flux Cored Arc
Welding Gas Metal Arc and Flux Cored Arc Advanced
Welding Gas Tungsten Arc
Welding Gas Tungsten Arc Advanced
Welding Shielded Metal Arc
Welding Shielded Metal Arc Advanced

TTC complies with federal disclosure requirements for the diploma and certificate programs that are eligible for federal Title IV aid. For graduation rates, the median debt of graduates, and other important information about these programs, please see the college's Gainful Employment Programs website at http://www.tridenttech.edu/gainfulemployment.htm.

Associate Degree Competencies/Core Curriculum

Associate Degree Requirements

Every associate degree at Trident Technical College is designed to promote the success of our graduates, whether in their careers or in their next academic programs. In support of that goal, associate degree programs include general education courses, major courses and courses that give students training in technology.

Technology Requirement

Associate degree programs will include at least one course that ensures that each graduate has had access to and training in computer technology appropriate to his or her career field.

General Education Core Curriculum Requirements

Rationale

TTC's general education core curriculum is derived from the belief that effective communication and critical thinking are essential competencies of the workplace and provide the necessary foundation for lifelong learning. To foster development of these essential competencies, the core curriculum provides associate degree students with a broad base of knowledge and exposure to the perspectives and methodologies of various disciplines.

General Education Competencies

Effective Communication: The ability to communicate clearly and coherently in standard English

Critical Thinking: The ability to evaluate concepts and information and draw clear, logical conclusions based on evidence

General Education Requirements

To graduate with an associate degree, candidates must meet the requirements of the core curriculum as specified in their program. All programs identify core courses from each of the following categories for a minimum of 15 hours of general education.

1. Communication

ENG 101	English Composition I	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

2. Humanities

ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
HSS 110	History of Ideas	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Logic	3
PHI 110	Ethics	3
REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3

3. Behavioral/Social Sciences

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 230	Introduction to Gerontology	3

4. Mathematics/Natural Sciences

AST 101	Solar System Astronomy	4
BIO 101	Biological Science I	4
BIO 210	Anatomy and Physiology I	4
CHM 105	General Organic and Biochemistry	4
CHM 106	Contemporary Chemistry I	4
CHM 110	College Chemistry I	4
MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 155	Contemporary Mathematics	3
MAT 170	Algebra, Geometry and Trigonometry I	3
PHY 201	Physics I	4
PHY 221	University Physics I	4

5. Other (includes all courses listed above and the following)

AST 102	Stellar Astronomy	4
BIO 102	Biological Science II	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 107	Contemporary Chemistry II	4
CHM 111	College Chemistry II	4
CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
ENG 102	English Composition II	3
ENG 260	Advanced Technical Communications	3
FRE 101	Elementary French I	4
GER 101	Elementary German I	3
JOU 101	Introduction to Journalism	3
MAT 111	College Trigonometry	3
MAT 141	Analytic Geometry and Calculus II	4
PHY 202	Physics II	4
PHY 222	University Physics II	4
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
SPA 101	Elementary Spanish I	4
SPC 225	Introduction to Communication Theory	3

Note: No course can count in more than one category.

Note

Candidates for certificate and diploma programs may substitute transfer-level English or math courses for those required by their programs with departmental approval.

Program Exit Examination

Associate degree programs may require applicants for graduation to complete a nonpunitive exit examination. Students required to take an examination will be notified by mail.

College Policies

Any exceptions to the academic guidelines contained in this Catalog will be at the discretion of the vice president for Academic Affairs.

University Transfer Programs

Trident Technical College provides many opportunities for students who plan to transfer to four-year colleges or universities. TTC students can transfer successfully to public and private institutions both within South Carolina and across the United States if they choose courses carefully.

Transfer students can tailor their TTC course work to the requirements of the four-year college or university they have chosen. Those requirements vary considerably from college to college and even among majors at a single college. Planning an effective sequence of classes requires careful consideration of points such as these:

- Only the college to which the student is transferring can determine which credits will be accepted to meet specific requirements. Students should consult a catalog or website from their prospective four-year college and, if possible, consult someone at the four-year college for specific transfer advice before meeting with a TTC advisor.
- All public and many private four-year institutions in South Carolina maintain transfer agreements with TTC, which can serve as a guide for selecting courses. In addition, transfer advisors can help students choose appropriate transfer courses.
- Most courses with a final grade of less than C will not transfer to four-year colleges.
- The GPA required for transfer admission varies from college to college.

- Not all colleges calculate GPA by the same method.
- For more information on transfer policies and GPA, see Transfer Policy for Public Two-year and Four-Year Institutions in South Carolina.

For information about TTC's transfer programs call the following offices or see transfer information in the appropriate divisional section.

General Transfer	Division	Phone	
Associate in Arts	Humanities and Social Sciences	843.574.6034	for students who want to take courses at TTC leading to bachelor's degrees in such fields as business administration, communication, education, psychology, history, government, English and other humanities, fine arts and social sciences
Associate in Science	Science and Mathematics	843.574.6015	for students who want to take courses at TTC leading to bachelor's degrees in such fields as science, engineering and health-related fields

Specialty Transfer Programs	Division	Phone	
Business	Humanities and Social Sciences	843.574.6034	B.S. in Business Administration – The Citadel
Criminal Justice	Humanities and Social Sciences	843.574.6034	2+2 B.S. in Criminal Justice–The Citadel
	Law Related Studies	843.574.6890	2+2 B.S. in Criminal Justice–The Citadel
Engineering	Engineering Technology	843.574.6156	2+2 agreement for B.S. in Civil Engineering – The Citadel 2+2 agreement for B.S. in Electrical Engineering – The Citadel B.S. in Chemical Engineering – USC B.S. in Civil/Mechanical Engineering – USC B.S. in Electrical and Computer Engineering – USC
Nursing	Nursing		2+2 agreement for B.S.N. at Charleston Southern University

Note: These specialty transfer programs may not result in an associate degree. In some cases, the programs require more hours for graduation than financial aid will cover. See an advisor as early as possible for details. For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of academic programs, or visit TTC's website. See the Commission on Higher Education document Transfer: State Policies and Procedures or visit www.sctrac.org.

Aeronautical Studies

Overview

TTC's Division of Aeronautical Studies is designed to satisfy the need for trained aerospace workers in the fields of aircraft maintenance, aircraft avionics and aircraft manufacturing.

Classes for the Aircraft Maintenance and Avionics Maintenance programs are offered only at the Berkeley Campus. The Aircraft Maintenance program is designed to lead toward Federal Aviation Administration (FAA) licensing or certification for airframe and powerplant while the Avionics Maintenance program is designed to lead toward Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) certification. Both programs offer either an associate degree or certificates that will lead toward certification by their respective certifying agencies. Classes for the Aircraft Assembly program are offered at the Main Campus as a two-semester certificate program. Students may enter any program at the start of any semester upon approval of an academic advisor.

General Information

As with all TTC programs, students interested in Aeronautical Studies programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6796.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Aircraft Maintenance Technology
General Technology
Avionics Maintenance Technology

Certificate Programs
Aircraft Assembly Technology
Aircraft Maintenance Airframe
Aircraft Maintenance General
Aircraft Maintenance Powerplant
Avionics Maintenance Technology

Aircraft Maintenance Technology

Associate in Applied Science
Credit Requirements: 92 Semester Credit Hours
Day

The Aircraft Maintenance Technology program prepares students to sit for the certification exam of the Federal Aviation Administration as airframe and/or powerplant technicians. Students also are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies. Opportunities for career advancement include lead technician, authorized inspector, shop supervisor, maintenance director or business owner. The program is licensed by the Federal Aviation Administration.

For entry into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 105	Basic Aircraft Electricity	4
ACM 110	Aircraft Drawings	1
ACM 115	Ground Handling and Servicing	3
ACM 120	Materials and Corrosion Control	4
		Total 17

Second Semester – Spring

ACM 114	Fluid Lines and Fittings	1
ACM 125	Wood Structures, Coverings and Finishes	2
ACM 135	Sheet Metal and Non-metallic Structures	4
ACM 145	Aircraft Welding	2
ACM 165	Hydraulic and Pneumatic Systems	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Third Semester – Summer

ACM 150	Assembly and Rigging	3
ACM 155	Aircraft Environmental Systems	3
ACM 160	Utility and Warning Systems	3
ACM 167	Landing Gear Systems	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Fourth Semester – Fall

ACM 170	Aircraft Electrical Systems	4
ACM 172	Aircraft Fuel Systems	1
ACM 174	Airframe Inspection	1
ACM 201	Lubricating Systems	2
ACM 205	Ignition and Starting Systems	3
ACM 245	Powerplant Fuel Systems	4
		Total 15

Fifth Semester – Spring

ACM 220	Turbine Engines	3
ACM 234	Propellers and Components	4
ACM 240	Engine Electrical Instrumentation and Fire Protection	3
ACM 250	Induction Cooling and Exhaust	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
		Total 16

Sixth Semester – Summer

ACM 210	Reciprocating Engine Overhaul	4
ACM 212	Engine Installation	3
ACM 226	Engine Inspection	1
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
		Total 14

General Technology

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college's core curriculum, students also complete course work in at least two technical areas. The following is an example of a career path available. The secondary paths may be substituted for courses in other programs' primary path. Interested students should talk with their advisors.

Avionics Maintenance Technology Course Display

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3

Primary Path

AVT 101	Basic Electricity	4
AVT 105	Aircraft Electricity	4
AVT 110	Aircraft Electronic Circuits	4
AVT 115	Aircraft Digital Circuits	3
AVT 120	Aviation Electronic Communications	4
AVT 125	Aviation Data Communications	3
AVT 140	Avionics Standard Practices	3
AVT 145	Avionics Circuit Repair	3
AVT 150	Aircraft Navigation Systems	3
AVT 155	Aircraft Pulse Systems	3
AVT 160	Aircraft Radar Systems	3
AVT 165	Avionics General Regulations	2
AVT 170	Program and Applications Review	1

Secondary Path

(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.)

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 110	Aircraft Drawings	1
ACM 115	Ground Handling and Services	3
ACM 120	Materials and Corrosion Control	4

Avionics Maintenance Technology Career Path

Credit Requirements: 68 Semester Credit Hours
Recommended Sequence of Courses

First Semester – Fall

AVT 101	Basic Electricity	4
AVT 105	Aircraft Electricity	4
AVT 110	Aircraft Electronic Circuits	4
AVT 115	Aircraft Digital Circuits	3
		Total 15

Second Semester – Spring

AVT 120	Aviation Electronic Communications	4
AVT 125	Aviation Data Communications	3
AVT 140	Avionics Standard Practices	3
AVT 145	Avionics Circuit Repair	3
	Total	**13**

Third Semester – Summer

AVT 150	Aircraft Navigation Systems	3
AVT 155	Aircraft Pulse Systems	3
AVT 160	Aircraft Radar Systems	3
AVT 165	Avionics General Regulations	2
AVT 170	Avionics Program and Test Review	1
	Total	**12**

Fourth Semester – Fall

*ACM 101	General Regulations	2
*ACM 102	Aviation Sciences	3
*ACM 110	Aircraft Drawings	1
*ACM 115	Ground Handling and Servicing	3
*ACM 120	Materials and Corrosion Control	4
	Total	**13**

Fifth Semester – Spring

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total	**15**

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Aircraft Assembly Technology

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This program prepares students for employment in the aviation manufacturing field by providing instruction in the basic theory of aircraft design and construction, aircraft materials, and tools utilized in aircraft assembly.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester

AMF 103	Introduction to Aviation	3
AMF 104	Basic Aviation Sciences	3
AMF 109	Aircraft Materials and Hand Tools	3
AMF 110	Corrosion Control and Sealing Applications	2
AMF 116	Aircraft Fluid Lines	2
	Total	**13**

Second Semester

AMF 132	Aircraft Sheet Metal Assembly	3
AMF 137	Aircraft Composite Structures	3
AMF 142	Aircraft Auxiliary Systems	2
AMF 147	Aviation Electrical Systems	3
AMF 152	Aircraft Flight Control Systems	2
	Total	**13**

Aircraft Maintenance Airframe

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

This certificate, along with the General and Powerplant certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Spring

ACM 125	Wood Structures, Coverings and Finishes	2
ACM 135	Sheet Metal and Non-metallic Structures	4
ACM 145	Aircraft Welding	2
ACM 165	Hydraulic and Pneumatic Systems	3
	Total	**11**

Second Semester – Summer

ACM 150	Assembly and Rigging	3
ACM 155	Aircraft Environmental Systems	3
ACM 160	Utility and Warning Systems	3
ACM 167	Landing Gear Systems	3
		Total 12

Third Semester – Fall

ACM 170	Aircraft Electrical Systems	4
ACM 172	Aircraft Fuel Systems	1
ACM 174	Airframe Inspection	1
		Total 6

Aircraft Maintenance General

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate, along with the Airframe and Powerplant certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 105	Basic Aircraft Electricity	4
ACM 110	Aircraft Drawings	1
ACM 115	Ground Handling and Servicing	3
ACM 120	Materials and Corrosion Control	4
		Total 17

Second Semester – Spring

ACM 114	Fluid Lines and Fittings	1
		Total 1

Aircraft Maintenance Powerplant

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate, along with the General and Airframe certificates, prepares the student to sit for the certification exams required by the Federal Aviation Administration to become certified airframe and powerplant maintenance technicians. Students are prepared for employment repairing aircraft, engines and related systems with airlines, government agencies, aircraft manufacturers and aircraft service companies.

For admission into this program the student must be a high school graduate or possess a GED and take TTC's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

ACM 201	Lubricating Systems	2
ACM 205	Ignition and Starting Systems	3
ACM 245	Powerplant Fuel Systems	4
		Total 9

Second Semester – Spring

ACM 220	Turbine Engines	3
ACM 234	Propellers and Components	4
ACM 240	Engine Electrical Instrumentation and Fire Protection	3
ACM 250	Induction Cooling and Exhaust	3
		Total 13

Third Semester – Summer

ACM 210	Reciprocating Engine Overhaul	4
ACM 212	Engine Installation	3
ACM 226	Engine Inspection	1
		Total 8

Avionics Maintenance Technology

Certificate: Industrial Technology
Credit Requirements: 40 Semester Credit Hours

This certificate prepares the student to sit for the certification exams required by the Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) to become certified avionics maintenance technicians. Students will gain the

skills needed to exceed employer expectations. Instruction includes installation, maintenance, troubleshooting and calibration of systems related to navigation, communication, power generation and other critical electrical, electronic and ancillary systems required to keep aircraft flying safely.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

AVT 101	Basic Electricity for Avionics	4
AVT 105	Aircraft Electricity for Avionics	4
AVT 110	Aircraft Electronic Circuits	4
AVT 115	Aircraft Digital Circuits	3
		Total 15

Second Semester – Spring

AVT 120	Aviation Electronic Communications	4
AVT 125	Aviation Data Communications	3
AVT 140	Avionics Standard Practices	3
AVT 145	Avionics Circuit Repair	3
		Total 13

Third Semester – Summer

AVT 150	Aircraft Navigation Systems	3
AVT 155	Aircraft Pulse Systems	3
AVT 160	Aircraft Radar Systems	3
AVT 165	Avionics General Regulations	2
AVT 170	Avionics Program and Test Review	1
		Total 12

Business Technology

Overview

TTC's Business Technology programs are designed to prepare students for entry-level positions in business, industry and government. Responding to the needs of the growing business community, the Business Technology associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment. TTC's associate degree programs in Accounting, Administrative Office Technology, General Business, Management and Computer Technology are accredited by the Accreditation Council for Business Schools and Programs.

General Information

As with all TTC programs, students interested in Business Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6252.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Accounting
Administrative Office Technology
Computer Technology
  Computer Programming
  Information Systems Specialist
General Business
  Customer Service
  e-Commerce
  International Business
  Marketing
  Small Business/Entrepreneurship
Management
  Business Information Systems
  Corporate Quality
  Fire Service
  Human Resources
  Leadership Development
  Supply-Chain Management
  Transportation and Logistics
Network Systems Management

Certificate Programs
A+/Network+ Technician
Bookkeeping
Business Information Systems
Cisco Certified Network Associate
Cisco Certified Network Professional
Computer Game Design
Computer Network Technician
Corporate Quality
Customer Service
Database
e-Commerce
International Business
Internet Programming
Leadership Development
Medical Office Specialist
Microcomputer Business Applications
Microcomputer Expert User
Microcomputer Programming
Microsoft Network Operations
Mobile Application Programming
Network Security
Professional Accountancy
Small Business/Entrepreneurship
Transportation and Logistics
UNIX Systems Operations

Accounting

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Accounting program prepares students for entry-level positions in the field of accounting. Typical jobs include full-charge bookkeeper and junior accountant.

Recommended Sequence of Courses

First Semester

ACC 111	Accounting Concepts	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MKT 101	Marketing	3
		Total 12

Second Semester

ACC 102	Accounting Principles II	3
ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
BUS 121	Business Law	3
ECO 210	Macroeconomics	3
		Total 15

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 150	Payroll Accounting	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
	Total 12	

Fourth Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
MAT 120	Probability and Statistics	3
PHI 110	Ethics	3
	Total 15	

Fifth Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ENG 260	Advanced Technical Communications	3
ACC 265	Not-for-Profit Accounting	3
ACC 275	Selected Topics in Accounting	3
	Total 15	

Administrative Office Technology

Associate in Applied Science
Office Administration Career Path
Credit Requirements: 71 Semester Credit Hours

The Administrative Office Technology program prepares students for office work in business, industry, medical or legal offices. Students who have successfully completed the Certified Professional Secretaries exam or the Certified Administrative Professional exam may receive semester credit. See the department head for more information.

Recommended Sequence of Courses
First Semester

*AOT 106	Keyboarding Lab I	1
BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MKT 130	Customer Service Principles	3
	Total 16	

Second Semester

AOT 107	Keyboarding Lab II	1
AOT 134	Office Communications	3
**AOT 137	Office Accounting	3
AOT 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
	Total 16	

Third Semester

AOT 161	Records Management	3
BUS 220	Business Ethics	3
ELE AOT	Select one course from AOT Electives	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total 12	

Fourth Semester

AOT 234	Administrative Office Communications	3
AOT 251	Administrative Systems and Procedures	3
or		
AOT 252	Medical Systems and Procedures	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
	Total 12	

Fifth Semester

AOT 267	Integrated Information Processing	3
CPT 270	Advanced Microcomputer Applications	3
ECO 210	Macroeconomics	3
ELE AOT	Select one course from AOT Electives	3
MGT 110	Office Management	3
	Total 15	

Administrative Office Technology Electives

ACC 150	Payroll Accounting (ACC 101 prerequisite)	3
AOT 212	Medical Document Production	3
BUS 110	Entrepreneurship	3
BUS 112	Service Management Systems	3
BUS 121	Business Law	3
BUS 176	International Marketing	3
BUS 210	Introduction to e-Commerce	3
BUS 250	Introduction to International Business	3
CPT 220	e-Commerce	3
CWE	Cooperative Work Experience	
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4

GER 101	Elementary German I	4
GER 102	Elementary German II	4
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3
MGT 150	Fundamentals of Supervision	3
MGT 160	Managerial Motivation	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3
MKT 135	Customer Service Techniques	3
MKT 210	Merchandising	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MKT 260	Marketing Management	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

**Prerequisite of AOT 105 or equivalent*
***May substitute ACC 101*

Computer Technology

Associate in Applied Science
Computer Programming Career Path
Credit Requirements: 72 Semester Credit Hours

This program prepares students for employment as programmers.

Recommended Sequence of Courses
First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Second Semester – Spring

ACC 101	Accounting Principles I	3
CPT 220	e-Commerce	3
CPT 233	C++ Programming II	3
CPT 242	Database	3
CPT 257	Operating Systems	3
		Total 15

Third Semester – Summer

BUS 101	Introduction to Business	3
CPT 236	Introduction to Java Programming	3
IST 220	Data Communications	3
IST 239	Datum and JavaScript	3
		Total 12

Fourth Semester – Fall

CPT 212	Visual Basic Programming	3
CPT 239	Active Server Pages	3
or		
CPT 283	PHP Programming I	3
CPT 270	Advanced Microcomputer Applications	3
IST 272	Relational Database	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 244	Data Structures	3
CPT 264	Systems and Procedures	3
CPT 288	Computer Game Development	3
or		
IST 235	Handheld Computer Programming	3
ECO 210	Macroeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Computer Technology

Associate in Applied Science
Information Systems Specialist Career Path
Credit Requirements: 72 Semester Credit Hours

This program prepares students for careers in a variety of information technology areas. It gives students a foundation in computer hardware, computer applications, computer programming, the Internet and computer networking. Information systems administrators are involved in many different aspects of computer technology and can expect to employ their skills in a variety of ways to assist all computer users in commercial settings. This program also allows students to become independent contractors, working with individuals and small businesses to overcome computer-related problems.

Recommended Sequence of Courses

First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 124	AS/400 Operations	3
CPT 172	Microcomputer Database	3
CPT 220	e-Commerce	3
		Total 15

Second Semester – Spring

CPT 207	Complex Computer Applications	3
CPT 255	Operating System Fundamentals	3
ENG 101	English Composition I	3
IST 220	Data Communications	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
		Total 15

Third Semester – Summer

CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CPT 209	Computer Systems Management	3
ELE CPT	Select one course from Computer Technology Electives	3
		Total 12

Fourth Semester – Fall

CPT 257	Operating Systems	3
CPT 270	Advanced Microcomputer Applications	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

CPT 264	Systems and Procedures	3
ECO 210	Macroeconomics	3
ELE CPT	Select one course from Computer Technology Electives	3
ELE CPT	Select one course from Computer Technology Electives	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Computer Technology Electives

Microcomputer Programming

CPT 212	Visual Basic Programming	3
CPT 232	C++ Programming I	3
CPT 233	C++ Programming II	3
CPT 244	Data Structures	3
CPT 236	Introduction to Java Programming	3

Internet Programming

CPT 239	Active Server Pages	3
CPT 283	PHP Programming I	3
IST 239	Datum and JavaScript	3

Unix Systems Operations

IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3

Cisco Routing

IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3

Database

CPT 242	Database	3
IST 272	Relational Database	3

A+

CPT 210	Computer Resource Management	3
IST 161	Introduction to Network Administration	3
IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3

Computer Gaming

CPT 288	Computer Game Development	3

Other

CPT 282	Information Systems Security	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
CWE	Cooperative Work Experience	
IST 162	Introduction to Workstation Networking Administration	3
IST 235	Handheld Computer Programming	3
IST 286	Technical Support Internship I	3

General Business

Associate in Applied Science
Customer Service Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/Customer Service career path prepares students for careers in service-related industries, including the fundamentals of customer service and the makeup of service businesses.

Students will study customer relationship management, process standards, measurement systems and the importance of human assets in a firm's internal network along with the philosophy of customer service.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
BUS 220	Business Ethics	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
CPT 282	Information Systems Security	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MKT 135	Customer Service Techniques	3
MKT 260	Marketing Management	3
		Total 15

Fifth Semester – Spring

BUS 112	Service Management Systems	3
MGT 201	Human Resource Management	3
MGT 255	Organizational Behavior	3
MKT 250	Consumer Behavior	3
ELE BMT	Select one course from Business/ Management Electives on page B-19	3
		Total 15

General Business

Associate in Applied Science
e-Commerce Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/e-Commerce career path prepares students for careers in the buying and selling of goods and services using electronic systems. Students will gain knowledge in all aspects of conducting business over the Internet as well as how to operate an online business.

Recommended Sequence of Courses

First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
CPT 220	e-Commerce	3
CPT 282	Information Systems Security	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
CPT 172	Microcomputer Database	3
MGT 120	Small Business Management	3
MGT 230	Managing Information Resources	3
		Total 15

Fifth Semester – Spring

CPT 270	Advanced Microcomputer Applications	3
MGT 121	Small Business Operations	3
MGT 255	Organizational Behavior	3
MGT 270	Managerial Communication	3
ELE BMT	Select one course from Business/ Management Electives on page B-19	3
	Total 15	

General Business

Associate in Applied Science
International Business Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/International Business career path prepares students for careers in the international business environment. This career path includes studies in the global aspects of business, marketing, economics and management, and their applications to the international arena.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
	Total 12	

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
	Total 15	

Third Semester – Summer

BUS 121	Business Law I	3
BUS 250	Introduction to International Business	3
ECO 207	International Economics	3
PSC 220	Introduction to International Relations	3
	Total 12	

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
CPT 282	Information Systems Security	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
	Total 15	

Fifth Semester – Spring

BUS 176	International Marketing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
ELE BMT	Select one course from Business/ Management Electives on page B-19	3
	Total 15	

General Business

Associate in Applied Science
Marketing Career Path
Credit Requirements: 69 Semester Credit Hours

The General Business/Marketing career path prepares students for careers in the various aspects of marketing including retailing, sales and advertising. Students will gain knowledge in the areas of pricing, promotion and distribution of goods and services as well as the concepts of merchandising.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
	Total 12	

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
	Total 15	

Third Semester – Summer

MKT 110	Retailing	3
BUS 121	Business Law	3
MKT 260	Marketing Management	3
MGT 255	Organizational Behavior	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
CPT 282	Information Systems Security	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
		Total 15

Fifth Semester – Spring

MGT 201	Human Resource Management	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3
MGT 270	Managerial Communication	3
ELE BMT	Select one course from Business/ Management Electives on page B-19	3
		Total 15

General Business

Associate in Applied Science
Small Business/Entrepreneurship Career Path
Credit Requirements: 69 Semester Credit Hours

The Small Business/Entrepreneurship career path prepares students for owning and operating a small business. Students will gain knowledge in all aspects of small business ownership including management, risk and day-to-day operation. Students will also develop a business plan.

Recommended Sequence of Courses
First Semester – Fall

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 282	Information Systems Security	3
MGT 255	Organizational Behavior	3
CPT 174	Microcomputer Spreadsheets	3
MGT 201	Human Resource Management	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 220	Business Ethics	3
MGT 120	Small Business Management	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

BUS 112	Service Management Systems	3
BUS 121	Business Law I	3
MGT 121	Small Business Operations	3
MKT 260	Marketing Management	3
ELE BMT	Select one course from Business/ Management Electives on page B-19	3
		Total 15

Business/Management Electives

ACC 102	Accounting Principles II	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word	3
CWE	Cooperative Work Experience	3
CHN 101	Elementary Chinese I	4
CHN 102	Elementary Chinese II	4
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER101	Elementary German I	4
GER102	Elementary German II	4
IDS 201	Leadership Development	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
Behavioral/Social Sciences Electives on page B-3		3
Humanities Electives on page B-3		3
Natural Sciences Electives on page B-4		4

All courses from the following prefixes that are not required in the career path:
BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, TRL

Management

Associate in Applied Science
Business Information Systems Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Business Information Systems career path prepares students with the skills to be competitive in the emerging technologies and advances in business information systems and processes. The program provides students with a broad overview of various computer and information technologies needed in the 21st century business environment.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
CPT 174	Microcomputer Spreadsheets	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Third Semester – Summer

BUS 220	Business Ethics	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 230	Managing Information Resources	3
MKT 101	Marketing	3
		Total 12

Fourth Semester – Fall

CPT 179	Microcomputer Word Processing	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
MGT 270	Managerial Communication	3
		Total 15

Fifth Semester – Spring

BAF 101	Personal Finance	3
CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
CPT 282	Information Systems Security	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Management

Associate in Applied Science
Corporate Quality Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Corporate Quality career path prepares students with techniques in quality management, control and auditing. The program provides students with the resources and techniques needed to develop Total Quality Management Systems in the business environment.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
REQ HUM	Select one course from Humanities listing on page B-3	3
QAT 101	Introduction to Quality Assurance	3
		Total 15

Third Semester – Summer

ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 235	Production Management	3
QAT 110	Manufacturing Methods	3
QAT 245	ISO Standards and Auditing	3
		Total 12

Fourth Semester – Fall

BUS 121	Business Law I	3
BUS 220	Business Ethics	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
QAT 201	Quality Cost Analysis/Auditing	3
		Total 15

Fifth Semester – Spring

CPT 282	Information Systems Security	3
MGT 201	Human Resource Management	3
MGT 255	Organizational Behavior	3
QAT 232	Statistical Quality Control	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Management

Associate in Applied Science
Fire Service Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Fire Service career path is designed to help meet the educational needs of fire service employees and provide a foundation of skills necessary for effective leadership. This career path is designed for students who have completed specified training at the S.C. Fire Academy (SCFA) or other approved training program.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BAF 101	Personal Finance	3
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Third Semester – Summer

MGT 255	Organizational Behavior	3
MGT 250	Situational Supervision	3
ELE MGF	Nine hours of SCFA credit	9
		Total 15

Fourth Semester – Fall

ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 270	Managerial Communication	3
*ELE MGF	Nine hours of SCFA credit	9
		Total 15

Fifth Semester – Spring

BUS 121	Business Law I	3
MKT 101	Marketing	3
*ELE MGF	Six hours of SCFA credit	6
		Total 12

Management – Fire Service Career Path Electives

*Students may receive a maximum of nine credit hours for SCFA 1000 series courses completed. All other SCFA course work submitted for exemption credit must be at the 2000 series level or above.

Management

Associate in Applied Science
Human Resources Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Human Resources career path prepares students for careers in human resource departments of business and governments. Students will study the challenges facing human resources organizations in social and economic environments. This program offers a practical understanding of wages, salaries, hiring and benefit systems.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 282	Information Systems Security	3
MGT 210	Employee Selection and Retention	3
MGT 235	Production Management	3
MGT 270	Managerial Communication	3
		Total 12

Fourth Semester – Fall

ACC 150	Payroll Accounting	3
BAF 101	Personal Finance	3
BUS 121	Business Law	3
MGT 201	Human Resource Management	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Fifth Semester – Spring

BUS 136	Compensation and Benefits Analysis	3
BUS 220	Business Ethics	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Management

Associate in Applied Science
Leadership Development Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Leadership Development career path develops leadership skills and provides students with an understanding of the basic functions of management. The program prepares students with a foundation to build personal skills, develop effective work teams, and enhance workplace and individual performance. The program includes a major emphasis in the development of group and individual competencies in effective oral communication skills.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 282	Information Systems Security	3
MGT 210	Employee Selection and Retention	3
MGT 270	Managerial Communication	3
QAT 101	Introduction to Quality Assurance	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MGT 201	Human Resource Management	3
MGT 250	Situational Supervision	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Fifth Semester – Spring

BUS 220	Business Ethics	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Management

Associate in Applied Science
Supply Chain Management Career Path
Credit Requirements: 69 Semester Credit Hours

The Supply Chain Management career path provides students with the basic concepts of traditional supply chain techniques and the activities involved in sourcing, procurement and manufacturing of the final products or services provided. The Supply Chain career path combines traditional costing methods with a focus on long-term sustainability of the organization, and relationships with employees, supplies, vendors, customers and the public.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
		Total 15

Third Semester – Summer

CPT 282	Information Systems Security	3
LOG 215	Supply Chain Management	3
LOG 235	Traffic Management	3
MGT 270	Managerial Communication	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
BUS 121	Business Law	3
LOG 240	Purchasing Logistics	3
MGT 201	Human Resources Management	3
MGT 235	Production Management	3
		Total 15

Fifth Semester – Spring

BUS 220	Business Ethics	3
LOG 250	Advanced Global Logistics	3
MGT 240	Management Decision Making	3
MGT 255	Organizational Behavior	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Management

Associate in Applied Science
Transportation and Logistics Career Path
Credit Requirements: 69 Semester Credit Hours

The Management/Transportation and Logistics career path provides students with an understanding of transportation and logistics and their economic impact on the business environment. The program prepares students to better understand transportation infrastructure, importing/exporting, warehousing, shipping and customer service.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
		Total 12

Second Semester – Spring

ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
TRL 101	Introduction to Transportation	3
		Total 15

Third Semester – Summer

BUS 220	Business Ethics	3
LOG 125	Transportation and Logistics	3
MGT 255	Organizational Behavior	3
MMT 135	Shipping Operations	3
		Total 12

Fourth Semester – Fall

BAF 101	Personal Finance	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
TRL 105	Warehousing	3
TRL 107	Commercial Motor Carrier	3
		Total 15

Fifth Semester – Spring

BUS 121	Business Law I	3
CPT 282	Information Systems Security	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
ELE BMT	Select one course from Business/ Management Electives on page B-24	3
		Total 15

Business/Management Electives

ACC 102	Accounting Principles II	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word	3
CWE	Cooperative Work Experience	3
CHN 101	Elementary Chinese I	4
CHN 102	Elementary Chinese II	4
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER101	Elementary German I	4
GER102	Elementary German II	4
IDS 201	Leadership Development	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
Behavioral/Social Sciences Electives on page B-3		3
Humanities Electives on page B-3		3
Natural Sciences Electives on page B-4		4

All courses from the following prefixes that are not required in the career path:
BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, TRL

Network Systems Management

Associate in Applied Science
Credit Requirements: 72 Semester Credit Hours

The Network Systems Management program prepares students for entry-level or higher positions as help desk and PC support, network administrators, network managers, network designers, network engineers, system administrators, routing and switching specialists, Linux/UNIX system administrators or network security specialists. Students have the option of acquiring a set of basic skills in a number of information technology disciplines or focusing in one discipline (for example, routing and switching) to acquire the higher-level skill sets of a Cisco Certified Network Professional. With eight department electives, students can design the degree program which best fits their job requirements or their own goals and ambitions. Courses help students prepare for a myriad of IT vendor and vendor-neutral certification exams. TTC is a Cisco Networking Academy for both the Cisco Certified Network Associate and the Cisco Certified Network Professional academic programs. TTC is also an MSDN Academic Alliance partner.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
CPT 209	Computer Systems Management	3
ENG 101	English Composition I	3
IST 220	Data Communications	3
		Total 15

Second Semester

CPT 210	Computer Resource Management	3
IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 201	Cisco Internetworking Concepts	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
		Total 15

Third Semester

CPT 220	e-Commerce	3
IST 202	Cisco Router Configuration	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
		Total 12

Fourth Semester

IST 293	IT and Data Assurance I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE TSM	Select one course from Network Systems Management Electives on page B-24	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
		Total 15

Fifth Semester

ECO 210	Macroeconomics	3
IST 260	Network Design	3
MGT 270	Managerial Communications	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
ELE TSM	Select one course from Network Systems Management Electives on page B-25	3
		Total 15

Network Systems Management Electives

CPT 282	Information Systems Security	3
CWE 113	Cooperative Work Experience	3
CWE 123	Cooperative Work Experience	3
IST 162	Introduction to Workstation Network Administration	3
IST 163	Internet Server Network Configuration	3
IST 164	Implementing Windows Network Infrastructure Services	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
IST 205	Cisco Advanced Routing	3
IST 206	Cisco Remote Access	3
IST 207	Cisco Multilayer Switching	3
IST 208	Cisco Internetwork Troubleshooting	3
IST 209	Fundamentals of Wireless LANs	3
IST 250	Network Management	3
IST 253	LAN Service and Support	3
IST 259	Electronic Messaging	3
IST 263	Designing Windows Network Security	3
IST 286	Technical Support Internship I	3
IST 287	Technical Support Internship II	3
IST 291	Fundamentals of Network Security I	3
IST 292	Fundamentals of Network Security II	3
IST 294	IT and Data Assurance II	3
MKT 135	Customer Service Techniques	3

A+/Network+ Technician

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This program teaches students to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. Students also learn basic installation and troubleshooting knowledge of DOS/Windows. Basic knowledge of networking technology and practices is covered. This program helps prepare students for the Comp TIA Security+, A+, Network+ and Linux+ certification exams. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

CPT 209	Computer Systems Management	3
CPT 210	Computer Resource Management	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3
		Total 9

Bookkeeping

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition	3
		Total 12

Second Semester

ACC 112	Organizational Accounting	3
ACC 102	Accounting Principles II	3
ACC 124	Individual Tax Procedures	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
		Total 15

Business Information Systems

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides a broad overview of software, database management and application packages. Emphasis is placed on information systems used in the business environment. Students gain general competency in using microcomputers for management and decision making.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CPT 102	Basic Computer Concepts	3
CPT 179	Microcomputer Word Processing	3
CPT 220	e-Commerce	3
		Total 9

Second Semester – Spring

CPT 174	Microcomputer Spreadsheets	3
BUS 210	Introduction to e-Commerce in Business	3
MGT 230	Managing Information Resources	3
		Total 9

Third Semester – Summer

CPT 270	Advanced Microcomputer Applications	3
MGT 240	Management Decision Making	3
		Total 6

Cisco Certified Network Associate

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy and prepares students for entry-level jobs in companies with TCP/IP or IPX networks. Students learn the fundamentals of networking and internetworking, basic router and switch configuration, and troubleshooting in a diverse learning environment that includes instructor-led, Web-based and hands-on lab settings.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The program qualifies students to pursue a number of industry-standard certifications, including the Cisco Certified Network Associate (CCNA).

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 201	Cisco Internetworking Concepts	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 202	Cisco Router Configuration	3
IST 203	Advanced Cisco Router Configuration	3
		Total 6

Third Semester

IST 204	Cisco Troubleshooting	3
		Total 3

Cisco Certified Network Professional

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

This program is delivered by TTC in its role as a Cisco Networking Academy. It provides students with advanced knowledge of networks. Students learn to install, configure and operate LAN, WAN and dial-access services for organizations with networks from 100 to more than 500 nodes including, but not limited to, these protocols and services: IP, IGRP, IPX, Async Routing, AppleTalk, Extended Access Lists, IP RIP, Route Redistribution, RIP, Route Summarization, OSPF, VLSM, BGP, Serial, Frame Relay, ISDN, ISL, X.25, DDR, PSTN, PPP, VLANs, Ethernet, Access Lists, 802.10, FDDI, and Transparent and Translational Bridging. Classes prepare students for the four exams required to obtain the Cisco Certified Network Professional credential.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. The prerequisite for this program is IST 204 or possession of a valid Cisco Certified Network Associate (CCNA) credential.

Recommended Sequence of Courses
First Semester

IST 205	Cisco Advanced Routing	3
IST 206	Cisco Remote Access	3
		Total 6

Second Semester

IST 207	Cisco Multilayer Switching	3
IST 208	Cisco Internetwork Troubleshooting	3
		Total 6

Computer Game Design

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Computer Game Design Certificate provides students with the skills to understand and apply computer game design and development concepts. Students are prepared for entry-level employment in game design and related fields. Topics covered include game programming fundamentals, game math and physics, 2-D and 3-D graphics and animation.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 232	C++ Programming I	3
ARV 217	Computer Imagery	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
ARV 222	Computer Animation	3
ARV 247	3-D Animation III	3
		Total 9

Third Semester

CPT 288	Computer Game Development	3
ARV 225	Advanced Computer Animation	3
		Total 6

Computer Network Technician

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for network technician jobs. It is designed for students who are employed in businesses that use or plan to use a computer network and need on-site primary support. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 166	Network Fundamentals	3
IST 220	Data Communications	3
		Total 9

Second Semester

IST 161	Introduction to Network Administration	3
IST 190	Linux Essentials	3
IST 253	LAN Service and Support	3
		Total 9

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 191	Linux System Administration	3
		Total 9

Corporate Quality

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program identifies the fundamentals of quality and management responsibilities in a total quality environment. This certificate also addresses statistical process control, manufacturing methods, cost-of-quality, corrective action procedures and auditing methods in both the manufacturing and service environments. This program provides students with the tools to better integrate and implement the principles and concepts of total quality in their work environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

MGT 235	Production Management	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
		Total 9

Second Semester – Spring

QAT 110	Manufacturing Methods	3
QAT 201	Quality Cost Analysis/Auditing	3
QAT 240	Advanced Quality Concepts	3
		Total 9

Third Semester – Summer

QAT 232	Statistical Quality Control	3
QAT 245	ISO Standards and Auditing	3
		Total 6

Customer Service

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate provides skills that assist individuals to succeed in the competitive workplace of the 21st century. Studies in customer service/ customer relations, sales principles, ethics, problem solving and decision making, interpersonal relations and communication augment the traditional skills required in business and industry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

MKT 101	Marketing	3
MKT 110	Retailing	3
QAT 105	Total Quality Systems	3
		Total 9

Second Semester – Spring

MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 250	Consumer Behavior	3
		Total 9

Third Semester – Summer

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
SPC 209	Interpersonal Communication	3
		Total 6

Database

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate prepares students for employment with companies looking for database professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any database environment. The curriculum uses both MS Access and Oracle to teach students how to design, build, manipulate and maintain business database management systems. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
or		
CPT 232	C++ Programming I	3
CPT 172	Microcomputer Database	3
		Total 9

Second Semester

CPT 207	Complex Computer Applications	3
CPT 242	Database	3
		Total 6

Third Semester

IST 272	Relational Database	3
		Total 3

e-Commerce

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate provides students with a broad overview of Internet training and applications within a small business and marketing communication environment. The certificate introduces students to the Internet and how it is changing business, communication, supply chain functions, marketing and trading practices. Additionally, students gain experience in website design, and the business opportunities and potential of e-Commerce.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 210	Introduction to e-Commerce in Business	3
CPT 174	Microcomputer Spreadsheets	3
MGT 120	Small Business Management	3
		Total 9

Second Semester – Spring

CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
CPT 282	Information Systems Security	3
		Total 9

Third Semester – Summer

CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
MGT 230	Managing Information Resources	3
		Total 9

International Business

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This certificate develops the basic skills necessary to enter the international business environment. The certificate includes studies in the areas of international business, marketing and management. Students are exposed to the power of the Internet along with cultural and political issues within the international business community. Students also study a foreign language(s) as a foundation to understanding the social and communication issues within that environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 250	Introduction to International Business	3
ECO 207	International Economics	3
CPT 220	e-Commerce	3
		Total 9

Second Semester – Spring

BUS 220	Business Ethics	3
PSC 220	Introduction to International Relations	3
ELE FLG1	Select a foreign language elective	4
		Total 10

Third Semester – Summer

BUS 176	International Marketing	3
ELE FLG1	Select a foreign language elective	4
		Total 7

ELE FLG1/Foreign Language Electives

FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER 101	Elementary German I	4
GER 102	Elementary German II	4
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4

Internet Programming

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for Internet programming professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any Internet programming environment. The curriculum uses many of the current programming languages to teach students how to design, build, manipulate and maintain business websites.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 220	e-Commerce	3
CPT 114	Computers and Programming	3
or		
CPT 232	C++ Programming I	3
		Total 9

Second Semester

CPT 239	Active Server Pages	3
CPT 283	PHP Programming I	3
IST 239	Datum and JavaScript	3
		Total 9

Leadership Development

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides you with the necessary skills to succeed in the competitive workplace of the 21st century. Studies in leadership, supervision, business technology and decision-making augment the traditional skills required in business and industry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
MGT 235	Production Management	3
		Total 9

Second Semester – Spring

IDS 201	Leadership Development	3
MGT 210	Employee Selection	3
MGT 250	Situational Supervision	3
		Total 9

Third Semester – Summer

MGT 240	Management Decision Making	3
MGT 270	Managerial Communication	3
		Total 6

Medical Office Specialist

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

The Medical Office Specialist program prepares you for front office work in a physician's office. Courses cover medical vocabulary, document production and office procedures.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 105	Medical Ethics and Law	2
AOT 106	Keyboarding Lab I	1
AOT 134	Office Communications	3
CPT 179	Microcomputer Word Processing	3
		Total 12

Second Semester – Spring

AOT 107	Keyboarding Lab II	1
*AOT 137	Office Accounting	3
AOT 252	Medical Systems and Procedures	3
HIM 110	Health Information Science I	3
MGT 110	Office Management	3
		Total 13

Third Semester – Fall

AOT 161	Records Management	3
AOT 212	Medical Document Production	3
CPT 174	Microcomputer Spreadsheets	3
HIM 130	Billing and Reimbursement	3
		Total 12

**May substitute ACC 101*

Microcomputer Business Applications

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

The Microcomputer Business Applications program prepares you for microcomputer (personal computer) business applications specialist jobs. It is for students who are employed in businesses that use or want to use microcomputer word processing, spreadsheet and database software packages. Microsoft Windows, Word, Excel and Access are thoroughly explored in this program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 179	Microcomputer Word Processing	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

CPT 172	Microcomputer Database	3
		Total 3

Microcomputer Expert User

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Microcomputer Expert User program trains students to the level of expert in all applications in the Microsoft Office suite and Microsoft SharePoint Designer.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. You must be able to demonstrate basic computer skills through a credit course (CPT 101 or 102), transfer credit or credit by examination for CPT 101 or 102.

Recommended Sequence of Courses
First Semester

CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

CPT 220	e-Commerce	3
CPT 270	Advanced Microcomputer Applications	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
		Total 9

Microcomputer Programming

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate program prepares students for employment with companies looking for programming professionals. Starting with a basic computer class, students progress in a step-by-step, class-by-class methodology that takes them to a skill level where they can work in any programming environment. The curriculum uses many of the current programming languages.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 232	C++ Programming I	3
		Total 9

Second Semester

CPT 233	C++ Programming II	3
		Total 3

Third Semester
Take two of the following three courses:

CPT 212	Visual Basic Programming	3
CPT 236	Introduction to Java Programming	3
CPT 244	Data Structures	3
		Total 6

Microsoft Network Operations

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for computer network operations specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses the Microsoft Windows Server operating system in a LAN and/or WAN environment. This program is designed to prepare you for Microsoft Certifications Exams.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
IST 161	Introduction to Network Administration	3
IST 220	Data Communications	3
	Total 9	

Second Semester

IST 163	Internet Server Network Configuration	3
IST 165	Implementing and Administering Windows Directory Services	3
IST 166	Network Fundamentals	3
	Total 9	

Third Semester

IST 164	Implementing Windows Network Infrastructure Services	3
IST 259	Electronic Messaging	3
IST 263	Designing Windows Network Security	3
	Total 9	

Mobile Application Programming

Certificate in Applied Science
Credit Requirements: 21 Semester Credit Hours

The Mobile Application Programming Certificate provides students with the skills necessary to understand and develop computer programs for today's mobile phones. Students will be prepared for entry-level employment in mobile phone programming and in related fields. The focus of the program will be the development of software for the Android mobile phone.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
CPT 232	C++ Programming I	3
	Total 6	

Second Semester

CPT 172	Microcomputer Database	3
CPT 233	C++ Programming II	3
	Total 6	

Third Semester

CPT 236	Introduction to Java Programming	3
IST 220	Data Communications	3
	Total 6	

Fourth Semester

IST 235	Handheld Computer Programming	3
	Total 3	

Network Security

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This program is designed for individuals who have experience or training in network operations. This program prepares you for network security specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses a LAN and WAN environment to accomplish its business objectives. This program presents the knowledge and skills needed to use the Internet as a secure link between corporate and partner LANs. It is designed to help you prepare for a number of certification examinations including CompTIA: Security+ and Microsoft: Designing Security for a Microsoft Windows Network.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
	Total 6	

Second Semester

CPT 282	Information Systems Security	3
IST 161	Introduction to Network Administration	3
IST 166	Network Fundamentals	3
		Total 9

Third Semester

IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3
IST 294	IT and Data Assurance II	3
		Total 9

Professional Accountancy

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate is designed for the nontraditional market not currently being served by the associate degree in accounting. For example, some individuals may need 24 or more accounting hours to advance in civil service or private business accounting positions.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Additionally, you should be able to demonstrate proficiency in accounting principles.

Recommended Sequence of Courses
First Semester

ACC 201	Intermediate Accounting I	3
ACC 124	Individual Tax Procedure	3
ACC 265	Not-for-Profit Accounting	3
		Total 9

Second Semester

ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
		Total 9

Third Semester

ACC 203	Intermediate Accounting III	3
ACC 226	Tax Audit and Research	3
ACC 245	Accounting Applications	3
		Total 9

Small Business/ Entrepreneurship

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate offers students the opportunity to focus on entrepreneurial aspects of business. Instructional topics include evaluation, planning, communication, supervision and business database management. The certificate also gives students the foundation to successfully venture into the 21st century in a small business environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

BUS 112	Service Management Systems	3
CPT 220	e-Commerce	3
MGT 120	Small Business Management	3
		Total 9

Second Semester – Spring

MGT 121	Small Business Operations	3
MGT 210	Employee Selection and Retention	3
MGT 250	Situational Supervision	3
		Total 9

Third Semester – Summer

MKT 130	Customer Service Principles	3
MKT 240	Advertising	3
		Total 6

Transportation and Logistics

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program provides students with an academic foundation in several areas: transportation, logistics, warehousing, export/import, shipping and commercial motor carrier. Students who complete this certificate have potential for employment as a dispatcher, operations specialist, and shipping and receiving and warehouse specialist. This certificate may be applied to the Transportation and Logistics career path.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

LOG 125	Transportation Logistics	3
MMT 135	Shipping Operations	3
TRL 101	Introduction to Transportation	3
		Total 9

Second Semester – Spring

LOG 235	Traffic Management	3
MMT 110	Inventory Management	3
TRL 105	Warehousing	3
		Total 9

Third Semester – Summer

TRL 106	Export/Import	3
TRL 107	Commercial Motor Carrier	3
		Total 6

UNIX Systems Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This program prepares you for computer network operations specialist jobs. It is ideal if you are employed in a business that uses the UNIX operating system in a LAN or WAN environment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

CPT 102	Basic Computer Concepts	3
IST 220	Data Communications	3
		Total 6

Second Semester

IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
		Total 6

Third Semester

IST 191	Linux System Administration	3
IST 192	Linux Network Applications	3
		Total 6

Community, Family and Child Studies

Overview

Community, Family and Child Studies is a division dedicated to meeting local, regional and national needs of the community for quality training in human services, as well as child and youth services. It is designed to equip students with the skills necessary to meet the increased demands for qualified professionals. These programs combine classroom instruction, field experience and interdisciplinary skills.

Students interested in Community, Family and Child Studies may obtain requirement information from the Admissions office. Additional information about the sequence of course offerings, class schedule, program costs and job opportunities can be obtained by consulting a faculty advisor or by attending a program advising session. To schedule a faculty advising appointment, contact the Division of Community, Family and Child Studies on Main Campus in Bldg. 200, Room 150, or call 843.574.6529.

General Information

The division offers programs that prepare students to enter some of the nation's fastest-growing occupations. These programs include Early Care and Education, Early Childhood Development, Child Care Management, School-Age and Youth Development, Special Education, and Infant and Toddler Development. Within the Human Services field, a growing body of data supports the need for practitioners trained and skilled in the specific areas of family intervention studies, human services generalist, rehabilitation and addictions/substance abuse. In the tricounty, there has also been a significant increase in the number of retirees, indicating a need for professionals skilled in gerontology.

Prior to enrolling in the Community, Family and Child Studies programs, students must have a high school diploma or a GED and take the college's placement test or possess qualifying SAT or ACT scores. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

The Early Childhood Development diploma and certificate programs, Child Care Management certificate, Infant and Toddler Development certificate, School-Age and Youth Development certificate, and associate degree in Early Care and Education programs require the following additional admission requirements: a health assessment denoting good health and a negative tuberculosis skin test and compliance with technical standards as prerequisites to labs in licensed child care centers. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force. A clear criminal background check by SLED is also required for students entering the Human Services, Addictions/Substance Abuse, Family Intervention Studies and Gerontology programs.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Early Care and Education
- Child Care Management
- Child Care Professional
- Special Education

Human Services
- Addictions/Substance Abuse
- Family Intervention Studies
- Gerontology
- Human Services Generalist
- Rehabilitation

Diploma Program
Early Childhood Development

Certificate Programs
Addictions/Substance Abuse
Child Care Management
Early Childhood Development
Family Intervention Studies
Gerontology
Infant and Toddler Development
School-Age and Youth Development
Special Education

Early Care and Education

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

The Early Care and Education two-year degree helps students prepare for employment at the associate degree level in settings that include, but are not limited to, any part- or full-day program in a center, school or home that serves young and school-age children and their families, including children with special developmental and learning needs. While some courses in the program may transfer, the program is not designed as a transfer program.

Key features of this associate degree include career specializations such as Infant and Toddler Development, Early Childhood Development, Child Care Management, School-Age and Youth Development, and Special Education. Laboratory placement exists in diverse settings that allow for quality practical and hands-on experiences.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. The Early Care and Education associate degree also requires the following additional admission requirements as prerequisites to labs in licensed child care centers and/or public schools: a health assessment denoting good heath, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education workforce. The ECD program is accredited through the National Association for the Education of Young Children (NAEYC).

Child Care Professional Career Path

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 138	Movement and Music for Children	3
	Total	**12**

Second Semester

CPT 101	Introduction to Computers	3
ECD 131	Language Arts	3
ECD 102	Growth and Development I	3
ECD 203	Growth and Development II	3
ENG 101	English Composition	3
	Total	**15**

Third Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 135	Health, Safety and Nutrition	3
ECD 252	Diversity Issues in Early Care/ Education	3
ECD 239	Assessment and Program Planning	3
	Total	**15**

Fourth Semester

EDU 201	Classroom Inquiry with Technology	3
EDU 230	Schools and Communities	3
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
	Total	**12**

Fifth Semester

ECD 201	Principles of Ethics/Leadership in Early Care/Education	3
ECD 237	Methods and Materials	3
EDU 241	Learners and Diversity	4
PSY 201	General Psychology	3
	Total	**13**

Sixth Semester

ECD 243	Supervised Field Experience I	3
	Total	**3**

Child Care Management Career Path

Credit Requirements: 69 Semester Credit Hours

Recommended Sequence of Courses

First Semester

CPT 101	Introduction to Computers	3
ECD 101	Introduction to Early Childhood	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Total	**12**

Second Semester

ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
ENG 101	English Composition	3
	Total	**15**

Third Semester

ECD 106	Observation of Young Children	3
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
	Total	**12**

Fourth Semester

ECD 105	Guidance-Classroom Management	3
ECD 252	Diversity Issues in Early Care/ Education	3
EDU 230	Schools and Communities	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**15**

Fifth Semester

ECD 201	Principles of Ethics/Leadership in Early Care/Education	3
ECD 237	Methods and Materials	3
ECD 260	Methods of Teaching Special Needs Students	3
PSY 201	General Psychology	3
	Total	**12**

Sixth Semester

ECD 243	Supervised Field Experience I	3
	Total	**3**

Special Education Career Path

Credit Requirements: 69 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ASL 101	American Sign Language I	4
ECD 101	Introduction to Early Childhood	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Total	**13**

Second Semester

ASL 102	American Sign Language II	4
ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
ECD 203	Growth and Development II	3
	Total	**13**

Third Semester

CPT 101	Introduction to Computers	3
ECD 107	Exceptional Children	3
ECD 135	Health, Safety and Nutrition	3
ENG 101	English Composition	3
PSY 201	General Psychology	3
	Total	**15**

Fourth Semester

ECD 256	Counseling Techniques in ECSE	3
ECD 255	Activity Therapy for ECSE	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**12**

Fifth Semester

ECD 201	Principles of Ethics/Leadership in Early Care/Education	3
ECD 259	Behavior Management for Special Needs	3
ECD 260	Methods of Teaching Special Needs Students	3
EDU 241	Learners and Diversity	4
	Total	**13**

Sixth Semester

ECD 243	Supervised Field Experience I	3
	Total	**3**

Human Services

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

Human Services professionals hold jobs in such diverse settings as group homes and halfway houses; correctional and community mental health centers; family, child and youth service agencies; and programs concerned with family violence and aging. Depending on the employment setting and the types of clients served, the job titles and duties vary a great deal. The primary purpose of the human services worker is to assist individuals, families or communities to function as effectively as possible in the major domains of living. Students in the Human Services program will choose a career path in Addictions/Substance Abuse, Family Intervention Studies, Gerontology, Rehabilitation or as a Human Services Generalist.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Students will complete a 270-hour field placement covering two semesters (135 per semester) during the last half of the program. Assignments for the field placement exist in mental health, youth services, social services, eldercare, corrections, disabilities, rehabilitation and addiction services. A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignments. Students may be subject to additional agency screening above and beyond those required by TTC. Upon graduation, students are eligible to sit for the Human Services Board Certified Practitioner Exam. The Human Services program is nationally accredited through the Council for Standards in Human Services.

Addictions/Substance Abuse Career Path

Credit Requirements: 69 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in the Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 208	Alcohol and Substance Abuse	3
		Total 13

Second Semester

CPT 101	Introduction to Computers	3
HUS 209	Case Management	3
HUS 219	Psychopharmacology	3
HUS 230	Interviewing Techniques	3
PSY 201	General Psychology	3
		Total 15

Third Semester

HUS 110	Orientation to Human Services	1
HUS 220	Diversity Issues in Human Services Practice	3
HUS 241	The Counseling Relationship	3
HUS 235	Group Dynamics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 13

Fourth Semester

HUS 217	Addiction Counseling I	3
HUS 237	Crisis Intervention	3
HUS 250	Supervised Field Placement	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE ADD	Addiction Electives	3
		Total 16

Fifth Semester

HUS 218	Addictions Counseling II	3
HUS 223	Program Planning	3
HUS 249	Human Services Certification Prep	2
HUS 251	Supervised Field Placement II	4
		Total 12

Addictions Electives

CRJ 244	Probation, Pardon and Parole	3
HUS 201	Family System Dynamics	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 210	Juvenile Delinquency	3

Family Intervention Studies Career Path

Credit Requirements: 69 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in the Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
	Total 13	

Second Semester

CPT 101	Introduction to Computers	3
HUS 208	Alcohol and Substance Abuse	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
PSY 201	General Psychology	3
	Total 15	

Third Semester

HUS 110	Orientation to Human Services	1
HUS 220	Diversity Issues in Human Service Practice	3
HUS 235	Group Dynamics	3
SOC 210	Juvenile Delinquency	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total 13	

Fourth Semester

HUS 201	Family System Dynamics	3
HUS 241	The Counseling Relationship	3
HUS 250	Supervised Field Placement I	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
HUS ELE	Family Intervention Electives on page B-39	3
	Total 16	

Fifth Semester

HUS 223	Program Planning	3
HUS 237	Crisis Intervention	3
HUS 249	Human Services Certification Prep	2
HUS 251	Supervised Field Placement II	4
	Total 12	

Family Intervention Electives

PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 205	Social Problems	3

Human Services Generalist Career Path

Credit Requirements: 69 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in the Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
	Total 13	

Second Semester

CPT 101	Introduction to Computers	3
HUS 208	Alcohol and Substance Abuse	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
PSY 201	General Psychology	3
	Total 15	

Third Semester

HUS 110	Orientation to Human Services	1
HUS 220	Diversity Issues in Human Service Practice	3
HUS 241	The Counseling Relationship	3
REQ HUM	Select one course from Humanities listing on page B-3	3
PSY 212	Abnormal Psychology	3
or		
SOC 101	Introduction to Sociology	3
or		
SOC 205	Social Problems	3
	Total 13	

Fourth Semester

HUS 235	Group Dynamics	3
HUS 250	Supervised Field Placement	4
HUS ELE	Select two courses from Generalist Electives on page B-40	6
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 13

Fifth Semester

HUS 223	Program Planning	3
HUS 237	Crisis Intervention	3
HUS 249	Human Services Certification Prep	2
HUS 251	Supervised Field Placement II	4
		Total 12

Generalist Electives

HUS 201	Family System Dynamics	3
HUS 224	Behaviorally-based Interventions	3
HUS 212	Disabilities and Disorders	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
CRJ 244	Probation, Pardon and Parole	3
PSY 203	Human Growth and Development	3
SOC 210	Juvenile Delinquency	3
HUS 205	Gerontology	3

Gerontology Career Path

Credit Requirements: 68 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in the Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
		Total 13

Second Semester

CPT 101	Introduction to Computers	3
HUS 205	Gerontology	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
PSY 201	General Psychology	3
		Total 15

Third Semester

HUS 110	Orientation to Human Services	1
HUS 208	Alcohol and Substance Abuse	3
HUS 211	Developing the Gerontology Professional	3
HUS 241	Diversity in Human Services	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 13

Fourth Semester

HUS 112	Services for the Elderly	2
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 237	Crisis Intervention	3
HUS 250	Supervised Field Placement	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 15

Fifth Semester

HUS 206	Death and Dying	3
HUS 223	Program Planning	3
HUS 249	Human Services Certification Prep	2
HUS 251	Supervised Field Placement II	4
		Total 12

Rehabilitation Career Path

Credit Requirements: 68 Semester Credit Hours

Recommended Sequence of Courses

First Semester

ENG 101	English Composition	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
		Total 13

Second Semester

CPT 101	Introduction to Computers	3
PSY 201	General Psychology	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
HUS 212	Disabilities and Disorders	3
		Total 15

Third Semester

HUS 220	Diversity Issues in Human Services Practice	3
HUS 110	Orientation to Human Services	1
HUS 224	Behaviorally-Based Interventions	3
REQ HUM	Select one course from Humanities listing on page B-3	3
HUS 208	Alcohol and Substance Abuse	3
	Total	**13**

Fourth Semester

HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 250	Supervised Field Placement	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
HUS 226	Behaviorally-based Medications	2
HUS 241	The Counseling Relationship	3
	Total	**15**

Fifth Semester

HUS 251	Supervised Field Placement	4
HUS 223	Program Planning	3
HUS 249	Human Services Certification Prep	2
HUS 237	Crisis Intervention	3
	Total	**12**

Early Childhood Development

Diploma in Applied Science
Credit Requirements: 42 Semester Credit Hours

The Early Childhood Development diploma program prepares students to provide quality care for young children. This program is designed for students preparing for careers in early childhood development as child care providers in diverse child development settings.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

The Early Childhood Development diploma program requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ENG 101	English Composition I	3
	Total	**15**

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
	Total	**15**

Third Semester

ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
	Total	**12**

Addictions/Substance Abuse

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

The Addictions/Substance Abuse certificate program prepares students to perform ancillary psychotherapeutic treatment functions in both inpatient and outpatient facilities that cater to a broad range of addictive or compulsive behaviors. Students may choose to work in a treatment facility or a prevention capacity. A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

All courses in the Addictions/Substance Abuse certificate program can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 208	Alcohol and Drug Abuse	3
		Total 12

Second Semester

HUS 209	Case Management	3
HUS 217	Addictions Counseling	3
HUS 219	Psychopharmacology	3
HUS 230	Interviewing Techniques	3
HUS 241	The Counseling Relationship	3
		Total 15

Third Semester

HUS 110	Orientation to Human Services	1
HUS 218	Addictions Counseling II	3
		Total 4

Fourth Semester

HUS 235	Group Dynamics	3
HUS 250	Supervised Field Placement I	4
		Total 7

Child Care Management

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Child Care Management certificate program prepares students to work in supervisory, management or administrative positions in early childhood development.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards.

A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education workforce.

Recommended Sequence of Courses

First Semester

ECD 102	Growth and Development I	3
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 203	Growth and Development II	3
		Total 15

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 260	Methods of Teaching Special Needs Students	3
		Total 9

Third Semester

CPT 101	Introduction to Computers	3
ECD 135	Health, Safety and Nutrition	3
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
ECD 237	Methods and Materials	3
BUS 101	Introduction to Business	3
or		
MGT 120	Small Business Management	3
		Total 15

Early Childhood Development

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Early Childhood Development certificate program prepares students to work primarily in federally funded programs such as Head Start. This certificate also is designed for those currently employed who desire to make a career move and parents who want to learn more about the development of young children.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education workforce.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
	Total	**12**

Second Semester

ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
	Total	**15**

Family Intervention Studies

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Family Intervention Studies certificate program prepares students for work with fragile families. Specialized study includes child maltreatment, intimate partner violence, elder abuse and working with at-risk youth. Graduates are qualified to perform various levels of intervention, including intake processing, referrals and case management.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

All courses in the Family Intervention Studies certificate program can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
	Total	**13**

Second Semester

HUS 208	Alcohol and Drug Abuse	3
HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
SOC 210	Juvenile Delinquency	3
	Total	**12**

Third Semester

HUS 110	Orientation to Human Services	1
HUS 201	Family System Dynamics	3
	Total	**4**

Fourth Semester

HUS 241	The Counseling Relationship	3
HUS 250	Supervised Field Placement I	4
	Total	**7**

Gerontology

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

The Gerontology certificate prepares students to work with individuals 65 years old and older. As this population continues to increase in numbers, the need for more services also increases. Students will find careers in areas such as income assistance, health care, housing and leisure activities.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to the field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Gerontology certificate can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses

First Semester

ENG 101	English Composition I	3
HUS 101	Introduction to Human Services	3
HUS 102	Personal and Professional Development in Helping Professions	3
HUS 103	Writing for Human Services	1
HUS 203	Human Behavior and Social Environment	3
		Total 13

Second Semester

HUS 112	Services for the Elderly	2
HUS 205	Gerontology	3
HUS 209	Case Management	3
HUS 214	Health, Wellness and Nutrition for Special Populations	3
HUS 230	Interviewing Techniques	3
		Total 14

Third Semester

HUS 110	Orientation to Human Services	1
HUS 211	Developing the Gerontology Professional	3
		Total 4

Fourth Semester

HUS 206	Death and Dying	3
HUS 250	Supervised Field Placement I	4
		Total 7

Infant and Toddler Development

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Infant and Toddler Development certificate program upgrades and enhances the skills of infant and toddler child care professionals and also is open to those with no experience. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC). Professionals working with children birth through two years old are provided with adequate training related to experiences in growth and development; curriculum issues; guidance; exceptionality and early intervention; creative experiences; safety, health and nutrition; and socialization.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
		Total 9

Second Semester

ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers with Special Needs	3
ECD 243	Supervised Field Placement I	3
		Total 9

School-Age and Youth Development

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

The School-Age and Youth Development certificate program upgrades and enhances the skills of professionals and for those interested in a career in school-age and youth development. Professionals working with children ages 5-17 will be provided with training related to experiences in human relationships; indoor/outdoor environments; activities; safety, health and nutrition; and administrative skills.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test.

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education, school-age and youth, and human services workforce.

Recommended Sequence of Courses

First Semester

SAC 101	Best Practices in School-Age and Youth Care Skills	3
		Total 3

Second Semester

SAC 200	Introduction to School-Age and Youth Care	3
SAC 201	Development of the School-Age Child and Youth	3
SAC 204	Safety, Health and Nutrition for School-Age Children and Youth	3
		Total 9

Third Semester

SAC 202	Administration of School-Age and Youth Programs	3
SAC 203	Designing Model Environments for School-Age Children and Youth	3
SAC 209	Introduction to Special Education for School-Age Children and Youth	3
		Total 9

Fourth Semester

SAC 205	Guiding Behavior, Violence Prevention and Classroom Management Strategies	3
SAC 206	Human Relationships for Children, Staff and Families	3
SAC 207	Science, Technology and Cultural Arts in School-Age and Youth Programs	3
		Total 9

Fifth Semester

SAC 208	Supervised Field Experience for School-Age and Youth Care	3
		Total 3

Special Education

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

The Special Education certificate program helps upgrade and enhance the skills of special education paraeducators and is open to those with no experience. This certificate is organized with standards from the Council for Exceptional Children (CEC) and the National Association for the Education of Young Children (NAEYC). Paraeducators working with children from birth through age eight will be provided adequate training related to experiences in typical growth and development; curriculum issues; exceptionality and early intervention; communication systems; activity therapy; facilitation and environmental management for special education; counseling techniques; creative experiences; and safety, health and nutrition.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test,

and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses

First Semester

ASL 101	American Sign Language I	4
ECD 107	Exceptional Children	3
ECD 207	Infants and Toddlers in Inclusive Care	3
ECD 259	Behavior Management for Special Needs	3
		Total 13

Second Semester

ASL 102	American Sign Language II	4
ECD 255	Activity Therapy for ECSE	3
ECD 256	Counseling Techniques for ECSE	3
ECD 260	Methods of Teaching Special Needs Students	3
		Total 13

Third Semester

ECD 243	Supervised Field Experience I	3
		Total 3

Culinary Institute of Charleston

Overview

The Culinary Institute of Charleston (CIC) responds to the expanding educational needs of one of the area's largest industries. The $5.7 billion economic impact of tourism in the greater Charleston area includes 105,000 related jobs, according to the Center for Business Research of the Metro Charleston Chamber of Commerce. Within South Carolina, hospitality and culinary employment is of major significance. The economic impact of this industry continues to increase nationally and internationally. Education within this field offers a range of employment opportunities and career progression.

In culinary arts studies, CIC offers an associate degree in Culinary Arts Technology with career paths in Baking and Pastry and Sports and Nutrition, and certificates in Culinary Arts, Baking and Pastry, and Food Service Specialist. Courses offered in the curriculum will also recertify industry employees for the American Culinary Federation. The culinary studies are accredited by the American Culinary Federation Accrediting Commission.

In hospitality and tourism studies, CIC offers an associate degree in Hospitality and Tourism Management and certificate programs in Event Management, Food and Beverage Operations, Advanced Beverage Service Management and Hotel Operations. The Associate in Applied Science degree in Culinary Arts and Baking and Pastry is accredited by the Accreditation Commission for Programs in Hospitality Administration.

CIC courses prepare students with knowledge and practice in the principles, skills and scope of the industry. Classes focus on quality in product and service. Hands-on training takes place within the modern CIC laboratories and through cooperative industry work experiences.

General Information

Students interested in culinary or hospitality and tourism programs should consult with a faculty advisor to discuss requirements and other details of scheduling. For more information, call 843.820.5090 or visit www.CulinaryInstituteofCharleston.com.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Culinary Arts Technology
- Baking and Pastry
- Sports and Health Nutrition

Hospitality and Tourism Management

Certificate Programs
Advanced Culinary Arts
Advanced Baking and Pastry
Advanced Beverage Service Management
Baking and Pastry
Culinary Arts
Event Management
Food and Beverage Operations
Hotel Operations
Sports and Health Nutrition

Culinary Arts Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

The Culinary Arts degree program prepares students for positions as professional cooks in food service operations including hotels, motels, resort restaurants and catering operations. Students study both theory and practical kitchen applications of the requirements of quality food preparation.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. The degree program is accredited by the American Culinary Federation (ACF). Graduates are eligible for ACF certification.

Recommended Course Sequence
First Semester – Fall

HOS 104	Introduction to Culinary Arts	3
HOS 107	Culinary Skills I	3
HOS 109	Nutrition Science and Sanitation	3
HOS 119	Introduction to Baking and Pastry	3
CPT 101	Introduction to Computers	3
		Total 15

Second Semester – Spring

HOS 111	Culinary Skills II	3
HOS 122	Advanced Culinary Skills	2
HOS 128	Culinary Management and Human Resources	3
HOS 129	Storeroom and Purchasing	3
HOS 135	Introduction to Dining Room Service	3
		Total 14

Third Semester – Summer

HOS 277	SCWE Culinary Arts	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**6**

Fourth Semester – Fall

ENG 101	English Composition 1	3
HOS 171	Food and Beverage Controls	3
HOS 215	Cuisine of the Americas	3
HOS 216	International Cuisine	3
HOS 132	Hospitality Communications and Leadership	3
REQ MAT	Select one math course from Math/ Natural Sciences listing on page B-4	3
	Total	**18**

Fifth Semester – Spring

HOS 235	Menu Planning	3
HOS 236	Restaurant Capstone	3
HOS 237	Contemporary Cuisine	2
ELE HOS	Culinary Elective	3
HOS 264	Food and Beverage Pairing	3
or		
HOS 250	Beverage Service Management	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total	**17**

Culinary Electives: Any HOS course not used to meet a requirement.

Baking and Pastry Career Path

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Culinary Arts degree program prepares students for positions as professional cooks in food service operations including hotels, motels, resort restaurants and catering operations. Students study both theory and practical kitchen applications of the requirements of quality food preparation.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. The degree program is accredited by the American Culinary Federation (ACF). Graduates are eligible for ACF certification.

Recommended Course Sequence
First Semester – Fall

HOS 104	Introduction to Culinary Arts	3
HOS 109	Nutrition Science and Sanitation	3
HOS 119	Introduction to Baking and Pastry	3
HOS 114	Introduction to Cakes	3
CPT 101	Introduction to Computers	3
	Total	**15**

Second Semester – Spring

HOS 113	Laminated Dough and Pastries	3
or		
HOS 118	Healthy Baking	3
HOS 121	Cake Decorating and Finishing Techniques	3
HOS 128	Culinary Management and Human Resources	3
HOS 129	Storeroom and Purchasing	3
HOS 182	Artisan Breads	3
	Total	**15**

Third Semester – Summer

HOS 277	SCWE Culinary Arts	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**6**

Fourth Semester – Fall

HOS 132	Hospitality Communications and Leadership	3
HOS 171	Food and Beverage Control	3
HOS 181	Candies and Confectionaries	3
HOS 220	Advanced Bakeshop	3
ENG 101	English Composition 1	3
MAT 155	Contemporary Mathematics	3
	Total	**18**

Fifth Semester – Spring

HOS 235	Menu Planning	3
HOS 221	Retail Baking	3
ELE HOS	Baking and Pastry Elective	3
HOS 228	Petit Fours and Mini Pastries	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total	**15**

Sports and Health Nutrition Career Path

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Culinary Arts degree program with a career path in Sports and Health Nutrition prepares students for positions as professional cooks, chefs and dietary managers for health care facilities, sports clubs, hospitals and schools. Students will learn how to start and operate their own business as personal and private chefs and to develop menus for individuals who have personal dietary needs. Students study both theory and practical kitchen applications to include proper sanitary handling of food and ethical practices of managing a business.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College both at the Main and Palmer campuses. Upon completing the program students can apply for the Dietetic Management certificate and a Sports Nutrition certificate.

Recommended Course Sequence
First Semester – Fall

HOS 104	Introduction to Culinary Arts	3
HOS 107	Culinary Skills I	3
HOS 109	Nutrition Science and Sanitation	3
HOS 119	Introduction to Baking and Pastry	3
CPT 101	Introduction to Computers	3
	Total	**15**

Second Semester – Spring

HOS 111	Culinary Skills II	3
HOS 127	History of Diets in World Cultures	3
HOS 128	Culinary Management and Human Resources	3
HOS 129	Storeroom and Purchasing	3
BIO 110	General Anatomy and Physiology	3
	Total	**15**

Third Semester – Summer

HOS 277	SCWE in Culinary Arts	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**6**

Fourth Semester – Fall

HOS 171	Food and Beverage Controls	3
HOS 242	Vegetarian and Vegan Cuisine	3
HOS 241	Sports Nutrition	3
HOS 132	Hospitality Communications and Leadership	3
ENG 101	English Composition 1	3
MAT 155	Contemporary Mathematics	3
	Total	**18**

Fifth Semester – Spring

HOS 230	Therapeutic Nutrition	3
HOS 235	Menu Planning	3
HOS 278	Medicinal Herbs and Natural Healing	3
HOS 279	Dietary Health and Spa Cuisine	3
or		
HOS 118	Healthy Baking	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total	**15**

Hospitality and Tourism Management

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Hospitality and Tourism Management degree program prepares students for supervisory positions in hotels, motels, resorts, restaurants, attractions or a variety of other job opportunities within the travel industry.

The Hospitality and Tourism Management degree is accredited by the Accreditation Commission for Programs in Hospitality Administration.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
HOS 109	Nutrition Science and Sanitation	3
HOS 132	Hospitality Communications and Leadership	3
HOS 140	The Hospitality Industry	3
ELE HTM	Select one 100-level course from Hospitality and Tourism Management Electives	3
	Total	**15**

Second Semester – Spring

ENG 101	English Composition I	3
HOS 110	Food Production Management	3
or		
HOS 107	Culinary Skills I	3
HOS 145	Dining Room Operations	3
HOS 159	Hospitality Accounting Applications	3
ELE HTM	Select one 100-level course from Hospitality and Tourism Management Electives	3
		Total 15

Third Semester – Summer

HOS 160	Purchasing for Hospitality	3
HOS 272	SCWE in Hospitality/Tourism Management	3
ELE HTM	Select one 200-level course from Hospitality and Tourism Management Electives	3
		Total 9

Fourth Semester – Fall

HOS 245	Hospitality Marketing	3
HOS 250	Beverage Service Management	3
HOS 262	Hospitality Software Applications	3
REQ MAT	Select one math course from Math/ Natural Sciences listing on page B-4	3
ELE HTM	Select one 200-level course from Hospitality and Tourism Management Electives	3
		Total 15

Fifth Semester – Spring

HOS 255	Food Service Management	3
HOS 256	Hospitality Management Concepts	3
HOS 265	Hotel, Restaurant and Travel Law	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Hospitality and Tourism Management Electives

HOS 129	Storeroom and Purchasing	3
HOS 135	Introduction to Dining Room Service	3
HOS 150	Hotel Management	3
HOS 163	International Etiquette and Protocol	3
HOS 164	Travel and Tourism	3
HOS 169	Club Management	3
HOS 171	Food and Beverage Controls	3
HOS 190	Issues in Culinary Arts and Hospitality	3
HOS 251	Introduction to Wine	3
HOS 252	Advanced Food and Beverage Service	3
HOS 253	Beer Basics	3
HOS 254	Catering Management	3
HOS 258	Convention Management	3
HOS 261	Distilled Spirits and Related Products	3
HOS 268	Building a Beverage Business	3
SPA 155	Technical Spanish I	3

Baking and Pastry

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Baking and Pastry certificate program prepares students for baking and pastry positions in a variety of settings including fine dining restaurants and retail bakeries. Students study both theory and practical applications of baking, cake decorating and retail bake-shop management. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 104	Introduction to Culinary Arts	3
HOS 109	Nutrition Science and Sanitation	3
HOS 113	Laminated Doughs and Pastries	3
HOS 114	Introduction to Cakes	3
HOS 119	Introduction to Baking and Pastry	3
		Total 15

Second Semester – Spring

HOS 121	Cake Decorating and Finishing Techniques	3
HOS 220	Advanced Bakeshop	3
HOS 221	Retail Baking	3
ELE B/P	Select one course from Baking and Pastry Electives	3
		Total 12

Baking and Pastry Electives

HOS 118	Healthy Baking	3
HOS 181	Candies and Confectionaries	3
HOS 182	Artisan Breads	3
HOS 183	Plated Desserts	3
		Total 12

Advanced Baking and Pastry

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Advanced Baking and Pastry certificate prepares students for fast-track baking and pastry positions in restaurants, hotels, catering, retail bakeries and other foodservice operations. Students study theory and practice hands-on applications in the college's fine dining restaurant. This program meets advanced standards of education for the American Culinary Federation certification levels in baking and pastry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test, as well as completion of a Baking and Pastry certificate, culmination of baking and pastry courses totaling 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall

HOS 181	Candies and Confectionaries	3
HOS 182	Artisan Breads	3
HOS 183	Plated Desserts	3
HOS 222	Chocolate and Sugar	3
		Total 12

Second Semester – Spring

HOS 185	Ice Cream and Frozen Desserts	3
HOS 223	Wedding Cakes and Decorating Techniques	3
HOS 224	Jams, Jellies, Chutneys and Tarts	3
HOS 228	Petit Fours and Mini Pastries	3
		Total 12

Culinary Arts

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

The Culinary Arts certificate prepares students for entry-level cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food. This program meets the minimum standards for the American Culinary Federation certification level of Certified Culinarian.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
HOS 104	Introduction to Culinary Arts	3
HOS 107	Culinary Skills I	3
HOS 109	Nutrition Science and Sanitation	3
HOS 119	Introduction to Baking and Pastry	3
		Total 15

Second Semester – Spring

HOS 111	Culinary Skills II	3
HOS 122	Advanced Culinary Skills	2
HOS 128	Culinary Management and Human Resources	3
HOS 129	Storeroom and Purchasing	3
		Total 11

Advanced Culinary Arts

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Advanced Culinary Arts certificate prepares students for fast-track cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food in the Culinary Institute's fine dining restaurant as well as in a professional restaurant, club, resort or hotel. This program meets advanced standards of education for the American Culinary Federation certification levels.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test as well as completion of a Culinary Arts degree or certificate, a culmination of cooking courses that total 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall

HOS 178	Farm to Plate	3
HOS 180	French Regional Cuisine	3
HOS 215	Cuisine of the Americas	3
HOS 216	International Cuisine	3
		Total 12

Second Semester – Spring

HOS 186	Mediterranean Cuisine	3
HOS 280	Butchery and Charcuterie	3
HOS 281	Seafood Cookery	3
HOS 277	SCWE in Culinary Arts	3
	Total	**12**

Event Management

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Event Management certificate program provides an overview of the event management industry to prepare students for entry-level positions in event management. Students will learn the process of planning events from the initial conception phase through delivery including sales, transportation, logistics, food and beverage management, and service, and gain general competency in providing support for delivery and management of such events.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 110	Food Production Management	3
or		
HOS 107	Culinary Skills I	3
HOS 140	The Hospitality Industry	3
HOS 109	Nutrition Science and Sanitation	3
HOS 163	International Etiquette and Protocol	3
	Total	**12**

Second Semester – Spring

HOS 258	Convention Management	3
HOS 250	Beverage Service Management	3
HOS 254	Catering Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
	Total	**12**

Advanced Beverage Service Management

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Advanced Beverage Service Management program is designed for students interested in acquiring advanced knowledge of the beverage management industry through study of history, origins, product identification, purchase, storage, sales and service of wines, beers, distilled spirits and related products. The program also addresses legal requirements and the achievement of industry credentials for safe, legal service of alcoholic beverages.

Admission into this program requires completion of at least one other hospitality/tourism management program or department head approval. In addition, students must have proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

HOS 250	Beverage Service Management	3
HOS 251	Introduction to Wine	3
HOS 253	Beer Basics	3
HOS 261	Distilled Spirits and Related Products	3
HOS 264	Food and Beverage Pairing	3
HOS 268	Building a Beverage Business	3
	Total	**18**

Food and Beverage Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Food and Beverage Operations certificate is designed for students interested in the development of food and beverage management skills for professional development, career enhancement and personal enrichment.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

HOS 109	Nutrition Science and Sanitation	3
HOS 132	Hospitality Communications and Leadership	3
HOS 163	International Etiquette and Protocol	3
HOS 250	Beverage Service Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
HOS 252	Advanced Food and Beverage Service	3
or		
HOS 255	Food Service Management	3
		Total 18

Hotel Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Hotel Operations certificate will equip students with the skills necessary to understand and apply basic hotel industry concepts including knowledge of operations, guest services, software applications, sales and marketing. Students will be prepared for entry-level employment in hotels, bed and breakfast operations, timeshares, resorts and other lodging operations and related fields.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Successful completion of ENG 100 is recommended.

Recommended Sequence of Courses
First Semester – Fall

HOS 140	The Hospitality Industry	3
HOS 150	Hotel Management	3
HOS 163	International Etiquette and Protocol	3
		Total 9

Second Semester – Spring

CPT 101	Introduction to Computers	3
or		
HOS 262	Hospitality Software Systems	3
HOS 258	Convention Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
		Total 9

Sports and Health Nutrition

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Sports and Health Nutrition certificate prepares students for positions as personal and private cooks, chefs and dietary managers for individuals at home, health care facilities, sports clubs, hospitals and schools. Students study both theory and practical kitchen applications to include proper sanitary handling of food and ethical practices of managing a business.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College, both at the Main and Palmer campuses. Upon completing the program students can apply for the Dietetic Management certificate and a Sports Nutrition certificate.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

HOS 104	Introduction to Culinary Arts	3
HOS 107	Culinary Skills I	3
HOS 109	Nutrition Science and Sanitation	3
BIO 110	General Anatomy and Physiology	3
HOS 119	Introduction to Baking and Pastry	3
		Total 15

Second Semester – Spring

HOS 111	Culinary Skills II	3
HOS 127	History of Diets in World Cultures	3
HOS 128	Culinary Management and Human Resources	3
HOS 171	Food and Beverage Controls	3
		Total 12

Third Semester – Fall

HOS 230	Therapeutic Nutrition	3
HOS 235	Menu Planning	3
HOS 242	Vegetarian and Vegan Cuisine	3
or		
HOS 279	Dietary Health and Spa Cuisine	3
or		
HOS 118	Healthy Baking	3
HOS 241	Sports Nutrition	3
		Total 12

Engineering Technology

Overview

TTC's Division of Industrial and Engineering Technology offers a wide array of associate degrees and certificates designed to provide excellent career opportunities in the highly technical and rapidly expanding area of engineering technology.

Courses offered within the department of Engineering Technology are designed to develop critical thinking and broad technical knowledge. The engineering technology principles learned are applied to practical engineering problems. Classroom study is related to shop, laboratory and field experience.

The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. All have requirements for admission. Students interested in any of these programs should call the Department of Engineering Technology at 843.574.6156 for additional information on programs, scheduling and admission requirements. Any of the programs may be completed on a part-time basis, though it will require a longer period of time to do so.

General Information

As with all TTC programs, students interested in Engineering Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Civil Engineering Technology
Electronics Engineering Technology
Mechanical Engineering Technology
Manufacturing and Assembly Career Path

Certificate Programs
Architectural Design Graphics I
Architectural Design Graphics II
Basic Electronic Journeyman I
Chemical Engineering Transfer (USC)
Civil Engineering Transfer (The Citadel)
Civil/Mechanical Engineering Transfer (USC)
Computer Aided Design I
Computer Aided Design II
Construction Management
Electrical Engineering Transfer (The Citadel)
Electrical Engineering Transfer (USC)
Engineering Design Graphics
Surveying

Transfer Programs
Transfer Engineering Programs
The Citadel
University of South Carolina
Clemson University

Civil Engineering Technology

Associate in Applied Science
Credit Requirements: 74-76 Semester Credit Hours
Day

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil- and materials-testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil- and concrete-testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer-aided drafting and design.

Recommended Sequence of Courses

First Semester – Fall

CET 120	Construction Materials	3
CET 204	Surveying I	4
***EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
*MAT 110	College Algebra	3
		Total 16

Second Semester – Spring

CET 205	Surveying II	4
EGT 151	Introduction to CAD	3
EGR 110	Introduction to Computer Environment	3
*MAT 111	College Trigonometry	3
		Total 13

Third Semester – Summer

EGR 190	Statics	3
**PHY 201	Physics I	4
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
		Total 13

Fourth Semester – Fall

CET 210	Strength of Materials	3
CET 218	Hydraulics	3
GMT 250	Evidence Procedures for Boundary Control	3
*MAT 130	Elementary Calculus	3
or		
MAT 120	Probability and Statistics	3
**PHY 202	Physics II	4
		Total 16

Fifth Semester – Spring

CET 215	Soil Mechanics Fundamentals	2
CET 244	Structural Steel Design	3
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
ELE CET	Select one course from the Civil Engineering Technology Electives	2-4
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 16-18

Civil Engineering Technology Electives

AET 110	Architectural Graphics I	3
CET 127	Building Construction and Print Reading	4
CET 135	Construction Contracts	2
CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
CET 245	Cost Estimating	3
CWE	Cooperative Work Experience	2
EGR 282	Introduction to Civil Engineering	2
EGT 152	Fundamentals of CAD	3

**Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, MAT 111, MAT 120; or MAT 110, MAT 111, MAT 140; or MAT 112, MAT 140.*
***Students may choose PHY 221 instead of PHY 201 and PHY 222 or CHM 110 instead of PHY 202.*
****Allowable alternate: EGR 275*

Civil Engineering Technology

Associate in Applied Science
Credit Requirements: 74-76 Semester Credit Hours
Day/Evening

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil- and concrete-testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer aided drafting and design. Note: A number of Civil Engineering Technology courses are offered only during the day.

Recommended Sequence of Courses

First Semester – Fall

CET 120	Construction Materials	3
***EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EGR 110	Introduction to Computer Environment	3
*MAT 110	College Algebra	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 9

Third Semester – Summer

EGT 151	Introduction to CAD	3
*MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

CET 204	Surveying I	4
PSY 201	General Psychology	3
		Total 7

Fifth Semester – Spring

CET 205	Surveying II	4
		Total 4

Sixth Semester – Summer

EGR 190	Statics	3
**PHY 201	Physics I	4
		Total 7

Seventh Semester – Fall

CET 210	Strength of Materials	3
CET 218	Hydraulics	3
GMT 250	Evidence Procedures for Boundary Control	3
		Total 9

Eighth Semester – Spring

CET 215	Soil Mechanics Fundamentals	2
CET 251	Highway Design	3
		Total 5

Ninth Semester – Summer

*MAT 120	Probability and Statistics	3
or		
MAT 130	Elementary Calculus	3
**PHY 202	Physics II	4
		Total 7

Tenth Semester – Fall

SPC 205	Public Speaking	3
		Total 3

Eleventh Semester – Spring

CET 244	Structural Steel Design	3
CET 246	Environmental Systems Technology	3
ELE CET	Select one course from Civil Engineering Technology Electives	2-4
		Total 8-10

Civil Engineering Technology Electives

AET 110	Architectural Graphics I	3
CET 127	Building Construction and Print Reading	4
CET 135	Construction Contracts	2
CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
CET 245	Cost Estimating	3
CWE	Cooperative Work Experience	2
EGR 282	Introduction to Civil Engineering	2
EGT 152	Fundamentals of CAD	3

**Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, 111, 120; or MAT 110, MAT 111, MAT 140 ;or MAT 112, MAT 140.*
***Students may choose PHY 221 instead of PHY 201, and PHY 222 or CHM 110 instead of PHY 202.*
****Allowable alternate: EGR 275*

Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 71-73 Semester Credit Hours
Day

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

Recommended Sequence of Courses
First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
		Total 12

Second Semester – Spring

EET 113	Electrical Circuits I	4
EET 145	Digital Circuits	4
EGR 230	Measurement Principles	4
MAT 111	College Trigonometry	3
		Total 15

Third Semester – Summer

EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/Computer Graphics	3
PHY 201	Physics I	4
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 13

Fourth Semester – Fall

EET 141	Electronic Circuits	4
EEM 251	Programmable Controllers	3
EGR 175	Manufacturing Processes	3
PSY 201	General Psychology	3
ELE EET	Select one course from the Electronics Engineering Technology Math/Science Electives	3-4
		Total 16-17

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
EET 241	Electronic Communications	4
EET 243	Data Communications	3
EGR 255	Engineering Technology Senior Systems Project	2
ELE EET	Select one course from Electronics Engineering Technology Technical Electives	3-4
		Total 15-16

Electronics Engineering Technology Electives

Technical Electives

EEM 221	DC/AC Drives	3
EGR 270	Introduction to Engineering	3
EGT 151	Introduction to CAD	3

Math/Science Electives

CHM 110	College Chemistry I	4
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
PHY 202	Physics II	4

Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 71-73 Semester Credit Hours
Evening

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

Recommended Sequence of Courses

First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EET 113	Electrical Circuits I	4
EET 145	Digital Circuits	4
MAT 110	College Algebra	3
		Total 11

Third Semester – Summer

EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/Computer Graphics	3
MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

EGR 175	Manufacturing Processes	3
EET 141	Electronic Circuits	4
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 10

Fifth Semester – Spring

EET 241	Electronic Communications	4
EET 243	Data Communications	3
ELE EET	Select one course from Electronics Engineering Technology Technical Electives	3-4
		Total 10-11

Sixth Semester – Summer

ELE EET	Select one course from Electronics Engineering Technology Math/Science Electives	3-4
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 6-7

Seventh Semester – Fall

EEM 251	Programmable Controllers	3
PHY 201	Physics I	4
PSY 201	General Psychology	3
		Total 10

Eighth Semester – Spring

EEM 252	Programmable Controllers Applications	3
EGR 230	Measurement Principles	4
EGR 255	Engineering Technology Senior Systems Project	2
		Total 9

Electronics Engineering Technology Electives

Technical Electives

EEM 221	DC/AC Drives	3
EGR 270	Introduction to Engineering	3
EGT 151	Introduction to CAD	3

Math/Science Electives

CHM 110	College Chemistry I	4
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
PHY 202	Physics II	4

Mechanical Engineering Technology

Associate in Applied Science
Credit Requirements: 71 Semester Credit Hours
Evening

The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

Recommended Sequence of Courses

First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EET 113	Electrical Circuits I	4
MAT 110	College Algebra	3
PSY 201	General Psychology	3
		Total 10

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

EGR 170	Engineering Materials	3
EGR 175	Manufacturing Processes	3
PHY 201	Physics I	4
		Total 10

Fifth Semester – Spring

ELE TECH	Technical Elective	3
EGR 109	Project Management	3
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
		Total 9

Sixth Semester – Summer

REQ HUM	Select one course from Humanities listing on page B-3	3
EGR 190	Statics	3
		Total 6

Seventh Semester – Fall

CET 210	Strength of Materials	3
MET 237	Fluids: Principles and Applications	4
ELE TECH	Technical Elective	3
		Total 10

Eighth Semester – Spring

MET 233	Applied Thermal Principles	4
MET 239	Applied Mechanics	4
SPC 205	Public Speaking	3
		Total 11

**Allowable alternate: EGR 275*

Technical Electives

EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
MAT 120	Probability and Statistics	3
MTT 101	Introduction to Machine Tool	2
MTT 111	Machine Tool Theory and Practice I	5
PHY 202	Physics II	4
CHM 110	College Chemistry I	4

Manufacturing and Assembly Career Path

Credit Requirements: 71 Semester Credit Hours
Evening

Recommended Sequence of Courses
First Semester – Fall

EGR 104	Engineering Technology Foundations	3
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
		Total 9

Second Semester – Spring

EET 113	Electrical Circuits I	4
MAT 110	College Algebra	3
PSY 201	General Psychology	3
		Total 10

Third Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
MAT 111	College Trigonometry	3
		Total 6

Fourth Semester – Fall

EGR 170	Engineering Materials	3
EGR 175	Manufacturing Processes	3
PHY 201	Physics I	4
		Total 10

Fifth Semester – Spring

EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGR 186	Applied Quality Techniques for Manufacturing and Assembly	3
EGR 109	Project Management	3
		Total 9

Sixth Semester – Summer

REQ HUM	Select one course from Humanities listing on page B-3	3
EGR 190	Statics	3
		Total 6

Seventh Semester – Fall

CET 210	Strength of Materials	3
MET 238	Lean Manufacturing for Mechanical Engineering Technology	4
MET 220	Production Layout and Process Planning	3
		Total 10

Eighth Semester – Spring

MET 239	Applied Mechanics for Mechanical Engineering Technology	4
MET 233	Applied Thermal Principles for Mechanical Engineering Technology	4
SPC 205	Public Speaking	3
		Total 11

**Allowable alternate: EGR 275*

Architectural Design Graphics I

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to move into architectural graphics. The certificate also includes a study of construction materials and architectural history.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
EGT 109	Introduction to Engineering Design Graphics	3
		Total 6

Second Semester – Spring

AET 202	History of Architecture	3
EGT 151	Introduction to CAD	3
		Total 6

Third Semester – Summer

AET 110	Architectural Graphics I	3
EGT 152	Fundamentals of CAD	3
		Total 6

Architectural Design Graphics II

Certificate in Applied Science
Credit Requirements: 14 Semester Credit Hours

This certificate is designed for students with previous experience in architectural graphics who want to move into the advanced areas of architectural graphics. In addition to the drawing classes, this certificate includes the study of software for architectural presentations.

For admission into this program, you must complete Architectural Design Graphics I or receive approval from your advisor.

Recommended Sequence of Courses
First Semester – Fall

AET 111	Architectural Computer Graphics I	3
		Total 3

Second Semester – Spring

AET 120	Architectural Graphics II	3
AET 221	Architectural Computer Graphics II	4
		Total 7

Third Semester – Summer

AET 233	Architectural CAD Presentations	4
		Total 4

Basic Electronic Journeyman I

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

The curriculum for this certificate teaches basic electrical/electronics fundamentals needed to enter the electronics technician workforce. Courses combine a mixture of classroom and lab instruction using the classroom to present basic theory and the lab to reinforce that theory with hands-on practical experiments.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

EGR 104	Engineering Technology Foundations	3
*MAT 170	Algebra, Geometry and Trigonometry I	3
		Total 6

Second Semester

**EET 113	Electrical Circuits I	4
***ENG 150	Basic Communications	3
		Total 7

Third Semester

EEM 131	Solid State Devices	4
QAT 101	Introduction to Quality Assurance	3
		Total 7

**Or MAT 110 College Algebra*
***Alternate Sequence, EEM 117 AC/DC Circuits I*
****Alternate Sequences, ENG 101 English Composition I and ENG 260 Advanced Technical Communications; or ENG 101 English Composition I and SPC 209 Interpersonal Communication*

Chemical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 35 Semester Credit Hours

This certificate allows you to select course work to transfer into the University of South Carolina's bachelor of science in chemical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 221	Introduction to Electrical Engineering I	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
or		
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 35

Civil Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

This certificate allows you to select course work to transfer into The Citadel's bachelor of science in civil engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

EGR 260	Engineering Statics	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 36

Civil/Mechanical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

This certificate allows you to select course work to transfer into the University of South Carolina's bachelor of science in either civil or mechanical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 221	Introduction to Electrical Engineering I	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
or		
CHM 111	College Chemistry II	4
or		
BIO 101	Biological Science I	4
or		
BIO 102	Biological Science II	4
		Total 38

Computer Aided Design I

Certificate in Applied Science
Credit Requirements: 9 Semester Credit Hours

This program introduces you to the computer and how it can be used to generate engineering drawings. Topics include beginning and advanced two-dimensional CAD.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

EGT 109	Introduction to Engineering Design Graphics	3
		Total 3

Second Semester – Spring

EGT 151	Introduction to CAD	3
		Total 3

Third Semester – Summer

EGT 152	Fundamentals of CAD	3
		Total 3

Computer Aided Design II

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

This program is designed for students desiring advanced computer aided design skills to generate engineering drawings. Topics include three-dimensional CAD, feature-based modeling and CAD/CAM applications.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Completion of the Computer Aided Design I certificate is required for admission into this program.

Recommended Sequence of Courses
First Semester – Fall

EGT 252	Advanced Computer Aided Design	3
EGT 265	CAD/CAM Applications	3
		Total 6

Second Semester – Spring

EGT 251	Principles of CAD	3
		Total 3

Third Semester – Summer

EGT 245	Principles of Parametric CAD	3
		Total 3

Construction Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

This certificate prepares you to work in construction management. It includes reading and understanding construction blueprints, construction materials and methods, materials estimating, scheduling and construction management.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

CET 120	Construction Materials	3
CET 127	Building Construction and Print Reading	4
		Total 7

Second Semester – Spring

CET 230	Construction Management	3
CET 245	Cost Estimating	3
		Total 6

Third Semester – Summer

CET 135	Construction Contracts	2
CET 238	Construction Planning and Scheduling	2
		Total 4

Electrical Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 31 Semester Credit Hours

This certificate allows you to select course work to transfer into The Citadel's bachelor of science in electrical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 273	Problem Solving for Engineers	2
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 31

Electrical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

This certificate allows you to select course work to transfer into the University of South Carolina's bachelor of science in electrical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses

ECE 205	Electrical and Computer Lab I	3
ECE 211	Introduction to Computer Engineering I	3
ECE 212	Introduction to Computer Engineering II	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 270	Introduction to Engineering	3
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
		Total 34

Engineering Design Graphics

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

The Engineering Design Graphics program prepares you for employment in the broad field of drafting with industry, government and other users of graphic communication. You learn manual and computer aided drafting skills. Graduates typically obtain drafting jobs in architectural, electrical, mechanical, marine, civil, electronics or commercial drafting.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

CET 120	Construction Materials	3
EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/ Computer Graphics	3
		Total 6

Second Semester – Spring

EGT 115	Engineering Graphics II	4
EGT 151	Introduction to CAD	3
		Total 7

Third Semester – Summer

AET 110	Architectural Graphics I	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
		Total 11

Fourth Semester – Fall

AET 111	Architectural Computer Graphics I	3
EGT 152	Fundamentals of CAD	3
		Total 6

Fifth Semester – Spring

AET 221	Architectural Computer Graphics II	4
		Total 4

Surveying

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

This certificate prepares you for a career in the land surveying job market. It is designed for those individuals having little or no surveying experience and for those who presently hold a position with a surveying firm and desire to move into another position.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Summer

*EGT 109	Introduction to Engineering Design Graphics	3
		Total 3

Second Semester – Fall

CET 204	Surveying I	4
MAT 110	College Algebra	3
		Total 7

Third Semester – Spring

CET 205	Surveying II	4
EGT 151	Introduction to CAD	3
MAT 111	College Trigonometry	3
	Total	**10**

**Allowable alternate: EGR 275*

Transfer Engineering Programs

In preparation for transfer to The Citadel

This is a transfer opportunity for students wanting to transfer into The Citadel in selected programs.

An articulation agreement between The Citadel and TTC allows students to enroll at TTC with the following courses approved for transfer to The Citadel. The purpose of this agreement is to provide courses at TTC equivalent to the lower division requirements of The Citadel's Department of Engineering to promote access to and facilitate the transfer of TTC's students into The Citadel's engineering programs.

Recommended Sequence of Courses

A. Civil Engineering

EGR 260	Engineering Statics	3
EGR 270	Introduction to Engineering	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
	Total	**16**

B. Electrical Engineering

ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 270	Introduction to Engineering	3
EGR 273	Problem Solving for Engineers	2
	Total	**15**

Required Humanities/Social Sciences Courses

ENG 101	English Composition I	3
ENG 102	English Composition II	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
PSY 201	General Psychology	3
	Total	**21**

Math/Science Requirements

CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
EGR 275	Introduction to Engineering/ Computer Graphics	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
	Total	**35**

Students who complete each 2+2 program course at TTC with a grade of C or higher and who maintain a cumulative GPA of at least 2.0 are eligible to apply for admission to The Citadel Graduate College Civil Engineering or Electrical Engineering programs. This application must be accompanied by a letter of transmittal from TTC's 2+2 advisor. Formal application must be made through The Citadel Graduate College.

Upon completion of the above program, the student will have earned an associate in science degree as well as the appropriate engineering transfer certificate.

In preparation for transfer to the University of South Carolina, College of Engineering

This is a transfer opportunity for students wanting to transfer into the University of South Carolina's College of Engineering in selected programs.

An articulation agreement between the University of South Carolina and TTC allows students to enroll at TTC in courses approved for transfer to USC. This agreement provides courses at TTC equivalent to specific lower division requirements of USC's College of Engineering to promote access to and facilitate the transfer of TTC's students into USC's engineering programs. Upon completion, students

will have satisfied the majority of USC's lower division requirements. Please see the appropriate Engineering Transfer advisor for specific course information.

In preparation for transfer to Clemson University, College of Engineering and Science

This is a transfer opportunity for students wanting to transfer into Clemson University's College of Engineering and Science in selected programs.

An articulation agreement between Clemson and TTC allows students to enroll at TTC in courses approved for transfer to Clemson. This agreement provides courses at TTC equivalent to specific lower division requirements of Clemson's College of Engineering and Science to promote access to and facilitate the transfer of TTC's students into Clemson's engineering programs. Upon completion, students will have satisfied the majority of Clemson's lower division requirements. Please see the appropriate engineering transfer advisor for specific course information. In addition, TTC students earning an associate in science degree (with math and chemistry bias) may transfer into the bachelor of science in polymer and textile chemistry or in textile management. Please see the appropriate advisor in TTC's Science and Mathematics Division for specific course information.

Film, Media and Visual Arts

Overview

The Film, Media and Visual Arts programs are designed to prepare students for entry-level positions in broadcasting, radio production, filmmaking, film production, graphic design, computer graphics, digital media, photography, website design, illustration, multimedia, non-linear film editing and animation. The various associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment.

General Information

As with all TTC programs, students interested in Film, Media and Visual Arts programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. To contact the Film, Media and Visual Arts Division office, call 843.574.6852.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Commercial Graphics
- Animation
- Digital Media
- Graphic Design
- Photography

General Technology
- Film Production

Radio and Television Broadcasting

Certificate Programs
Advanced Computer Animation
Advanced Film Production
Art Foundations
Basic Digital Production
Computer Animation
Computer Graphics
Digital Media Software
Digital Photography
Film Production
Filmmaking
Illustration
Multimedia Design
Non-Linear Film Editing
Online Media Production
Photography
Radio Production
Website Design

Commercial Graphics

Associate in Applied Science
Animation Career Path
Credit Requirements: 72 Semester Credit Hours

The Animation career path in the Commercial Graphics associate degree provides training in animation, modeling, character rigging, texture painting, camera tracking, compositing and other artistry skills necessary for working in the electronic arts industry. Students will build a knowledge base necessary for creating work for special effects productions within the defense, game, commercial and film industries.

Recommended Sequence of Courses

First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ART 105	Film as Art	3
ARV 123	Composition and Color	3
ARV 125	Drawing for Animators	3
ARV 222	Computer Animation	3
ARV 247	3-D Animation III	3
		Total 15

Third Semester – Summer

ARV 136	Motion Graphics I	3
ARV 248	3-D Animation IV	3
FLM 148	Basic Editing	3
SPC 205	Public Speaking	3
		Total 12

Fourth Semester – Fall

ARV 223	3-D Animation I	3
ARV 227	Website Design I	3
ARV 249	Special Effects	3
ELE CGA	Select one course from Animation Electives	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
		Total 15

Fifth Semester – Spring

ARV 263	Special Projects in Computer Animation	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGA	Select one course from Animation Electives	3
ELE CGA	Select one course from Animation Electives	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Animation Electives

ARV 124	Sequential Drawing	3
ARV 224	3-D Animation II	3
ARV 225	Advanced Computer Animation	3
ARV 228	Website Design II	3
ARV 230	Visual Arts Business Procedures	3
ARV 276	Studio Practicum I	3
CGC 110	Electronic Publishing	3
CGC 106	Typography	3
*CPT 101	Introduction to Computers	3
CWE	Cooperative Work Experience	3
FLM 169	Advanced Post-Production II	3
FLM 230	Animation Production	3
RTV 101	Audio Techniques	3

**May substitute CPT 102*

Commercial Graphics

Associate in Applied Science
Digital Media Career Path
Credit Requirements: 72 Semester Credit Hours

Digital media is an exciting new field of integrated electronic communication. Employment opportunities are on the increase due to rapid growth in this expanding industry: production management, media integration, web design, presentation and interactive authoring for entertainment and education, information delivery and electronic communications. These are just a few areas where strong demand has arisen for talented digital media specialists. Graduates will be able to qualify for employment positions in many diverse industries such as entertainment, publishing, electronic games, education, marketing, e-commerce, corporate communication and consumer information delivery.

Recommended Sequence of Courses
First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 221	Interactive Media Design	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
ARV 222	Computer Animation	3
CGC 106	Typography I	3
		Total 15

Third Semester – Summer

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 136	Motion Graphics I	3
ARV 225	Advanced Computer Animation	3
ARV 227	Website Design I	3
		Total 12

Fourth Semester – Fall

ARV 212	Digital Photography	3
ARV 229	Advanced Multimedia	3
FLM 148	Basic Editing	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
SPC 205	Public Speaking	3
		Total 15

Fifth Semester – Spring

ARV 228	Website Design II	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGD	Select one course from Digital Media Electives	3
ELE CGD	Select one course from Digital Media Electives	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Digital Media Electives

ARV 125	Drawing for Animators	3
ARV 210	Computer Graphics II	3
ARV 218	Computer Imagery II	3
ARV 223	3-D Animation I	3
ARV 224	3-D Animation II	3
ARV 225	Advanced Computer Animation	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
ARV 247	3-D Animation III	3
ARV 248	3-D Animation IV	3
ARV 263	Special Projects in Computer Animation	3
CGC 110	Electronic Publishing	3
*CPT 101	Introduction to Computers	3
CWE	Cooperative Work Experience	
FLM 169	Advanced Post-Production II	3

**May substitute CPT 102*

Commercial Graphics

Associate in Applied Science
Graphic Design Career Path
Credit Requirements: 72 Semester Credit Hours

The Graphic Design program prepares students for careers as commercial artists. Commercial artists are involved in developing ideas into graphic forms using a variety of methods and media. Artists perform basic skills and techniques in compliance with the various principles of graphic design, producing visual products to meet needs of various clients.

Recommended Sequence of Courses
First Semester – Fall

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
CGC 106	Typography I	3
CGC 110	Electronic Publishing	3
		Total 15

Third Semester – Summer

ARV 114	Photography I	3
or		
ARV 212	Digital Photography	3
ARV 227	Website Design I	3
CGC 210	Advanced Electronic Publishing	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
		Total 12

Fourth Semester – Fall

ARV 162	Graphic Reproduction I	3
ARV 222	Computer Animation	3
ARV 261	Advertising Design I	3
ELE CGG	Select one course from Graphic Design Electives	3
SPC 205	Public Speaking	3
		Total 15

Fifth Semester – Spring

ARV 136	Motion Graphics I	3
ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGG	Select one course from Graphic Design Electives	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Graphic Design Electives

ART 112	Drawing II	3
ARV 114	Photography I	3
ARV 115	Aesthetics of Photography	3
ARV 125	Drawing for Animators	3
ARV 205	Graphic Illustration	3
ARV 210	Computer Graphics II	3
ARV 212	Digital Photography	3
ARV 213	Lighting	3
ARV 214	Photography II	3
ARV 215	Photography III	3
ARV 216	Lighting II	3
ARV 218	Computer Imagery II	3
ARV 221	Interactive Media Design	3
ARV 223	3-D Animation I	3
ARV 225	Advanced Computer Animation	3
ARV 228	Website Design II	3
ARV 229	Advanced Multimedia	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
ARV 247	3-D Animation III	3
ARV 264	Special Projects in Graphic Arts	3
*CPT 101	Introduction to Computers	3
CWE	Cooperative Work Experience	
FLM 148	Basic Editing	3

**May substitute CPT 102*

Commercial Graphics

Associate in Applied Science
Photography Career Path
Credit Requirements: 72 Semester Credit Hours

The Photography program prepares students for positions in studios, magazines, newspapers, ad agencies or stock photo houses. Students in this career path will study various types of cameras, composition, lighting, darkroom processes and digital imaging. The program will emphasize both the artistry and technical requirements necessary to be successful in this highly creative and competitive field.

Recommended Sequence of Courses
First Semester – Fall

ARV 114	Photography I	3
ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
ENG 101	English Composition I	3
		Total 15

Second Semester – Spring

ARV 110	Computer Graphics I	3
ARV 115	Aesthetics of Photography	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 214	Photography II	3
		Total 15

Third Semester – Summer

ART 101	Art History and Appreciation	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 215	Photography III	3
ARV 216	Lighting II	3
SPC 205	Public Speaking	3
		Total 12

Fourth Semester – Fall

ARV 227	Website Design I	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
ELE CGP	Select one course from Photography Electives	3
		Total 15

Fifth Semester – Spring

ARV 276	Studio Practicum I	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGP	Select one course from Photography Electives	3
ELE CGP	Select one course from Photography Electives	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
		Total 15

Photography Electives

ART 111	Basic Drawing I	3
ART 211	Introduction to Painting	3
ART 290	Photojournalism	3
ARV 116	Food Photography I	3
ARV 218	Computer Imagery II	3
ARV 219	Multimedia Techniques	3
ARV 228	Website Design II	3
ARV 267	Special Projects in Photography	3
CGC 110	Electronic Publishing	3
*CPT 101	Introduction to Computers	3
CWE	Cooperative Work Experience	
FLM 148	Basic Editing	3
FLM 240	Stage Techniques	3
RTV 102	Lighting Fundamentals	3
RTV 140	Basic Photography	3

**May substitute CPT 102*

General Technology

Associate in Applied Science
Film Production Course Display
Credit Requirements: 75 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college's core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry-standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

Core Curriculum Requirements

ART 105	Film as Art	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
PSY 201	General Psychology	3
or		
SOC 101	Introduction to Sociology	3

Primary Path

FLM 148	Basic Editing	3
FLM 150	Pre-Production	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
FLM 156	Film Production II	3
FLM 157	Set Construction/Props/Art	3
FLM 158	Post-Production	3
FLM 230	Animation Production	3
FLM 269	Film Production Practicum	6
RTV 140	Basic Photography	3

Secondary Path

RTV 101	Audio Techniques	3
RTV 102	Lighting Fundamentals	3
RTV 144	Basic Videography	3
RTV 201	Sound for Picture	3
RTV 270	Media Arts Business Procedures	3
RTV 280	Media Arts Exit Review	3

Additional Requirements

ELE FLM	Select courses from Film Production Electives totaling 6 hours	6

Film Production Electives

ARV 247	3-D Animation III	3
FLM 159	Digital Distribution	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3
FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics in Film I	1
FLM 181	Special Topics in Film II	1
FLM 182	Special Topics in Film III	1
FLM 183	Special Topics in Film IV	1
FLM 240	Insert Stage Techniques	3
FLM 248	Film Editing Capstone	3
FLM 250	Film Production Senior Project	3
FLM 252	Cinematography	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3
FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 262	Professional Experience in Film III	1
FLM 263	Professional Experience in Film IV	1
FLM 264	Professional Experience in Film V	1
FLM 265	Documentary Filmmaking	1
FLM 272	Directing for the Camera	3
FLM 275	The Camera and the Actor	3
FLM 290	Contemporary Issues in Filmmaking	3
RTV 150	Scriptwriting	3

General Technology

Associate in Applied Science
Film Production Career Path
Credit Requirements: 75 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college's core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry-standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

Recommended Sequence of Courses

First Semester – Fall

FLM 150	Pre-Production	3
FLM 158	Post-Production	3
RTV 102	Lighting Fundamentals	3
RTV 140	Basic Photography	3
RTV 144	Basic Videography	3
	Total 15	

Second Semester – Spring

FLM 148	Basic Editing	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
RTV 101	Audio Techniques	3
	Total 15	

Third Semester – Summer

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
FLM 157	Set Construction/Props/Art	3
FLM 269	Film Production Practicum	6
	Total 15	

Fourth Semester – Fall

ART 105	Film as Art	3
ELE FLM	Select one course from Film Production Electives	3
FLM 156	Film Production II	3
FLM 230	Animation Production	3
RTV 270	Media Arts Business Procedures	3
	Total 15	

Fifth Semester – Spring

ELE FLM	Select one course from Film Production Electives	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3

PSY 201	General Psychology	3
or		
SOC 101	Introduction to Sociology	3
RTV 201	Sound for Picture	3
RTV 281	Media Arts Exit Portfolio	3
		Total 15

Film Production Electives

ARV 247	3-D Animation III	3
FLM 159	Digital Distribution	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3
FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics in Film I	1
FLM 181	Special Topics in Film II	1
FLM 182	Special Topics in Film III	1
FLM 183	Special Topics in Film IV	1
FLM 240	Insert Stage Techniques	3
FLM 248	Film Editing Capstone	3
FLM 250	Film Production Senior Project	3
FLM 252	Cinematography	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3
FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 262	Professional Experience in Film III	1
FLM 263	Professional Experience in Film IV	1
FLM 264	Professional Experience in Film V	1
FLM 265	Documentary Filmmaking	1
FLM 272	Directing for the Camera	3
FLM 275	The Camera and the Actor	3
FLM 290	Contemporary Issues in Filmmaking	3
RTV 150	Scriptwriting	3

Radio and Television Broadcasting

Associate in Applied Science
Credit Requirements: 72 Semester Credit Hours

This program provides educational opportunities for students who will pursue careers in radio and television broadcasting as audio technicians, board operators, videographers, video editors and studio production assistants. The program provides instruction in studio camera operation, studio lighting, field camera operation, broadcast regulations, electronic editing and writing for television.

Recommended Sequence of Courses

First Semester – Fall

ENG 101	English Composition I	3
FLM 148	Basic Editing	3
RTV 101	Audio Techniques	3
RTV 105	TV Studio Operations	3
RTV 144	Basic Videography	3
		Total 15

Second Semester – Spring

PSY 201	General Psychology	3
RTV 102	Lighting Fundamentals	3
RTV 103	Field Operations	3
RTV 109	Writing for Electronic Media	3
RTV 121	Introduction to Broadcasting	3
		Total 15

Third Semester – Summer

ELE RTV	Select one course from Radio and Television Broadcasting Electives	3
RTV 111	Radio Studio Techniques I	3
RTV 222	TV Studio Techniques	3
SPC 209	Interpersonal Communication	3
or		
SPC 205	Public Speaking	3
		Total 12

Fourth Semester – Fall

MAT 109	College Algebra with Modeling	3
or		
MAT 155	Contemporary Mathematics	3
or		
MAT 110	College Algebra	3
or		
MAT 170	Algebra, Geometry and Trigonometry I	3
or		
MAT 120	Probability and Statistics	3
RTV 113	Video Editing	3
RTV 231	SCWE in Broadcasting I	3
ELE RTV	Select one course from Radio and Television Broadcasting Electives	3
ELE RTV	Select one course from Radio and Television Broadcasting Electives	3
		Total 15

Fifth Semester – Spring

ART 105	Film as Art	3
RTV 232	SCWE in Broadcasting II	3
ELE RTV	Select one course from Radio and Television Broadcasting Electives	3
ELE RTV	Select one course from Radio and Television Broadcasting Electives	3
RTV 281	Media Arts Exit Portfolio	3
		Total 15

Radio and Television Broadcasting Electives

ARV 114	Photography I	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
ARV 222	Computer Animation	3
ARV 227	Website Design	3
ARV 247	3-D Animation III	3
ARV 248	3-D Animation IV	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
FLM 150	Pre-Production	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
FLM 156	Film Production II	3
FLM 157	Set Construction/Props/Art	3
FLM 158	Post-Production	3
FLM 168	Advanced Post-Production I	3
FLM 169	Advanced Post-Production II	3
FLM 178	Advanced Editing	3
FLM 179	Senior Film Editing	3
FLM 180	Special Topics I	1
FLM 230	Animation Production	3
FLM 248	Film Editing Capstone	3
FLM 250	Film Production Senior Project	3
FLM 255	Film Production III	3
FLM 256	Film Production IV	3
FLM 260	Professional Experience in Film	3
FLM 261	Professional Experience in Film II	3
FLM 290	Contemporary Film Issues	3
MKT 120	Sales Principles	3
MKT 240	Advertising	3
RTV 107	Producing and Directing	3
RTV 112	Radio Studio Techniques II	3
RTV 132	Broadcast Journalism	3
RTV 150	Scriptwriting	3
RTV 211	Radio Studio Techniques III	3
RTV 223	Interview and Discussion	3
RTV 224	TV Production	3
RTV 226	TV Directing	3
RTV 233	SCWE in Broadcasting III	3
RTV 270	Media Arts Business Procedures	3

Advanced Computer Animation

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours

This certificate is designed for students with previous experience in 3-D animation who want to move into an advanced software environment and learn how to create 3-D animation using a non-linear, node-based process.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. The prerequisite for this program is ARV 247 with a minimum grade of C.

Recommended Sequence of Courses
First Semester – Fall

ARV 136	Motion Graphics I	3
ARV 223	3-D Animation I	3
ARV 249	Special Effects	3
		Total 9

Second Semester – Spring

ARV 227	Website Design I	3
ARV 263	Special Projects in Computer Animation	3
		Total 6

Advanced Film Production

Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours

The Advanced Film Production certificate program provides students who have previous film production experience with additional training in cinematography, lighting and directing techniques. Graduates from this program will be able to create independent media for the rapidly growing Internet and podcasting industries as well as own and operate an independent film production company.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 250	Film Production Senior Project	3
FLM 265	Documentary Filmmaking	3
FLM 275	The Camera and the Actor	3
RTV 150	Scriptwriting	3
RTV 270	Media Arts Business Procedures	3
		Total 15

Second Semester – Spring

ART 105	Film as Art	3
FLM 240	Insert Stage Techniques	3
FLM 252	Cinematography	3
FLM 272	Directing for the Camera	3
RTV 201	Sound for Picture	3
		Total 15

Third Semester – Summer

FLM 180	Special Topics in Film I	1
FLM 255	Film Production III	3
FLM 290	Contemporary Film Issues	3
RTV 281	Media Arts Exit Portfolio	3
		Total 10

Art Foundations

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate is designed for students who are currently enrolled in either the Associate in Arts or Associate in Science program and who want to create an academic placement portfolio that demonstrates a variety of advanced skills to be competitive for admission to a four-year college art program.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 107	History of Early Western Art	3
or		
ART 105	Film as Art	3
ART 111	Basic Drawing I	3
ARV 121	Design	3
		Total 9

Second Semester – Spring

ART 108	History of Western Art	3
ART 112	Basic Drawing II	3
ARV 123	Composition and Color	3
		Total 9

Third Semester – Summer

ART 211	Introduction to Painting	3
ARV 114	Photography I	3
or		
ARV 212	Digital Photography	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 9

Basic Digital Production

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

This certificate program provides training in basic lighting, video, audio and editing. It is designed for students who wish to acquire the fundamental skills of digital production. Graduates will be able to produce program material for the web and small non-broadcast productions.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester

RTV 101	Audio Techniques	3
RTV 102	Lighting Fundamentals	3
RTV 144	Videography	3
FLM 148	Basic Editing	3
		Total 12

Computer Animation

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

This certificate is designed to provide training in basic design principles and theories, animation and sequential drawing techniques, two- and three-dimensional computer animation, image manipulation and digital video editing.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
		Total 12

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 125	Drawing for Animators	3
ARV 222	Computer Animation	3
ARV 247	3-D Animation III	3
		Total 12

Third Semester – Summer

ARV 248	3-D Animation IV	3
ARV 280	Visual Arts Exit Portfolio	3
FLM 148	Basic Editing	3
		Total 9

Computer Graphics

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Computer Graphics certificate program provides an opportunity for those working or desiring to work in electronic publishing to acquire the skills necessary for employment in the publishing industry. You are trained on a wide variety of software packages running on both PC and Macintosh platforms.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 227	Website Design I	3
	Total	**12**

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 210	Computer Graphics II	3
or		
ARV 212	Digital Photography	3
CGC 106	Typography I	3
CGC 110	Electronic Publishing	3
	Total	**12**

Third Semester – Summer

ARV 162	Graphic Reproduction I	3
ARV 261	Advertising Design I	3
ARV 280	Visual Arts Exit Portfolio	3
CGC 210	Advanced Electronic Publishing	3
	Total	**12**

Digital Media Software

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate provides training in basic vector and raster graphics, electronic publishing and web design software. It is designed for students who wish to pursue a career in the graphic arts and marketing industries or professionals working in the field that are required to update their current skills.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
	Total	**9**

Second Semester – Spring

ARV 222	Computer Animation	3
ARV 227	Website Design	3
CGC 110	Desktop Publishing	3
	Total	**9**

Digital Photography

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate is designed for students who want to pursue a career in digital photography.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
	Total	**9**

Second Semester – Spring

ARV 115	Aesthetics	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 232	Digital Photography II	3
	Total	**12**

Third Semester – Summer

ARV 216	Lighting II	3
ARV 230	Visual Arts Business Procedures	3
ARV 280	Visual Arts Exit Portfolio	3
	Total	**9**

Film Production

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

This certificate program provides instruction in a broad spectrum of film production skills including lighting, cinematography, sound, and equipment maintenance and handling. These courses will be combined with practical on-the-job experience to enhance the learning process.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 150	Pre-Production	3
FLM 155	Film Production I	3
FLM 158	Post Production	3
RTV 102	Lighting Fundamentals	3
RTV 140	Basic Photography	3
		Total 15

Second Semester – Spring

FLM 148	Basic Editing	3
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 156	Film Production II	3
RTV 101	Audio Techniques	3
		Total 15

Third Semester – Summer

FLM 157	Set Construction/Props/Art	3
FLM 269	Film Production Practicum	6
		Total 9

Filmmaking

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate is for students who plan to work in a small production company, make commercials or even direct their own movies. It allows the students the opportunity to produce a professional short film and the ability to express their creativity in a longer film format.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

FLM 150	Pre-Production	3
FLM 155	Film Production I	3
RTV 140	Basic Photography	3
		Total 9

Second Semester – Spring

ART 105	Film as Art	3
FLM 148	Basic Editing	3
FLM 156	Film Production II	3
		Total 9

Third Semester – Summer

FLM 256	Film Production IV	3
FLM 269	Film Production Practicum	6
RTV 281	Media Arts Exit Portfolio	3
		Total 12

Illustration

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

This certificate is for students who would like to work in the field of graphic illustration. It allows the students to learn both traditional and digital illustration techniques, which can be used to create imagery for business, advertising, entertainment and educational applications.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ART 111	Basic Drawing I	3
ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
		Total 12

Second Semester – Spring

ART 112	Basic Drawing II	3
ARV 123	Composition and Color	3
ARV 205	Graphic Illustration	3
ARV 212	Digital Photography	3
or		
ARV 125	Drawing for Animators	3
		Total 12

Third Semester – Summer

ART 211	Introduction to Painting	3
ARV 210	Computer Graphics II	3
ARV 218	Computer Imagery II	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Multimedia Design

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Multimedia Design certificate program provides training for teachers, media technicians and those desiring work in the field of interactive media. Courses cover the design, development and production of educational and business interactive

multimedia applications for CD and DVD distribution.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 221	Interactive Media Design	3
	Total	**12**

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 219	Multimedia Techniques	3
ARV 222	Computer Animation	3
ARV 227	Website Design I	3
FLM 148	Basic Editing	3
	Total	**15**

Third Semester – Summer

ARV 136	Motion Graphics I	3
ARV 225	Advanced Computer Animation	3
ARV 229	Advanced Multimedia	3
ARV 280	Visual Arts Exit Portfolio	3
	Total	**12**

Non-Linear Film Editing

Certificate in Applied Science

Credit Requirements: 39 Semester Credit Hours

The curriculum has been designed to train students in non-linear editing with industry-standard hardware and software currently used by filmmaking professionals. Additionally, students will learn skills in visual storytelling through editing images and designing sound and effects around those images.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

FLM 148	Basic Editing	3
FLM 158	Post Production	3
FLM 168	Advanced Post Production I	3
FLM 230	Animation Production	3
RTV 101	Audio Techniques	3
	Total	**15**

Second Semester – Spring

ARV 247	3-D Animation III	3
FLM 169	Advanced Post Production II	3
FLM 178	Advanced Editing	3
RTV 201	Sound for Picture	3
	Total	**12**

Third Semester – Summer

FLM 159	Digital Distribution	3
FLM 179	Senior Film Editing	3
FLM 248	Film Editing Capstone	3
RTV 281	Media Arts Exit Portfolio	3
	Total	**12**

Online Media Production

Certificate in Applied Science

Credit Requirements: 39 Semester Credit Hours

This certificate is designed for students who wish to pursue a career in conceiving, writing and producing video and audio program material primarily for web-based applications.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses

First Semester – Fall

ARV 212	Digital Photography	3
RTV 101	Audio Techniques	3
RTV 102	Lighting Fundamentals	3
RTV 144	Basic Videography	3
	Total	**12**

Second Semester – Spring

ARV 217	Computer Imagery	3
FLM 148	Basic Editing	3
RTV 103	Field Operations	3
RTV 109	Writing for Electronic Media	3
RTV 121	Introduction to Broadcasting	3
	Total	**15**

Third Semester – Summer

ARV 227	Website Design I	3
FLM 159	Digital Distribution	3
RTV 107	Producing and Directing	3
RTV 270	Media Arts Business Procedures	3
	Total	**12**

Photography

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Photography certificate program is designed to provide students with basic skills in traditional camera and darkroom techniques as well as lighting and image manipulation. The purpose of the program is to provide educational opportunities for students wishing to obtain entry-level positions at portrait studios, media production facilities or photo finishing establishments.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 114	Photography I	3
ARV 121	Design	3
ARV 212	Digital Photography	3
ARV 217	Computer Imagery	3
		Total 12

Second Semester – Spring

ARV 115	Aesthetics of Photography	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 214	Photography II	3
		Total 12

Third Semester – Summer

ARV 215	Photography III	3
ARV 216	Lighting II	3
ARV 230	Visual Arts Business Procedures	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Radio Production

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate is designed for students who wish to pursue a career in radio production primarily as board operators and production assistants but also in some cases as on-the-air talent.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

RTV 101	Audio Techniques	3
RTV 109	Writing for Electronic Media	3
RTV 111	Radio Studio Techniques I	3
		Total 9

Second Semester – Spring

RTV 112	Radio Studio Techniques II	3
RTV 121	Introduction to Broadcasting	3
RTV 231	SCWE in Broadcasting I	3
		Total 9

Third Semester – Summer

RTV 211	Radio Studio Techniques III	3
RTV 232	SCWE in Broadcasting II	3
RTV 281	Media Arts Exit Portfolio	3
		Total 9

Website Design

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Website Design program provides training for teachers, media technicians and those desiring work in the field of Internet design. Courses cover the design, development and production of interactive websites for distribution on the Internet.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall

ARV 110	Computer Graphics I	3
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 221	Interactive Media Design	3
		Total 12

Second Semester – Spring

ARV 123	Composition and Color	3
ARV 212	Digital Photography	3
ARV 222	Computer Animation	3
ARV 227	Website Design I	3
FLM 148	Basic Editing	3
		Total 15

Third Semester – Summer

ARV 136	Motion Graphics I	3
ARV 225	Advanced Computer Animation	3
ARV 228	Website Design II	3
ARV 280	Visual Arts Exit Portfolio	3
		Total 12

Health Sciences

Overview

To meet the ever-expanding demand for qualified health sciences professionals, TTC's Division of Health Sciences offers a wide array of associate degree, diploma and certificate programs.

These programs combine classroom instruction, laboratory experience and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health profession.

Students interested in Health Sciences programs may obtain admission requirements information from the Admissions office. Additional information about the sequence of course offerings, class schedules, program costs and job opportunities is available by consulting a faculty advisor or by attending a program advising session. Contact your assigned academic advisor for an appointment. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. See the Orientation section for more details.

General Information

Professional courses for Health Sciences associate degree programs are offered in sequence and require two years for completion. The exceptions are the Occupational Therapy Assistant and the Physical Therapist Assistant programs, in which the professional courses take one year to complete. However, all general education courses, other required courses and a humanities elective must be completed as a condition of admission to the Occupational Therapy Assistant and Physical Therapist Assistant programs.

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have current CPR certification, medical professional liability (which is included in the college tuition) and major medical insurance, a physical examination, all required immunizations and current TB (PPD) tests.

Health Sciences students are required to follow stringent safety procedures, including, but not limited to, OSHA's Standard Precautions for handling potentially infectious materials.

Students are required to purchase uniforms in most programs and to purchase laboratory supplies and materials in some programs.

Students will be assigned to off-campus clinics and must have reliable transportation.

Course Progression

For all Health Sciences programs, students must earn a C or better in all required courses.

Criminal Background Check/ Drug Screening

All students enrolled in an Health Sciences program will be required to complete a criminal background check and will be subjected to random drug screening. Results of the criminal background check and/or drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed. (Conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board is required. Faculty advisors will provide information about this procedure). Only criminal background checks and drug screenings conducted through the college-approved agency will be accepted. Faculty advisors will provide information about the criminal background check and drug screening procedure at the program open advisement session. Criminal background checks must be completed prior to the first day of the entering semester. Drug screenings will be conducted randomly but prior to a clinical rotation.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs

Dental Hygiene
Emergency Medical Technology
Emergency Medical Technology
    (Advanced Placement Option)
General Technology
    Expanded Duty Dental Assisting
    Massage Therapy
    Medical Assisting
    Pharmacy Technician
Medical Laboratory Technology
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Respiratory Care
Veterinary Technology

Diploma Programs
Expanded Duty Dental Assisting
Medical Assisting
Pharmacy Technician

Certificate Programs
Advanced Emergency Medical Technician
Allied Health Preparation
Emergency Medical Technician
Fitness Specialist
Massage Therapy
Medical Record Coder
Paramedic
Pharmacy Technician

Dental Hygiene

Associate in Applied Science
Credit Requirements: 84 Semester Credit Hours

The dental hygienist is a licensed primary health care professional, oral health educator and clinician who, as co-therapist with the dentist, provides preventive, educational and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. Dental hygiene positions are available in general and specialty dental practices, community health centers and hospitals, as well as federal programs, the armed services and dental product promotion.

The curriculum, which includes both general education and professional dental hygiene courses, is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are eligible to sit for the Dental Hygiene National Board Exam and individual state board examinations for licensure.

Admission Requirements

Applicants will be admitted to the Dental Hygiene program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Dental Hygiene program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Dental Hygiene program. Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Attend an official advising session and obtain a signed statement from your program faculty advisor verifying attendance.

D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

E. Provide proof that general education courses and their prerequisites (support courses required in the Dental Hygiene program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. Laboratory sciences must be completed within five years of the admission date with a minimum GPA of 2.5. The following required general education courses may be completed prior to admission to the Dental Hygiene program or may be completed concurrently with the Dental Hygiene curriculum:

PSY 201 General Psychology
SOC 101 Introduction to Sociology
ELE HUM Humanities Elective

F. Satisfy academic probation/suspension requirement, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

OR

Complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science of four semester credit hours. Laboratory sciences must have been taken within five years of admission date with a minimum grade of C and a cumulative GPA of 2.5.

G. Submit proof of a minimum of 15 hours of observation of a licensed dental hygienist working in a dental practice. The applicant is responsible for arranging the observation time.

H. Achieve a minimum 2.5 GPA in the four required prerequisite science courses and an overall minimum cumulative 2.5 GPA at the time of admission and date of entry into the program. In addition, students must not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Dental Hygiene Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. If openings occur in earlier semesters, students who are not enrolled in another Health Sciences program may be offered the opportunity to move to an earlier acceptance date.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Dental Hygiene program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Dental Hygiene program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. Students requesting readmission must meet all admission criteria in place at the time of readmission. See the Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Dental Hygiene course, the student must:

1. Achieve a grade of C or better in all courses required for the program.
2. Receive a satisfactory in Professional Development.

Recommended Sequence of Courses

Prerequisites

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 105	General Organic and Biochemistry	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 28

First Semester – Spring

DHG 111	Orofacial Embryology	2
DHG 125	Tooth Morphology and Histology	2
DHG 140	General and Oral Pathology	2
DHG 151	Dental Hygiene Principles	5
DHG 244	Dental Materials	3
		Total 14

Second Semester – Summer

BIO 218	Head and Neck Anatomy	1
DHG 121	Dental Radiography	3
DHG 165	Clinical Dental Hygiene I	5
PSY 201	General Psychology	3
		Total 12

Third Semester – Fall

DHG 141	Periodontology	2
DHG 143	Dental Pharmacology	2
DHG 175	Clinical Dental Hygiene II	5
DHG 230	Public Health Dentistry	3
DHG 241	Integrated Dental Hygiene I	1
SOC 101	Introduction to Sociology	3
		Total 16

Fourth Semester – Spring

DHG 231	Dental Health Education	1
DHG 255	Clinical Dental Hygiene III	5
DHG 265	Clinical Dental Hygiene IV	5
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 14

Emergency Medical Technology

Associate in Applied Science
Advanced Placement Option
Credit Requirements: 77 Semester Credit Hours

Currently certified paramedics who plan to earn an associate degree should consider the advanced placement option. To successfully complete the program, you must complete the following requirements:

Admission Requirements

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

II. Program Admission Requirements

A. Achieve qualifying scores on the college's placement test, SAT or ACT.

B. Complete a Health Sciences application for the Emergency Medical Technology program.

C. Attend an official advising session with a program faculty member.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

E. Earn a C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date. General education courses and their prerequisites are not required to have been completed prior to starting EMS courses.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

G. Submit proof of a minimum of Paramedic, ACLS and CPR certifications.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

First Semester – Fall

EMS 117	Advanced Pediatric Life Support	1
EMS 119	Emergency Medical Services Operation	2
EMS 120	EMS Pharmacology	3
EMS 251	Advanced Placement EMS Paramedic Care II	4
EMS 254	Advanced Placement EMS Internship I	3
		Total 13

Second Semester – Spring

EMS 115	International Trauma Life Support	1
EMS 116	Advanced Cardiac Life Support	1
EMS 217	Introduction to Electrocardiography	2
EMS 218	EMS Management Seminar	2
EMS 253	Advanced Placement EMS Clinical Experience II	3
EMS 255	Advanced Placement EMS Internship Experience II	3
		Total 12

Third Semester – Summer

EMS 225	Critical Care Transport Paramedic	4
EMS 250	Advanced Placement Paramedic Care	5
EMS 252	Advanced Placement EMS Clinical Experience I	3
		Total 12

General Education Requirements

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
REQ HUM	Humanities Elective	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 26

Meet with the program coordinator and successfully complete an experiential learning credit application for the following courses:

Experiential Learning Credit

EMS 110	Basic Emergency Medical Care	5
EMS 111	Intermediate Medical Care	5
EMS 212	EMS Field Internship I	2
EMS 219	Advanced EMS Field Internship II	2

Emergency Medical Technology

Associate in Applied Science
Credit Requirements: 77 Semester Credit Hours

The Emergency Medical Technology program prepares students to practice in the complex and dynamic profession of the EMT. The curriculum is structured to allow the beginning student to test and practice as a basic or intermediate EMT while continuing in the advanced program. Internship and clinical experiences strengthen learned material and prepare the student for the reality of practice.

Admission Requirements

Applicants will be admitted to the Emergency Medical Technology program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Emergency Medical Technology program.

II. Program Admission Requirements

A. Achieve qualifying scores on the college's placement test, SAT or ACT.

B. Complete a Health Sciences application for the Emergency Medical Technology program.

C. Attend an official advising session with a program faculty member.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

E. Earn a grade of C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

G. Submit proof of a minimum of 12 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. Provide evidence of completion of the criminal background check and drug screen required by the college. EMT faculty will provide information and necessary forms at the advising session.

J. Provide the TTC program coordinator with a completed, current Health Sciences Student Health Record. EMT faculty will provide information and necessary forms at the advising session.

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis.

Recommended Sequence of Courses
First Semester – Fall

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
EMS 110	Basic Emergency Medical Care	5
EMS 212	EMS Field Internship I	2
ENG 101	English Composition I	3
		Total 17

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
EMS 111	Intermediate Emergency Care	5
EMS 115	International Trauma Life Support	1
EMS 219	Advanced EMS Field Internship II	2
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
		Total 18

Third Semester – Summer

EMS 116	Advanced Cardiac Life Support	1
EMS 120	Pharmacology	3
EMS 217	Introduction to Electrocardiography	2
EMS 220	Paramedic Internship I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 12

Fourth Semester – Fall

EMS 117	Advanced Pediatric Life Support	1
EMS 119	Emergency Medical Services Operations	2
EMS 211	Advanced Clinical Experience I	3
EMS 213	Advanced Emergency Medical Care II	4
EMS 221	Paramedic Internship II	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 16

Fifth Semester – Spring

EMS 118	Advanced Medical Life Support	1
EMS 210	Advanced Emergency Medical Care I	5
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
		Total 14

General Technology

Associate in Applied Science
Expanded Duty Dental Assisting Career Path
Credit Requirements: 70 Semester Credit Hours

The Associate Degree in Occupational Technology – General Technology is designed to be a completion program for students who hold a diploma in Expanded Duty Dental Assisting. For admission requirements, see the Expanded Duty Dental Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses
First Semester – Fall

CPT 101	Introduction to Computers	3
DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
		Total 19

Second Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
		Total 17

Third Semester – Summer

DAT 177	Dental Office Experience	7
PSY 201	General Psychology	3
		Total 10

Associate Degree Completion Program

Associate in Applied Science
Expanded Duty Dental Assisting Career Path

Students who have completed the Expanded Duty Dental Assisting diploma program as outlined above (with CPT 101, ENG 101 and PSY 201) will be eligible for an associate degree in General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work

presented to fulfill program requirements is required for graduation.

Core Curriculum Requirements

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
REQ HUM	Select one course from Humanities listing on page B-3	3

Other Required Courses

Select a minimum of 15 hours from the following courses to meet career goals:

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
ECO 210	Macroeconomics	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 250	Situational Supervision	3
MGT 270	Managerial Communication	3
MKT 101	Marketing	3
PSY 203	Human Growth and Development	3
SOC 101	Introduction to Sociology	3
SPA 101	Elementary Spanish I	4

General Technology

Associate in Applied Science
Massage Therapy Career Path
Credit Requirements: 60 Semester Credit Hours

The Massage Therapy associate degree completion program is designed for massage therapists who need an associate degree for career advancement or transfer purposes. Students who have completed the Massage Therapy certificate as outlined above will be eligible for an Associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

Recommended Sequence of Courses
First Semester – Fall

BIO 112	Basic Anatomy and Physiology	4
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 127	Principles of Massage III	3
		Total 15

Second Semester – Spring

AHS 106	Cardiopulmonary Resuscitation	1
BIO 238	Musculoskeletal System Anatomy	3
MTH 124	Massage Business Application	3
MTH 122	Principles of Massage II	4
MTH 128	Clinical Applications of Massage	4
		Total 15

Associate Degree Completion Program

Associate in Applied Science
General Technology
Massage Therapy Career Path

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3
MKT 101	Marketing	3
MKT 135	Customer Service Techniques	3
PSY 201	Introduction to Psychology	3
SPC 209	Interpersonal Communication	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 30

General Technology

Associate in Applied Science
Medical Assisting Clinical Manager Career Path
Credit Requirements: 75-76 Semester Credit Hours

This associate degree in General Technology – Medical Assisting is a completion program for students who hold a diploma in Medical Assisting. For admission requirements, see the Medical Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses
Prerequisites

AHS 104	Medical Vocabulary/Anatomy	3
		Total 3

First Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 114	Basic First Aid	1
AHS 121	Basic Pharmacology	2
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 131	Administrative Skills of Medical Office I	2
	Total	**14**

Second Semester – Fall

CPT 101	Introduction to Computers	3
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 132	Administrative Skills of Medical Office II	3
	Total	**18**

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
MED 158	Clinical Office Experience	8
PSY 201	General Psychology	3
	Total	**17**

Associate Degree Completion Program

Associate in Applied Science
General Technology
Medical Assisting Career Path

The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate degree in Applied Science – General Technology degree upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
or		
MKT 101	Marketing	3
or		
PSY 212	Abnormal Psychology	3
or		
SPA 101	Elementary Spanish I	4
	Total	**26-27**

General Technology

Associate in Applied Science
Pharmacy Technician Career Path
Credit Requirements: 66 Semester Credit Hours

This associate degree in General Technology is a completion program for students who hold a diploma in Pharmacy Technician. For admission requirements, see the Pharmacy Technician diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses

Prerequisite

CPT 101	Introduction to Computers	3

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardio Pulmonary Resuscitation	1
BIO 115	Basic Microbiology	3
PHM 101	Introduction to Pharmacy Tech	3
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
	Total	**16**

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 124	Therapeutic Agents II	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 175	Pharmacy Technician Practicum	3
	Total	**12**

Third Semester – Summer

ENG 101	English Composition I	3
PHM 118	Community pharmacy Seminar	1
PHM 164	Pharmacy Technician Practicum II	4
SPC 209	Interpersonal Communication	3
	Total	**11**

Associate Degree Completion Program

Associate in Applied Science
General Technology
Pharmacy Technician Career Path

The Pharmacy Technician associate degree completion program is designed for pharmacy technicians who need an associate degree for career advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101 and PSY 201) will be eligible for an associate degree in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

SPA 155	Technical Spanish I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MGT 150	Fundamentals of Supervision	3
PHI 110	Ethics	3
PHM 201	Pharmacy Management	2
PHM 250	Special Topics in Pharmacy	3
PSY 201	General Psychology	3
		Total 26

Medical Laboratory Technology

Associate in Applied Science
Credit Requirements: 79 Semester Credit Hours

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Technology program prepares students for employment as medical laboratory technicians. Medical laboratory technicians perform a wide variety of routine diagnostic and prognostic laboratory procedures in a health care setting. Students gain both theoretical and practical lab experience analyzing the chemistry, cellular composition, microbial flora and immunological components of body fluids and tissues.

Upon graduation, students are eligible to take a national certifying examination, earning the designation Medical Laboratory Technician (MLT) by the American Society for Clinical Pathology.

Program Admission and Progression Requirements

Applicants will be admitted to this program by completing the general college admission requirements and returning a completed Health Sciences application to the Admissions office. Students can enroll in Medical Laboratory Technology courses (MLT prefix) by meeting specific program progression requirements described below. Spaces in MLT classes will be filled every Fall Semester on a first-qualified, first-admitted basis.

I. General College Admission Requirements

- **A.** Achieve admission to the college by meeting TTC's requirements for associate degree programs.
- **B.** Provide proof of high school graduation or completion of a GED.
- **C.** *Complete the TTC placement testing procedure.
- **D.** Attend TTC Orientation and obtain the name of your assigned academic advisor.
- **E.** Meet with your assigned academic advisor.

**Please note that applicants not achieving appropriate test scores will be required to complete all courses indicated by placement test scores.*

Note: Admission to the college does not guarantee progression into the Medical Laboratory Technology courses.

II. Application for the Medical Laboratory Technology Program

Apply for the Medical Laboratory Technology program by returning a completed Health Sciences application to the Admissions office. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.

III. Procedures Required for Program Progression

A. Attend an information session with a program faculty advisor and verify attendance by obtaining a signed statement of advising. Open information/advising sessions are held each semester in the Health Sciences Building (Bldg. 630). Schedules with dates and times are posted on bulletin boards on each campus.

B. Maintain a minimum cumulative 2.0 GPA and not be on academic probation or disciplinary suspension on the date of entry into MLT-prefix courses.

C. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester hours with a minimum grade of C in each course and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

D. Earn a grade of C or better in all courses required for the program.

E. Provide proof that MAT 110 and CPT 101 have been completed with a minimum grade of C before entering the program.

F. Applicants who meet college and program requirements will be considered qualified and will be allowed to progress in the program on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester they may begin taking MLT-prefix courses.

IV. General Procedures

Students who receive a W, D or F in a MLT-prefix course, or who fail to successfully complete a professional development evaluation, may request consideration for readmission to the Medical Laboratory Technology program. Readmission to the program is not automatic. See the Health Sciences overview.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Laboratory Technology program.

Recommended Sequence of Courses

Prerequisites

CPT 101	Introduction to Computers	3
MAT 110	College Algebra	3
		Total 6

First Semester – Fall

AHS 106	Cardiopulmonary Resuscitation	1
AHS 142	Phlebotomy	2
*BIO 112	Basic Anatomy and Physiology	4
CHM 110	College Chemistry I	4
ENG 101	English Composition I	3
		Total 14

Second Semester – Spring

MLT 102	Medical Lab Fundamentals	3
MLT 110	Hematology	4
MLT 112	Introduction to Parasitology	2
MLT 219	Clinical Instrumentation	3
PSY 201	General Psychology	3
		Total 15

Third Semester – Summer

MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 115	Immunology	3
**SPC 209	Interpersonal Communication	3
		Total 13

Fourth Semester – Fall

MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
		Total 16

Fifth Semester – Spring

MLT 270	Clinical Applications	12
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

**May substitute BIO 210 and BIO 211 for BIO 112*
***May substitute SPC 205*

Occupational Therapy Assistant

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours

Occupational Therapy is a health sciences specialty that employs the use of purposeful activity for individuals who are limited by physical injury or illness, psychosocial dysfunction, developmental or learning disabilities, or the aging process, in order to maximize independence, prevent disability and maintain health. Practice encompasses evaluation, treatment and consultation.

Graduates of the program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy Inc. (NBCOT). Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist. Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Program Admission and Course Progression Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and OTA program requirements. Classes begin Summer Semester of each year.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for associate degree programs. See college admission procedures. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

II. Program Progression Requirements
Applicants should ensure that each of the following progression requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Occupational Therapy Assistant program. (Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.)

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Provide proof that all general education courses (support courses) required in the Occupational Therapy Assistant program have been completed with a minimum grade of C. Laboratory sciences and AHS 104 Medical Vocabulary/Anatomy must have been taken within five years of admission date.

E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

F. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into OTA-prefix courses.

Submit proof of minimum of 40 hours of observation/volunteer work performed in two different occupational therapy settings. The applicant is responsible for arranging the observation/volunteer time.

H. Attend an official open advising session and obtain a signed statement from an Occupational Therapy Assistant program faculty member verifying attendance.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college. Drug screening will be conducted randomly but prior to clinical rotation.

III. General Admission Procedures for the Occupational Therapy Assistant Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Occupational Therapy Assistant program.

Readmission to a Program

Students who receive a W, D, U or F in a professional course may request consideration for readmission to the Occupational Therapy Assistant program. Readmission to the program is not automatic. See the Health Sciences overview.

Course Progression

To progress to the next Occupational Therapy Assistant course, the student must complete all Occupational Therapy Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during field work.

Recommended Sequence of Courses

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
		Total 13

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
PHI 101	Introduction to Philosophy	3
		Total 16

Third Semester – Summer

OTA 101	Fundamentals of OT	3
OTA 105	Therapeutic Analysis in OT	3
OTA 203	Kinesiology for Occupational Therapy	3
OTA 213	Group Process and Dynamics	2
OTA 142	OTA Clinical Introduction I	1
		Total 12

Fourth Semester – Fall

OTA 155	Gerontology	2
OTA 162	Psychosocial Dysfunction	3
OTA 164	Physical Dysfunction	6
OTA 176	Pediatric Development and Dysfunction	4
OTA 245	Occupational Therapy Departmental Management	2
OTA 144	OTA Clinical Introduction II	1
		Total 18

Fifth Semester – Spring

OTA 262	OTA Clinical Application I	7
OTA 264	OTA Clinical Application II	7
		Total 14

Physical Therapist Assistant

Associate in Applied Science
Credit Requirements: 78 Semester Credit Hours

The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures, including various types of exercise, rehabilitation techniques, electrical

modalities and heat/cold modalities, designed and supervised by a registered physical therapist. Other responsibilities include clerical duties, record keeping and continuing education. The program is accredited by the Commission on Accreditation in Physical Therapy Education. Graduates become licensed by passing the National Physical Therapist Assistant Licensure Examination.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Physical Therapist Assistant program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Physical Therapist Assistant program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Earn a grade of C or better in all courses required for the program. Laboratory sciences and AHS 104 must have been completed within five years of admission date.

E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

F. Submit to the Admissions office a completed volunteer/observation form documenting a minimum of 40 hours spent in a physical therapy facility. While all 40 hours may be completed in a hospital, it is preferred that the observation/volunteer hours be divided between hospital and nonhospital facilities, with a minimum of 20 hours in an acute care hospital in the inpatient PT department. The applicant is responsible for arranging the observation/volunteer experience.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Physical Therapist Assistant Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Physical Therapist Assistant program.

Readmission to a Program

Students who receive a U, W, D or F in a professional course may request consideration for readmission to the Physical Therapist Assistant program. Readmission to the program is not automatic. See the Health Sciences overview.

Course Progression

To progress to the next Physical Therapist Assistant course, the student must complete all Physical Therapist Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during clinical rotations.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 16

Second Semester – Spring

AHS 104	Medical Vocabulary/Anatomy	3
BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 13

Third Semester – Summer

PTH 101	Physical Therapy Professional Preparation	2
PTH 202	Physical Therapy Modalities	4
PTH 205	Physical Therapy Functional Anatomy	4
PTH 235	Interpersonal Dynamics	2
PTH 252	Clinical Practice	2
		Total 14

Fourth Semester – Fall

PTH 221	Pathology I	2
PTH 240	Therapeutic Exercises/Applications	5
PTH 244	Rehabilitation	4
PTH 266	Physical Therapy Practicum I	6
		Total 17

Fifth Semester – Spring

PTH 222	Pathology II	2
PTH 230	Clinical Electrotherapy	3
PTH 242	Orthopedic Management	4
PTH 245	Pediatric Physical Therapy	2
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
		Total 18

Radiologic Technology

Associate in Applied Science

Credit Requirements: 86 Semester Credit Hours

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Telelphone: 312.704.5300.

The Radiologic Technology program prepares students to provide patient services using imaging modalities, as directed by physicians in order to perform radiologic procedures. Graduates are eligible to apply to take the National Registry Examination offered by the American Registry of Radiologic Technologists.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Radiologic Technology program.

II. Program Admission Requirements

Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Radiologic Technology program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Attend an open advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630) and on other college bulletin boards.

D. Submit proof of algebra and chemistry competencies by completing one requirement each in:

Algebra

1. MAT 110 College Algebra with a minimum grade of C,

OR

2. Complete a college algebra course equivalent to MAT 110 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Chemistry

1. One year of high school chemistry with a C average,

OR

2. CHM 100 Introductory Chemistry with a minimum grade of C,

OR

3. Complete three semester credit hours of chemistry with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Radiologic Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Radiologic Technology program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a grade of C or better in all courses required for the program.

2. Earn a satisfactory grade of S on professional development evaluation.
3. Maintain a minimum 2.0 cumulative GPA throughout the program.
4. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Radiologic Technology program. Readmission to the program is not automatic. See the Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

MAT 110	College Algebra	3
		Total 3

First Semester – Summer

AHS 110	Patient Care Procedures	2
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
RAD 101	Introduction to Radiography	2
RAD 121	Radiographic Physics	4
		Total 14

Second Semester – Fall

BIO 210	Anatomy and Physiology I	4
RAD 110	Radiographic Imaging I	3
RAD 130	Radiographic Procedures I	3
RAD 152	Applied Radiography I	2
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Third Semester – Spring

BIO 211	Anatomy and Physiology II	4
RAD 115	Radiographic Imaging II	3
RAD 136	Radiographic Procedures II	3
RAD 165	Applied Radiography II	5
		Total 15

Fourth Semester – Summer

PSY 201	General Psychology	3
RAD 175	Applied Radiography III	5
RAD 205	Radiographic Pathology	2
RAD 236	Radiography Seminar II	2
		Total 12

Fifth Semester – Fall

RAD 201	Radiation Biology	2
RAD 230	Radiographic Procedures III	3
RAD 258	Advanced Radiography I	8
		Total 13

Sixth Semester – Spring

RAD 220	Selected Imaging Topics	3
RAD 268	Advanced Radiography II	8
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 14

Respiratory Care

Associate in Applied Science
Credit Requirements: 83-84 Semester Credit Hours

Respiratory care is a health sciences specialty that focuses on the treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

TTC's Respiratory Care program prepares students for employment as advanced-level respiratory care practitioners. The program is accredited by the Commission on Accreditation for Respiratory Care. Graduates are eligible to take the certification and registry examinations administered by the National Board for Respiratory Care, Inc.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Respiratory Care program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Respiratory Care program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Complete BIO 210 or its equivalent with a minimum grade of C from an approved, regionally accredited postsecondary institution.

D. Submit proof of algebra competencies by completing one of the following:

1. MAT 110 College Algebra or MAT 109 Algebra with Modeling with a minimum grade of C,

OR

2. Complete a college algebra course equivalent to MAT 110 or MAT 109 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.5 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. A minimum cumulative 2.5 GPA is required at the time of admission. Students cannot be on academic or disciplinary suspension at date of entry into the program.

H. Submit a completed Open Advising form to Admissions showing evidence of attendance.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Respiratory Care Program

Upon admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Respiratory Care program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite Respiratory Care course may request consideration for readmission to the Respiratory Care program. Readmission to the program is not automatic. See the Allied Health Sciences overview.

Course Progression

To progress to the next Respiratory Care course, students must:

1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

Prerequisite

BIO 210	Anatomy and Physiology I	4
MAT 110	College Algebra	3

First Semester – Summer

ENG 101	English Composition I	3
PSY 201	General Psychology	3
RES 110	Cardiopulmonary Science I	2
RES 121	Respiratory Skills I	4
	Total	**12**

Second Semester – Fall

AHS 103	Bio Medical Vocabulary	2
BIO 211	Anatomy and Physiology II	4
RES 131	Respiratory Skills II	4
RES 160	Clinical I	1
RES 246	Respiratory Pharmacology	2
	Total	**13**

Third Semester – Spring

RES 111	Pathophysiology	2
RES 161	Clinical II	4
RES 244	Advanced Respiratory Skills I	4
RES 247	Advanced Respiratory Pharmacology	2
	Total	**12**

Fourth Semester – Summer

CPT 101	Introduction to Computers	3
RES 142	Basic Pediatric Care	2
RES 152	Clinical Applications II	3
RES 210	Cardiopulmonary Science II	3
RES 220	Hemodynamic Monitoring	1
	Total	**12**

Fifth Semester – Fall

BIO 115	Basic Microbiology	3
or		
BIO 225	Microbiology	4
RES 235	Respiratory Diagnostics	4
RES 253	Advanced Clinical Studies I	6
	Total	**13 or 14**

Sixth Semester – Spring

REQ HUM	Select one course from Humanities listing on page B-3	3
RES 205	Neonatal Respiratory Care	2
RES 249	Comprehensive Applications	2
RES 254	Advanced Clinical Studies II	7
	Total	**14**

Veterinary Technology

Associate in Applied Science
Credit Requirements: 77 Semester Credit Hours

The Veterinary Technology curriculum prepares graduates to assist large and small animal veterinarians, as well as provide opportunities for careers in research laboratories and pharmaceutical and veterinary supply businesses.

Veterinary technicians assist by obtaining and recording information about cases, preparing animals for medical and surgical procedures, obtaining specimens, performing laboratory procedures, applying bandages and splints, assisting with anesthesia and surgery, and many other challenging tasks.

This program is offered in two formats: a program for full-time students and a program for part-time students.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes for the full-time format begin each Fall Semester. Classes for the part-time format begin each Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Veterinary Technology program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Veterinary Technology program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.

D. Submit proof of algebra, biology, chemistry and English competencies by completing one requirement each in:

Algebra

1. Achieve the appropriate score on the SAT, ACT or TTC's placement test,

OR

2. Complete MAT 101 Beginning Algebra with a minimum grade of C,

OR

3. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Biology

1. BIO 101 Biological Science with a minimum grade of C,

OR

2. Complete four semester credit hours of equivalent biology with a minimum grade of C from an approved, regionally accredited postsecondary institution within the last five years.

English

1. Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. Provide proof of completion for the following courses with a minimum grade of C: VET 105, BIO 101, CPT 101, ENG 101. BIO 101 must have been taken within the last five years. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. Submit a completed observation/volunteer form showing evidence of a minimum of 20 hours of observation/volunteer work in an animal care facility with a veterinarian present. Contact the program faculty at 843.899.8011 or 843.899.8086 for assistance in meeting this requirement. Forms can be obtained from and should be returned to the Admissions office.

J. A rabies vaccination (optional) must be completed by the first day of class. Students who have already been vaccinated must provide proof of adequate blood titer (within previous two years). If a student elects not to receive rabies immunization, he/she must sign a waiver. Call the program coordinator at 843.899.8011.

K. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Veterinary Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Veterinary Technology program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite Veterinary Technology course may request consideration for readmission to the Veterinary Technology program. Readmission to the program is not automatic. See the Health Sciences overview.

Course Progression

To progress to the next Veterinary Technology course the student must:

1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

Full Time

Recommended Sequence of Courses

Prerequisites

BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
VET 105	Orientation to Veterinary Technology	1
	Total	**11**

First Semester – Fall

BIO 115	Basic Microbiology	3
VET 101	Animal Breeds and Husbandry	3
VET 103	Veterinary Medical Terminology	2
VET 104	Veterinary Anatomy and Physiology	3
VET 117	Animal Nutrition	2
	Total	**13**

Second Semester – Spring

PSY 201	General Psychology	3
VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 160	Clinical Techniques II	3
VET 180	Preceptorship	2
	Total	**13**

Third Semester – Summer

PHI 110	Ethics	3
VET 116	Radiology and Parasitology	3
VET 215	Laboratory Animal Medicine	2
VET 240	Office Management and Client Education	3
	Total	**11**

Fourth Semester – Fall

VET 152	Clinical Pathology	4
VET 203	Small Animal Diseases, Zoonosis and Client Education	3
VET 207	Large Animal Clinical Practice	3
VET 250	Clinical Techniques III	3
	Total	**13**

Fifth Semester – Spring

MAT 120	Probability and Statistics	3
SPC 209	Interpersonal Communication	3
VET 170	Veterinary Technician Externship	6
VET 260	Clinical Techniques IV	3
VET 280	Senior Seminar	1
	Total	**16**

Part Time

Recommended Sequence of Courses

Prerequisites

BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
VET 105	Orientation to Veterinary Technology	1
	Total	**11**

First Semester – Spring

PSY 201	General Psychology	3
VET 117	Animal Nutrition	2
	Total	**5**

Second Semester – Summer

PHI 110	Ethics	3
	Total	**3**

Third Semester – Fall

BIO 115	Basic Microbiology	3
VET 101	Animal Breeds and Husbandry	3
VET 103	Veterinary Medical Terminology	2
VET 104	Veterinary Anatomy and Physiology	3
	Total 11	

Fourth Semester – Spring

VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 160	Clinical Techniques II	3
	Total 8	

Fifth Semester – Summer

VET 116	Radiology and Parasitology	3
VET 180	Preceptorship	2
VET 215	Laboratory Animal Medicine	2
	Total 7	

Sixth Semester – Fall

VET 152	Clinical Pathology	4
VET 203	Small Animal Diseases, Zoonosis and Client Education	3
VET 250	Clinical Techniques III	3
	Total 10	

Seventh Semester – Spring

MAT 120	Probability and Statistics	3
SPC 209	Interpersonal Communication	3
VET 260	Clinical Techniques IV	3
	Total 9	

Eighth Semester – Summer

VET 240	Office Management and Client Education	3
	Total 3	

Ninth Semester – Fall

VET 170	Veterinary Technician Externship	6
VET 207	Large Animal Clinical Practice	3
VET 280	Senior Seminar	1
	Total 10	

Expanded Duty Dental Assisting

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours

The Expanded Duty Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are certified in infection control and radiation health and safety and are eligible for certification in monitoring nitrous oxide sedation by the South Carolina State Board of Dentistry. Upon satisfactory completion of the Dental Assisting National Board, graduates are designated certified dental assistants.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Expanded Duty Dental Assisting program.

II. Program Admission Requirements
Applicants should ensure that documentation of each of the following admissions requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete all courses indicated by TTC's placement test, SAT or ACT scores, if applicable.

C. Complete a Health Sciences application for the program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

D. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See list of academic advisors published in *On Course*.

E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

G. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. Achieve the appropriate math score on TTC's placement test.

I. Submit proof of a minimum of five hours of observation of a certified dental assistant or a graduate of an ADA-accredited dental assisting program working in a dental practice. The applicant is responsible for arranging the observation time.

J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Expanded Duty Dental Assisting Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Expanded Duty Dental Assisting program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. See the Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must earn a grade of C or better in all courses required for the program.

Full Time

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
		Total 19

Second Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 124	Expanded Functions/Specialties	1
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
		Total 17

Third Semester – Summer

DAT 177	Dental Office Experience	7
PSY 201	General Psychology	3
		Total 10

Part Time

Recommended Sequence of Courses
First Semester – Spring

CPT 101	Introduction to Computers	3
DAT 123	Oral Medicine/Oral Biology	3
ENG 101	English Composition I	3
or		
ENG 150	Basic Communications	3
		Total 9

Second Semester – Summer

DAT 114	Dental Emergencies and Medicine	3
DAT 115	Ethics and Professionalism	1
PSY 201	General Psychology	3
		Total 7

Third Semester – Fall

DAT 118	Dental Morphology	2
DAT 124	Expanded Functions/Specialties	1
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
		Total 10

Fourth Semester – Spring

DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
		Total 13

Fifth Semester – Summer

DAT 177	Dental Office Experience	7
		Total 7

Medical Assisting

Diploma in Applied Science
Credit Requirements: 52 Semester Credit Hours

The Medical Assisting program prepares students to help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Duties may be administrative, clinical or both. Students who work in a small office or health care facility may handle both clinical and clerical duties. Students working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756, 727.210.2350. Graduates of the program are eligible to take the national AAMA certification examination.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. The program begins Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Medical Assisting program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
B. Complete a Health Sciences application for the Medical Assisting program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.
D. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.
F. Achieve the appropriate math score on TTC's placement test
OR
1. Complete MAT 101 Beginning Algebra or MAT 152 Elementary Algebra or MAT 155 Contemporary Mathematics with a minimum grade of C,

OR

2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

G. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.
H. Provide proof of keyboarding skills by completing AOT 105 Keyboarding or high school keyboarding with a minimum grade of C.
I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.
K. AHS 104 Medical Vocabulary/Anatomy completed within five years.

Note: Students who intend to complete the Associate Degree in General Technology need to complete appropriate prerequisites for the math and English requirements.

III. General Admission Procedures for the Medical Assisting Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Assisting program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a grade of C or better in all courses required for the program.
2. Earn a satisfactory grade of S on professional development evaluation.

3. Maintain a minimum 2.0 cumulative GPA throughout the program.
4. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Medical Assisting program. Readmission to the program is not automatic. See the Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

AHS 104	Medical Vocabulary/Anatomy	3
		Total 3

First Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 114	Basic First Aid	1
AHS 121	Basic Pharmacology	2
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
MED 102	Introduction to the Medical Assisting Profession	2
MED 131	Administrative Skills of Medical Office I	2
		Total 14

Second Semester – Fall

CPT 101	Introduction to Computers	3
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 132	Administrative Skills of Medical Office II	3
		Total 18

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
or		
*ENG 150	Basic Communication	3
MED 158	Clinical Office Experience	8
PSY 201	General Psychology	3
		Total 17

Associate Degree Completion Program

Associate in Applied Science
General Technology
Medical Assisting Career Path

The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
REQ HUM	Select one course from Humanities listing on page B-3	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
or		
MKT 101	Marketing	3
or		
PSY 212	Abnormal Psychology	3
or		
SPA 101	Elementary Spanish I	4
		Total 26-27

**Students who intend to pursue a degree in General Technology should select ENG 101.*

Pharmacy Technician

Diploma in Applied Science
Credit Requirements: 42 Semester Credit Hours

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists. The Pharmacy Technician program prepares students to perform, within the health care setting, a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to the college by meeting TTC's requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Achieve the appropriate score on TTC's placement test
OR
1. Complete MAT 102 Intermediate Algebra or MAT 153 Elementary Algebra II with a minimum grade of C,

OR
2. Complete an intermediate algebra course equivalent to MAT 102/153 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

C. Achieve the appropriate sentence skills scores on TTC's placement test
OR
1. Complete English 100 Introduction to Composition with a minimum grade of C,

OR
2. Complete an introductory English composition course with a minimum grade of C.

D. Provide proof successful completion of CPT 101.

E. Complete a Health Sciences application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

F. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See the list of academic advisors published in *On Course*.

G. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

H. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

J. At the time of entry to the program, show evidence of completion of the criminal background check and drug screening required by the college. Students entering the associate degree in Applied Science – General Technology program may submit a letter of recommendation from their employer in lieu of a background check.

III. General Admission Procedures for the Pharmacy Technician Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

You must receive a satisfactory background check before the mandatory program orientation session. Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

1. Earn a grade of C or better in all courses required for the program.
2. Earn a satisfactory grade of S on professional development evaluations.
3. Maintain a minimum 2.0 cumulative GPA throughout the program.
4. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

Students who receive a W, D or F in a prerequisite, corequisite or PHM course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic. See the Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

CPT 101	Introduction to Computers	3

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardio Pulmonary Resuscitation	1
BIO 115	Basic Microbiology	3
PHM 101	Introduction to Pharmacy Tech	3
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
	Total	**16**

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 124	Therapeutic Agents II	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 175	Pharmacy Technician Practicum	3
	Total	**12**

Third Semester – Summer

ENG 101	English Composition I	3
PHM 118	Community pharmacy Seminar	1
PHM 164	Pharmacy Technician Practicum II	4
SPC 209	Interpersonal Communication	3
	Total	**11**

Associate Degree Completion Program

Associate in Applied Science
General Technology
Pharmacy Technician Career Path

The Pharmacy Technician associate degree completion program is designed for pharmacy technicians who need an associate degree for career advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101) will be eligible for an Associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

SPA 155	Technical Spanish I	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MGT 150	Fundamentals of Supervision	3
PHI 110	Ethics	3
PHM 201	Pharmacy Management	2
PHM 250	Special Topics in Pharmacy	3
PSY 201	General Psychology	3
	Total	**26**

Allied Health Preparation

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This certificate assists students in preparing for careers in Health Sciences professions and strengthens the academic skills of students seeking admission to an Health Sciences program.

To be admitted to this program, you must be a high school graduate or possess a GED, and achieve qualifying scores on the SAT or ACT or on TTC's placement test for the courses in which you enroll. Students must meet with an academic advisor to discuss their academic plan.

Recommended Sequence of Courses
First Semester

*BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
**MAT 110	College Algebra	3
		Total 13

Second Semester

AHS 106	Cardiopulmonary Resuscitation	1
*BIO 211	Anatomy and Physiology II	4
PSY 201	General Psychology	3
***SPC 205	Public Speaking	3
ELE AHS	Select one course that will satisfy your future career path.	3
		Total 14

Allied Health Preparation Electives

AHS 101	Introduction to Health Professions	2
AHS 104	Medical Vocabulary/Anatomy	3
AHS 142	Phlebotomy	2
AHS 170	Fundamentals of Disease	3
BIO 101	Biological Science I	4
BIO 115	Basic Microbiology	3
BIO 225	Microbiology	4
CHM 105	General Organic and Biochemistry	4
PSY 203	Human Growth and Development	3

- Students planning to enter the Veterinary Technology program must choose BIO 101 or BIO 115.
- Students planning to enter the Dental Hygiene program must complete BIO 225 or CHM 105.
- Students planning to enter the Occupational Therapy Assistant program must choose PSY 203.

* *Students planning to enter the MLT program should choose BIO 112 and CHM 110 instead of BIO 210 and BIO 211; students planning to enter the Veterinary Technology program must substitute either BIO 101 or BIO 115.*

** *Students planning to enter the Dental Hygiene, Physical Therapist Assistant, Occupational Therapy Assistant, and Veterinary Technology programs may substitute MAT 120; RES students must take MAT 110.*

*** *May substitute SPC 209 for SPC 205.*

Emergency Medical Technology Certificate Programs

Program Admission Requirements

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis.

A. Achieve qualifying scores on the college's placement test, SAT or ACT.

B. Complete a Health Sciences application for the Emergency Medical Technology program.

C. Attend an official advising session with a program faculty member.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.

E. Earn a grade of C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

G. Submit proof of a minimum of 12 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time for the Emergency Medical Technician certificate only.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. Provide evidence of completion of the criminal background check and drug screen required by the college. EMT faculty will provide information and necessary forms at the advising session.

J. Provide the TTC program coordinator with a completed, current Health Student Health Record. EMT faculty will provide information and necessary forms at the advising session.

K. Provide proof of current CPR, EMT-B, and/or EMT-I certifications.

Emergency Medical Technician

Certificate in Applied Science
Credit Requirements: 11 semester credit hours

This certificate is designed for students who want to begin their careers in EMS or expand their skills in the fire services.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test.

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
EMS 110	Emergency Medical Technician	5
EMS 212	EMS Field Internships	2
		Total 11

Advanced Emergency Medical Technician

Certificate in Applied Science
Credit Requirements: 10 semester credit hours

This certificate is designed for students who want to expand their knowledge and skills in pre-hospital medicine in the professions of EMS or the Fire services.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test as well as successful completion of the Emergency Medical Technician certificate or be a current Emergency Medical Technician. College-approved Anatomy and Physiology (BIO 210) with a grade of C or better within the last five years is also required.

First Semester – Spring

BIO 211	Anatomy and Physiology II	4
EMS 111	Advanced Emergency Care	5
EMS 115	International Trauma Life Support	1
EMS 219	EMS Field Internships II	2
		Total 12

Paramedic

Certificate: Paramedic Certificate
Credit Requirements: 36 semester credit hours

This certificate is designed for students who want to expand their knowledge and skills in pre-hospital medicine in the professions of EMS or the Fire services.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test as well as successful completion of the EMT Basic Apprentice Certificate and the Advanced Emergency Medical Technician certificate program or current Advanced Emergency Medical Technician certification. Two college-approved Anatomy and Physiology courses (BIO 210/211) with a grade of C or better within the last five years are also required.

First Semester – Summer

EMS 116	Advanced Cardiac Life Support	1
EMS 120	Pharmacology	3
EMS 217	Introduction to Electrocardiogram	2
EMS 220	Paramedic Internship I	3
		Total 9

Second Semester – Fall

EMS 117	Advanced Pediatric Life Support	1
EMS 119	Emergency Medical Services Operations	2
EMS 211	Advanced Clinical Experience I	3
EMS 213	Advanced Emergency Medical Care II	4
EMS 221	Paramedic Internship II	3
		Total 13

Third Semester – Spring

EMS 118	Advanced Medical Life Support	1
EMS 210	Advanced Emergency Medical Care I	5
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
		Total 14

Fitness Specialist

Certificate: Applied Science
Credit Requirements: 37 semester credit hours

The Fitness Specialist certificate provides entry-level training for the fitness industry. Graduates will be qualified to work in gyms, commercial and corporate fitness centers and provide aerobics, cardio, weight training, wellness, and personal fitness training services.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC's requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Fitness Specialist program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

- **A.** Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
- **B.** Complete a Health Sciences application for the Fitness Specialist program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

- **C.** Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- **D.** Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.
- **E.** Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.
- **F.** Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic suspension or disciplinary suspension at the time of admission and date of entry into the program.
- **G.** At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Fitness Specialist Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

IV. Course Progression

Earn a grade of C or better in all courses required for the program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Fitness Specialist program. Readmission to the program is not automatic. See the Health Sciences overview.

Summer Semester

SFT 103	Sports First Aid and Safety	3
BIO 112	Basic Anatomy and Physiology	4
SFT 109	Lifetime Fitness and Wellness	3
SFT 110	Weight Training: Theory and Application	3
		Total 13

Fall Semester

SFT 101	Introduction to Exercise Physiology	3
SFT 125	Personal Trainer Techniques	3
SFT 130	Aerobics Instructor Training	3
BIO 238	Musculoskeletal Anatomy	3
	Total	**12**

Spring Semester

SFT 105	Fitness Assessment and Exercise Program Design	3
SFT 121	Medical Exercise	3
SFT 107	Nutrition for Fitness and Training	3
SFT 202	Internship for Personal Trainer	3
	Total	**12**

Massage Therapy

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
Full Time

The Massage Therapy program prepares a student for employment as a massage therapist. Swedish, sports and deep tissue massage techniques are emphasized. Chair massage, neuromuscular therapy and Eastern massage techniques also are introduced.

Employment opportunities include private practice, physical fitness facilities, hotels/resorts, sports medicine clinics and health care facilities.

Graduates are eligible to take the National Certification Examination administered by the National Certification Board for Therapeutic Massage and Bodywork.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Fall Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC's requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Massage Therapy program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Massage Therapy program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

E. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.

F. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic suspension or disciplinary suspension at the time of admission and date of entry into the program.

G. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Massage Therapy Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered

qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

IV. Course Progression

Earn a grade of C or better in all courses required for the program.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Massage Therapy program. Readmission to the program is not automatic. See the Health Sciences overview.

Recommended Sequence of Courses

First Semester – Fall

*BIO 112	Basic Anatomy and Physiology	4
MTH 120	Introduction to Massage	4
MTH 121	Principles of Massage I	4
MTH 127	Principles of Massage III	3
	Total	**15**

Second Semester – Spring

AHS 106	Cardiopulmonary Resuscitation	1
*BIO 238	Musculoskeletal System Anatomy	3
MTH 122	Principles of Massage II	4
MTH 124	Massage Business Applications	3
MTH 128	Clinical Applications of Massage Therapy	4
	Total	**15**

**BIO 112 is a prerequisite of BIO 238 and may not be taken at the same time.*

Medical Record Coder

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

A medical record coder is a health information management professional who focuses on medical record coding. Health care statistics, indexes, databases, regulatory requirements, procedural coding, billing and compliance are major components of this profession.

The Medical Record Coder program prepares students for employment as a medical record coder. Graduates will be eligible to take the certification and registry examinations administered by the American Health Information Management Association and American Academy of Professional Coders.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and program requirements. Classes begin Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting the college's requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Medical Record Coder program.

II. Program Admission Requirements

Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete a Health Sciences application for the Medical Record Coder program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

D. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all

college course work by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

E. Achieve the equivalent math score on TTC's placement test,
OR
Complete MAT 032 (Developmental Mathematics) with a minimum grade of SC,
OR
Complete a math course equivalent to MAT 032 with a minimum grade of SC from an approved, regionally accredited postsecondary institution.

F. Achieve the equivalent English score on TTC's placement test,
OR
Complete ENG 100 with a minimum grade of C.

G. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

H. Complete these prerequisite courses with a grade of C or better: AHS 104 Medical Vocabulary/Anatomy; BIO 112 Basic Anatomy and Physiology; CPT 101 Introduction to Computers; MAT 155 Contemporary Mathematics.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

J. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. (Advising session schedules are posted on the bulletin board located on the second floor of Building 630, Room 206.)

III. General Admission Procedures for the Medical Record Coder Program

Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

IV. Course Progression

To progress to the next Medical Record Coder course, the student must meet the following requirements:

1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

V. Readmission to the Medical Record Coder Program

Students who receive a W, D or F in a prerequisite, corequisite or HIM course may request consideration for readmission to the Medical Record Coder program. Readmission to the program is not automatic. See the Health Sciences overview.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Record Coder program.

Recommended Sequence of Courses

Prerequisites

AHS 104	Medical Vocabulary/Anatomy	3
BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3
MAT 155	Contemporary Mathematics	3
		Total 13

First Semester – Spring

AHS 170	Fundamentals of Disease	3
HIM 110	Health Information Science I	3
HIM 140	Current Procedural Terminology I	3
HIM 216	Coding and Classification I	3
		Total 12

Second Semester – Summer

AHS 105	Medical Ethics and Law	2
AHS 121	Basic Pharmacology	2
HIM 130	Billing and Reimbursement	3
HIM 141	Current Procedural Terminology II	3
HIM 225	Coding and Classification II	3
		Total 13

Third Semester – Fall

HIM 150	Coding Practicum I	3
HIM 228	Coding Seminars	2
HIM 264	Clinical Practice	4
HIM 266	Computers in Health Care	3
		Total 12

Pharmacy Technician

Certificate in Applied Science
Credit Requirements: 22 Semester Credit Hours

The Pharmacy Technician certificate program prepares students to perform a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist. Upon completion of this program, students will be eligible to apply for SC Board of Pharmacy state certification.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and program requirements. Classes in this program begin Summer Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements
Achieve admission to TTC by meeting the college's requirements for diploma programs. See the current college Catalog. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

NOTE: Admission to TTC does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements
Applicants should ensure that each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College
Admissions Office, AM-M
(Student Center, Bldg. 410, Room 110)
P.O. Box 118067
Charleston, SC 29423-8067

A. To receive experiential credit for clinical courses submit affidavit of employment of 1,000 hours or more from employer on company letterhead and copy of SCBOP registration.

B. Submit proof of PTCB Certification (copy of PTCB certificate).

C. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

D. Achieve the appropriate math score on TTC's placement test,
or
Complete MAT 102 (Intermediate Algebra) with a minimum grade of C,
or
Complete an intermediate algebra course equivalent to MAT 102 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Achieve the appropriate reading/writing score on TTC's placement test,
or
Complete English 100 (Introduction to Composition) with a minimum grade of C,
or
Complete an introductory English composition course with a minimum grade of C.

F. Complete a Health Sciences application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

G. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. (Advising session schedules are posted on the bulletin board located on the second floor of Building 630, Room 206.)

H. Provide proof of graduation from an accredited high school or equivalent by submitting a copy of your high school transcript, diploma or GED.

I. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

I. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

K. Criminal Background Check/Drug Screening

All students applying to programs in the Health Sciences Division are required to have completed a criminal background check and drug screening. Results of the criminal background check and drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation). Faculty advisors will provide information about the criminal background check and drug screening procedures at the program open advising.

Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

III. General Admission Procedures for the Pharmacy Technician Program

Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. See college Catalog for course progression requirements.

IV. Readmission to the Pharmacy Technician Program

Students who receive a W, D or F in a prerequisite, corequisite or PHT course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.

Recommended Sequence of Courses

First Semester – Fall

PHM 101	Introduction to Pharmacy Technician	3
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 152*	Pharmacy Technician Practicum I	2
	Total	**11**

Second Semester – Spring

PHM 110	Pharmacy Practice	4
PHM 124	Therapeutic Agents II	3
PHM 164*	Pharmacy Technician Practicum II	4
	Total	**11**

**Students who are certified by the Pharmacy Technician Certification Board and who can document at least 2,000 hours of employment as pharmacy technicians may be eligible for experiential learning credit for these courses.*

Humanities and Social Sciences

Overview

The Humanities and Social Sciences (HSS) Division offers the Associate in Arts (AA) degree and the certificate in Professional Writing and provides general education and support courses for most other programs at TTC. The AA degree, while emphasizing communication, social sciences and humanities, can provide students with the first two years of baccalaureate course work. The AA program is designed to prepare students for four-year (baccalaureate) majors in fields such as:

- Business Administration
- Accounting
- Communication
- Management
- English
- Foreign Language
- Education
- Music
- Political Science
- Psychology
- History
- Pre-Law
- Sociology
- Other Humanities, Fine Arts and Social Sciences

AA students should consult with their academic advisors to discuss program requirements. Academic advisors are assigned through the college orientation process conducted in the Orientation Centers on each campus. Your AA advisor will work closely with you to pick courses that not only fulfill curriculum requirements for the AA degree but also, in most cases, fulfill the general education requirements at the four-year institution (if you plan to transfer).

The certificate in Professional Writing provides students with fundamental writing skills for use in a variety of disciplines, including business writing, creative writing, journalism, technical writing and writing for electronic media.

General Information

For general information on the Humanities and Social Sciences Division, the AA degree, and/or the Professional Writing certificate, call 843.574.6034.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Program
Associate in Arts

Certificate Program
Professional Writing

Associate in Arts

Credit Requirements: 60 Semester Credit Hours
Program Credit Requirements

The Associate in Arts degree is designed for students planning to transfer to four-year programs and for students who wish to broaden their general knowledge. The degree stresses communication, social sciences and humanities.

Program Requirements
(60 credits required)

Communication

ENG 101	English Composition I	3
ENG 102	English Composition II	3

Select three semester credit hours from the following:

ENG 260	Advanced Technical Communication	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theater	3

Computer Technology

CPT 101	Introduction to Computers	3

Social Science

Select three semester credit hours from the following:

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
SOC 101	Introduction to Sociology	3

Mathematics

Select three semester credit hours from the following:

MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 120	Probability and Statistics	3

History

Select six semester credit hours from the following:

HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

Literature

Select three semester credit hours from the following:

ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 236	African-American Literature	3
ENG 299	Special Topics in English	3

Mathematics or Natural Sciences

Select six semester credit hours from the following:

AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 106	Contemporary Chemistry I	4
CHM 107	Contemporary Chemistry II	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 123	Contemporary College Mathematics	3
MAT 130	Elementary Calculus	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4

Communication, Humanities and Social Science Requirements

Select 18 semester credit hours from the following:

(Note: Students also may select from extra courses in Communication, Social Science, History and Literature above.)

Communication

ENG 260	Advanced Technical Communications	3
JOU 101	Introduction to Journalism	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
SPC 210	Oral Interpretation of Literature	3
SPC 225	Introduction to Communication Theory	3

Foreign Language

CHN 101	Elementary Chinese I	4
CHN 102	Elementary Chinese II	4
CHN 201	Intermediate Chinese I	3
CHN 202	Intermediate Chinese II	3
*FLG 001		
*FRE 001		
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
*GER 001		
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
*SPA 001		
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

Humanities

ART 101	Art History and Appreciation	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ART 208	Art Since 1945	3
ART 214	Art History Study Abroad	3
ENG 238	Creative Writing	3

HIS 106	Introduction to African History	3
HIS 108	Introduction to East Asian Civilization	3
HIS 130	African-American History to 1877	3
HIS 131	African-American History, 1877 to Present	3
HIS 226	Black History and Culture of the South Carolina Sea Islands	3
HSS 110	History of Ideas	3
MUS 105	Music Appreciation	3
MUS 110	Music Fundamentals	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 110	Ethics	3
REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3
THE 225	Theater Production	3

Social Sciences

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 210	Juvenile Delinquency	3
SOC 230	Introduction to Gerontology	3

Electives

ELE AA	Select up to nine hours in Associate in Arts Electives	9

**Hours vary.*

Associate in Arts Electives

These electives are for the Associate in Arts program only.

Select up to nine hours of college-level credit from the current Catalog. Hours beyond the number required in Oral Communication, Social Science, Mathematics, History, Natural Sciences, Literature and Humanities categories will count toward the nine elective hours. Up to nine hours of nonequivalent transfer credit also may be used.

Strongly Recommended: Students should choose courses that transfer to their chosen four-year college or university. See your transfer advisor for help in selecting appropriate electives.

Exceptions: These courses cannot be counted toward the nine hours of electives: MAT 155, IDS 101, COL 104, ENG 100, ENG 150 and any course listed in the Catalog as a nondegree course.

No more than 15 hours of courses with the same prefix may apply toward the AA degree.

No course can count more than once.

Associate in Arts

Associate in Arts
Sample Degree Plan

The AA program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor. This degree plan may not be suited to your goal.

Recommended Sequence of Courses

First Semester

English Composition I (ENG 101)	3
College Algebra with Modeling (MAT 109)	3
or	
College Algebra (MAT 110)	3
or	
Probability and Statistics (MAT 120)	3
Social Sciences	3
**Foreign Language	4
Introduction to Computers (CPT 101)	3
Total	**16**

Second Semester

English Composition II (ENG 102)	3
*Math or Lab Science	3-4
Social Science	3
History	3
Foreign Language	4
Total	**16-17**

Third Semester

***Elective	3
*Math or Lab Science	3-4
*Communication (ENG 260, SPC 205, SPC 209, SPC 210 or THE 101)	3
Foreign Language	3
History	3
Total	**15-16**

Fourth Semester

Literature	3
Humanities	3
Foreign Language	3
***Electives	6
Total	**15**

Minimum semester credit hours required: 60
(See also Requirements for Graduation.)
**Check requirements for your major at the four-year college to which you are transferring before choosing.*
***Some colleges do not require a foreign language. You may want to substitute a humanities or social science course.*
****Electives are open to most courses offered at TTC. See exceptions in Electives Listing for details.*

Professional Writing

Credit Requirements: 18 Semester Credit Hours

This certificate teaches students fundamental writing skills for use in a variety of disciplines, including creative writing, journalism, technical writing, and writing for media.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test.

Recommended Sequence of Courses
First Semester – Fall

ENG 101	English Composition I	3
JOU 101	Introduction to Journalism	3
RTV 109	Writing for Electronic Media	3

Second Semester – Spring

ENG 102	English Composition II	3
ENG 260	Advanced Technical Communications	3
*ARV 221	Interactive Media Design	3
or		
*RTV 150	Scriptwriting	3

**Students who have successfully completed ENG 102 may choose to take ENG 238 Creative Writing instead.*

Industrial Technology

Overview

Rapid advancements in the Industrial Technology areas make the need for up-to-date education and training essential. TTC's Industrial Technology programs combine classroom study and hands-on training emphasizing skill development, related technical knowledge and general education.

TTC offers a wide array of associate degrees, diplomas and certificates. The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. Any of the programs may be completed on a part-time basis, though it will require more time to do so.

General Information

As with all TTC programs, students interested in Industrial Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
General Technology
- Air Conditioning/Refrigeration Mechanics
- Automotive Technology
- Cosmetology
- Electrical Line Worker
- Electrician: Automation and Industrial
- Electrician: Industrial and Construction
- Engineering Design Graphics
- Industrial Maintenance Mechanics
- Machine Tool Technology
- Welding

Horticulture Technology

Diploma Program
Cosmetology

Certificate Programs
Air Conditioning/Refrigeration Advanced
Air Conditioning/Refrigeration Beginning
Air Conditioning/Refrigeration Mechanics
Automatic Transmission Repair Specialist
Automotive Brakes and Alignment Specialist
Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Basic Industrial Work Skills
Basic Machining and CNC Fundamentals
Cosmetology
Electrical Line Worker – Third Class
Electrical Line Worker – Advanced
Electrician: Automated Controls
Electrician: Construction
Electrician: Industrial
Esthetics
Golf Course Maintenance
Horticultural Sustainability
Industrial Mechanic
Landscape Design
Landscape Management
Nail Technology
Welding Gas Metal Arc and Flux Cored Arc
Welding Gas Metal Arc and Flux Cored Arc Advanced
Welding Gas Tungsten Arc
Welding Gas Tungsten Arc Advanced
Welding Shielded Metal Arc
Welding Shielded Metal Arc Advanced

General Technology

Associate in Applied Science

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college's core curriculum, students also complete course work in at least two technical areas. The following is an example of a career path available. The secondary paths may be substituted for courses in other programs' primary path. Interested students should talk with their advisors.

For entry into this program the student must be a high school graduate or possess a GED and take the college's placement test or meet the college's SAT or ACT requirements. Automotive Technology students must have a valid driver's license.

Air Conditioning/Refrigeration Mechanics Course Display

Credit Requirements: 65 Semester Credit Hours

Core Curriculum Requirements

Core

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 131	Commercial Refrigeration	4
ACR 206	Advanced Electricity	2
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2

Secondary Path

(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.)

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3

Additional Requirements

ELE BUS	Select two courses from Business Electives	6

Air Conditioning/Refrigeration Mechanics Career Path

Credit Requirements: 65 Semester Credit Hours

Day

Recommended Sequence of Courses

First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
		Total 12

Fifth Semester – Spring

*MGT 101	Principles of Management	3
*MGT 120	Small Business Management	3
*MKT 101	Marketing	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 12

Sixth Semester – Summer

REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
*MKT 130	Customer Service Principles	3
ELE GBS	Select two courses from Business Electives	6
		Total 12

General Business Small Business/Entrepreneurship Career Path Electives

BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 135	Customer Service Techniques	3
MKT 250	Consumer Behavior	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3
QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
TRL 106	Export/Import	3

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Air Conditioning/Refrigeration Mechanics Career Path

Credit Requirements: 65 Semester Credit Hours
Evening

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 9

Fifth Semester – Spring

ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
		Total 6

Sixth Semester – Summer

SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
MGT 101	Principles of Management	3
		Total 6

Seventh Semester – Fall

MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3
		Total 9

Eighth Semester – Spring

ELE GBS	Select two courses from Business Electives	6
		Total 6

General Business Small Business/Entrepreneurship Career Path Electives

BAF 215	Money and Banking	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE	Cooperative Work Experience	
ENG 102	English Composition II	3
MGT 150	Fundamentals of Supervision	3
MGT 230	Managing Information Resources	3
MGT 235	Production Management	3
MGT 240	Management Decision Making	3
MKT 130	Customer Service Principles	3
MKT 135	Customer Service Techniques	3
MKT 250	Consumer Behavior	3
PSY 201	General Psychology	3
QAT 101	Introduction to Quality Assurance	3
QAT 105	Total Quality Systems	3

QAT 240	Advanced Quality Concepts	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
TRL 102	Customer Service Management	3

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Automotive Technology Course Display

Credit Requirements: 82-84 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 18

Primary Path

AUT 101	Engine Fundamentals	3
AUT 103	Engine Reconditioning	4
AUT 111	Brakes	3
AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
AUT 149	Ignition and Fuel Systems	4

Secondary Path

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3

Additional Requirements

AUT 145	Engine Performance	3
AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
AUT 211	Advanced Brakes	3
AUT 241	Automotive Air Conditioning	4
AUT 247	Electronic Fuel Systems	4
AUT 252	Advanced Automatic Transmission	4
or		
AUT 263	Advanced Automotive Machining	4

Automotive Technology Career Path

Credit Requirements: 82-84 Semester Credit Hours

Day

Recommended Sequence of Courses

First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 111	Brakes	3
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
		Total 12

Second Semester – Spring

AUT 103	Engine Reconditioning	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 241	Automotive Air Conditioning	4
		Total 15

Third Semester – Summer

AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 152	Automatic Transmission	4
		Total 12

Fourth Semester – Fall

**AUT 263	Advanced Automotive Machining	4
or		
**CWE	Cooperative Work Experience	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
*MGT 120	Small Business Management	3
* MKT 101	Marketing	3
		Total 12-13

Fifth Semester – Spring

AUT 153	Automatic Transmission Diagnosis	3
**AUT 252	Advanced Automatic Transmission	4
REQ HUM	Select one course from Humanities listing on page B-3	3
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
*MKT 130	Customer Service Principles	3
	Total 15 or 19	

Sixth Semester – Summer

AUT 211	Advanced Brakes	3
AUT 247	Electronic Fuel Systems	4
*MGT 101	Principles of Management	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total 16	

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*
***Select one course from this group.*

Automotive Technology Career Path

Credit Requirements: 82-84 Semester Credit Hours
Evening

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
	Total 6	

Second Semester – Spring

AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
	Total 7	

Third Semester – Summer

AUT 111	Brakes	3
AUT 241	Automotive Air Conditioning	4
	Total 7	

Fourth Semester – Fall

AUT 116	Manual Transmission and Axle	4
AUT 152	Automatic Transmission	4
	Total 8	

Fifth Semester – Spring

AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
	Total 7	

Sixth Semester – Summer

AUT 103	Engine Reconditioning	4
*MKT 101	Marketing	3
	Total 7	

Seventh Semester – Fall

**AUT 263	Advanced Automotive Machining	4
or		
**CWE	Cooperative Work Experience	3
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
	Total 9 or 10	

Eighth Semester – Spring

AUT 153	Automatic Transmission Diagnosis	3
**AUT 252	Advanced Automatic Transmission	4
*MGT 101	Principles of Management	3
*MKT 130	Customer Service Principles	3
	Total 9 or 13	

Ninth Semester – Summer

AUT 211	Advanced Brakes	3
AUT 247	Electronic Fuel Systems	4
*MGT 120	Small Business Management	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
	Total 13	

Tenth Semester – Fall

ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total 9	

*These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.

**Select one course from this group.

Cosmetology Career Path

Credit Requirements: 60 Semester Credit Hours

Core Curriculum Requirements: 15 credit hours

CPT 101	Introduction to Computer	3
REQ COM	Select one course from Communication listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ HUM	Select one course from Humanities listing on Page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences Listing on page B-3	3

Primary Path: Select a minimum of 28 credit hours from the list of COS courses*

COS 101	Fundamentals of Cosmetology	3
COS 106	Facials and Makeup	3
COS 108	Nail Care	3
COS 110	Scalp and Hair Care	3
COS 112	Shampoo and Rinses	4
COS 114	Hair Shaping	4
COS 116	Hair Styling I	4
COS 120	Manikin Practice	3
COS 130	Professional Image	2
COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail Application	4
COS 137	Fundamentals of Nail Art	1
COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 153	Structure and Function of Human Systems	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electric Current Facial Treatments	1
COS 162	Hair Removal	1
COS 164	Basic Makeup and Application	3
COS 165	Business Practice	3
COS 206	Chemical Hair Waving	3
COS 210	Hair Coloring	3
COS 220	Clinical Practice I	3
COS 221	Facial Practice I	2
COS 222	Clinical Practice II	3
COS 223	Facial Practice II	2
COS 224	Nail Practice I	4
COS 226	Nail Practice II	4

Secondary Path Requirements: 12 credit hours

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MGT 121	Small Business Operations	3
MGT 210	Employee Selection and Retention	3

Additional Requirements:

Select a minimum of 5 credit hours of COS courses not used in the Primary Path

*Select courses from a current Cosmetology, Nails or Esthetics certificate program, following the recommended sequence of courses for that program.

Electrical Line Worker Technology Career Path

(Restricted to Electric Utility Employees)
Credit Requirements: 65 Semester Credit Hours

Core Curriculum Requirements: 15-18 credit hours

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path: 28-30 credit hours

ELW 111	Introduction to Electrical Line Worker	3
ELW 112	Introduction to Electricity	3
ELW 114	Overhead Line Construction I	3
ELW 211	Underground Line Construction I	3
ELW 231	Electrical Power Systems	3
ELW 115	Overhead Line Construction II	3
ELW 116	Overhead Line Construction III	3
ELW 117	Overhead Line Construction IV	3
ELW 212	Underground Line Construction II	3
ELW 221	Advanced Line Construction	3

Secondary Path: 12 credit hours

*CWE	Cooperative Work Experience I	4
EEM 165	Residential/Commercial Wiring	4
AHS 106	Cardiopulmonary Resuscitation	1
AHS 114	Basic First Aid	1
IMT 102	Industrial Safety	2

Additional Requirements: five credit hours

ELW 110	Electrical Computations	2
ELW 113	National Electrical Safety Code	3

**Students may substitute four credit hours from the EEM course listings for CWE. Any CWE must be performed in conjunction with the ELW program to count toward program graduation requirements.*

Electrician: Automation and Industrial Course Display

Credit Requirements: 62 Semester Credit Hours

Core Curriculum Requirements

REQ COM	Select one course from Communication listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
REQ OTH	Select three hours from Other courses listed on page B-4	3

Primary Path Requirements

EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3

Secondary Path Requirements

BCT 140	Commercial Wiring	3
EEM 252	Programmable Controllers Applications	3
IMT 131	Hydraulics and Pneumatics	4
IMT 163	Problem Solving for Mechanical Applications	3

Additional Requirements

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3

Electrician: Automation and Industrial Career Path

Credit Requirements: 62 Semester Credit Hours
Day

Recommended Sequence of Courses

First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
IMT 210	Basic Industrial Skills I	3
	Total 14	

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
ELE MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
IMT 211	Basic Industrial Skills II	3
	Total 14	

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
REQ COM	Select one course from Communication listing on page B-3	3
	Total 12	

Fourth Semester – Fall

EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
REQ HUM	Select one course from Humanities Electives on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total 13	

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
IMT 163	Problem Solving for Mechanical Applications	3
REQ OTH	Select three hours from Other courses listed on page B-4	3
	Total 9	

Electrician: Automation and Industrial Career Path

Credit Requirements: 62 Semester Credit Hours
Evening

Recommended Sequence of Courses

First Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 131	Basic Hydraulics and Pneumatics	4
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	Electrical Circuits II	4
		Total 6

Third Semester – Fall

EEM 217	AC/DC Machines with Electrical Codes	4
EEM 131	Solid State Devices	4
		Total 8

Fourth Semester – Spring

EEM 151	Motor Controls I	4
IMT 163	Problem Solving for Mechanical Applications	3
		Total 7

Fifth Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
		Total 6

Sixth Semester – Fall

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
		Total 6

Seventh Semester – Spring

EEM 221	DC/AC Drives	3
EEM 252	Programmable Controller Applications	3
		Total 6

Eighth Semester – Summer

REQ COM	Select one course from Communication listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences Electives on page B-4	3
		Total 6

Ninth Semester – Fall

REQ HUM	Select one course from Humanities listing on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-4	3
REQ OTH	Select three hours from Other courses listed on page B-4	3
		Total 9

Electrician: Industrial and Construction Course Display

Credit Requirements: 62 Semester Credit Hours

Core Curriculum Requirements

REQ COM	Select on course from Communication listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ OTH	Select three hours from Other courses listing on page B-4	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3

Primary Path Requirements

EEM 107	Industrial Computer Techniques	2
EEM 117	AC/DC Circuits I	4
EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3

Secondary Path Requirements

BCT 140	Commercial Wiring	3
BCT 141	Fixtures and Installation	3
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Skills I	3

Additional Requirements

EEM 140	National Electrical Code	3
IMT 211	Basic Industrial Skills II	3

Electrician: Industrial and Construction Career Path

Credit Requirements: 62 Semester Credit Hours
Day

Recommended Sequence of Courses

First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Skills I	3
	Total 14	

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
IMT 211	Basic Industrial Skills II	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
	Total 14	

Third Semester – Summer

BCT 141	Fixtures and Installation	3
EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
	Total 12	

Fourth Semester – Fall

EEM 140	National Electrical Code	3
EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
REQ COM	Select one course from Communication listing on page B-3	3
	Total 13	

Fifth Semester – Spring

REQ HUM	Select one course from Humanities listing on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
REQ OTH	Select three hours from Other courses listing on page B-4	3
	Total 9	

Electrician: Industrial and Construction Career Path

Credit Requirements: 62 Semester Credit Hours
Evening

Recommended Sequence of Courses

First Semester – Spring

EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
	Total 8	

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
	Total 6	

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 217	AC/DC Machines with Electrical Codes	4
	Total 8	

Fourth Semester – Spring

BCT 141	Fixtures and Installation	3
EEM 151	Motor Controls I	4
	Total 7	

Fifth Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
	Total 6	

Sixth Semester – Fall

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
	Total 6	

Seventh Semester – Spring

EEM 140	National Electrical Code	3
EEM 221	DC/AC Drives	3
	Total 6	

Eighth Semester – Summer

REQ COM	Select one course from Communication listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
	Total 6	

Ninth Semester – Fall

REQ HUM	Select one course from Humanities listing on page B-3	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
REQ OTH	Select three hours from Other courses listed on page B-4	3
		Total 9

Engineering Design Graphics Course Display

Credit Requirements: 70 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
REQ COM	Select one course from Communication listing on page B-3	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3

Primary Path

EGT 109	Introduction to Engineering Design Graphics	3
or		
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
EGT 251	Principles of CAD	3
EGT 252	Advanced Computer Aided Design	3

Secondary Path

AET 202	History of Architecture	3
AET 110	Architectural Graphics I	3
AET 111	Architectural Computer Graphics I	3
AET 120	Architectural Graphics II	3
AET 221	Architectural Computer Graphics II	4

Additional Requirements

CET 120	Construction Materials	3
EGT 257	Advanced Civil CAD	3
EGT 265	CAD/CAM Applications	3

Engineering Design Graphics Career Path

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

EGR 275	Introduction to Engineering/Computer Graphics	3
or		
EGT 109	Introduction to Engineering Design Graphics	3
CET 120	Construction Materials	3
CPT 101	Introduction to Computers	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
		Total 12

Second Semester – Spring

*AET 202	History of Architecture	3
EGT 115	Engineering Graphics II	4
EGT 151	Introduction to CAD	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ COM	Select one course from Communication listing on page B-3	3
		Total 16

Third Semester – Summer

*AET 110	Architectural Graphics I	3
EGT 152	Fundamentals of CAD	3
EGT 210	Engineering Graphics III	4
EGT 220	Structural and Piping Application	4
		Total 14

Fourth Semester – Fall

*AET 111	Architectural Computer Graphics I	3
EGT 252	Advanced Computer Aided Design	3
EGT 257	Advanced Civil CAD	3
EGT 265	CAD/CAM Applications	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 15

Fifth Semester – Spring

*AET 120	Architectural Graphics II	3
*AET 221	Architectural Computer Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 251	Principles of CAD	3
		Total 13

**These courses may be substituted as a group for a different technical subject area of at least 12 semester credit hours, which must be approved by your advisor.*

Industrial Maintenance Mechanics Course Display

Credit Requirements: 64-65 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total 18	

Primary Path

EEM 117	AC/DC Circuits I	4
IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
IMT 160	Preventive Maintenance	3
IMT 163	Problem Solving for Mechanical Applications	3
IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
	Total 29	

Secondary Path

Select one group of courses from Secondary Path options, minimum of 12 credit hours:

Welding

WLD 111	Arc Welding I	4
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 132	Inert Gas Welding Ferrous	4
	Total 12	

Electrical and Automated Technology

EEM 118	AC/DC Circuits II	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
	Total 12	

Machine Tool

MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
	Total 12	

Additional Requirements

Select one group of courses from Additional Requirements (match to Secondary Path group), minimum of five credit hours:

Welding

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
WLD 201	Welding Metallurgy	2
	Total 5	

Electrical and Automated Technology

EEM 107	Industrial Computer Techniques	2
EEM 251	Programmable Controllers	3
	Total 5	

Machine Tool Technology

IET 233	Industrial Safety	3
MTT 145	Machining of Metals	3
	Total 6	

IMT-prefix courses are available based on demand. See your program advisor.

Industrial Maintenance Mechanics Career Path

Credit Requirements: 64-65 Semester Credit Hours

Evening

Primary Path Only

See advisor for Secondary Path sequence and other required courses (17-18 hours).

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
IMT 163	Problem Solving for Mechanical Applications	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total 9	

Second Semester – Spring

IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 10

Third Semester – Summer

IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
		Total 9

Fourth Semester – Fall

ENG 101	English Composition I	3
IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
		Total 9

Fifth Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 160	Preventive Maintenance	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-4	3
		Total 10

IMT-prefix courses are available based on demand. See your program advisor.

Machine Tool Technology Course Display

Credit Requirements: 63 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path

EGT 106	Print Reading and Sketching	3
IET 223	Industrial Safety	3
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 145	Machining of Metals	3
MTT 250	Principles of CNC	3
MTT 251	CNC Operations	3
MTT 253	CNC Programming and Operations	3

Secondary Path

EGT 109	Introduction to Engineering Design Graphics	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 251	Principles of CAD	3

Additional Requirements

MGT 101	Principles of Management	3
or		
QAT 101	Introduction to Quality Assurance	3
MTT 143	Precision Measurement	2

Machine Tool Technology Career Path

Credit Requirements: 63 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall (Evening)

EGT 106	Print Reading and Sketching	3
MTT 111	Machine Tool Theory and Practice I	5
IET 223	Industrial Safety	3
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
		Total 14

Second Semester – Spring

MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
MTT 145	Machining of Metals	3
EGT 109	Introduction to Engineering Design Graphics	3
		Total 13

Third Semester – Summer

MTT 250	Principles of CNC	3
MTT 251	CNC Operations	3
MTT 253	CNC Programming and Operations	3
EGT 151	Introduction to CAD	3
		Total 12

Fourth Semester – Fall

REQ HUM	Select one course from Humanities listing on page B-3	3
ENG 101	English Composition I	3
EGT 152	Fundamentals of CAD	3
MGT 101	Principles of Management	3
or		
QAT 101	Introduction to Quality Assurance	3
	Total	**12**

Fifth Semester – Spring

EGT 251	Principles of CAD	3
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	Total	**12**

Welding Course Display

Credit Requirements: 70-71 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Primary Path: Select any two concentration groups

Concentration Group 1: Shielded Metal Arc

WLD 101	Cutting Processes	1
WLD 111	Arc Welding I	4
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 145	Field Welding	2
WLD 170	Qualification Welding	4

Concentration Group 2: Gas Tungsten Arc

WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1

Concentration Group 3: Gas Metal Arc and Flux Cored Arc

WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1

Secondary Path

EGT 109	Introduction to Engineering Design Graphics	3
EGT 114	Welding Print Basics	2
EGT 117	Welding Print Principles	2
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3

Additional Requirements

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
WLD 201	Welding Metallurgy	2
WLD 240	Robotic Welding and Manufacturing	4

Welding Career Path

Credit Requirements: 70-71 Semester Credit Hours
Evening

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
*WLD 132	Inert Gas Welding Ferrous	4
*WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 201	Welding Metallurgy	2
	Total	**10**

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
*WLD 152	Tungsten Arc Welding	4
*WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
	Total	**9**

Third Semester – Summer

*WLD 135	Inert Gas Welding of Aluminum	4
*WLD 137	Inert Gas Welding Aluminum Tubing	1
	Total	**5**

Fourth Semester – Fall

EGR 110	Introduction to Computer Environment	3
*WLD 118	Gas Metal Arc Welding Ferrous I	4
*WLD 119	Gas Metal Arc Welding Ferrous II	1
	Total	**8**

Fifth Semester – Spring

*WLD 120	Flux Cored Arc Welding I	4
*WLD 121	Flux Cored Arc Welding II	1
WLD 240	Robotic Welding and Manufacturing	4
	Total	**9**

Sixth Semester – Summer

*WLD 122	Gas Metal Arc Welding Nonferrous I	4
*WLD 123	Gas Metal Arc Welding Nonferrous II	1
	Total	**5**

Seventh Semester – Fall

EGT 109	Introduction to Engineering Design Graphics	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
	Total	**9**

Eighth Semester – Spring

EGT 151	Introduction to CAD	3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**9**

Ninth Semester – Summer

EGT 152	Fundamentals of CAD	3
SPC 209	Interpersonal Communication	3
	Total	**6**

**Other Welding courses may be substituted as shown in the Primary Path above. Courses shown with * are the Gas Metal Arc and Flux Cored Arc and the Gas Tungsten Arc concentration.*

Horticulture Technology

Associate in Applied Science
Credit Requirements: 65-67 Semester Credit Hours

The Horticulture Technology program prepares students for positions in landscape design and construction, turf supervision, horticultural sales, nursery plant production and landscape maintenance. Students in horticulture must see an advisor for specific scheduling needs. Classes are taught in the Horticulture Technology building, the greenhouse and horticulture gardens. Some courses will transfer to Clemson University's horticulture program. See your advisor for more information.

For entry into this program the student must be a high school graduate or possess a GED and take the college's placement test or meet the college's SAT or ACT requirements.

Recommended Sequence of Courses
First Semester – Fall

HRT 106	Ornamentals	2
HRT 110	Plant Form and Function	4
HRT 144	Plant Pests	3
*ELE HRT	Horticulture Elective	2-3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total	**12, 14 or 15**

Second Semester – Spring

HRT 102	Landscape Design	4
HRT 107	Woody Ornamentals	2
HRT 125	Soils	4
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
	Total	**13**

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 139	Plant Propagation	3
	Total	**5**

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
HRT 153	Landscape Construction	3
HRT 171	Landscape Business Techniques	3
HRT 241	Turf Management	3
	Total	**12**

Fifth Semester – Spring

ENG 101	English Composition I	3
HRT 130	Greenhouse Production	3
HRT 240	Pesticides	4
REQ SSC	Select one course from Behavioral/ Social Sciences listing on page B-3	3
	Total 13	

Sixth Semester – Summer

HRT 121	Commercial Irrigation	3
**HRT 212	Commercial Landscape Design	3
HRT 254	Landscape Maintenance	2
	Total 8	

Horticulture Electives

HRT 101	Introduction to Horticulture	3
HRT 111	Foliage Plants	2
HRT 169	Sustainability in Horticulture	3

**Horticulture elective (HRT 101 or HRT 111 or HRT 169) may be taken Fall or Spring only. HRT 101 and HRT 111 are taught only Fall Semester. HRT 169 is taught only Spring Semester.*

***Can substitute ENG 260 Advanced Technical Communication, HSS 201 Issues in Humanities, SPC 205 Public Speaking or SPC 209 Interpersonal Communication*

Cosmetology

Diploma in Applied Science
Credit Requirements: 48 Semester Credit Hours
Day

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

Recommended Sequence of Courses
First Semester – Fall

COS 112	Shampoo and Rinses	4
COS 108	Nail Care	3
COS 120	Manikin Practice	3
COS 206	Chemical Hair Waving	3
	Total 13	

Second Semester – Spring

COS 110	Scalp and Hair Care	3
COS 101	Fundamentals of Cosmetology	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
	Total 12	

Third Semester – Summer

COS 106	Facials and Makeup	3
COS 116	Hair Styling I	4
MAT 155	Contemporary Mathematics	3
	Total 10	

Fourth Semester – Fall

COS 114	Hair Shaping	4
COS 222	Cosmetology Clinical Practice II	3
ENG 150	Basic Communications	3
PSY 110	Applied Psychology	3
	Total 13	

Cosmetology

Diploma in Applied Science
Credit Required: 48 Semester Credit Hours
Evening

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

Recommended Sequence of Courses
First Semester – Fall

COS 120	Fall Practice	3
COS 112	Shampoo and Rinses	4
	Total 7	

Second Semester – Spring

COS 210	Hair Coloring	3
COS 116	Hair Styling I	4
PSY 110	Applied Psychology	3
	Total 10	

Third Semester – Summer

COS 101	Fundamentals of Cosmetology	3
COS 110	Scalp and Hair Care	3
	Total 6	

Fourth Semester – Fall

COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3
MAT 155	Contemporary Mathematics	3
	Total 9	

Fifth Semester – Spring

COS 206	Chemical Hair Waving	3
COS 114	Hair Shaping	4
ENG 150	Basic Communications	3
	Total 10	

Sixth Semester – Summer

COS 108	Nail Care	3
COS 106	Facials and Makeup	3
		Total 6

Note: For Spring-start sequence, see advisor.

Air Conditioning/ Refrigeration: Beginning

Certificate in Applied Science
Credit Requirements: 14 Semester Credit Hours

This is a basic ACR fundamentals certificate designed to offer documentation of basic knowledge in the ACR field. It prepares students for entry positions where multiple trades are required such as in apartment and/or building maintenance. Other positions such as counter/distributor HVAC sales would also benefit.

Admission into this program requires qualifying sores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 122	Principles of Air Conditioning	5
		Total 5

Air Conditioning/ Refrigeration Mechanics

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Day

The Air Conditioning/Refrigeration Mechanics program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating Principles	3
ACR 122	Principles of Air Conditioning	5
ACR 206	Advanced Electricity	2
		Total 10

Third Semester – Summer

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 10

Air Conditioning/ Refrigeration: Advanced

Certificate in Applied Science
Credit Requirements: 13 Semester Credit Hours

This certificate covers more advanced principles in ACR for individuals who have been in the field and desire more formal education or students who have an excellent understanding of basic ACR principles and desire more specific training on equipment and/or troubleshooting. It is strongly recommended that students who do not have a solid fundamental ACR foundation start with the ACR Beginning certificate.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Fall Start
First Semester – Fall

ACR 210	Heat Pumps	4
ACR 131	Commercial Refrigeration	4
		Total 8

Second Semester – Spring

ACR 111	Gas Heating	3
ACR 206	Advanced Electricity	2
		Total 5

Spring Start
First Semester – Spring

ACR 111	Gas Heating	3
ACR 206	Advanced Electricity	2
		Total 5

Second Semester – Fall

ACR 131	Commercial Refrigeration	4
ACR 210	Heat Pumps	4
		Total 8

Automatic Transmission Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automatic Transmission Repair Specialist certificate program provides instruction on the theory, service and repair of automobile manual and automatic transmissions, and transaxle and conventional drive axles. Graduates of this program should be able to perform most phases of transmission repair including diagnosis, disassembly, measurement, preassembly checks, reassembly and unit testing. Graduates with the required work experience should be prepared for the ASE certification tests in Automatic Transmission and Transaxle and Manual Drive Train and Axles.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual's preparation and qualifications for admission into the certificate.

Recommended Sequence of Courses
First Semester – Spring

AUT 152	Automatic Transmission	4
AUT 153	Automatic Transmission Diagnosis	3
		Total 7

Second Semester – Summer

*AUT 252	Advanced Automatic Transmission	4
		Total 4

** Prerequisite AUT 152*

Automotive Brakes and Alignment Specialist

Certificate in Applied Science
Credit Requirements: 10 Semester Credit Hours

The Automotive Brakes and Alignment Specialist program provides instruction in the theory, diagnosis and repair of automobile steering and braking systems. Graduates of this program should be able to service and repair the hydraulic, vacuum and mechanical components of automobile braking systems, and to diagnose, adjust and repair components of manual and power-assist steering systems. Graduates with the required work experience should be prepared for the ASE certification tests in Brakes and Suspension and Steering.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual's preparation and qualifications for admission into the certificate.

Recommended Sequence of Courses
First Semester – Spring

AUT 122	Suspension and Alignment	4
		Total 4

Second Semester – Summer

AUT 111	Brakes	3
AUT 211	Advanced Brakes	3
		Total 6

Automotive Engine Performance Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

This certificate program provides instruction on the theory, diagnosis and repair of engine fuel, electrical and emission control systems. Graduates of this program should be able to evaluate, diagnose and repair carbureted and fuel-injected automobile fuel systems, conventional and electronic ignition

systems, emission control systems, and on-board, computer-managed engine systems. Graduates with the required work experience should be prepared for the ASE certification test in Engine Performance.

Admission into this program requires a valid driver's license, qualifying scores on SAT, ACT or TTC's placement test, and successful completion of AUT 133 or departmental approval. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual's preparation and qualifications for admission into the certificate.

Recommended Sequence of Courses
First Semester – Spring

*AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
		Total 7

Second Semester – Summer

*AUT 247	Electronic Fuel Systems	4
		Total 4

** AUT 149 Prerequisite*

Automotive Engine Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automotive Engine Repair Specialist certificate program provides instruction on the theory, service and repair of automobile engines. Graduates of this program should be able to perform all phases of engine repair including diagnosis, disassembly, measurement, machining and reconditioning of components, reassembly and run-in of engines. Graduates with the required work experience should be prepared for the ASE certification test in Engine Repair.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual's preparation and qualifications for admission into the certificate.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
		Total 3

Second Semester – Summer

AUT 103	Engine Reconditioning	4
		Total 4

Third Semester – Fall

AUT 263	Advanced Automotive Machining	4
		Total 4

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Day

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 111	Brakes	3
AUT 131	Electrical Systems	3
AUT 133	Electrical Fundamentals	3
		Total 12

Second Semester – Spring

AUT 103	Engine Reconditioning	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 241	Automotive Air Conditioning	4
		Total 15

Third Semester – Summer

AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 152	Automatic Transmission	4
		Total 12

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Evening

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
		Total 6

Second Semester – Spring

AUT 122	Suspension and Alignment	4
AUT 131	Electrical Systems	3
		Total 7

Third Semester – Summer

AUT 111	Brakes	3
AUT 241	Automotive Air Conditioning	4
		Total 7

Fourth Semester – Fall

AUT 116	Manual Transmission and Axle	4
AUT 152	Automatic Transmission	4
		Total 8

Fifth Semester – Spring

AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
		Total 7

Sixth Semester – Summer

AUT 103	Engine Reconditioning	4
		Total 4

Basic Industrial Work Skills

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

This certificate is designed to offer employability skills for the industrial environment and prepare the student for various entry-level positions at industrial and manufacturing work sites. Topics such as safety, communication, problem solving and computer use are introduced.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Summer

IMT 102	Industrial Safety	2
*CWE 114	Cooperative Work Experience	4
		Total 6

Second Semester – Fall

IMT 210	Basic Industrial Work Skills I	3
ENG 150	Basic Communications	3
		Total 6

Third Semester – Spring

IMT 163	Problem Solving for Mechanical Applications	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Fourth Semester – Summer

QAT 110	Manufacturing Methods	3
CPT 101	Introduction to Computers	3
*CWE 122	Cooperative Work Experience	2
		Total 8

**Students may substitute the following for CWE 114 and CWE 122: a total of six credit hours from any of the following categories: IMT, WLD, ACR, MTT, EEM or QAT. Courses selected are subject to advisor approval.*

Basic Machining and CNC Fundamentals

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
Fall Semester/Evening Start

This program introduces students to workplace safety, blueprint reading, precision measuring, basic conventional machining and CNC operations including set-up and programming. Students are prepared for entry-level employment in the metal-working industry.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old.

Fall (Evening)

EGT 106	Print Reading and Sketching	3
MTT 111	Machine Tool Theory and Practice I	5
IET 223	Industrial Safety	3
		Total 11

Spring (Evening)

MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
MTT 145	Machining of Metals	3
		Total 10

Summer (Evening)

MTT 250	Principles of CNC	3
MTT 251	CNC Operations	3
MTT 253	CNC Programming and Operations	3
		Total 9

Cosmetology

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
Day

This certificate prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools.)

Recommended Sequence of Courses
First Semester – Fall

COS 206	Chemical Hair Waving	3
COS 108	Nail Care	3
COS 112	Shampoo and Rinses	4
COS 120	Manikin Practice	3
		Total 13

Second Semester – Spring

COS 110	Scalp and Hair Care	3
COS 101	Fundamentals of Cosmetology	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
		Total 12

Third Semester – Summer

COS 106	Facials and Makeup	3
COS 116	Hair Styling I	4
		Total 7

Fourth Semester – Fall

COS 114	Hair Shaping	4
COS 222	Cosmetology Clinical Practice II	3
		Total 7

Cosmetology

Certificate in Applied Science
Credit Required: 39 Semester Credit Hours
Evening

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

Recommended Sequence of Courses
First Semester – Fall

COS 120	Manikin Practice	3
COS 112	Shampoo and Rinses	4
		Total 7

Second Semester – Spring

COS 210	Hair Coloring	3
COS 116	Hair Styling I	4
		Total 7

Third Semester – Summer

COS 101	Fundamentals of Cosmetology	3
COS 110	Scalp and Hair Care	3
		Total 6

Fourth Semester – Fall

COS 220	Clinical Practice I	3
COS 222	Clinical Practice II	3
		Total 6

Fifth Semester – Spring

COS 206	Chemical Hair Waving	3
COS 114	Hair Shaping	4
		Total 7

Sixth Semester – Summer

COS 108	Nail Care	3
COS 106	Facials and Makeup	3
		Total 6

Note: For Spring-start sequence, see your advisor.

Electrical Line Worker: Third Class

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

During the Electrical Line Worker: Third Class program, offered in its entirety both Fall and Spring semesters, students will receive classroom training in electrical theory and troubleshooting, circuit analysis, power systems components and operation including three-phase transformer banking, personal protective equipment (PPE) and protective grounding, substation components, as well as a general overview of overhead and underground line work. Training especially emphasizes the importance of safety and teamwork in every aspect of the work. Students with this training are prepared to enter the utility industry as apprentice electrical line workers.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation or GED is required and you must be at least 18 years old. Students must hold a valid driver's license. Students must also be comfortable working at considerable heights and must be physically fit. Industries will require prospective employees to pass a background check as well as a drug and alcohol screening.

ELW 110	Electrical Computations	2
ELW 111	Introduction to Electrical Line Worker	3
ELW 112	Introduction to Electricity	3
ELW 114	Overhead Line Construction I	3
ELW 211	Underground Line Construction I	3
ELW 231	Electrical Power Systems	3
		Total 17

Electrical Line Worker: Advanced

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The advanced certificate is taught under the direction of experienced electric utility instructors. Students must be employees of the utility during the semester they are taking the certificate courses. The course work continues the development of skills introduced in the Third Class certificate.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test and completion of the Third Class certificate or its equivalent. High school graduation or GED is required, and you must be at least 18 years old. Admission is restricted to employees of electric utilities. For more information, contact the Division of Industrial and Engineering Technology at 843.574.6156.

ELW 113	National Electrical Safety Code	3
ELW 115	Overhead Line Construction II	3
ELW 116	Overhead Line Construction III	3
ELW 117	Overhead Line Construction IV	3
ELW 212	Underground Line Construction II	3
ELW 221	Advanced Line Construction	3
		Total 18

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
Day

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses

First Semester – Fall

EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
		Total 8

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
		Total 8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 221	DC/AC Drives	3
		Total 5

Fourth Semester – Fall

EEM 251	Programmable Controllers	3
		Total 3

Fifth Semester – Spring

EEM 252	Programmable Controllers Applications	3
		Total 3

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
Evening

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

EEM 117	AC/DC Circuits I	4
IMT 131	Hydraulics and Pneumatics	4
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 251	Programmable Controllers	3
		Total 7

Fourth Semester – Spring

EEM 221	DC/AC Drives	3
EEM 252	Programmable Controllers Applications	3
		Total 6

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Day

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
IMT 210	Basic Industrial Work Skills I	3
		Total 14

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
IMT 211	Basic Industrial Work Skills II	3
		Total 7

Third Semester – Summer

BCT 141	Fixtures and Installation	3
EEM 107	Industrial Computer Techniques	2
		Total 5

Fourth Semester – Fall

EEM 140	National Electrical Code	3
		Total 3

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
Evening

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

EEM 117	AC/DC Circuits I	4
EEM 165	Residential/Commercial Wiring	4
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

BCT 140	Commercial Wiring	3
		Total 3

Fourth Semester – Spring

BCT 141	Fixtures and Installation	3
EEM 140	National Electrical Code	3
		Total 6

Fifth Semester – Summer

IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Work Skills II	3
		Total 6

Electrician: Industrial

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours
Day

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

BCT 140	Commercial Wiring	3
EEM 117	AC/DC Circuits I	4
		Total 7

Second Semester – Spring

EEM 118	AC/DC Circuits II	4
EEM 131	Solid State Devices	4
		Total 8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 217	AC/DC Machines with Electrical Codes	4
EEM 221	DC/AC Drives	3
		Total 9

Fourth Semester – Fall

EEM 140	National Electrical Code	3
EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
		Total 10

Electrician: Industrial

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours
Evening

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

EEM 117	AC/DC Circuits I	4
		Total 4

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 118	AC/DC Circuits II	4
		Total 6

Third Semester – Fall

EEM 131	Solid State Devices	4
EEM 217	AC/DC Machines with Electrical Codes	4
		Total 8

Fourth Semester – Spring

EEM 151	Motor Controls I	4
		Total 4

Fifth Semester – Summer

BCT 140	Commercial Wiring	3
EEM 251	Programmable Controllers	3
		Total 6

Sixth Semester – Fall

EEM 140	National Electrical Code	3
EEM 221	DC/AC Drives	3
		Total 6

Esthetics

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

This certificate program teaches basic skin care, various facials, makeup application, hair removal, sanitation procedures and salon management practices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

Recommended Sequence of Courses
First Semester

COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 153	Structure and Function of Human Systems	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electric Current Facial Treatments	1
COS 162	Hair Removal	1
		Total 14

Second Semester

COS 164	Basic Makeup and Application	3
COS 165	Business Practice	3
COS 221	Facial Practice I	2
COS 223	Facial Practice II	2
		Total 10

Note: Palmer Campus sequence of courses varies. See your advisor.

Golf Course Maintenance

Certificate in Applied Science
Credit Requirements: 23 Semester Credit Hours

The Golf Course Maintenance certificate program provides short-term training for individuals employed in golf course maintenance and those wishing to enter the field. The program is structured so that novice students can develop basic skills, and those individuals currently employed at golf courses can upgrade their skills through formal course work combined with on-the-job training. This on-the-job training consists of supervised work experience in which students are placed at a golf course for hands-on practice with chemical and fertilizer application equipment as well as training in routine maintenance practices. Students must see the Horticulture faculty for more information.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 110	Plant Form and Function	4
HRT 144	Plant Pests	3
HRT 241	Turf Management	3
		Total 10

Second Semester – Spring

HRT 125	Soils	4
HRT 240	Pesticides	4
		Total 8

Third Semester – Summer

CWE 112	Cooperative Work Experience	2
HRT 121	Commercial Irrigation	3
		Total 5

Horticultural Sustainability

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Horticultural Sustainability certificate addresses current environmental issues. Sustainable agriculture/horticulture has been practiced for many years, stressing the conservation of resources to maintain a sustainable environment. Students would be well-versed in new developments in landscape construction and current horticultural practices that minimize the impact on the environment.

Recommended Sequence of Courses
First Semester – Fall

HRT 106	Ornamentals	2
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
		Total 8

Second Semester – Spring

HRT 107	Woody Ornamentals	2
HRT 125	Soils	4
HRT 169	Sustainability in Horticulture	3
		Total 9

Industrial Mechanic

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Evening

The Industrial Mechanic program prepares students for employment in industrial mechanics. This program teaches skills required for troubleshooting, maintenance and repair of mechanical systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

IMT-prefix courses are available based on demand. See your program advisor.

Recommended Sequence of Courses

IMT 105	Mechanical Sketching	2
IMT 121	Drive Systems	2
IMT 124	Pumps	2
IMT 131	Hydraulics and Pneumatics	4
IMT 151	Piping Systems	3
IMT 160	Preventive Maintenance	3
IMT 163	Problem Solving for Mechanical Applications	3
IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Work Skills II	3

Landscape Design

Certificate in Applied Science
Credit Requirements: 16 Semester Credit Hours

The Landscape Design certificate program provides training for individuals involved in landscape design and installation. The program is useful for those with practical experience in landscape installation, but with little or no formal training in plant arrangements and plant selection. Students must see the Horticulture faculty for advising.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 106	Ornamentals	2
HRT 153	Landscape Construction	3
		Total 5

Second Semester – Spring

HRT 102	Landscape Design	4
HRT 107	Woody Ornamentals	2
		Total 6

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 212	Commercial Landscape Design	3
		Total 5

Landscape Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Landscape Management certificate is ideal if you want to take courses in a specific area of landscape maintenance and management. The objective of this certificate is to create confidence and professionalism in the landscaper and nursery worker by broadening his or her horticultural knowledge and increasing exposure to modern techniques and materials used in landscape management.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

HRT 101	Introduction to Horticulture	3
HRT 106	Ornamentals	2
HRT 241	Turf Management	3
		Total 8

Second Semester – Spring

HRT 107	Woody Ornamentals	2
MGT 120	Small Business Management	3
		Total 5

Third Semester – Summer

HRT 108	Annuals and Perennials	2
HRT 254	Landscape Maintenance	2
		Total 4

Nail Technology

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Day

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools.)

Recommended Sequence of Courses
First Semester

COS 130	Professional Image	2
COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail Application	4
COS 137	Fundamentals of Nail Art	1
COS 224	Nail Practice I	4
COS 226	Nail Practice II	4
		Total 24

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 201	Welding Metallurgy	2
		Total 10

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 141	Weld Quality	2
		Total 9

Third Semester – Summer

WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
		Total 5

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
		Total 6

Second Semester – Summer

WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
		Total 5

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
WLD 201	Welding Metallurgy	2
		Total 9

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Summer

WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 122	Gas Metal Arc Welding Nonferrous I	4
WLD 123	Gas Metal Arc Welding Nonferrous II	1
WLD 141	Weld Quality	2
		Total 9

Welding Gas Metal Arc and Flux Cored Arc: Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

WLD 231	Gas Metal Arc/Flux Cored Arc Welding Pipe I	4
WLD 232	Gas Metal Arc/Flux Cored Arc Welding Pipe II	2
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 201	Welding Metallurgy	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Welding Gas Metal Arc and Flux Cored Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are: prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 231	Gas Metal Arc/Flux Cored Arc Welding Pipe I	4
WLD 232	Gas Metal Arc/Flux Cored Arc Welding Pipe II	2
		Total 6

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
WLD 201	Welding Metallurgy	2
		Total 10

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
		Total 9

Third Semester – Summer

WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
		Total 5

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
		Total 6

Second Semester – Summer

WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
		Total 5

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
WLD 201	Welding Metallurgy	2
		Total 9

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement

test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Summer

WLD 132	Inert Gas Welding Ferrous	4
WLD 133	Inert Gas Welding Ferrous Tubing	1
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless Steel Tubing	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	1
WLD 141	Weld Quality	2
		Total 9

Welding Gas Tungsten Arc: Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall

WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 201	Welding Metallurgy	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Welding Gas Tungsten Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the Welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring

WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
		Total 6

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Fall

EGT 114	Welding Print Basics	2
WLD 101	Cutting Processes	1
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
WLD 201	Welding Metallurgy	2
		Total 10

Second Semester – Spring

EGT 117	Welding Print Principles	2
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 141	Weld Quality	2
		Total 9

Third Semester – Summer

WLD 145	Field Welding	2
WLD 170	Qualification Welding	4
		Total 6

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Spring

WLD 101	Cutting Processes	1
WLD 110	Welding Safety and Health	1
WLD 111	Arc Welding I	4
		Total 6

Second Semester – Summer

WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
		Total 5

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 145	Field Welding	2
WLD 170	Qualification Welding	4
WLD 201	Welding Metallurgy	2
		Total 10

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in any semester.

Recommended Sequence of Courses
First Semester – Summer

WLD 101	Cutting Processes	1
WLD 111	Arc Welding I	4
		Total 5

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 113	Arc Welding II	4
WLD 114	Advanced Arc Welding	1
WLD 201	Welding Metallurgy	2
		Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 145	Field Welding	2
WLD 141	Weld Quality	2
WLD 170	Qualification Welding	4
		Total 10

Welding: Shielded Metal Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process. Requirements for entry into this program are: prerequisite courses WLD 170 and WLD 145; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses
First Semester – Spring

WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	1
WLD 227	Arc Welding Pipe III	1
		Total 6

Second Semester – Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 141	Weld Quality	2
		Total 4

Welding: Shielded Metal Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process. Requirements for entry into this program are: prerequisite courses WLD 170 and WLD 145; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses
First Semester – Fall

WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	1
WLD 227	Arc Welding Pipe III	1
		Total 6

Second Semester – Spring

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 3

Third Semester – Fall

WLD 201	Welding Metallurgy	2
EGT 114	Welding Print Basics	2
		Total 4

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
		Total 2

Law-Related Studies

Overview

The Division of Law-Related Studies offers students the education needed to enter the law enforcement and paralegal professions.

The Criminal Justice associate degree program is for students who desire to begin careers in law enforcement, upgrade their skills, or transfer to a four-year institution to obtain a bachelor's degree in criminal justice, criminology or sociology. Some courses offered in the training curriculum at the S.C. Criminal Justice Academy may be eligible for credit toward the Criminal Justice associate degree at TTC. Courses taken at TTC may be transferable to the S.C. Criminal Justice Academy for recertification credit for certified police and detention officers. Some credit may transfer to public and private colleges as well. Contact your advisor for more information about transfer options in criminal justice. The college also offers four Criminal Justice certificates: Law Enforcement, Corrections, Crime Scene Investigation, and Emergency Management and Protection. These certificates are designed for students who are not seeking an associate degree but need course work in criminal justice to help them gain employment or advance in their respective fields of employment.

TTC's Paralegal associate degree program is designed for students who want a career as a paralegal. The college also offers a Paralegal certificate program for students who already have some college credit. To enter the certificate program students must have at least 49.5 quarter or 33 semester credit hours, at a C or better, from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. Contact your advisor for further details. The Paralegal certificate program and the Paralegal associate degree program have received the approval of the American Bar Association.

General Information

Through internships, work-study positions or the college's cooperative education program, Criminal Justice and Paralegal students are provided the opportunity to receive on-the-job training in a variety of settings.

Students interested in Law-Related Studies programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. Seating is limited, so early registration is recommended. For more information call 843.574.6890.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Criminal Justice
Paralegal

Certificate Programs
Criminal Justice: Corrections
Criminal Justice: Law Enforcement
Crime Scene Investigation
Emergency Management and Protection
Paralegal

Note: The CRJ degree and all CRJ certificates are also available online for those students who work or have other situations that prevent in-class attendance.

Criminal Justice

Associate in Applied Science
Credit Requirements: 66 Semester Credit Hours

The Criminal Justice associate degree prepares students for entry-level positions in law enforcement agencies as police officers and civilian support staff; in corrections and detention facilities as corrections officers and jailers; in prosecutors' offices and criminal defense firms as investigators, clerks, and support staff; in private security agencies as security officers and investigators; and in homeland and corporate security departments as investigators, risk analysis officers, and loss prevention and emergency planners where a degree is required. The degree also positions employees for pay raises and promotion eligibility.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 126	Research Methods	3
	Total 15	

Second Semester – Spring

CRJ 140	Criminal Justice Report Writing	3
or		
ENG 102	English Composition II	3
CRJ 220	Judicial Process	3
or		
BUS 121	Business Law I	3
CRJ 115	Criminal Law I	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
REQ SSC	Select three credit hours from Behavioral/Social Sciences listing on page B-3	3
	Total 15	

Third Semester – Summer

CRJ 230	Criminal Investigations I	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
	Total 12	

Fourth Semester – Fall

CRJ 236	Criminal Evidence	3
REQ MAT/ SCI	Select one course from Math/ Natural Sciences listing on page B-4	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
	Total 12	

Fifth Semester – Spring

REQ HUM	Select one course from Humanities listing on page B-3	3
CRJ 130	Police Administration	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3
	Total 12	

Note: Discuss course selection with your advisor regarding transferability to four-year colleges. Some courses may not transfer.

Criminal Justice Electives

Select from the list below. At least four courses must have CRJ prefix.

CRJ 102	Introduction to Security	3
CRJ 110	Police Patrol	3
CRJ 120	Constitutional Law	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 202	Criminalistics	3
CRJ 210	The Juvenile and the Law	3
CRJ 212	Protection Management	3
CRJ 218	Crisis Intervention	3
CRJ 224	Police Community Relations	3
CRJ 232	White Collar Crimes Investigation	3
CRJ 233	Cyber Crimes and the Law	3
CRJ 235	Practical Crime Scene Investigation	3
CRJ 239	Homeland Security and Terrorism	3
CRJ 241	Transportation and Border Security	3
CRJ 243	Criminal Profiling	3
CRJ 244	Probation, Pardon and Parole	3
CRJ 245	Intelligence Analysis and Security Management	3
CRJ 250	Criminal Justice Internship I	3
CWE 113	Cooperative Work Experience	
CWE 123	Cooperative Work Experience	

Any additional three-hour college-level course from the Catalog except ENG 150, COL 103 and courses labeled nondegree credit in the course description can be used as a criminal justice general elective.

Paralegal Program

This program is approved by the American Bar Association (ABA) and is an institutional member of the American Association for Paralegal Education (AAFPE).

Program Goals

- Provide a well-rounded program of education for students who wish to seek employment as paralegals in a variety of settings.
- Provide students with the knowledge, skills and understanding of legal ethics necessary to work under the supervision of attorneys to assist in the delivery of legal services.

Program Objectives

- Prepare students to apply principles of legal ethics
- Prepare students to draft legal documents
- Prepare students to perform legal research
- Prepare students to enter legal profession as entry level paralegals

UNAUTHORIZED PRACTICE OF LAW (UPL) STATEMENT

S.C. Code Ann. § 40-5-310
Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina.

Paralegal

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Paralegal associate degree program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor's approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. See your advisor prior to registration.

Recommended Sequence of Courses

First Semester – Fall

CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 15

Second Semester – Spring

ENG 102	English Composition II	3
LEG 120	Torts	3
LEG 132	Legal Bibliography	3
ELE HIS	Select three credit hours from History Electives	3
REQ SSC	Select three credit hours from Behavioral/Social Sciences listing on page B-3	3
		Total 15

Third Semester – Summer

BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
		Total 9

Fourth Semester – Fall

LEG 214	Property Law	3
LEG 233	Wills, Trusts and Probate	3
*LEG 242	Law Practice Workshop	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
ELE LEG	Select three credit hours from Paralegal Electives	3
		Total 15

Fifth Semester – Spring

CPT 179	Microcomputer Word Processing	3
LEG 230	Legal Writing	3
**CRJ 115	Criminal Law I	3
or		
**LEG 234	Title Examination Procedures I	3
ELE LEG	Select three credit hours from Paralegal Electives	3
CRJ 101	Introduction to Criminal Justice	3
		Total 15

History Electives

HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3

Paralegal Electives

Students may select any three-hour college-level course in the Catalog except ENG 150, COL 103 and any course labeled nondegree credit in the course descriptions.

Strongly Recommended: CPT 174, CPT 172, CRJ 115, CRJ 120, CRJ 210, CRJ 220, CRJ 236

**May be taken in Fall or Spring of second year, but not prior to that time*
*** Students may elect to take either CRJ 115 or LEG 234. LEG 234 is offered only in Spring Semester. Students are not required to take both courses; they should discuss the choice with their advisors.*

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.

Criminal Justice: Corrections

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in detention facilities, local jails, state prisons, juvenile facilities, and probation and parole agencies as support staff to agents where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses

First Semester – Fall

***CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 244	Probation, Pardon and Parole	3
		Total 9

Second Semester – Spring

**CRJ 115	Criminal Law I	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	Judicial Process	3
or		
BUS 121	Business Law I	3
*CRJ 202	Criminalistics	3
		Total 9-12

Third Semester – Summer

**CPT 101	Introduction to Computers	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
*CRJ 230	Criminal Investigation I	3
		Total 9-12

**Students may choose either CRJ 202 or CRJ 230. CRJ 230 is only offered in summer. Students are not required to take both CRJ 202 and CRJ 230 and should discuss this choice with their advisors.*

***Course is offered every semester.*

****Course is offered in Fall and Spring semesters.*

Criminal Justice: Law Enforcement

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for law enforcement and security positions where a degree is not required to work as patrol officers, civilian support staff positions, communications officers, community service officers, private security officers and investigators.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses

First Semester – Fall

***CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
*CRJ 224	Police Community Relations	3
or		
*CRJ 102	Introduction to Security	3
		Total 9

Second Semester – Spring

CRJ 110	Police Patrol	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	Judicial Process	3
or		
BUS 121	Business Law I	3
*CRJ 202	Criminalistics	3
		Total 9-12

Third Semester – Summer

**CPT 101	Introduction to Computers	3
**CRJ 115	Criminal Law I	3
CRJ 222	Ethics in Criminal Justice	3
*CRJ 230	Criminal Investigation I	3
		Total 9-12

**Students may take either CRJ 202 or CRJ 230. Students may take CRJ 102 or CRJ 224. However, students do not have to take all four courses.*

***Course is offered every semester.*

****Course is offered in Fall and Spring semesters.*

Crime Scene Investigation

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for entry-level positions in public and private agencies as crime scene investigators, forensic technicians, coroner's investigators, and crime lab technicians where the degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall

*CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 235	Practical Crime Scene Investigations	3
CRJ 236	Criminal Evidence	3
	Total	**12**

Second Semester – Spring

CRJ 140	Criminal Justice Report Writing	3
CRJ 202	Criminalistics	3
**CRJ 250	Criminal Justice Internship I	3
or		
CRJ 233	Cyber Crime and the Law	3
	Total	**9**

Third Semester – Summer

CPT 101	Introduction to Computers	3
CRJ 230	Criminal Investigation I	3
CRJ 243	Criminal Profiling	3
	Total	**9**

**Offered in both Fall and Spring semesters*

***Approval from advisor is required.*

Emergency Management and Protection

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in public agencies and private corporations as emergency planners, risk analysis officers, fire and safety inspectors, and in insurance and regulatory agencies as investigators and loss prevention officers.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test.

Recommended Sequence of Courses
First Semester – Fall

CRJ 101	Introduction to Criminal Justice	3
CPT 101	Introduction to Computers	3
CRJ 224	Police Community Relations	3
	Total	**9**

Second Semester – Spring

CRJ 232	White Collar Crimes	3
or		
BUS 121	Business Law I	3
CRJ 233	Cyber Crimes	3
or		
CRJ 250	Internship	3
CRJ 212	Protection Management	3
CRJ 239	Homeland Security and Terrorism	3
	Total	**12**

Third Semester – Summer

CRJ 218	Crisis Intervention	3
CRJ 140	CRJ Report Writing	3
CRJ 102	Introduction to Private Security	3
	Total	**9**

Paralegal

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Paralegal certificate program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law.

To be admitted to the Paralegal certificate program, a student must have completed 33 semester hours or 49.5 quarter hours of college credit at a C or better from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. See advisor for further details. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor's approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. Seating is limited, so early registration is recommended. See your faculty advisor prior to registration.

For course sequences for Spring and Summer Semester starts, students should see their advisors.

Recommended Sequence of Courses

First Semester – Fall

LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 214	Property Law	3
		Total 9

Second Semester – Spring

LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 230	Legal Writing	3
*LEG 234	Title Examination Procedures I	3
		Total 9-12

Third Semester – Summer

BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
		Total 9

Fourth Semester – Fall

*CRJ 115	Criminal Law I	3
LEG 233	Wills, Trusts and Probate	3
LEG 242	Law Practice Workshop	3
		Total 6-9

**Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.*

Note: Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.

The Learning Center

Overview

The Learning Center Division provides instruction in developmental studies English, reading, math and critical reading (RDG 100) and offers academic support and tutoring through Learning Assistance. It also offers IDS 101 Human Thought and Learning and courses in English as a Second Language. All of these components provide services that enable students to be successful in college courses and to meet their academic goals.

General Information

The purpose of developmental studies courses is to assist students in acquiring the skills and knowledge necessary for their success in curriculum courses. Many students who wish to continue their education beyond the high school level lack essential competencies in reading, writing and/or mathematics. Courses in developmental studies help prepare students for programs of study leading to certificates, diplomas and degrees that will afford them opportunities for successful careers and lifelong learning.

Scores on entrance placement test(s) determine whether a student must enroll in one or more developmental studies courses before taking college credit courses. Your advisor or a college counselor can provide you with specific information about your scores and registration for courses. Please see the Course Description section of this Catalog for details about the courses.

Students enrolled in ENG 032, MAT 031, MAT 032, RDG 032 and RDG 100 will find that learning takes place in a technology-enhanced environment. Each student will have an Individualized Study Plan (ISP) or set of assignments based on the results of diagnostic testing or assessment. The ISP may include computer tutorials, guided instruction, and self-paced lessons using a variety of media learning lab activities. Instructors will work with you to help you pace your individualized assignments so that you can complete your ISP as quickly as you can master the course objectives.

You must show satisfactory academic progress while in developmental studies courses. You can take and repeat developmental studies courses (those with a 0 prefix in mathematics, reading and English) up to a maximum total of 36 semester credit hours, the equivalent of three semesters of full-time enrollment. Exceptions will be granted only if you meet the college's Standards of Academic Progress and if you have the approval of the department head and/or dean.

Students enrolled in developmental studies courses are also encouraged to enroll in COL 103 College Skills to gain strategies that will facilitate success in all college courses. Another option is IDS 101 Human Thought and Learning, a course that includes topics such as information processing, problem solving, memory and cognitive awareness.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

English as a Second Language (ESL)

The college offers English as a Second Language courses to non-native English speaking students who need assistance with speaking, listening, reading and writing in the English language to be successful in college credit courses. Students interested in ESL classes should call 843.574.6378 for more information.

Courses in ESL provide classes and laboratories that focus on the specific needs of non-native speakers of English. These needs include grammar, pronunciation, writing, vocabulary, reading skills and communication. Please see the Course Description section in this Catalog for details about the ESL courses.

Learning Assistance

Learning Assistance at TTC is provided through The Learning Center Division. The Center provides one-to-one tutoring, videos, computer tutorials, reference materials, informational handouts, and small group workshops to supplement learning needs in English, mathematics, and some other subjects. Students should contact The Learning Center on Main Campus at 843.574.6409, on Palmer Campus at 843.722.5516 or on Berkeley Campus at 843.899.8079 for additional information or to schedule an appointment for assistance. Tutoring and resources in Learning Assistance are provided free of charge to TTC students.

Nursing

Overview

TTC's Division of Nursing offers a curriculum with multiple entry and exit points with options for students to earn a certificate, diploma and associate degree. The Nursing curriculum incorporates course requirements for all Nursing programs into three levels. The sequential program levels prepare students for progressive roles of nursing practice: the nursing assistant, the practical nurse and the registered nurse. Students may successfully complete requirements for each program level and exit, or progress, to the next level. Requirements for each program level of the curriculum are progressive and must be met before entering courses in the next program level.

All qualified students may enter the first program level, the Nursing Assistant certificate. Students who successfully complete the course requirements of the first program level (Nursing Assistant) may exit with the Certificate in Applied Science or meet the progression requirements for the next program level and continue in the curriculum. Students who successfully complete the requirements for the second program level (Practical Nursing) may exit with a Diploma in Applied Science or meet the progression requirements for the third program level and continue in the curriculum. Students who successfully complete the required courses of the third program level (Associate Degree Nursing) exit with an Associate in Applied Science degree.

Qualified students who are Certified Nursing Assistants may enter the program and follow the CNA-to-PN or CNA-to-ADN Option. Qualified students who are Licensed Practical Nurses may enter the third program level of the curriculum and follow the LPN-to-ADN Option. The LPN students who successfully complete the third and final program level exit with an Associate in Applied Science degree.

The Nursing curriculum combines general education courses and clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice to ensure students obtain the most current knowledge and high-level skills available in the nursing profession.

General Information

TTC's Associate Degree and Practical Nursing programs are accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA, 30326, 866.747.9965) and approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing (P.O. Box 12367, Columbia, SC 29211, 803.896.4550). The Nursing Assistant program is approved by the Department of Health and Human Services.

All clinical Nursing courses are seven-week FastForward sessions. Clinical experiences may be scheduled Monday through Sunday on any shift. Professional courses for the Associate Degree Nursing level are offered in sequence and require two years for completion with the exception of the Accelerated Option. Professional courses for the Practical Nursing level are offered in sequence and require three-and-a-half semesters for completion. The course for the Nursing Assistant level requires one-half semester for completion.

Prior to beginning clinical experiences in the Nursing programs, students must have current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination, and all required immunizations (see information in Open Advising Session) and tests. In these programs students are required to purchase uniforms, laboratory supplies and other course materials. Since students will be assigned to clinical sites off campus, they must have reliable transportation. In order to be in compliance with affiliation agreements between Trident Technical College and clinical facilities, all students entering Nursing programs are required to have a completed drug screen and criminal background check within six months prior to starting the Nursing program.

Only drug screens and background checks conducted through the agency designated by the college within six months prior to admission to the Nursing programs are acceptable. Students will be assessed processing fees.

Results of the drug screen will be made available to the dean or her designee. Students with positive drug screens will not be permitted to enroll in clinical nursing courses. Results of the criminal background check will be made available to the dean or her designee, who will forward any adverse findings to the clinical agency. The clinical agency will review all adverse findings and determine whether or not the findings disqualify

the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the dean to review potential options. Students with felonies and students who cannot be placed in all clinical rotations because of adverse findings will have to choose another career path.

Conviction of a crime (other than a minor traffic violation) could make the student ineligible to take the licensing exam required by the profession upon graduation. Early notification to the appropriate board is suggested.

Nursing Program Admission Requirement Changes

Admission requirements for the nursing program are subject to change. Students should visit www.tridenttech.edu/nursing.htm at the beginning of each semester for changes in admission requirements.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Admission to the Nursing Programs

In order to apply for admission to the Nursing programs, students must first be accepted to TTC. Please note that admission to TTC does not guarantee admission to the Nursing programs.

Students are admitted to the Nursing programs on a first-qualified, first-admitted basis to the next-available space. Dates for the next-available spaces in the Nursing programs are posted on the Nursing Web page at www.tridenttech.edu/nursing.htm.

General Nursing Admission Requirements

All students applying to a Nursing program must meet the following General Nursing Admission Requirements:

1. Complete the online Open Advising Session. This should be done first since all program requirements are reviewed in this session. The online Open Advising Session is available at www.tridenttech.edu/nursing.htm.
2. Submit official transcripts from all post-secondary institutions, colleges and universities previously attended. Students who have had a cumulative GPA of less than 2.0 for courses taken at any college they have attended during the last five years must complete 10 semester hours with a minimum grade of C or better in each course, and a minimum cumulative GPA of 2.0. At least one of these courses must be a required laboratory science. Laboratory sciences must be taken within five years of the entry date to the program.
3. Meet the Program Specific Admission Requirements identified under each program.

Application Process

Generic Nursing Programs

Students applying to one of the generic nursing programs (Certified Nursing Assistant, Practical Nursing, Associate Degree Nursing or Accelerated Option) who meet all three (3) General Nursing Admission Requirements are to follow the steps listed below to apply to the nursing program.

1. Print the Open Advising Session confirmation email.
2. Take a copy of your Open Advising Session confirmation email to the Admissions office on Main Campus.
3. Request the following documents: *Nursing Application* and *Statement of Completion*.
4. Submit these three (3) documents together:
   a. Completed *Nursing Application*
   b. Completed *Statement of Completion*
   c. Open Advising Session confirmation email.
5. Submit the three (3) documents listed above either in person or by certified mail to:

   Trident Technical College
   Admissions Office (Bldg. 410)
   Nursing Admissions Coordinator
   7000 Rivers Avenue (P.O. Box 118067) AM-M
   Charleston, SC 29423-8067

6. Return the form accepting your seat in the nursing program either in person or by certified mail to the address in number 5 above by the deadline and pay the $100 seat reservation fee to the Business office.

Advanced Placement Nursing Programs

Students applying to one of the advanced placement nursing programs (CNA-PN, CNA-ADN and LPN-ADN) who meet all three (3) General Nursing Admission Requirements are to follow the steps listed below to apply to the nursing program.

1. Print the Open Advising Session confirmation email.
2. Take a copy of your Open Advising Session confirmation email to the Admissions office on Main Campus.
3. Request the following documents: *Nursing Application*, *Statement of Completion* and *Employment Verification* form.
4. Submit these five (5) documents together:
   a. Completed *Nursing Application*
   b. Completed *Statement of Completion*
   c. Completed *Employment Verification*.
   d. A copy of your S.C. NA Certification with no substantiated findings on file with the S.C. Nurse Aide Registry or a copy of your unencumbered S.C. PN License.
   e. Open Advising Session confirmation email.
5. Submit the five (5) documents listed above either in person or by certified mail to:

   Trident Technical College
   Admissions Office (Building 410)
   Nursing Admissions Coordinator
   7000 Rivers Avenue (P.O. Box 118067) AM-M
   Charleston, SC 29423-8067

6. Return the form accepting your seat in the nursing program either in person or by certified mail to the address in number 5 above by the deadline and pay the $100 seat reservation fee to the Business office.

Additional Requirements

Prior to enrolling in the first clinical nursing course, all students must:

1. Have a minimum cumulative GPA of 2.0 for courses taken at TTC and NOT be on academic or disciplinary suspension at the time of admission and date of entry into the program.
2. Show evidence of a criminal background check and drug screen completed within six months prior to starting the Nursing program. Only criminal background checks and drug screens that are conducted through the agency designated by the college will be accepted.

Important Note: Instructions for obtaining criminal background checks and drug screens will be given to students the semester before the date of entry to the Nursing program. Students will be assessed a processing fee.

Important Note: Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current South Carolina certification as a nursing assistant prior to progressing to the PN or ADN programs. Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current South Carolina licensure as a practical nurse prior to progressing to the ADN program.

Reminder: Prerequisites for clinical courses may change based on clinical affiliation agreement requirements. Students are responsible for meeting all prerequisites to clinical courses throughout the program.

Falsification of any information submitted will make a student ineligible for admission to or continuation in the Nursing program.

Nursing Merit Placement

Merit Placement is an opportunity for students already admitted to the generic Associate Degree Nursing (ADN) program to be considered for an earlier start date. Students who request consideration for Merit Placement will be awarded points based on the published criteria and ranked according to the total number of earned points. Students with the highest number of earned points will be selected to move their start date forward as space becomes available. To see the criteria for Merit Placement, go to the nursing Web page at www.tridenttech.edu/nursing.htm.

Students who qualify for consideration for Merit Placement can download the Merit Placement Application. The application is located on the Nursing Web page at www.tridenttech.edu/nursing.htm. Students must keep a copy of the completed application and submit the original completed application, along with the required documentation, in person or by certified mail to:

Trident Technical College
Admissions Office (Bldg. 410)
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067) AM-M
Charleston, SC 29423-8067

The Merit Placement Application and all required documentation must be submitted according to the most current schedule, which can be found on the Nursing web page at www.tridenttech.edu/nursing.htm.

Applications for Merit Placement will only be accepted during the specific dates and times for the current schedule. Required documentation must accompany all applications. Applications and/or required documentation received before or after these dates and times will not be considered.

The Nursing Admissions coordinator will notify students via their official my.tridenttech.edu email accounts within three weeks of the posted deadline as to whether or not they are selected to move their start date. Students not selected to move their start date forward will retain their original start date. Students selected for Merit Placement must begin preparing for admission to the Nursing program.

To be considered for Merit Placement, students must be able to complete the required immunizations before beginning the Nursing program. The required immunizations are outlined in the students' original acceptance letters and include: Hepatitis B, rubella, rubeola, varicella and tetanus.

Additionally, students selected for Merit Placement must attend both of the mandatory meetings scheduled for the class they are entering. Dates and times will be announced.

Students who have questions or need additional information can use their official my.tridenttech.edu email accounts to email their advisors. Advisor names and contact information are listed under My Profile in TTC Express.

Transfer to Specific Programs

Students seeking admission to a Nursing program at TTC who have been enrolled in (and not completed) another Nursing program must complete the following requirements to be considered for admission:

1. Meet the college's admission requirements.
2. Meet the Nursing program's admission requirements.
3. Submit a letter from the dean or director of the former nursing program that addresses the student's
   a. theoretical standing
   b. clinical standing
   c. eligibility for readmission to that program

   NOTE: Only students who have no more than one unsuccessful attempt (W, D, F or U) in a clinical nursing course are considered for admission.
4. Meet the college's requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for nursing courses taken within the last two years by submitting a written request to the department head.

Course Sequence and Progression

To progress in the program, the student must achieve a minimum grade of C in all courses. These courses must be successfully completed before or during the term in which they appear as a corequisite in the recommended sequence of courses for the program and semester of entry.

Dosage Proficiency

Prior to progressing to Nursing Care Management I (NUR 104), students must successfully demonstrate proficiency in dosage calculations by registering for Health Calculations (AHS 126) and either successfully completing the PN Dosage proficiency exam with a minimum grade of 95 percent or successfully completing the course.

Prior to progressing to ADN level courses, Mental Health Promotion (NUR 207) and/or Health Promotion for Families II (NUR 208), students must successfully demonstrate proficiency in dosage calculations by registering for Health Calculations II (AHS 129) and either successfully completing the ADN Dosage proficiency exam with a grade of 100 percent or successfully completing the course.

As non-degree courses, Health Calculations (AHS 126) and Health Calculations II (AHS 129) may not qualify for some forms of financial aid. Speak with your financial aid counselor if you have any questions.

Repeat Policy and Termination

Nursing Assistant students may have no more than one unsuccessful attempt in Basic Nursing Skills (NUR 102). Practical Nursing and Associate Degree Nursing students may have no more than two unsuccessful attempts in clinical nursing courses. LPN-ADN students may have no more than

one unsuccessful attempt in clinical nursing courses. Students enrolled in the following non-clinical courses may have no more than three unsuccessful attempts: Health Calculations (AHS 126), Health Calculations II (AHS 129), Transition Nursing (NUR 201), Introduction to Nursing (NUR 114), Nursing Seminar (NUR 216) and Pharmacology for Nurses (NUR 105). An unsuccessful attempt is defined as receiving a W, D, F or U.

Readmission

Students enrolled in any Nursing program who do not progress in the curriculum sequence for any reason (academic or personal) must seek readmission to progress to another clinical course. Readmission is not automatic. Criteria for readmission are outlined in the *Student Nurses Handbook*.

Graduation Requirements

All general education requirements must be completed prior to or during the final semester to ensure eligibility to take the National Council Licensure Examination (NCLEX) upon graduation. Prior to graduation, students are required to demonstrate proficiency on a standardized national examination.

Programs of Study

Associate Degree Programs
Nursing (ADN)
Nursing (ADN) Accelerated Option
Nursing (ADN) – CNA to ADN Option
Nursing (ADN) – LPN to ADN Option

Diploma Programs
Practical Nursing
Practical Nursing – CNA to PN Option

Certificate Programs
Nursing Assistant
Pre-Nursing

Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Fall Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

Recommended Sequence of Courses
First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

BIO 225	Microbiology	4
**NUR 207	Mental Health Promotion	4
or		
**NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
***NUR 219	Nursing Management and Leadership	4
++THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
++This course requirement can be met by taking both a humanities course and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities listing on page B-3.
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations I (AHS 126).*
***Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*
****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Spring Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

BIO 225	Microbiology	4
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Fall

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
**NUR 207	Mental Health Promotion	4
or		
**NUR 208	Health Promotion for Families II	4
***NUR 219	Nursing Management and Leadership	4
++THE 101	Introduction to Theater	3
		Total 14

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).

++This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities listing on page B-3.

**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations I (AHS 126).*

***Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*

****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Nursing (ADN)

Associate in Applied Science
Accelerated Option
Credit Requirements: 68 Semester Credit Hours
Students entering Summer Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

In the Accelerated Option clinical nursing courses can be completed in 15 months after the non-nursing courses have been completed in the first two semesters. Students in this option must have no work obligations while enrolled in clinical nursing courses.

Note: The first Fall and Spring semesters include non-nursing courses only. For this option these courses are prerequisites for Basic Nursing Care Skills (NUR 102) and must be completed prior to submitting an application.

For the Accelerated Option, lab science courses must be within five years of date of admissions as well as date of entry and cannot be taken while student is enrolled in the program.

Note: Students who have been required to take developmental studies courses or the following non-degree credit courses are not eligible for this option: Introduction to Composition (ENG 100), Beginning Algebra (MAT 101), Elementary Algebra (MAT 152), Critical Reading (RDG 100).

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission

Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following two admission options (a or b):
   a. Hold a baccalaureate or higher degree with a minimum GPA of 3.5 from a regionally accredited school. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a composite score equivalent to the 80th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Complete all of the required non-nursing courses on the first attempt with a grade of C or better in each course and a minimum cumulative GPA of 3.25 and a GPA of 3.0 in the three required lab sciences. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

BIO 210	Anatomy and Physiology I (lab science)	4
BIO 211	Anatomy and Physiology II (lab science)	4
BIO 225	Microbiology (lab science)	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 110	College Algebra	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
**THE 101	Introduction to Theater	3

***This course requirement can be met by taking both a Humanities course and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities listing on page B-3.*

Readmission to a Program Level (Accelerated)

Students who receive a grade of W, D, U or F in a clinical nursing course must seek readmission to the program to repeat the course or progress to another clinical course. Readmission to the program is not automatic. Note: Students in the accelerated option who receive a grade of W, D, U or F must seek readmission into the generic option. Criteria for readmission are stated in the *Student Nurses Handbook*.

Recommended Sequence of Courses

First Term – Summer

+NUR 102	Basic Nursing Care Skills	4
+NUR 105	Pharmacology for Nurses	1
*+NUR 104	Nursing Care Management I	4
		Total 9

Second Semester – Fall

++NUR 159	Nursing Care Management II	6
++NUR 158	Health Promotion for Families I	4
NUR 206	Clinical Skills Application	2
		Total 12

Third Semester – Spring

+NUR 209	Nursing Care Management III	5
*+NUR 208	Health Promotion for Families II	4
*+NUR 207	Mental Health Promotion	4
		Total 13

Fourth Term – Summer

***NUR 219	Nursing Management and Leadership	4
		Total 4

+Courses taught in four-and a-half weeks. Weekly contact hours will triple for class and lab.
++Courses taught in seven weeks. Weekly contact hours will double for class and lab.
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations I (AHS 126).*
***Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*
****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 69 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Associate Degree Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant program for two or more years must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*+NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
NUR 114	Introduction to Nursing	1
PSY 201	General Psychology	3
		Total 16

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
++NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

BIO 225	Microbiology	4
**NUR 207	Mental Health Promotion	4
or		
**NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
		Total 13

Fifth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
***NUR 219	Nursing Management and Leadership	4
+++THE 101	Introduction to Theater	3
		Total 14

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
+++This course requirement can be met by taking both a Humanities Elective and either SPC 205 Public Speaking or SPC 209 Interpersonal Communication. See Humanities listing on page B-3.
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*
***Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*
****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 69 Semester Credit Hours
Students entering Spring Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Associate Degree Nursing admission requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant program for two or more years must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*+NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
NUR 114	Introduction to Nursing	1
PSY 201	General Psychology	3
		Total 16

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
++NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
	Total	**13**

Fourth Semester – Spring

BIO 225	Microbiology	4
**NUR 207	Mental Health Promotion	4
or		
**NUR 208	Health Promotion for Families II	4
NUR 209	Nursing Care Management III	5
	Total	**13**

Fifth Semester – Fall

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
or		
NUR 208	Health Promotion for Families II	4
***NUR 219	Nursing Management and Leadership	4
+++THE 101	Introduction to Theater	3
	Total	**14**

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.

++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).

+++This course requirement can be met by taking both a Humanities Elective and either SPC 205 Public Speaking or SPC 209 Interpersonal Communication. See Humanities listing on page B-3.

**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations I (AHS 126).*

***Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*

****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Nursing (ADN)

Associate in Applied Science
LPN to ADN Option Career Path
Credit Requirements: 70 Semester Credit Hours
Students entering Summer Semester

Applicants who are Licensed Practical Nurses from another program or who have been out of TTC's PN program two or more years are eligible to be considered for admission to the LPN-to-ADN Option. Students in this option will be required to complete a transition course with a grade of C or better before entering the third program level Nursing courses.

Note: Spring Semester includes non-nursing courses only. These courses are prerequisites for Transition Nursing (NUR 201) and must be completed prior to enrolling in NUR 201.

If you have completed these non-nursing courses, you may enroll in NUR 201 entering Summer, which is the second semester.

Applicants who have graduated from TTC's PN program less than two years before application must meet Associate Degree Nursing Admission Requirements. These students are not required to take the transition course.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may retest every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Achieve the required minimum score on the PN Comprehensive Predictor (equivalent to 97 percent predicted probability of passing the NCLEX-PN on the first attempt). Applicants will have two attempts to achieve this score and must wait 60 days between attempts. Scores are valid for two years from date of testing. To make arrangements for testing, use your my.tridenttech.edu account to contact your Nursing advisor. Advisor names and contact information are listed under My Profile in TTC Express. If you do not have a Nursing advisor, please contact the Orientation Center at 843.574.6436.
3. Provide proof of graduation from a practical nursing program by submitting official transcripts.
4. Provide proof of current unencumbered S.C. licensure as a practical nurse. Submit with application.
5. LPNs from another program or who have been out of TTC's PN program for two years or more must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a LPN within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
	Total	**13**

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
NUR 201	Transition Nursing	3
PSY 203	Human Growth and Development	3
	Total	**10**

Third Semester – Fall

BIO 225	Microbiology	4
NUR 208	Health Promotion for Families II	4
**NUR 135	Foundations of Nursing Practice	4
	Total	**12**

Fourth Semester – Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
NUR 207	Mental Health Promotion	4
***NUR 219	Nursing Management and Leadership	4
++THE 101	Introduction to Theater	3
	Total	**14**

+Automatic credit for courses in the Practical Nursing program will be awarded after successful completion of the first clinical nursing course: Basic Nursing Care Skills (NUR 102), Nursing Care Management (NUR 104), Pharmacology for Nurses (NUR 105), Health Promotion for Families I (NUR 158), Nursing Care Management II (NUR 159), Clinical Skills Application (NUR 206).

++This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities listing on page B-3.

*** Prior to enrolling in NUR 135, students must successfully complete the Associate Degree Nursing (ADN) Level Drug Calculation Proficiency or Health Calculations II (AHS 129).*

****Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.*

Practical Nursing

Diploma in Applied Science

Credit Requirements: 46 Semester Credit Hours

Students entering Fall Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations (AHS 126).*

Practical Nursing

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Students entering Spring Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the

examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
PSY 201	General Psychology	3
		Total 19

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
+NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

NUR 209	Nursing Care Management III	5
		Total 5

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations (AHS 126).*

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 47 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant program for two or more years must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
**NUR 114	Introduction to Nursing	1
PSY 201	General Psychology	3
		Total 16

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
PSY 203	Human Growth and Development	3
		Total 17

Third Semester – Summer

CPT 101	Introduction to Computers	3
+NUR 206	Clinical Skills Application	2
		Total 5

Fourth Semester – Fall

NUR 209	Nursing Care Management III	5
		Total 5

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations (AHS 126).*
***This course must be successfully completed before the student can progress to NUR 104.*

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 47 Semester Credit Hours
Students entering Spring Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

AND

2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.
3. CNAs from another nursing program or who have been out of TTC's Nursing Assistant program for two or more years must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
*+NUR 104	Nursing Care Management I	4
NUR 105	Pharmacology for Nurses	1
**NUR 114	Introduction to Nursing I	1
PSY 201	General Psychology	3
		Total 16

Second Semester – Summer

BIO 211	Anatomy and Physiology II	4
++NUR 206	Clinical Skills Application	2
PSY 203	Human Growth and Development	3
		Total 9

Third Semester – Fall

CPT 101	Introduction to Computers	3
NUR 158	Health Promotion for Families I	4
NUR 159	Nursing Care Management II	6
		Total 13

Fourth Semester – Spring

NUR 209	Nursing Care Management III	5
		Total 5

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.

++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
**Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Drug Calculation Proficiency or Health Calculations (AHS 126).*
***This course must be successfully completed before the student can progress to NUR 104.*

Nursing Assistant

Certificate in Applied Science
Credit Requirements: 8 Semester Credit Hours

The Nursing Assistant program is a curriculum program that offers eight hours of college credit. It prepares students to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Nurse or a Licensed Practical Nurse. Graduates of the Nursing Assistant program are eligible to take the Nurse Aide Certification exam administered by the Department of Health and Human Services (DHHS). Upon satisfactory completion of the exam, graduates are Certified Nursing Assistants. Nursing Assistants work in hospitals, nursing homes and home health agencies.

The curriculum incorporates classroom instruction, laboratory simulation and clinical practice.

Prior to beginning clinical training, students must have a current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination and all required immunizations/testing.

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC's Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC's NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet *one* of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve the required minimum scores on the COMPASS (READ-86; WRTG-75). Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete General Psychology (PSY 201) with a minimum grade of B and Cardiopulmonary Resuscitation (AHS 106) with a minimum grade of Satisfactory Complete (SC). Students must have minimum cumulative GPA of 2.0 at TTC at time of admission.

Important Note:

Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current South Carolina certification as a Nursing Assistant with no substantiated findings on file with S.C. Nurse Aide Registry prior to progressing to the PN or ADN programs.

Recommended Sequence of Courses
Program Requirements

AHS 106	Cardiopulmonary Resuscitation	1
NUR 102	Basic Nursing Care Skills	4
PSY 201	General Psychology	3
		Total 8

Pre-Nursing

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

The Pre-Nursing Certificate is a curriculum program, which offers 26 hours of college credit. Pending admission to one of the Nursing programs, students may complete the certificate program. While completion of this certificate may not be the selected admission option, it will provide the student with skills and knowledge prior to entering one of the Nursing programs.

The curriculum incorporates classroom and laboratory instruction. Students interested in the Pre-Nursing Certificate program should complete

the online Open Advising Session by visiting TTC's website at www.tridenttech.edu/nursing.htm.

Recommended Sequence of Courses

First Semester

BIO 210	Anatomy and Physiology I	4
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
		Total 13

Second Semester

BIO 211	Anatomy and Physiology II	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
**THE 101	Introduction to Theater	3
		Total 13

***This course requirement can be met by taking both a Humanities course and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities listing on page B-3.*

Note: Completion of the Pre-Nursing certificate alone does not meet the Pre-Nursing Certificate option for admission to the Nursing program. Students using the Pre-Nursing Certificate as their admission option must complete all courses in the Pre-Nursing Certificate with a grade of C or better and minimum cumulative GPA of 2.75. No more than four of the eight required courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.

In preparation for transfer to the RN-BSN program at Charleston Southern University

This is an opportunity for students who wish to pursue an RN-BSN program. Students interested in this option may transfer a total of 89 credits (nursing and non-nursing courses) to Charleston Southern University. Please see your advisor for specific course information.

Science and Mathematics

Overview

TTC's Division of Science and Mathematics provides the first two years of a four-year degree as well as general education and support courses for TTC programs. Students who plan to earn a degree from a four-year college or university can take freshman- and sophomore-level transfer courses through the Associate in Science degree program or through one of the specialty 2+2 programs.

Students who are fulfilling requirements for admission into one of TTC's Health Science or Nursing programs should work closely with their Pre-Nursing or Pre-Allied Health advisor and use the Pre-Nursing (B-177) or Alllied Health Prep (B-108) certificate requirements as a guide.

For more information, call the Division of Science and Mathematics at 843.574.6015.

General Information

The Associate in Science program is designed to prepare students for four-year (baccalaureate) majors in such fields as:

- Engineering
- Biology
- Mathematics
- Chemistry
- Physics
- Education
- Environmental Science
- Pre-Med
- Pre-Veterinary
- Physician's Assistant
- Veterinary Medicine
- Forensic Science
- Chiropractic
- Radiation Therapy
- Industrial Management
- Medical Technology
- Cytotechnology
- Communication Sciences and Disorders
- Extracorporeal Circulation
- Health Information Administration
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Other Health-Related Fields

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Note

As with all TTC programs, students should consult with an academic advisor to discuss program requirements. Please note that you must have a separate advisor for this program, even if enrolled in more than one program at TTC. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. Associate in Science advisors are selected based upon the college or university and upon the program to which you intend to transfer, including programs at TTC. Please refer to New Student Orientation for more details.

Programs of Study

Associate Degree Programs
Associate in Science
General Technology
  Environmental Technology
  Environmental Safety and Health Technology
  Sustainable Technology

Certificate Programs
Environmental Safety and Health Technology
Environmental Technology
Sustainable Technology

Associate in Science

Associate in Science
Credit Requirements: 60 Semester Credit Hours
Program Credit Requirements

The Associate in Science degree is designed for students planning to transfer to four-year programs and for students who wish to broaden their general knowledge. The degree stresses mathematics and natural and physical sciences.

Recommended Sequence of Courses
I. General Education Requirements:

ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 112	Precalculus	5
or		

MAT 120	Probability and Statistics	3
or		
MAT 130	Elementary Calculus	3
or		
MAT 140	Analytic Geometry and Calculus I	4
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
or		
THE 101	Introduction to Theater	3

II. Math/Lab Science Requirements

(Must include another math course and at least one lab science course.)

Select 21 semester credit hours from the following:

AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Science I	4
BIO 102	Biological Science II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
EVT 224	Environmental Chemical Analyses	4
MAT 109	College Algebra with Modeling	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 112	Precalculus	5
MAT 120	Probability and Statistics	3
MAT 130	Elementary Calculus	3
MAT 132	Discrete Mathematics	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4

III. Humanities, Languages and Social Science Requirements

Select nine semester credit hours from the following (must include at least one Humanities course):

ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery to 1877	3
HIS 202	American History: 1877 to Present	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 110	Ethics	3
REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3

Languages/Social Sciences:

ANT 101	General Anthropology	3
CHN 101	Elementary Chinese I	4
CHN 102	Elementary Chinese II	4
CHN 201	Intermediate Chinese I	3
CHN 202	Intermediate Chinese II	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
GER 201	Intermediate German I	3
GER 202	Intermediate German II	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International Relations	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3

SOC 205	Social Problems	3
SOC 230	Introduction to Gerontology	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

IV. Computing Requirement

(Select one from the following.)

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
EGR 270	Introduction to Engineering	3

V. Electives

Select 12 credits from the following courses: *(NOTE: Students may also select from courses in Mathematics and Lab Science requirements and Humanities, Languages and Social Sciences requirements above.)*

ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BIO 205	Ecology	3
BIO 206	Ecology Lab	1
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
CHM 201	Survey of Organic Chemistry	3
CRJ 101	Introduction to Criminal Justice	3
CWE	Cooperative Work Experience	3
ECE 201	Electrical and Computer Engineering Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 211	Introduction to Computer Engineering I	3
ECE 212	Introduction to Computer Engineering II	3
ECE 221	Introduction to Electrical Engineering I	3
ECE 222	Introduction to Electrical Engineering II	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
EGR 264	Introduction to Engineering Mechanics of Solids	3
EGR 266	Engineering Thermodynamics Fundamentals	3
EGR 273	Problem Solving for Engineers	2
EGR 275	Introduction to Engineering/ Computer Graphics	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1
ENG 260	Advanced Technical Communications	3
EVT 110	Introduction to Treatment Facilities	3
EVT 201	Environmental Science	3
EVT 251	Health Effects of Hazardous Materials	3
EVT 254	Industrial Safety and Emergency Response	3
EVT 256	Hazardous Waste	3
GEO 102	World Geography	3
HIS 106	Introduction to African History	3
HIS 130	African-American History to 1877	3
HIS 131	African-American History, 1877 to Present	3
JOU 101	Introduction to Journalism	3
MAT 123	Contemporary College Mathematics	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3

No course can count more than once.

Associate in Science

Associate in Science
Credit Requirements: 60 Semester Credit Hours
Sample Degree Plan

The Associate in Science program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor for the Associate in Science program. This degree plan may not be suited to your goal.

First Semester

English Composition I (ENG 101)	3
General Psychology (PSY 201)	3
or	
Macroeconomics (ECO 210)	3
Introduction to Computers (CPT 101)	3
College Algebra (MAT 110)	3
Lab Science	4

Second Semester

English Composition II (ENG 102)	3
College Trigonometry (MAT 111)	3
Lab Science	4
Languages/Social Science	3
*Electives	3

Third Semester

Math or Lab Science		4
Math or Lab Science		4
Humanities		3
*Electives		3

Fourth Semester

Math or Lab Science		4
Communication (SPC 205, SPC 209 or THE 101)		3
Humanities/Languages/Social Sciences		3
*Electives		4-6

Minimum semester credit hours required: 60

** Recommend additional math/lab science or humanities/languages/social sciences courses as electives*

All courses must be selected from the Associate in Science display.

Lighter semester loads may be accomplished by attending Summer Semester(s).

General Technology

Associate in Applied Science

Environmental Technology Career Path

Credit Requirements: 61 semester credit hours

General Education (All three program paths share the same general education requirements):

19 credits minimum

ENG 101	English Composition I	3
BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
MAT 110	College Algebra	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Humanities	3

Primary Technical Specialty (All three program paths share the same primary technical specialty): 30 credit hours

EVT 110	Introduction to Treatment Facilities	3
EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 210	Introduction to Environmental Law	3
EVT 201	Environmental Science	3
EVT 224	Environmental Chemical Analyses	4
EVT 251	Health Effects of Hazardous Materials	3
EVT 254	Industrial Safety and Emergency Response	3
EVT 256	Hazardous Waste	3

Secondary Technical Specialty – Laboratory Science 12 credit hours

BIO 102	Biological Science II	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4

Recommended Sequence of Courses

First Semester – Fall

BIO 101	Biological Sciences I	4
ENG 101	English Composition	3
MAT 110	College Algebra	3
EVT 201	Environmental Science	3
		Total 13

Second Semester – Spring

CHM 110	College Chemistry	4
EVT 210	Environmental Law	3
EVT 256	Hazardous Waste	3
BIO 102	Biological Sciences II	4
		Total 14

Third Semester – Summer

EVT 110	Introduction to Treatment Facilities	3
EVT 224	Environmental Chemical Analysis	4
EVT 254	Industrial Safety and Emergency Response	3
		Total 10

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 251	Health Effects of Hazardous Materials	3
		Total 14

Fifth Semester – Spring

CHM 111	College Chemistry II	4
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 10

Environmental Safety and Health Career Path

Credit Requirements: 62 Semester Credit Hours

General Education (All three program paths share the same general education requirements):

19 credits minimum

ENG 101	English Composition I	3
BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	
MAT 110	College Algebra	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Humanities	3

Primary Technical Specialty (All three program paths share the same primary technical specialty):
30 credit hours

EVT 110	Introduction to Treatment Facilities	3
EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 210	Introduction to Environmental Law	3
EVT 201	Environmental Science	3
EVT 224	Environmental Chemical Analyses	4
EVT 251	Health Effects of Hazardous Materials	3
EVT 254	Industrial Safety and Emergency Response	3
EVT 256	Hazardous Waste	3

Secondary Technical Specialty – Environmental, Safety and Health
Choose a minimum of 13 hours from the following to include CHM 110

EVT 260	Air Pollution Control System	3
EVT 253	Occupational Environment, Safety, Health Concepts	3
EVT 263	Introduction to Safety Management	3
EVT 249	Fundamentals of Industrial Hygiene	3
EVT 259	Industrial Ventilation	3
CHM 110	College Chemistry I	4

Recommended Sequence of Courses

First Semester – Fall

BIO 101	Biological Sciences I	4
MAT 110	College Algebra	3
EVT 201	Environmental Science	3
EVT253	Occupational and ESH Concepts	3
	Total 13	

Second Semester – Spring

CHM 110	College Chemistry	4
EVT 210	Environmental Law	3
EVT 256	Hazardous Waste	3
ENG 101	English Composition	3
	Total 13	

Third Semester – Summer

EVT 110	Introduction to Treatment Facilities	3
EVT 224	Environmental Chemical Analysis	4
EVT 254	Industrial Safety and Emergency Response	3
	Total 10	

Fourth Semester – Fall

EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 251	Health Effects of Hazardous Materials	3
EVT 263	Introduction to Safety Management	3
	Total 14	

Fifth Semester – Spring

CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	
ELE EVT	Select 3 hours from any EVT course not used for a degree requirement	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
	Total 12	

Sustainable Technology Career Path

Credit Requirements: 62 Semester Credit Hours

General Education (All three program paths share the same general education requirements):

19 credits minimum

ENG 101	English Composition I	3
BIO 101	Biological Science I	4
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	
MAT 110	College Algebra	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Humanities	3

Primary Technical Specialty (All three program paths share the same primary technical specialty):
30 credit hours

EVT 110	Introduction to Treatment Facilities	3
EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 210	Introduction to Environmental Law	3
EVT 201	Environmental Science	3
EVT 224	Environmental Chemical Analyses	4
EVT 251	Health Effects of Hazardous Materials	3
EVT 254	Industrial Safety and Emergency Response	3
EVT 256	Hazardous Waste	3

Secondary Technical Specialty – Sustainable Technology
Choose a minimum of 13 hours from the following to include CHM 110

EVT 225	Best Management Practices Applications	3
EVT 250	Solid Waste Management	3
EVT 262	Energy Management	3
EVT 264	Transportation Systems	3
EVT 265	Introduction to Biotechnology	4
CHM 110	College Chemistry I	4

Recommended Sequence of Courses

First Semester – Fall

BIO 101	Biological Sciences I	4
MAT 110	College Algebra	3
EVT 201	Environmental Science	3
EVT 262	Energy Management	3
	Total 13	

Second Semester – Spring

CHM 110	College Chemistry	4
EVT 210	Environmental Law	3
EVT 256	Hazardous Waste	3
ENG 101	English Composition	3
	Total 13	

Third Semester – Summer

EVT 110	Introduction to Treatment Facilities	3
EVT 224	Environmental Chemical Analysis	4
EVT254	Industrial Safety and Emergency Response	3
	Total 10	

Fourth Semester – Fall

EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 251	Health Effects of Hazardous Materials	3
EVT 264	Transportation Systems	3
	Total 14	

Fifth Semester – Spring

PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
REQ HUM	Select one course from Humanities listing on page B-3	3
CPT 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
EVT 225	Best Management Practices in EVT	3
	Total 12	

Environmental Technology

Certificate in Applied Sciences
Credit Requirements: 37 credit hours

The Environmental Technology certificate program prepares the graduate for employment in positions related to air quality, water quality, solid waste management, hazardous materials, hazardous waste, and emergency response.

Recommended Course Sequence:
First Semester – Fall

EVT 201	Environmental Science	3
MAT 110	College Algebra	3
		Total 6

Second Semester – Spring

EVT 210	Environmental Law	3
EVT 256	Hazardous Waste	3
CHM 110	College Chemistry	4
		Total 10

Third Semester – Summer

EVT 110	Introduction to Treatment Facilities	3
EVT 224	Environmental Chemical Analyses	4
EVT 254	Industrial Safety and Emergency Response	3
		Total 10

Fourth Semester – Fall

EVT 154	Chemistry of Hazardous Materials	4
EVT 222	Environmental Microbiology	4
EVT 251	Health Effects of Hazardous Materials	3
		Total 11

Environmental, Safety and Health Technology

Certificate in Applied Sciences
Credit Requirements: 19 credit hours

The Environmental, Safety and Health certificate program prepares the graduate for employment in positions related to air quality compliance, water quality compliance, solid waste compliance, hazardous materials compliance, hazardous waste compliance, industrial hygiene, industrial safety, health physics and industrial ventilation.

Recommended Course Sequence:
First Semester – Fall

EVT 253	Occupational and ESH Concepts	3
EVT 263	Introduction to Safety Management	3
		Total 6

Second Semester – Spring

EVT 249	Fundamentals of Industrial Hygiene	3
EVT 259	Industrial Ventilation	4
EVT 260	Air Pollution Control Systems	3
		Total 10

Third Semester – Summer

EVT 254	Industrial Safety and Emergency Response	3
		Total 3

Sustainable Technology

Certificate in Applied Sciences
Credit Requirements: 19 credit hours

The Sustainable Technology certificate prepares the graduate for employment in positions related to energy management, resource conservation, waste minimization, transportation system management and biotechnology.

Recommended Course Sequence:
First Semester – Fall

EVT 262	Energy Management	3
EVT 264	Transportation Systems	3
		Total 6

Second Semester – Spring

EVT 225	Best Management Practices (BMP) Applications	3
EVT 256	Hazardous Waste	3
		Total 6

Third Semester – Summer

EVT 250	Solid Waste Management	3
EVT 265	Introduction to Biotechnology	4
		Total 7

Course Hours and Credits

Following the prefix numbers are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

Nondegree Credit

Courses labeled nondegree credit will not count toward graduation requirements in any certificate, diploma or degree program.

Division Designation

Following the course hours and credits are letters that indicate the division responsible for the course.

The division designations are as follows:

AH – Health Sciences
AR – Aeronautical Studies
BT – Business Technology
CF – Community, Family and Child Studies
FV – Film, Media and Visual Arts
LC – The Learning Center
ET – Industrial and Engineering Technology
HS – Humanities and Social Sciences
CI – The Culinary Institute of Charleston
IT – Industrial and Engineering Technology
LR – Law-Related Studies
NU – Nursing
OR – Orientation Center
SM – Science and Mathematics

Prerequisites/Corequisites

Prerequisites are required before enrolling in a course; they will be identified following the course description. See your advisor for details. Corequisites are courses that must be taken at the same time and will be identified following the course description.

Most courses have additional prerequisite reading skills that can be demonstrated by test scores or transfer credit.

Course Schedule

Not all of the courses in the following list are taught each semester. *On Course* is published prior to each semester, showing the courses that will be offered. A course search is available online at www.tridenttech.edu. Courses offered are subject to change, based on the availability of faculty, funds and enrollment. The college reserves the right to cancel any course due to insufficient enrollment.

Course Descriptions

Accounting (ACC)

ACC 001 Lec: Lab: Cred:
Indicates credit given for accounting course work transferred from another college for which there is no equivalent course at TTC.

ACC 100 Lec: 3 Lab: 0 Cred: 3 BT
Basic Accounting
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, trial balances and preparing financial statements for sole proprietorships. (Nondegree credit)
Prereq: MAT 032 or MAT 013 or appropriate test scores

ACC 101 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles I
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. This course is designed to include all aspects of financial accounting at the introductory level.
Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores and ACC 100 or advisor approval. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 102 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles II
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis.
Prereq: ACC 101 or ACC 111, CPT 101 or CPT 102 or appropriate math test scores

ACC 111 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Concepts
This course is the study of the principles of the basic accounting functions – collecting, recording, analyzing and reporting information.
Prereq: MAT 101 or MAT 152. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 112 Lec: 3 Lab: 0 Cred: 3 BT
Organizational Accounting
This course is the study of financial accounting with specific emphasis on partnerships and the corporate form of organization.
Prereq: ACC 111

ACC 124 Lec: 3 Lab: 0 Cred: 3 BT
Individual Tax Procedures
This course is a study of the basic federal income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.
Prereq: ACC 101 or ACC 111

ACC 150 Lec: 3 Lab: 0 Cred: 3 BT
Payroll Accounting
This course introduces the major tasks of payroll accounting; employment practices; federal, state and local governmental laws and regulations; internal controls; and various forms and records using both a manual and computerized approach.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 201 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting I
This course explores fundamental processes of accounting theory, including the preparation of financial statements.
Prereq: ACC 112

ACC 202 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting II
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.
Prereq: ACC 201

ACC 203 Lec: 3 Lab: 0 Cred: 3 BT
Intermediate Accounting III
This course covers the application of accounting theory to income tax allocation, and accounting for leases and pensions. Revenue recognition, financial statement analysis, cash flow statement preparation and an overview of international accounting also are covered.
Prereq: ACC 202

ACC 221 Lec: 3 Lab: 0 Cred: 3 BT
Corporate Taxation
This course is a study of federal tax regulations and procedures governing corporations, partnerships and special tax situations of individuals.
Prereq: ACC 124, ACC 112

ACC 226 Lec: 3 Lab: 0 Cred: 3 BT
Tax Audit and Research
This course is a study of the Internal Revenue Service's procedures for individual and corporation tax audits and refunds, as well as other tax research services available to tax practitioners.
Prereq: ACC 221

ACC 240 Lec: 3 Lab: 0 Cred: 3 BT
Computerized Accounting
This course covers using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents normally found in a moderately complex business.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 245 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Applications
This course introduces microcomputer accounting using electronic spreadsheet software.
Prereq: ACC 101 or ACC 111, CPT 101

ACC 260 Lec: 3 Lab: 0 Cred: 3 BT
Auditing
This course is a study of the procedures for conducting audits and investigations of various enterprises. It covers collecting data from working papers, arranging and systemizing the audit, and writing the audit report. Emphasis is placed on detailed audits, internal auditing and the auditing process.
Prereq: ACC 112

ACC 265 Lec: 3 Lab: 0 Cred: 3 BT
Not-for-Profit Accounting
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.
Prereq: ACC 102 or ACC 112

ACC 275 Lec: 3 Lab: 0 Cred: 3 BT
Selected Topics in Accounting
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.
Prereq: ACC 202 and ACC 221

Aircraft Maintenance Technology (ACM)

ACM 101 Lec: 2 Lab: 0 Cred: 2 AR
General Regulations
This course covers FAA regulations that pertain to the mechanics and maintenance of aircraft engines and airframes, technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

ACM 102 Lec: 3 Lab: 0 Cred: 3 AR
Aviation Sciences
This course is a study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications, including basic math and algebraic operations.

ACM 105 Lec: 3.5 Lab: 1.5 Cred: 4 AR
Basic Aircraft Electricity
This course covers basic electricity including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, and batteries and their maintenance.

ACM 110 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Drawings
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

ACM 114 Lec: 1 Lab: 0 Cred: 1 AR
Fluid Lines and Fittings
This course covers the techniques used to identify, select, inspect, service, repair and fabricate both rigid and flexible plumbing systems.

ACM 115 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Ground Handling and Servicing
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpreting and applying aircraft weight and balance procedures.

ACM 120 Lec: 3 Lab: 3 Cred: 4 AR
Materials and Corrosion Control
This course covers nondestructive testing; identification and selection of aircraft hardware and materials; use of hand, power and precision measuring tools; identification and use of cleaning materials; and identification and treatment of aircraft corrosion.

ACM 125 Lec: 1 Lab: 3 Cred: 2 AR
Wood Structures, Coverings and Finishes
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures; selection, application and maintenance of aircraft fabric and fiberglass coverings; and selection, application and maintenance of aircraft finishes, trim and lettering.

ACM 135 Lec: 1.5 Lab: 7.5 Cred: 4 AR
Sheet Metal and Non-metallic Structures
This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass and thermoplastics for aircraft applications also are included in the course.

ACM 145 Lec: 1 Lab: 3 Cred: 2 AR
Aircraft Welding
This course covers the welding techniques and safety procedures used to manufacture and repair truss-type aircraft structures. It includes types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium.

ACM 150 Lec: 2 Lab: 3 Cred: 3 AR
Assembly and Rigging
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed-wing and rotor-wing aircraft, balancing, and rigging of flight control surfaces are covered.

ACM 155 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aircraft Environmental Systems
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

ACM 160 Lec: 3 Lab: 0 Cred: 3 AR
Utility and Warning Systems
This course covers the principles of inspecting, troubleshooting, servicing and repairing instrument systems, communication and navigation systems, and landing gear antiskid indicating and warning systems.

ACM 165 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Hydraulic and Pneumatic Systems
This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power; identification and selection of aircraft hydraulic fluids; and servicing, troubleshooting, inspecting and repairing of hydraulic and pneumatic power systems and components are included.

ACM 167 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Landing Gear Systems
This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are included.

ACM 170 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Aircraft Electrical Systems
This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

ACM 172 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Fuel Systems
This course covers maintenance of aircraft fuel systems including troubleshooting, inspection, service and repair principles for fuel system components, pressure fuel systems, quantity indicating systems, pressure and temperature systems, dump systems, and fuel management procedures.

ACM 174 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Airframe Inspection
This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records, and suggested methods for performing systematic inspection procedures.

ACM 201 Lec: 2 Lab: 0 Cred: 2 AR
Lubricating Systems
This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are included.

ACM 205 Lec: 2 Lab: 3 Cred: 3 AR
Ignition and Starting Systems
This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for inspecting, servicing, repairing and/or overhauling magnetos, spark plugs, and ignition harnesses and switches.

ACM 210 Lec: 0.5 Lab: 10.5 Cred: 4 AR
Reciprocating Engine Overhaul
This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

ACM 212 Lec: 3 Lab: 0 Cred: 3 AR
Engine Installation
This course covers the techniques for removal and installation of opposed and radial aircraft piston engines, including the evaluation of performance after reconditioning, testing, inspection, troubleshooting, preservation and return to service after long-term storage.

ACM 220 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Turbine Engines
This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, inspection, adjustment and overhaul.

ACM 226 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Engine Inspection
This course covers the procedures necessary for powerplant inspection to conform to the manufacturer's and FAA requirements.

ACM 234 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Propellers and Components
This course covers the theory, installation, inspection, service, maintenance, repair and principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization, and selection and use of propeller lubricants for reciprocating and turbo propeller engines.

ACM 240 Lec: 1 Lab: 6 Cred: 3 AR
Engine Electrical Instrumentation and Fire Protection
This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls; switches; protective devices; and temperature, pressure, RPM-indicating and fire protection systems.

ACM 245 Lec: 3 Lab: 3 Cred: 4 AR
Powerplant Fuel Systems
This course covers inspecting, troubleshooting, servicing, repairing and overhauling of powerplant fuel metering systems, including warning indicators, pressure and rate-of-flow instruments, and carburetor overhaul.

ACM 250 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Induction Cooling and Exhaust
This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

Air Conditioning and Refrigeration (ACR)

ACR 001 Lec: Lab: Cred:
Indicates credit given for heating, ventilation and air conditioning courses transferred from another college for which there is no equivalent course at TTC.

ACR 106 Lec: 2 Lab: 6 Cred: 4 IT
Basic Electricity for HVAC/R
This course includes a basic study of electricity including Ohm's Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and refrigeration systems.

ACR 108 Lec: 2 Lab: 3 Cred: 3 IT
Refrigeration Fundamentals
This course is an introduction to the principles of refrigeration.

ACR 109 Lec: 1 Lab: 3 Cred: 2 IT
Tools and Service Techniques II
This course is an advanced study of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 111 Lec: 2 Lab: 3 Cred: 3 IT
Gas Heating Principles
This course is the study of residential and commercial gas burners and their components.
Prereq: ACR 106

ACR 122 Lec: 4 Lab: 3 Cred: 5 IT
Principles of Air Conditioning
This course is the study of the air cycle, psychrometrics, equipment selection, load calculations and maintenance and/or repair of air conditioning systems.
Prereq: ACR 108 and 109

ACR 131 Lec: 2 Lab: 6 Cred: 4 IT
Commercial Refrigeration
This course is a study of maintenance and repair of commercial refrigeration systems.
Prereq: ACR 106, ACR 108, ACR 109

ACR 206 Lec: 1 Lab: 3 Cred: 2 IT
Advanced Electricity for HVAC/R
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.
Prereq: ACR 106

ACR 210 Lec: 2 Lab: 6 Cred: 4 IT
Heat Pumps
This course is a study of theory and operational principles of the heat pump.
Prereq: ACR 106, ACR 108, ACR 109

ACR 224 Lec: 2 Lab: 0 Cred: 2 IT
Codes and Ordinances
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to the installation of heating and air conditioning.
Prereq: ACR 111, ACR 122 or advisor approval

Architectural Engineering Technology (AET)

AET 110 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics I
This course is an introduction to the skills of architectural manual drafting. It includes residential or light commercial drafting, site planning, preliminary sketches, presentation drawings and working drawings. This course also includes computer applications.
Prereq: EGT 151

AET 111 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Computer Graphics I
This course includes architectural construction, basic computer-aided design commands and creation of industry symbols and standards.
Prereq: AET 110

AET 120 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics II
This course covers the skills needed for the development of a complete set of residential or commercial working drawings using construction methods, codes, material selection, site development and modular systems.
Prereq: AET 110

AET 202 Lec: 3 Lab: 0 Cred: 3 ET
History of Architecture
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to present.

AET 221 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural Computer Graphics II
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building, using the computer as a drafting tool, is produced.
Prereq: AET 111

AET 233 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural CAD Presentations
This course covers the development of CAD commands, including 3-D wire frame drawings and rendering capabilities of a building model.
Prereq: AET 111 or departmental approval

Allied Health Sciences (AHS)

AHS 001 Lec: Lab: Cred:
Indicates credit given for Health Sciences course work transferred from another college for which there is no equivalent course at TTC.

AHS 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Health Professions
This course provides a study of the health professions and the health care industry.

AHS 103 Lec: 2 Lab: 0 Cred: 2 AH
Bio-Medical Vocabulary
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in bio-medical disciplines and health sciences.

AHS 104 Lec: 3 Lab: 0 Cred: 3 AH
Medical Vocabulary/Anatomy
This course introduces students to fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 105 Lec: 2 Lab: 0 Cred: 2 AH
Medical Ethics and Law
This course provides a study of ethical conduct and legal responsibility related to health care.

AHS 106 Lec: 1 Lab: 0 Cred: 1 AH
Cardiopulmonary Resuscitation
This course introduces students to cardiopulmonary resuscitation in the adult, child and infant.

AHS 110 Lec: 2 Lab: 0 Cred: 2 AH
Patient Care Procedures
This course includes a study of the procedures and techniques used in the general care of the patient.
Prereq: CHM 100 or high school chemistry strongly recommended, MAT 110, approval of program coordinator for RAD students

AHS 114 Lec: 1 Lab: 0 Cred: 1 AH
Basic First Aid
This course provides instruction in basic procedures used in medical emergencies.
Prereq: AHS 106

AHS 121 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pharmacology
This course covers the nature of drugs, their actions in the body and side effects.

AHS 126 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations
This course is a study of the mathematical concepts needed in health science studies. It is an introduction to basic drug calculations. (Nondegree credit)
Prereq: Acceptance into the PN or ADN level or instructor approval, unsuccessful completion of the PN level Dosage Calculation Proficiency

AHS 129 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations II
This course is an introduction to advanced drug calculations. (Nondegree credit)
Prereq: Acceptance into the ADN level or instructor approval, unsuccessful completion of the ADN level Dosage Calculation Proficiency

AHS 142 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Phlebotomy
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians' offices.
Prereq: Vaccination series for Hepatitis B begun by second week of class

AHS 170 Lec: 3 Lab: 0 Cred: 3 AH
Fundamentals of Disease
This course includes a study of the general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.
Prereq or Coreq: AHS 104

Aircraft Manufacturing (AMF)

AMF 103 Lec: 3 Lab: 0 Cred: 3 AR
Introduction to Aviation
This course is designed to introduce the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft, and safety. (This course is not FAA Part 147 approved.)

AMF 104 Lec: 3 Lab: 0 Cred: 3 AR
Basic Aviation Sciences
This course is designed to equip the student with a basic working knowledge of mathematical concepts used in aircraft construction and design, including basic math and geometric concepts, theory of flight, and simple machines. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 109 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aircraft Materials and Hand Tools
This course covers the identification and selection of materials used in aircraft construction, aircraft hardware, use of hand tools including precision measuring tools, and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 110 Lec: 1.5 Lab: 1.5 Cred: 2 AR
Corrosion Control and Sealing Applications
This course addresses the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

AMF 116 Lec: 1.5 Lab: 1.5 Cred: 2 AR
Aircraft Fluid Lines
The course covers the identification, selection, fabrication and installation practices of rigid and flexible aircraft fluid line systems, as well as the basic introduction to aircraft hydraulic systems and fluids. (This course is not FAA Part 147 approved.)

AMF 132 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Sheet Metal Assembly
This course covers the principles of sheet metal layout, bending, drilling, countersinking, as well as installation and removal of fasteners. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 137 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Composite Structures
This course covers the fabrication of aircraft primary and secondary members utilizing composite technology, including the lay-up, bonding, curing, trimming and machining of composite structures. (This course is not FAA Part 147 approved.)

AMF 142 Lec: 2 Lab: 0 Cred: 2 AR
Airframe Auxiliary Systems
This course is designed to introduce the student to the various systems that make up the infrastructure of an aircraft, to include cabin atmospheric control systems, fire protection, cockpit instrumentation and avionic systems, and warning systems. (This course is not FAA Part 147 approved.)

AMF 147 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aviation Electrical Systems
This course covers the fundamentals of electricity including DC and AC circuits, design and installation practices of aircraft electrical systems including circuit components, power distribution systems, and circuit protection devices. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 152 Lec: 2 Lab: 0 Cred: 2 AR
Aircraft Flight Control Systems
This course covers the design and rigging methods of aircraft primary and secondary flight control systems. (This course is not FAA Part 147 approved.)

Anthropology (ANT)

ANT 101 Lec: 3 Lab: 0 Cred: 3 HS
General Anthropology
This course studies physical and cultural anthropology and explores subfields of anthropology to examine primateology, human paleontology, human variation, archeology and ethnology.

Administrative Office Technology (AOT)

AOT 001 Lec: Lab: Cred:
Indicates credit given for office systems course work transferred from another college for which there is no equivalent course at TTC.

AOT 105 Lec: 3 Lab: 0 Cred: 3 BT
Keyboarding
This course focuses on the mastery of keyboarding and formatting principles.

AOT 106 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab I
This lab focuses on improving keyboarding speed and accuracy.
Prereq: AOT 105 or equivalent

AOT 107 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab II
This lab focuses on improving keyboarding speed and accuracy through the use of intensive skill-building drills.
Prereq: AOT 106 or equivalent

AOT 134 Lec: 3 Lab: 0 Cred: 3 BT
Office Communications
This course develops proficiency in specialized applications of communications in the office environment.
Prereq: ENG 100 with a minimum grade of C or appropriate test scores and AOT 105 or equivalent skills
Coreq: AOT 106, CPT 179

AOT 137 Lec: 3 Lab: 0 Cred: 3 BT
Office Accounting
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.
Prereq: MAT 013 or MAT 032 or appropriate test scores

AOT 161 Lec: 3 Lab: 0 Cred: 3 BT
Records Management
This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.
Prereq: AOT 105 or keying skills; knowledge of Windows environment

AOT 212 Lec: 3 Lab: 0 Cred: 3 BT
Medical Document Production
This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.
Prereq: AOT 106, CPT 179, and AHS 104 or BIO 110

AOT 234 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Office Communications
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.
Prereq: AOT 106, AOT 134, CPT 179

AOT 251 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Systems and Procedures
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills.
Prereq: AOT 106, AOT 134, AOT 161, CPT 179

AOT 252 Lec: 3 Lab: 0 Cred: 3 BT
Medical Systems and Procedures
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.
Prereq: AOT 106, AOT 134, CPT 179, and AHS 104 or BIO 110

AOT 265 Lec: 3 Lab: 0 Cred: 3 BT
Office Desktop Publishing
This course covers the integration of text and graphics using computer software to design, edit and produce a variety of documents.
Prereq or Coreq: AOT 106, CPT 179

AOT 267 Lec: 3 Lab: 0 Cred: 3 BT
Integrated Information Processing
This course covers the application of integrated computer software.
Prereq: CPT 172, CPT 174, CPT 290

Art (ART)

ART 101 Lec: 3 Lab: 0 Cred: 3 HS
Art History and Appreciation
This course introduces the history and appreciation of art, including elements and principles of the visual arts.

ART 105 Lec: 2 Lab: 3 Cred: 3 FV
Film as Art
This course introduces the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.
Prereq: ENG 100 or appropriate test scores

ART 107 Lec: 3 Lab: 0 Cred: 3 HS
History of Early Western Art
This course is a visual and historical survey of Western art from the Paleolithic Age to the Renaissance. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them.

ART 108 Lec: 3 Lab: 0 Cred: 3 HS
History of Western Art
This course is a visual and historical survey of Western art from the Renaissance through modern times. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them.

ART 111 Lec: 2 Lab: 3 Cred: 3 FV
Basic Drawing I
This course provides an introduction to the materials and the basic techniques of drawing.

ART 112 Lec: 2 Lab: 3 Cred: 3 FV
Basic Drawing II
This course covers a study of the materials and basic techniques of drawing.
Prereq: ART 111 with a minimum grade of C

ART 208 Lec: 3 Lab: 0 Cred: 3 HS
Art Since 1945
This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works, and the forces that have shaped them.
Prereq: ENG 100 or appropriate test scores

ART 211 Lec: 2 Lab: 3 Credit: 3 FV
Introduction to Painting
This course is an introduction to materials and techniques of painting.
Prereq: ART 111, ARV 123

ART 214 Lec: 3 Lab: 0 Cred: 3 HS
Art History Study Abroad
This course provides a study abroad experience for students studying art history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary art, artists and architecture, with emphasis on art history.
Prereq: ART 107 or ART 108

ART 290 Lec: 2 Lab: 3 Credit: 3 FV
Photojournalism
This course will cover the principles and practices of photography as a creative tool of communication. Advanced techniques, advanced darkroom work, and historical and contemporary photojournalism will be emphasized in the course.
Prereq: ARV 213, ARV 232

Visual Arts (ARV)

ARV 110 Lec: 2 Lab: 3 Cred: 3 FV
Computer Graphics I
This course is a study of the fundamentals of computer-assisted graphic design using Adobe Illustrator software. It is recommended that students enrolling in ARV 110 be familiar with basic computer functions and computer file management.

ARV 114 Lec: 2 Lab: 3 Cred: 3 FV
Photography I
This course is a study of the principles, terminology, techniques, tools and materials of basic black-and-white photography.

ARV 115 Lec: 3 Lab: 0 Cred: 3 FV
Aesthetics of Photography
This course covers the history and aesthetics of photography from 1839 to the present, with special emphasis on the development of photographic seeing.
Prereq: ENG 100 or appropriate test scores

ARV 116 Lec: 2 Lab: 3 Credit: 3 FV
Food Photography I
This course is a study of the principles, terminology, techniques, tools and materials of digital food photography.
Prereq: ARV 212

ARV 121 Lec: 2 Lab: 3 Cred: 3 FV
Design
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

ARV 123 Lec: 2 Lab: 3 Cred: 3 FV
Composition and Color
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.
Prereq: ARV 121 with a minimum grade of C

ARV 124 Lec: 2 Lab: 3 Cred: 3 FV
Sequential Drawing I
This course covers the basic principles, techniques and tools of creating sequential drawings for illustration and animation.
Prereq: ART 111 with a minimum grade of C or approval of department head

ARV 125 Lec: 2 Lab: 3 Cred: 3 FV
Drawing for Animators
This course introduces students to the basic elements of gesture drawing, quick sketch, volume, and depth techniques to capture action and attitude. Drawing for weight, force, thought, emotion and movement is stressed.
Prereq: ART 111 with a minimum grade of C or approval of department head

ARV 136 Lec: 2 Lab: 3 Cred: 3 FV
Motion Graphics I
This course emphasizes techniques used to create motion graphics and visual effects. Adobe After Effects software is used.
Prereq: ARV 222 with a minimum grade of C

ARV 162 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Reproduction I
This course is a study of the principles and practices used in print preparation and print reproduction.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C

ARV 205 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Illustration
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.
Prereq: ART 111 with a minimum grade of C
Coreq: ARV 121

ARV 210 Lec: 2 Lab: 3 Cred: 3 FV
Computer Graphics II
This course is an advanced computer art course that includes a study of the creation of graphic design using electronic imagery.
Prereq: ARV 110 with a minimum grade of C

ARV 212 Lec: 2 Lab: 3 Cred: 3 FV
Digital Photography
This course is a study of the principles, terminology, techniques, tools and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. It is recommended that students enrolling in ARV 212 be familiar with basic computer functions and computer file management.

ARV 213 Lec: 2 Lab: 3 Cred: 3 FV
Lighting
This course introduces the fundamentals of photographic lighting techniques.
Prereq: ARV 212 with a minimum grade of C

ARV 214 Lec: 2 Lab: 3 Cred: 3 FV
Photography II
This course covers advanced projects in photography including studio work. Medium format cameras will be used.
Prereq: ARV 114 with a minimum grade of C

ARV 215 Lec: 2 Lab: 3 Cred: 3 FV
Photography III
This course incorporates advanced projects in photography, including studio and lab work. Large format cameras will be used.
Prereq: ARV 213 and ARV 214 with a minimum grade of C

ARV 216 Lec: 2 Lab: 3 Cred: 3 FV
Lighting II
This course covers advanced projects in photographic lighting techniques used in the studio and on location.
Prereq: ARV 213 with a minimum grade of C

ARV 217 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Adobe Photoshop software is used. It is recommended that students enrolling in ARV 217 be familiar with basic computer functions and computer file management.

ARV 218 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery II
This course covers advanced computer techniques in creating images for visual communications such as presentations, print, graphics, etc. Editorial illustration will be the focus.
Prereq: ARV 110 and ARV 217 with a minimum grade of C

ARV 219 Lec: 2 Lab: 3 Cred: 3 FV
Multimedia Techniques
This course introduces the production of current interactive multimedia. It is recommended that students enrolling in ARV 219 be familiar with basic computer functions and computer file management.

ARV 221 Lec: 2 Lab: 3 Cred: 3 FV
Interactive Media Design
This course introduces techniques and concepts used to develop proposals, treatments, production scripts and design documents that act as templates for interactive media applications.

ARV 222 Lec: 2 Lab: 3 Cred: 3 FV
Computer Animation
This course introduces techniques of creating the illusion of motion and three-dimensional space using computer software.
Prereq: ARV 110 with a minimum grade of C or departmental approval

ARV 223 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation I
This course covers advanced techniques used in creating 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C. Departmental approval for non Animation and Advanced Animation majors

ARV 224 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation II
This course includes advanced projects in 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 223 with a minimum grade of C

ARV 225 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Computer Animation
This course covers advanced techniques for creating motion using computer software.
Prereq: ARV 222 with a minimum grade of C

ARV 227 Lec: 2 Lab: 3 Cred: 3 FV
Website Design I
This course introduces the production of an interactive website.
Pre- or Coreq: ARV 217 or FLM 168

ARV 228 Lec: 2 Lab: 3 Cred: 3 FV
Website Design II
This course covers a study of advanced website design techniques culminating in an interactive website.
Prereq: ARV 217 and ARV 227 with a minimum grade of C

ARV 229 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Multimedia
This course covers a study of advanced multimedia techniques culminating in an interactive CD-ROM. It is recommended that students enrolling in ARV 229 be familiar with basic computer functions and computer file management.

ARV 230 Lec: 3 Lab: 0 Cred: 3 FV
Visual Arts Business Procedures
This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.
Prereq: ENG 100 and MAT 032 or appropriate test scores

ARV 232 Lec: 2 Lab: 3 Cred: 3 FV
Digital Photography II
This course covers advanced projects in digital photography including studio as well as computer lab work.
Prereq: ARV 217 with a minimum grade of C
Coreq: ARV 213

ARV 247 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation III
This course is an exploration of the basic principles of animation using three-dimensional computer-generated animation. Students practice and develop observational skills that aid in creating motion and three-dimensional forms. Maya software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C

ARV 248 Lec: 2 Lab: 3 Cred: 3 FV
3-D Animation IV
This course emphasizes the principles of designing and producing three-dimensional computer-generated animation through the creation of advanced motion studies. Projects focus on developing higher-level skills in model building, animation, and color and lighting. Maya software is used.
Prereq: ARV 247 with a minimum grade of C

ARV 249 Lec: 2 Lab: 3 Cred: 3 FV
Special Effects
This course emphasizes the techniques used to create special effects and non-linear animation. Projects focus on creating animations that simulate physical phenomena (fire and smoke), dynamic collisions, objects responding to real world forces (gravity and wind), and particles.
Prereq: ARV 247 with a minimum grade of C
Coreq: ARV 136

ARV 261 Lec: 2 Lab: 3 Cred: 3 FV
Advertising Design I
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C

ARV 263 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Computer Animation
This course covers an advanced animation project as assigned from concept to final production.
Prereq: ARV 248 with a minimum grade of C

ARV 264 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Graphic Arts
This course includes an assigned advanced project from conception to final production.

ARV 267 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Photography
This course covers advanced photography projects as assigned from concept to final production.
Coreq: ARV 215

ARV 276 Lec: 2 Lab: 3 Cred: 3 FV
Studio Practicum I
This course includes advanced practical projects in graphic design, multimedia, animation, Web design, photography and/or computer imagery. This course should be taken in the last semester.
Prereq: 33 semester credit hours in ART, ARV and/or CGC courses with a minimum GPA of 2.0 or departmental approval

ARV 280 Lec: 2 Lab: 3 Cred: 3 FV
Visual Arts Exit Portfolio
This course covers the preparation of students' job-seeking or academic-placement portfolios. The course includes lectures, demonstrations and studio work. Students must successfully complete the required Portfolio Review to register for this course. This course should be taken in the last semester.
Prereq: Departmental approval

American Sign Language (ASL)

ASL 101 Lec: 4 Lab: 0 Cred: 4 CF
American Sign Language I
This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill development.

ASL 102 Lec: 4 Lab: 0 Cred: 4 CF
American Sign Language II
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prereq: ASL 101

Astronomy (AST)

AST 101 Lec: 3 Lab: 3 Cred: 4 SM
Solar System Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects of the solar system. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: MAT 101 or MAT 152 or appropriate test scores. The prerequisite for this course should have been completed within the last five years.

AST 102 Lec: 3 Lab: 3 Cred: 4 SM
Stellar Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and on galactic and extragalactic objects. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: AST 101; the prerequisite for this course should have been completed within the last five years.

Automotive Technology (AUT)

AUT 001 Lec: Lab: Cred:
Indicates credit given for automotive course work transferred from another college for which there is no equivalent course at TTC.

AUT 101 Lec: 2 Lab: 3 Cred: 3 IT
Engine Fundamentals
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems also are included.
Prereq: ENG 100, MAT 032 or appropriate test scores

AUT 103 Lec: 2 Lab: 6 Cred: 4 IT
Engine Reconditioning
This course is a review of engine fundamentals and overhaul procedures, including engine block preparation, cleaning, specifications, measurements with micrometers, assembly and operation.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 111 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Brakes
This course is a study of the fundamentals of hydraulics and brake components and their application to automotive brake systems.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 116 Lec: 2 Lab: 6 Cred: 4 IT
Manual Transmission and Axle
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 122 Lec: 2 Lab: 6 Cred: 4 IT
Suspension and Alignment
This course is a continued study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles. The student becomes familiar with the use and application of balancing and alignment equipment.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 131 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Systems
This course is a study of the individual systems and components that form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics.
Prereq: AUT 101, AUT 133 or departmental approval

AUT 133 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Fundamentals
This course is a study of the theories of electricity including magnetism, series and parallel circuits, Ohm's Law, and an introduction to the use of various types of electrical test equipment.
Prereq: ENG 100, MAT 032 or appropriate test scores

AUT 145 Lec: 2 Lab: 3 Cred: 3 IT
Engine Performance
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking also is included in the course.
Prereq: AUT 149

AUT 149 Lec: 2 Lab: 6 Cred: 4 IT
Ignition and Fuel Systems
This course is a study of ignition system operation and how it relates to fuel systems for proper engine performance.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 152 Lec: 2 Lab: 6 Cred: 4 IT
Automatic Transmission
This course is a basic study of power flow and hydraulics, including the study of the torque converter operation.
Prereq: AUT 116 or departmental approval

AUT 153 Lec: 2 Lab: 3 Cred: 3 IT
Automatic Transmission Diagnosis
This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns.
Prereq: AUT 152 or departmental approval

AUT 211 Lec: 2 Lab: 3 Cred: 3 IT
Advanced Brakes
This course is a study of four-wheel anti-lock brakes and rear anti-lock brakes, including operation of the system, diagnosis, service and repair.
Prereq: AUT 111

AUT 241 Lec: 2 Lab: 6 Cred: 4 IT
Automotive Air Conditioning
This course is a study in the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 247 Lec: 2 Lab: 6 Cred: 4 IT
Electronic Fuel Systems
This course builds on AUT 149 with further study into fuel injection systems, other fuel system components and how computers control fuel delivery.
Prereq: AUT 145 or departmental approval

AUT 252 Lec: 3 Lab: 3 Cred: 4 IT
Advanced Automatic Transmission
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.
Prereq: AUT 153 or departmental approval

AUT 263 Lec: 2 Lab: 6 Cred: 4 IT
Advanced Automotive Machining
This advanced course covers proper procedures in the use of auto machine shop equipment, including cylinder block reboring, align boring, head and block resurfacing, and cylinder head reconditioning.
Prereq: AUT 103 or departmental approval

Avionics Technology (AVT)

AVT 101 Lec: 3 Lab: 3 Cred: 4 AR
Basic Electricity for Avionics
This course introduces the basic theories and applications of electricity. Students will construct and analyze both DC and AC circuits using electrical measuring instruments and the interpretation of electrical circuit diagrams, including Ohm's and Kirchhoff's laws.
Prereq: MAT 101 or MAT 155 or appropriate test score

AVT 105 Lec: 3 Lab: 3 Cred: 4 AR
Aircraft Electricity for Avionics
This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection, and extinguishing systems and anti-skid brakes.
Prereq: AVT 101

AVT 110 Lec: 3 Lab: 3 Cred: 4 AR
Aircraft Electronic Circuits
This course is a study of aircraft electronic circuits. Students will examine and construct basic analog electronic circuits and solve solid state device problems. Course work also includes the analysis, construction, testing and troubleshooting of analog circuits.
Prereq: AVT 105

AVT 115 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Digital Circuits
This course emphasizes analysis, construction and troubleshooting of digital logic gate circuits and integrated circuits. Topics include number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
Prereq: AVT 110

AVT 120 Lec: 3 Lab: 3 Cred: 4 AR
Aviation Electronic Communications
This course includes application of electrical theory and analysis techniques to the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.
Prereq: AVT 115

AVT 125 Lec: 2 Lab: 3 Cred: 3 AR
Aviation Data Communications
This course emphasizes the techniques for sending and receiving information through space. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industry standards, networks, and error detection and correction techniques.
Prereq: AVT 120

AVT 140 Lec: 2 Lab: 3 Cred: 3 AR
Avionics Standard Practices
This course introduces the student to electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. Topics include the use of electrical tools such as soldering equipment and aircraft grade cable fabrication and testing equipment.

AVT 145 Lec: 2 Lab: 3 Cred: 3 AR
Avionics Circuit Repair
This course develops the skills necessary to repair printed circuit boards. Topics include detailed drawings, chassis layout, drilling, reaming, punching, cutting, bending of metals, printed board circuit fabrication, wiring, soldering, harness and cable fabrication.
Prereq: AVT 140

AVT 150 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Navigation Systems
This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omni-directional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.
Prereq: AVT 125

AVT 155 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Pulse Systems
This course covers the operation and maintenance of air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission, signal reception and processing.
Prereq: AVT 150

AVT 160 Lec: 2 Lab: 3 Cred: 3 AR
Aircraft Radar Systems
This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.
Prereq: AVT 155

AVT 165 Lec: 2 Lab: 0 Cred: 2 AR
Avionics General Regulations
This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

AVT 170 Lec: 1 Lab: 0 Cred: 1 AR
Avionics Program and Test Review
This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination and NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) Written Exam.
Prereq: All AVT courses

Banking and Finance (BAF)

BAF 001 Lec: Lab: Cred:
Indicates credit given for banking and finance course work transferred from another college for which there is no equivalent course at TTC.

BAF 101 Lec: 3 Lab: 0 Cred: 3 BT
Personal Finance
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.
Prereq: MAT 101 or MAT 152, MAT 155 or appropriate test scores

BAF 201 Lec: 3 Lab: 0 Cred: 3 BT
Principles of Finance
This course introduces the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.
Prereq: ACC 101

BAF 215 Lec: 3 Lab: 0 Cred: 3 BT
Money and Banking
This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

Building Construction Technology (BCT)

BCT 140 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Wiring
This course is a study and application to include service main, loads and installation. Also includes single and three-phase services.

BCT 141 Lec: 2 Lab: 3 Cred: 3 IT
Fixtures and Installation
This course is a study and application of planning and installing electrical fixtures and devices.

Biology (BIO)

BIO 001 Lec: Lab: Cred:
Indicates credit given for biology course work transferred from another college for which there is no equivalent course at TTC.

BIO 100 Lec: 4 Lab: 0 Cred: 4 SM
Introductory Biology
This general biology course introduces the principles of biology. (Nondegree credit)

BIO 101 Lec: 3 Lab: 3 Cred: 4 SM
Biological Science I
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 102 Lec: 3 Lab: 3 Cred: 4 SM
Biological Science II
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prereq: BIO 101 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 110 Lec: 3 Lab: 0 Cred: 3 SM
General Anatomy and Physiology
This course is a non-lab general introduction to the anatomy and physiology of the human body. Emphasis is on human organ systems and their interrelationships.

BIO 112 Lec: 3 Lab: 3 Cred: 4 SM
Basic Anatomy and Physiology
This course is a basic integrated study of the structure and function of the major systems of the human body. Labs complement the material presented in lecture.

BIO 115 Lec: 2 Lab: 3 Cred: 3 SM
Basic Microbiology
This general course in microbiology includes the study of epidemiology, ubiquity and control, and the identification of microorganisms.
Prereq: None, but high school biology or BIO 100 is recommended

BIO 205 Lec: 3 Lab: 0 Cred: 3 SM
Ecology
This course introduces basic principles of population biology, ecology and environmental science as applied to the study of the interactions between human kind and the biosphere.
Prereq: BIO 101
Coreq: BIO 206

BIO 206 Lec: 0 Lab: 3 Cred: 1 SM
Ecology Lab
This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.
Prereq: BIO 101
Coreq: BIO 205

BIO 210 Lec: 3 Lab: 3 Cred: 4 SM
Anatomy and Physiology I
The first part of a two-semester sequence, this comprehensive transfer course is a lecture and laboratory study with model and specimen dissections of the integrated structure and function of the human body. Basic cellular chemistry and the integumentary, skeletal, muscular, nervous and endocrine systems are presented. Cytology and histology are emphasized.
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 211 Lec: 3 Lab: 3 Cred: 4 SM
Anatomy and Physiology II
This course is a continuation of BIO 210 and includes the study of blood, heart, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems. Special senses, development and inheritance also are presented.
Prereq: BIO 210 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 218 Lec: 1 Lab: 0 Cred: 1 AH
Head and Neck Anatomy
The anatomy and physiology of the head and neck are studied with special emphasis on nerves, muscles and their attachments, bone structures, and functions of the oral cavity.
Prereq: BIO 210, BIO 211. The prerequisites for this course should have been completed within the last five years. Enrollment is restricted to Dental Hygiene students.

BIO 225 Lec: 3 Lab: 3 Cred: 4 SM
Microbiology
This lecture and laboratory course introduces bacteria, protozoa, rickettsia, viruses, fungi and algae. The course emphasizes the morphology, physiology, genetics, identification, cultivation and control of microbes. A survey is made of pathogenic microorganisms, their effects on the human body and the immunology of the human body.
Prereq: BIO 101 or BIO 210 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 238 Lec: 2 Lab: 3 Cred: 3 SM
Musculoskeletal System Anatomy
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles, addressing their origin, insertion, innervation and action.
Prereq: BIO 112

Business (BUS)

BUS 001 Lec: Lab: Cred:
Indicates credit given for business course work transferred from another college for which there is no equivalent course at TTC.

BUS 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Business
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 110 Lec: 3 Lab: 0 Cred: 3 BT
Entrepreneurship
This course introduces the process of starting a small business, including forms of ownership and management. Entrepreneurship addresses innovation, change and planning in the creation of flexible, customer-driven, world-class companies.

BUS 112 Lec: 3 Lab: 0 Cred: 3 BT
Service Management Systems
This course is a study of the conceptualization, structure and organization of a business service company.

BUS 121 Lec: 3 Lab: 0 Cred: 3 LR
Business Law I
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 136 Lec: 3 Lab: 0 Cred: 3 BT
Compensation and Benefits Analysis
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 176 Lec: 3 Lab: 0 Cred: 3 BT
International Marketing
This course includes the study of economic, political, legal and cultural environments affecting international marketing; how to adapt the marketing mix to foreign markets; and how a company or product evaluates opportunities in international marketing.

BUS 210 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to e-Commerce in Business
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods online.

BUS 220 Lec: 3 Lab: 0 Cred: 3 BT
Business Ethics
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

BUS 250 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to International Business
This survey course in international business is designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

Civil Engineering Technology (CET)

CET 001 Lec: Lab: Cred:
Indicates credit given for civil engineering technology course work transferred from another college for which there is no equivalent course at TTC.

CET 120 Lec: 2 Lab: 3 Cred: 3 ET
Construction Materials
This course is a study of basic materials used in construction, research of building product specifications and code requirements.
Prereq: MAT 032

CET 127 Lec: 3 Lab: 3 Cred: 4 ET
Building Construction and Print Reading
This course is a study of construction methods and blueprint reading.

CET 135 Lec: 2 Lab: 0 Cred: 2 ET
Construction Contracts
This course covers basic engineering law, and owner, engineer and contractor relationships and responsibilities. It also includes performance requirements, bidding procedures, and format and specification interpretation.

CET 204 Lec: 3 Lab: 3 Cred: 4 ET
Fundamentals of Surveying
This course is the study of surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. Students are introduced to specific methods and principles of spatial measurements and related techniques used in surveying. The course includes linear measurements, leveling, compass and transit/ theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. Lab work consists of horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop.
Coreq: MAT 110, EGT 109

CET 205 Lec: 3 Lab: 3 Cred: 4 ET
Surveying II
This course includes electro-optical instrumentation techniques and complex computations used in surveying. The course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, GPS survey technology, and surveying astronomy. Lab work consists of locating objects within a survey boundary, performing a boundary and topographic survey and performing a survey using GPS equipment.
Prereq: CET 204
Coreq: MAT 111, EGT 151

CET 210 Lec: 2 Lab: 3 Cred: 3 ET
Strength of Materials
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains. The various methods used to design structural members are explored as a foundation for further study.
Prereq: EGR 190

CET 215 Lec: 1 Lab: 3 Cred: 2 ET
Soil Mechanics Fundamentals
This course is a study of soils and their engineering properties, underground investigations, classifications and foundations.
Prereq: CET 210

CET 218 Lec: 2 Lab: 3 Cred: 3 ET
Hydraulics
This course is a study of hydrostatics and fluid flow, control and disposal of water, including flow through open and closed channels, weirs and orifices.
Prereq: PHY 201

CET 230 Lec: 3 Lab: 0 Cred: 3 ET
Construction Management
This course is a study of the management of construction firms dealing with bidding, contracts, costs and labor.

CET 238 Lec: 1 Lab: 3 Cred: 2 ET
Construction Planning and Scheduling
This course covers the organization, planning and scheduling of labor, materials and equipment for a construction project through the use of contemporary scheduling methods.
Prereq: CET 127

CET 244 Lec: 2 Lab: 3 Cred: 3 ET
Structural Steel Design
This course covers the design of beams and floor framing, columns, tension and compression members, and bolted and welded connections using the AISC specifications.
Prereq: CET 210

CET 245 Lec: 2 Lab: 3 Cred: 3 ET
Cost Estimating
This course covers preparing material lists, project costs and scheduling for a construction project using proven estimating methods.
Prereq: CET 127 and MAT 032

CET 246 Lec: 1 Lab: 6 Cred: 3 ET
Environmental Systems Technology
This course covers the design and drafting of sewer systems for subdivisions, including the sources, collection, treatment and distribution of water and sewer.
Prereq: CET 218

CET 251 Lec: 1 Lab: 6 Cred: 3 ET
Highway Design
This course is a study of the design and construction of highways.
Prereq: CET 218, EGT 151

Commercial Graphics (CGC)

CGC 001 Lec: Lab: Cred:
Indicates credit given for commercial graphics course work transferred from another college for which there is no equivalent course at TTC.

CGC 106 Lec: 2 Lab: 3 Cred: 3 FV
Typography I
This course covers typography, photocomposition and design with letterforms using Adobe Illustrator software.
Prereq: ARV 110 and ARV 121 with a minimum grade of C

CGC 110 Lec: 2 Lab: 3 Cred: 3 FV
Electronic Publishing
This course covers the fundamentals of electronic publishing and design. Adobe InDesign software is used.
Prereq: ARV 110 with a minimum grade of C
Coreq: ARV 217 or departmental approval

CGC 210 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Electronic Publishing
This course covers a wide range of computer hardware, software and peripherals.
Prereq: CGC 110 with a minimum grade of C or advisor approval

Chemistry (CHM)

CHM 001 Lec: Lab: Cred:
Indicates credit given for chemistry course work transferred from another college for which there is no equivalent course at TTC.

CHM 100 Lec: 3 Lab: 3 Cred: 4 SM
Introductory Chemistry
This course introduces general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. This course is recommended for students who did not take high school chemistry. (Nondegree credit)
Prereq: MAT 101 or MAT 152

CHM 105 Lec: 3 Lab: 3 Cred: 4 SM
General Organic and Biochemistry
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry. This is a terminal course designed for students who do not intend to take additional chemistry courses. It is usually transferable only to specific programs in the Health Sciences field.
Prereq: MAT 101 or MAT 152. High school chemistry within the last two years, CHM 100 or CHM 106

CHM 106 Lec: 3 Lab: 3 Cred: 4 SM
Contemporary Chemistry I
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids, and bases. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: MAT 102, MAT 153 or equivalent test score. Students may not receive credit for both CHM 106 and CHM 110.

CHM 107 Lec: 3 Lab: 3 Cred: 4 SM
Contemporary Chemistry II
This is a survey course in chemistry for non-science majors emphasizing application of chemistry to present society. Topics include organic chemistry, polymers, biochemistry, consumer and environmental chemistry, drugs, fitness, and health. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: CHM 106. Students may not receive credit for both CHM 107 and CHM 111.

CHM 110 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry I
This course is the first in a sequence that includes atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prereq: MAT 109 or MAT 110 or MAT 112. The prerequisite for this course should have been completed within the last five years. High school chemistry or CHM 100 is strongly recommended. Students may not receive credit for both CHM 106 and CHM 110.

CHM 111 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry II
This course continues the study of atomic and molecular structure, nomenclature and equations, properties, reaction and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics include kinetics, thermodynamics and electrochemistry.
Prereq: CHM 110 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 107 and CHM 111.

CHM 201 Lec: 3 Lab: 0 Cred: 3 SM
Survey of Organic Chemistry
This course is a one-semester survey of the nomenclature, structure, reactions and reaction mechanisms of basic organic chemistry.
Prereq: CHM 111 or advisor approval. Students who receive credit for CHM 201 may not receive credit for CHM 211 or CHM 212.

CHM 211 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry I
This course is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of organic chemistry.
Prereq: CHM 111 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 201 and CHM 211.

CHM 212 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry II
This course is a continuation of organic chemistry. Topics include nomenclature, structure, properties and reaction mechanisms of organic chemistry, biochemistry and spectroscopy.
Prereq: CHM 211 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for both CHM 201 and CHM 212.

Chinese (CHN)

CHN 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Chinese I
This course introduces Mandarin Chinese, emphasizing the sound system and grammatical structure. Elements of Chinese culture and basic Chinese character writing are included.
Prereq: ENG 100

CHN 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Chinese II
This course emphasizes the fundamental communication skills of speaking and listening, as well as the reading and writing of Chinese characters, along with some exploration of Chinese culture.
Prereq: CHN 101

CHN 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese I
This course further develops skills in all facets of communication in Mandarin Chinese, with a more extensive emphasis on writing Chinese characters.
Prereq: CHN 102

CHN 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese II
This course continues the examination and development of communication skills in Mandarin Chinese, with extensive emphasis placed on understanding Chinese culture. Outside reading is required.
Prereq: CHN 201

Computer Integrated Manufacturing (CIM)

CIM 001 Lec: Lab: Cred: ET
Indicates credit given for computer integrated manufacturing course work transferred from another college for which there is no equivalent course at TTC.

College Orientation (COL)

COL 103 Lec: 3 Lab: 0 Cred: 3 OR
College Skills
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 104 Lec: 1 Lab: 0 Cred: 1 OR
Study Skills
This course includes selected topics under study skills and student success. (Nondegree credit)
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 105 Lec: 3 Lab: 0 Cred: 3 HS
Freshman Seminar
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of a college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills. (Nondegree credit)

COL 107 Lec: 3 Lab: 0 Cred: 3 LC
Computer Literacy Skills for College Success
This course is designed for students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and Web-based instruction and communication. (Nondegree credit)
Prereq: Appropriate test scores

Communication (COM)

COM 001 Lec: Lab: Cred:
Indicates credit given for communication course work transferred from another college for which there is no equivalent course at TTC.

Cosmetology (COS)

COS 101 Lec: 1 Lab: 6 Cred: 3 IT
Fundamentals of Cosmetology
This course introduces the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

COS 106 Lec: 1 Lab: 6 Cred: 3 IT
Facials and Makeup
This course introduces the procedures for various skin treatments, including anatomy, chemistry and safety.

COS 108 Lec: 1 Lab: 6 Cred: 3 IT
Nail Care
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Lec: 1 Lab: 6 Cred: 3 IT
Scalp and Hair Care
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Lec: 1.5 Lab: 7.5 Cred: 4 IT
Shampoo and Rinses
This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Lec: 0 Lab: 12 Cred: 4 IT
Hair Shaping
This course introduces the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning and various techniques used in hair design in relationship to body structure.
Prereq: COS 120 or approval of program coordinator

COS 116 Lec: 0 Lab: 12 Cred: 4 IT
Hair Styling I
This course is a study of the fundamentals of hair design, including principles, molding, pin curl techniques, safety precautions and chemistry.
Prereq: COS 120 or approval of program coordinator

COS 120 Lec: 0 Lab: 9 Cred: 3 IT
Manikin Practice
This course covers cosmetology applications, including hair shaping, chemical waving, hair styling and hair coloring.

COS 130 Lec: 2 Lab: 0 Cred: 2 IT
Professional Image
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.
Coreq: COS 135 or approval of program coordinator

COS 131 Lec: 2 Lab: 0 Cred: 2 IT
Bacteria and Other Infectious Agents
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.
Coreq: COS 132, COS 133, COS 136, COS 137 or approval of program coordinator

COS 132 Lec: 2 Lab: 0 Cred: 2 IT
Science of Nail Technology
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.
Coreq: COS 131, COS 133, COS 136, COS 137 or approval of program coordinator

COS 133 Lec: 3 Lab: 0 Cred: 3 IT
Basic Procedures
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.
Coreq: COS 131, COS 132, COS 136, COS 137 or approval of program coordinator

COS 135 Lec: 2 Lab: 0 Cred: 2 IT
The Business of Nail Technology
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.
Coreq: COS 130 or approval of program coordinator

COS 136 Lec: 4 Lab: 0 Cred: 4 IT
Fundamentals of Artificial Nail Application
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.
Coreq: COS 131, COS 132, COS 133, COS 137 or approval of program coordinator

COS 137 Lec: 1 Lab: 0 Cred: 1 IT
Fundamentals of Nail Art
This course introduces the basic techniques used in nail art design.
Coreq: COS 131, COS 132, COS 133, COS 136 or approval of program coordinator

COS 151 Lec: 3 Lab: 0 Cred: 3 IT
Dermatology
This course is the study of the structure, functions, conditions and disorders of the skin.
Coreq: COS 156 or approval of program coordinator

COS 152 Lec: 2 Lab: 0 Cred: 2 IT
Hygiene and Sanitation
This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.
Coreq: COS 156 or approval of program coordinator

COS 153 Lec: 3 Lab: 0 Cred: 3 IT
Structure and Function of Human Systems
This course is a basic study of the structure and function of the major systems of the human body.
Coreq: COS 151 or approval of program coordinator

COS 156 Lec: 0 Lab: 6 Cred: 2 IT
Fundamentals of Massage
This course introduces the theory, preparation, manipulations and safety measures of massage.
Coreq: COS 151 and COS 152 or approval of program coordinator

COS 158 Lec: 0 Lab: 6 Cred: 2 IT
Facial Treatments
This course introduces the procedures for various skin treatments and safety.
Prereq: COS 151, COS 152, COS 156 or approval of program coordinator

COS 160 Lec: 0 Lab: 3 Cred: 1 IT
Electric Current Facial Treatments
This course introduces types of current, purpose, procedures, safety and equipment used in facial treatments.
Prereq: COS 151, COS 152, COS 156 or approval of program coordinator

COS 162 Lec: 1 Lab: 0 Cred: 1 IT
Hair Removal
This course is a study of methods, procedures and safety used during hair removal services.
Coreq: COS 152 or approval of program coordinator

COS 164 Lec: 3 Lab: 0 Cred: 3 IT
Basic Makeup and Application
This course introduces makeup application, including purpose, effects, supplies, implements, preparation, procedures and safety.
Coreq: COS 152 or approval of program coordinator

COS 165 Lec: 3 Lab: 0 Cred: 3 IT
Business Practice
This course covers basic salon business practice, including rules, regulations and codes governing the practice of skin care.
Coreq: COS 221 or approval of program coordinator

COS 206 Lec: 0 Lab: 9 Cred: 3 IT
Chemical Hair Waving
This course is a study of methods of permanently waving the hair, including product types, chemistry and safety.
Prereq: COS 120 or approval of program coordinator

COS 210 Lec: 0.5 Lab: 7.5 Cred: 3 IT
Hair Coloring
This course is a study of the science and art of coloring the hair, including classification, methods, procedures, safety precautions and chemistry.
Prereq: COS 120 or approval of program coordinator

COS 220 Lec: 0 Lab: 9 Cred: 3 IT
Cosmetology Clinical Practice I
This course is an integration of cosmetology skills in a simulated salon environment.
Prereq: COS 120 or approval of program coordinator

COS 221 Lec: 0 Lab: 6 Cred: 2 IT
Facial Practice I
This course is an integration of massage and facial skills in a simulated salon environment.
Prereq: COS 151, COS 152, COS 156, COS 158 or approval of program coordinator

COS 222 Lec: 0 Lab: 9 Cred: 3 IT
Cosmetology Clinical Practice II
This course is an integration of cosmetology skills in a salon environment to provide additional practical hours in skill development.
Prereq: COS 120 or approval of program coordinator

COS 223 Lec: 0 Lab: 6 Cred: 2 IT
Facial Practice II
This course provides for the integration of corrective and preservation facials, massage and makeup application skills in a simulated salon environment.
Prereq: COS 221 or approval of program coordinator

COS 224 Lec: 3 Lab: 3 Cred: 4 IT
Nail Practice I
This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.
Prereq: COS 131 or approval of program coordinator

COS 226 Lec: 3 Lab: 3 Cred: 4 IT
Nail Practice II
This course provides for the supervised practice of manicuring, pedicuring and application of various artificial nail application skills in a simulated salon environment.
Prereq: COS 224 or approval of program coordinator

Computer Technology (CPT)

CPT 001 Lec: Lab: Cred:
Indicates credit given for computer course work transferred from another college for which there is no equivalent course at TTC.

CPT 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Computers
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. Presentation graphics will be covered as well. Computer technology majors and those students who desire a more comprehensive computer literacy course should take CPT 102.

CPT 102 Lec: 3 Lab: 0 Cred: 3 BT
Basic Computer Concepts
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications. *Prereq: This course is required for Computer Technology and Network Systems Management majors and is open to any student who desires a more comprehensive computer literacy course. Credit toward graduation is not given for both CPT 101 and CPT 102.*

CPT 114 Lec: 3 Lab: 0 Cred: 3 BT
Computers and Programming
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level language. The course includes understanding how computer programs work and the role of the programmer in a business environment. The course starts with assembly language, then scripting language, then finishes with object-oriented programming. No previous programming knowledge is needed.

CPT 124 Lec: 3 Lab: 0 Cred: 3 BT
AS/400 Operations
This introductory course covers the fundamentals of operations, screens and terminology of the AS/400 operating system. Exposure is given to different CL commands and menus used to create, maintain and manipulate libraries, objects and members in the AS/400.

CPT 172 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Database
This course introduces microcomputer database concepts, including generating reports from databases and creating, maintaining and modifying databases using Microsoft Access.

CPT 174 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Spreadsheets
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs using Microsoft Excel.

CPT 179 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Word Processing
This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents using Microsoft Word.

CPT 207 Lec: 3 Lab: 0 Cred: 3 BT
Complex Computer Applications
This course covers analyzing, designing and implementing computerized solutions to realistic business applications problems. This course uses Microsoft Access to solve business problems. Additional topics include determining requirements, designing and building a relational database, designing and building a user interface, importing data in different formats and using Visual Basic for applications to add functionality to a database. *Prereq: CPT 172*

CPT 209 Lec: 3 Lab: 0 Cred: 3 BT
Computer Systems Management
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. This course will cover learning objectives associated with CompTIA A+ core certification test.

CPT 210 Lec: 3 Lab: 0 Cred: 3 BT
Computer Resource Management
This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed. This course will cover learning objectives associated with CompTIA A+ core certification test. Specialties include remote support technician, help desk technician, call center technician specialist, representative, depot technician and bench technician.

CPT 212 Lec: 3 Lab: 0 Cred: 3 BT
Visual Basic Programming
This course focuses on windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.
Prereq: CPT 233
Coreq: CPT 172

CPT 220 Lec: 3 Lab: 0 Cred: 3 BT
e-Commerce
This course studies fundamental computer and business concepts applied to the world of e-commerce. The course teaches how to become an independent contractor for business websites. Domain name registration, website hosting, search engine optimization and submission, and the developing of a business plan are covered in depth.

CPT 232 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming I
This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The course teaches procedural programming using the C++ .NET environment.
Prereq: MAT 101 or MAT 152
Coreq: CPT 102

CPT 233 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming II
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. The course teaches object-oriented design of programs using the C++ .NET environment and the use of one-dimensional arrays.
Prereq: CPT 232

CPT 236 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Java Programming
This course introduces Java programming. Topics cover Java syntax and classes for use in the development of Java applications and applets.
Prereq: CPT 233

CPT 239 Lec: 3 Lab: 0 Cred: 3 BT
Active Server Pages
This course is a study of active server pages (ASP) programming to build, implement and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.
Prereq: CPT 220 and CPT 114 or CPT 232

CPT 242 Lec: 3 Lab: 0 Cred: 3 BT
Database
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Upon completion of this course the student will be able to 1) demonstrate the fundamental skills needed to successfully design and implement a database, 2) demonstrate a thorough understanding of database concepts and technologies, and 3) be able to use and understand SQL commands.
Prereq: CPT 172 and CPT 114 or CPT 232

CPT 244 Lec: 3 Lab: 0 Cred: 3 BT
Data Structures
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Students use C++ to develop ideas about multi-dimensional tables of objects, variable record length files, pointers and complex programs that reuse functions.
Prereq: CPT 233

CPT 255 Lec: 3 Lab: 0 Cred: 3 BT
Operating System Fundamentals
This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs and screen design.
Prereq: CPT 124

CPT 257 Lec: 3 Lab: 0 Cred: 3 BT
Operating Systems
This course examines the theory of operating systems and how it is implemented in current operating systems.
Prereq: CPT 102

CPT 264 Lec: 3 Lab: 0 Cred: 3 BT
Systems and Procedures
This course covers system analysis, design, development and implementation.
Prereq: CPT 242 or CPT 207 and CPT 270

CPT 270 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Microcomputer Applications
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Students will be required to plan and present a business-oriented project. Integrating Microsoft Project, PowerPoint, Excel and Word will give students a thorough understanding of MSProject and other applications within the Microsoft Office suite. This course introduces the fundamentals of Project Management. Topics include project initiation, project team identification, project budget and scope estimation and resource management.
Prereq: CPT 101 or CPT 102

CPT 282 Lec: 3 Lab: 0 Cred: 3 BT
Information Systems Security
This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Students will learn about risk assessment, business continuity planning, privacy and regulatory compliance. Addresses technical, legal and ethical issues.
Prereq: CPT 101 or CPT 102

CPT 283 Lec: 3 Lab: 0 Cred: 3 BT
PHP Programming I
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven Web pages.
Prereq: CPT 220 and CPT 114 or CPT 232

CPT 288 Lec: 3 Lab: 0 Cred: 3 BT
Computer Game Development
This course introduces computer game design and development using the Windows API model. Topics include creating 3-D models using matrices, transformation, rotation, texture mapping, 3-D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.
Prereq: CPT 233

CPT 290 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Multimedia Concepts and Applications
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development and creation of multimedia presentations.

Criminal Justice (CRJ)

CRJ 001 Lec: Lab: Cred:
Indicates credit given for criminal justice course work transferred from another college for which there is no equivalent course at TTC.

CRJ 101 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Criminal Justice
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 102 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Security
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities and other assets, as well as administrative, legal and technical problems of loss prevention and control are analyzed.

CRJ 110 Lec: 3 Lab: 0 Cred: 3 LR
Police Patrol
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrol officer. Special emphasis is placed on patrol function; line activities, including traffic control and investigation; community relations; vice control; tactical units; civil disturbances; and preventive patrol.

CRJ 115 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Law I
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed.

CRJ 120 Lec: 3 Lab: 0 Cred: 3 LR
Constitutional Law
This course covers an analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125 Lec: 3 Lab: 0 Cred: 3 LR
Criminology
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 126 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Justice Research Methods
This course will introduce students to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.
Prereq: MAT 032

CRJ 130 Lec: 3 Lab: 0 Cred: 3 LR
Police Administration
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 140 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Justice Report Writing
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete and selective written articulation of information and observations.
Prereq: ENG 100 or appropriate test score

CRJ 202 Lec: 3 Lab: 0 Cred: 3 LR
Criminalistics
This course introduces investigative techniques stressing the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations.

CRJ 210 Lec: 3 Lab: 0 Cred: 3 LR
The Juvenile and the Law
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 212 Lec: 3 Lab: 0 Cred: 3 LR
Protection Management
This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fires and accidents. Emphasis is placed on protection as a "profit center" rather than a "cost center."

CRJ 218 Lec: 3 Lab: 0 Cred: 3 LR
Crisis Intervention
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

CRJ 220 Lec: 3 Lab: 0 Cred: 3 LR
Judicial Process
This course includes an overview of the law-making function of the court, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 222 Lec: 3 Lab: 0 Cred: 3 LR
Ethics in Criminal Justice
This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Lec: 3 Lab: 0 Cred: 3 LR
Police Community Relations
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Investigation I
This course is the study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used investigating various crimes are studied.

CRJ 232 Lec: 3 Lab: 0 Cred: 3 LR
White Collar Crimes Investigation
This course is a study of non-violent property crimes including cybercrime, wire and bank fraud, securities fraud, and state property crimes. The course focuses on identifying types of white-collar crimes and associate evidence, investigative techniques, case preparation and presentation.

CRJ 233 Lec: 3 Lab: 0 Cred: 3 LR
Cyber Crimes and the Law
This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution. Topics include computer crime offenses, computer fundamentals, security technologies, investigative methods, the Internet, state and federal computer crime statutes, management of electronic evidence, and crime prevention techniques.
Prereq: CPT 101 or CPT 102

CRJ 235 Lec: 3 Lab: 0 Cred: 3 LR
Practical Crime Scene Investigations
This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Evidence
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 239 Lec: 3 Lab: 0 Cred: 3 LR
Terrorism and Homeland Security
This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.

CRJ 241 Lec: 3 Lab: 0 Cred: 3 LR
Transportation and Border Security
This course provides an in-depth view of modern border and transportation security. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc., as well as the technology needed to detect terrorists and their weapons. Includes discussion on legal, economic, political, and cultural aspects of the problem.
Prereqs: CRJ 239

CRJ 242 Lec: 3 Lab: 0 Cred: 3 LR
Correctional Systems
This course introduces aspects of the correctional function in criminal justice, including organization, process, procedure and clients incarcerated and on conditional release.

CRJ 243 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Profiling
This course involves the analysis and interpretation of evidence discovered at the crime scene that might be useful in understanding the perpetrator's motivations and behavior to assist law enforcement in developing a criminal profile for identification, apprehension and prosecution.

CRJ 244 Lec: 3 Lab: 0 Cred: 3 LR
Probation, Pardon and Parole
This course is a study of the development, organization, operation and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

CRJ 245 Lec: 3 Lab: 0 Cred: 3 LR
Intelligence Analysis and Security Management
This course examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters and the related vulnerabilities of our national defense and private sectors. Students will discuss issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.
Prereq: CRJ 239

CRJ 250 Lec: 1 Lab: 6 Cred: 3 LR
Criminal Justice Internship I
This course includes practical experience in a criminal justice or private security setting.
Prereq: Departmental approval

Dental Assisting (DAT)

DAT 114 Lec: 3 Lab: 0 Cred: 3 AH
Dental Emergencies and Medicine
This course provides a study of various medical conditions and medications, including the management of a medically compromised dental patient.
Prereq: Restricted to major

Cooperative Work Experience (CWE)

Courses for Cooperative Work Experience are available in various programs. Call your academic advisor to discuss prerequisites and enrollment approvals. Credit and contact hours are distributed in the following manner:

	1st Exp.	2nd Exp.	3rd Exp.	4th Exp.	
1 credit	CWE 111	CWE 121	CWE 131	CWE 211	(5 hours)
2 credits	CWE 112	CWE 122	CWE 132	CWE 212	(10 hours)
3 credits	CWE 113	CWE 123	CWE 133	CWE 213	(15 hours)
4 credits	CWE 114	CWE 124	CWE 134	CWE 214	(20 hours)

See your advisor for specific course needs.

DAT 115 Lec: 1 Lab: 0 Cred: 1 AH
Ethics and Professionalism
This course introduces a cursory history of dental assisting; professional associations; scope of service in dentistry; and ethical, legal and professional considerations. The state dental practice set is reviewed.
Prereq: Admission into DAT program

DAT 118 Lec: 2 Lab: 0 Cred: 2 AH
Dental Morphology
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.
Prereq: Restricted to major

DAT 121 Lec: 1 Lab: 3 Cred: 2 AH
Dental Health Education
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prereq: DAT 154

DAT 122 Lec: 1 Lab: 3 Cred: 2 AH
Dental Office Management
This course provides a study of the business aspects of a dental office.
Prereq: CPT 101, DAT 154

DAT 123 Lec: 3 Lab: 0 Cred: 3 AH
Oral Medicine/Oral Biology
This course presents a basic study of oral pathology, pharmacology, nutrition and common emergencies as related to the role of the dental assistant. The basic study of the dental sciences and terminology are included in this course.
Prereq: Restricted to major

DAT 124 Lec: 0 Lab: 3 Cred: 1 AH
Expanded Functions/Specialties
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.
Prereq or Coreq: DAT 154, DHG 244

DAT 127 Lec: 3 Lab: 3 Cred: 4 AH
Dental Radiography
This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prereq: DAT 118

DAT 154 Lec: 2 Lab: 6 Cred: 4 AH
Clinical Procedures I
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant's role in dental instrumentation.
Prereq: Restricted to major, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: CPT 101 or AOT 163

DAT 177 Lec: 1 Lab: 18 Cred: 7 AH
Dental Office Experience
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.
Prereq: DAT 124, DAT 127, DAT 154, DAT 185, DHG 244, ENG 150 or ENG 101, CPT 101, DAT 122, PSY 201
Coreq: DAT 122, PSY 201

DAT 185 Lec: 2 Lab: 9 Cred: 5 AH
Dental Specialties
This course covers the equipment and procedures related to dental specialties used in clinical experiences.
Prereq: DAT 154, CPT 101, CPR certification and Hepatitis B vaccine series, ENG 150 or ENG 101
Coreq: ENG 150 or ENG 101

Dental Hygiene (DHG)

DHG 111 Lec: 2 Lab: 0 Cred: 2 AH
Orofacial Embryology
This course provides a study of the histological and embryonic development of the head, face, and hard and soft tissues of the oral cavity to include developmental abnormalities.
Prereq: DHG 125

DHG 121 Lec: 2 Lab: 3 Cred: 3 AH
Dental Radiography
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.
Prereq: DHG 111, DHG 125, DHG 151

DHG 125 Lec: 2 Lab: 0 Cred: 2 AH
Tooth Morphology and Histology
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.
Prereq: Admission to the Dental Hygiene program

DHG 140 Lec: 2 Lab: 0 Cred: 2 AH
General and Oral Pathology
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck also are discussed.
Prereq: Admission to the Dental Hygiene program

DHG 141 Lec: 2 Lab: 0 Cred: 2 AH
Periodontology
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.
Prereq: DHG 121, DHG 140, DHG 165

DHG 143 Lec: 2 Lab: 0 Cred: 2 AH
Dental Pharmacology
This course provides a study of drugs used in dentistry. It emphasizes the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, and indications and contraindications for the use of drugs. A study of dental anesthetics is included.
Prereq: DHG 165

DHG 151 Lec: 3 Lab: 6 Cred: 5 AH
Dental Hygiene Principles
This course is a study of the principles of infection control and hazardous waste communication, instrumentation, instrumentation design, operator patient positioning, operation of basic dental equipment, patient evaluation and medical history review.
Prereq: Admission to the Dental Hygiene program

DHG 165 Lec: 2 Lab: 9 Cred: 5 AH
Clinical Dental Hygiene I
This course introduces the clinical setting for application of dental hygiene skills for patient care.
Prereq: DHG 151, CPR certification, major medical insurance and Hepatitis B vaccine series

DHG 175 Lec: 1.5 Lab: 10.5 Cred: 5 AH
Clinical Dental Hygiene II
This course provides for the continued development of skills necessary to perform dental hygiene care. Emphasis is placed on treatment of the patient with disabilities, total patient care and treatment planning.
Prereq: DHG 165

DHG 230 Lec: 3 Lab: 0 Cred: 3 AH
Public Health Dentistry
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, and on planning, implementation and evaluation of community programs. Nutrition and research also are studied.
Prereq: DHG 165

DHG 231 Lec: 0 Lab: 3 Cred: 1 AH
Dental Health Education
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.
Prereq: DHG 230, DHG 175

DHG 241 Lec: 0.5 Lab: 1.5 Cred: 1 AH
Integrated Dental Hygiene I
This course provides for the integration of basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.
Prereq: DHG 165

DHG 244 Lec: 2 Lab: 3 Cred: 3 AH
Dental Materials
This course is a study of physical and chemical properties, identification, characteristics and manipulation of dental materials.
Prereq: Admission to the Dental Hygiene or Expanded-Duty Dental Assisting program

DHG 255 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene III
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs.
Prereq: DHG 175

DHG 265 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene IV
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.
Prereq: DHG 255

Early Childhood Development (ECD)

ECD 101 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Early Childhood
This course gives an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards. Course content highlights importance of professionalism, family cultural values and practical applications based on historical and theoretical models in early care and education.

ECD 102 Lec: 3 Lab: 0 Cred: 3 CF
Growth and Development I
This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prereq: ECD 101

ECD 105 Lec: 3 Lab: 0 Cred: 3 CF
Guidance-Classroom Management
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed.
Prereq: ECD 101, ENG 100

ECD 106 Lec: 3 Lab: 0 Cred: 3 CF
Observation of Young Children
In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.
Prereq: ECD 101

ECD 107 Lec: 3 Lab: 0 Cred: 3 CF
Exceptional Children
This course includes an overview of children with special needs and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children.
Prereq: ECD 203

ECD 108 Lec: 3 Lab: 0 Cred: 3 CF
Family and Community Relations
This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.
Prereq: ECD 101

ECD 109 Lec: 3 Lab: 0 Cred: 3 CF
Administration and Supervision
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on monetary matters; space management; curriculum; health and food services; and relations among the public, staff and parents.
Prereq: ECD 203

ECD 131 Lec: 3 Lab: 0 Cred: 3 CF
Language Arts
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods to select, evaluate and present children's literature are included.
Prereq: ECD 132

ECD 132 Lec: 3 Lab: 0 Cred: 3 CF
Creative Experiences
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.
Prereq: Departmental approval for nondegree-seeking students

ECD 133 Lec: 3 Lab: 0 Cred: 3 CF
Science and Math Concepts
This course includes an overview of pre-number and science concepts that are developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.
Prereq: ECD 101

ECD 135 Lec: 3 Lab: 0 Cred: 3 CF
Health, Safety and Nutrition
This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and First Aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course.
Prereq: ECD 101

ECD 138 Lec: 3 Lab: 0 Cred: 3 CF
Movement and Music for Children
This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment and related design of indoor and outdoor environments.
Prereq: ENG 100, ECD 101

ECD 200 Lec: 3 Lab: 0 Cred: 3 CF
Curriculum Issues in Infant and Toddler Development
This course includes a focus on infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. The student looks at planning and teaching strategies as they relate to child development, curriculum and environment.
Prereq: ENG 100

ECD 201 Lec: 3 Lab: 0 Cred: 3 CF
Principles of Ethics and Leadership in Early Care and Education
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, the community and society.
Prereq: ENG 101 and 27 ECD credits to include ECD 102 and ECD 203

ECD 203 Lec: 3 Lab: 0 Cred: 3 CF
Growth and Development II
This course is an in-depth study of preschool children growing and developing in today's world. Focus is on total development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored.
Prereq: ECD 102

ECD 205 Lec: 3 Lab: 0 Cred: 3 CF
Socialization and Group Care of Infants and Toddlers
This course involves the study of socialization and group care of infants and toddlers. Emphasis is on guidance and management; understanding behavior, temperament, the importance of routines, primary care and continuity of care; and examining the elements of quality environments.
Prereq: ECD 102

ECD 207 Lec: 3 Lab: 0 Cred: 3 CF
Inclusive Care for Infants and Toddlers
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations and optimal development.
Prereq: ECD 102

ECD 237 Lec: 3 Lab: 0 Cred: 3 CF
Methods and Materials
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.
Prereq: ECD 131, ECD 203

ECD 239 Lec: 3 Lab: 0 Cred: 3 CF
Assessment and Program Planning
This course is designed to help students use assessment and evaluation tools to identify strengths and weaknesses of programs and provide developmentally appropriate practices for young children.
Prereq: ECD 203, MAT 032

ECD 243 Lec: 1 Lab: 6 Cred: 3 CF
Supervised Field Experience I
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.
Prereq: 27 ECD credits to include ECD 131, ECD 133, ECD 203 with a minimum grade of C

ECD 252 Lec: 3 Lab: 0 Cred: 3 CF
Diversity Issues in Early Care and Education
This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socioeconomic levels.
Prereq: ECD 102

ECD 255 Lec: 3 Lab: 0 Cred: 3 CF
Activity Therapy for Early Childhood Special Education
This course teaches students to provide assistance in planning and organizing activities focusing on play in a developmentally appropriate environment for children with special needs.
Prereq: ECD 107

ECD 256 Lec: 3 Lab: 0 Cred: 3 CF
Counseling Techniques for Early Childhood Special Education
In this course, students learn to collaborate with professionals, families and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays.
Prereq: ECD 107

ECD 259 Lec: 3 Lab: 0 Cred: 3 CF
Behavior Management for Special Needs
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.
Prereq: ECD 107

ECD 260 Lec: 3 Lab: 0 Cred: 3 CF
Methods of Teaching Special Needs Students
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.
Prereq: ECD 107

Electrical and Computer Engineering (ECE)

ECE 201 Lec: 0 Lab: 3 Cred: 1 ET
Electrical and Computer Engineering Seminar
This course covers professionalism, ethics, safety and career planning.
Prereq: MAT 102 or MAT 153

ECE 205 Lec: 2 Lab: 3 Cred: 3 ET
Electrical and Computer Lab I
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.
Prereq or Coreq: ECE 221

ECE 211 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Computer Engineering I
This course covers digital systems and employs basic mathematical techniques used in the design of combinational and sequential systems.
Prereq: MAT 140

ECE 212 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Computer Engineering II
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.
Prereq: ECE 211 and EGR 270

ECE 221 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Electrical Engineering I
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.
Prereq: MAT 141

ECE 222 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Electrical Engineering II
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.
Prereq: ECE 221

Economics (ECO)

ECO 001 Lec: Lab: Cred:
Indicates credit given for economics course work transferred from another college for which there is no equivalent course at TTC.

ECO 207 Lec: 3 Lab: 0 Cred: 3 BT
International Economics
This course is a study of topics in international economics including the causes and consequences of economic development, international trade, and the emerging global economic systems.
Prereq: MAT 101, MAT 155 or MAT 152 or appropriate test scores

ECO 210 Lec: 3 Lab: 0 Cred: 3 BT
Macroeconomics
This course covers the study of fundamental principles and policies of a modern economy including markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth.
Prereq: MAT 155, MAT 101 or MAT 152 or appropriate test scores

ECO 211 Lec: 3 Lab: 0 Cred: 3 BT
Microeconomics
This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations, and comparative advantage and trade.
Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores

Education (EDU)

EDU 201 Lec: 3 Lab: 0 Cred: 3 CF
Classroom Inquiry with Technology
This course explores teaching as a data-driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.
Prereq: MAT 032, ECD 203

EDU 230 Lec: 4 Lab: 0 Cred: 4 CF
Schools in Communities
This course provides students with a basic understanding of the social, political, and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools, and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.
Prereq: ECD 203

EDU 241 Lec: 3 Lab: 3 Cred: 4 CF
Learners and Diversity
This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university.
Prereq: ECD 203

Industrial Electricity/ Electronics (EEM)

EEM 001 Lec: Lab: Cred:
Indicates credit given for industrial electricity/ electronics course work transferred from another college for which there is no equivalent course at TTC.

EEM 107 Lec: 2 Lab: 0 Cred: 2 ET
Industrial Computer Techniques
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and applications of microcomputers. Emphasis will be placed on industry-standard software for the electrical and automated technologies industry.

EEM 117 Lec: 2 Lab: 6 Cred: 4 IT
AC/DC Circuits I
This course is a study of direct and alternating current theory, Ohm's Law, series, parallel and combination circuits. Circuits are constructed and tested.

EEM 118 Lec: 2 Lab: 6 Cred: 4 IT
AC/DC Circuits II
This course is a continuation of study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.
Prereq: EEM 117

EEM 131 Lec: 3 Lab: 3 Cred: 4 IT
Solid State Devices
This course is a study of semiconductor theory and common solid state devices. Circuits are constructed and tested.
Prereq: EEM 117 or EET 113

EEM 140 Lec: 1 Lab: 6 Cred: 3 ET
National Electrical Code
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire and Protection Association (NFPA).
Prereq: BCT 140, BCT 141, EEM 165 or advisor approval

EEM 151 Lec: 2 Lab: 6 Cred: 4 IT
Motor Controls I
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.
Prereq: EEM 217

EEM 165 Lec: 3 Lab: 3 Cred: 4 IT
Residential/Commercial Wiring
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 217 Lec: 3 Lab: 3 Cred: 4 IT
AC/DC Machines with Electrical Codes
This course is a study of AC and DC machines to include operational theory, applications and construction. Relevant sections of the National Electrical Code will also be covered.
Prereq: EEM 118

EEM 221 Lec: 2 Lab: 3 Cred: 3 IT
DC/AC Drives
This course covers the principles of operation and application of DC drives and AC drives.
Prereq: EEM 118
Coreq: EEM 107

EEM 251 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers
This course introduces programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prereq: EEM 107 or EGR 110 and EEM 117 or EET 113

EEM 252 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers Applications
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing, data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested.
Prereq: EEM 251

Electronics Engineering Technology (EET)

EET 001 Lec: Lab: Cred:
Indicates credit given for electronics engineering technology course work transferred from another college for which there is no equivalent course at TTC.

EET 113 Lec: 2 Lab: 6 Cred: 4 ET
Electrical Circuits I
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prereq: EGR 104 or advisor approval
Coreq: MAT 110 or MAT 170

EET 141 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Circuits
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prereq: EET 113

EET 145 Lec: 2 Lab: 6 Cred: 4 ET
Digital Circuits
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
Prereq: EGR 104 or EEM 117

EET 241 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Communications
This course is a study of the theory of transmitters and receivers, with an emphasis on receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.
Prereq: EET 141

EET 243 Lec: 2 Lab: 3 Cred: 3 ET
Data Communications
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.
Prereq: EET 145

Engineering Technology (EGR)

EGR 001 Lec: Lab: Cred:
Indicates credit given for engineering technology course work transferred from another college for which there is no equivalent course at TTC.

EGR 104 Lec: 2 Lab: 3 Cred: 3 ET
Engineering Technology Foundations
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course.
Prereq: MAT 102, MAT 153, MAT 170 or equivalent test score

EGR 109 Lec: 2 Lab: 3 Cred: 3 ET
Engineering Project Management
This course is the study of integrated project management for the engineering technologist with emphasis on the methods and software used by engineers, including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting and economic factors.
Prereq: MAT 110, ENG 101, EGR 110

EGR 110 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Computer Environment
This course provides an overview of computer hardware, available software, operating systems and applications.
Prereq or Coreq: MAT 102, MAT 153 or MAT 170 or appropriate test scores

EGR 170 Lec: 2 Lab: 3 Cred: 3 ET
Engineering Materials
This course is a study of properties, material behaviors and applications.
Prereq: MAT 110

EGR 175 Lec: 2 Lab: 3 Cred: 3 ET
Manufacturing Processes
This course includes processes, alternatives and operations in the manufacturing environment. Key elements of manufacturing processes such as quality, materials management, personnel issues and industrial economics will be covered.
Prereq: MAT 102 or MAT 153 and ENG 101

EGR 186 Lec: 2 Lab: 3 Cred: 3 ET
Quality Techniques for Manufacturing
This course emphasizes applied quality techniques for manufacturing and assembly. Topics include variation, statistical methods, root cause analysis, Design for Manufacturing and Assembly (DFMA), and quality systems.
Prereq: MAT 110, ENG 101, EGR 110

EGR 190 Lec: 3 Lab: 0 Cred: 3 ET
Statics
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
Prereq: MAT 111 and ENG 101

EGR 230 Lec: 3 Lab: 3 Cred: 4 ET
Measurement Principles
This course is a study of basic control circuits and the common sensing elements, components and instruments which are used to measure temperature, pressure, flow, level and related phenomena. The study of calibration standards, accuracy and precision will also be covered.
Prereq: MAT 110

EGR 255 Lec: 1 Lab: 3 Cred: 2 ET
Engineering Technology Senior Systems Project
This course includes an instructor-approved project which is designed, specified, constructed and tested. Projects may include elements of two or more engineering technology disciplines (i.e., EET, MET). This course is a capstone engineering technology course and is designed to be taken toward the end of the student's program of study.
Prereq: SPC 205 and advisor approval

Engineering Transfer

EGR 260 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Statics
This course introduces the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.
Prereq: MAT 240, PHY 221

EGR 262 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Dynamics
This course introduces the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.
Prereq: EGR 260

EGR 264 Lec: 3 Lab: 0 Cred: 3 ET
Introduction to Engineering Mechanics of Solids
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes.
Prereq: EGR 260

EGR 266 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Thermodynamics Fundamentals
This course introduces the first and second laws of thermodynamics as applied to engineering systems.
Prereq: MAT 240

EGR 270 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications.
Prereq: MAT 111 or MAT 112

EGR 273 Lec: 1 Lab: 3 Cred: 2 ET
Problem Solving for Engineers
This course covers basic problem-solving techniques as applied to the engineering profession.
Prereq: EGR 270, ECE 221
Coreq: ECE 221

EGR 275 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering/Computer Graphics
This course is a study of basic graphical concepts needed for engineering applications.
Prereq or Coreq: MAT 110

EGR 282 Lec: 1 Lab: 3 Cred: 2 ET
Introduction to Civil Engineering
This course covers the engineering process from problem formulation to creative design through practical solution of civil engineering problems.
Prereq: MAT 111 or MAT 112

EGR 285 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Surveying I
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. In addition, it covers latitudes and departures, construction field control, legal aspects of land surveying and public land surveys.
Prereq: MAT 140, EGR 275, EGR 282

EGR 286 Lec: 3 Lab: 0 Cred: 3 ET
Engineering Surveying II
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy. In addition, it covers geospatial representation that includes topographic mapping, advanced adjustments using least squares procedures, map projection, state plan coordinator, astronomic control for mapping, Global Positioning Systems (GPS), Geographic Information Systems (GIS) and remote sensing.
Prereq: EGR 285, MAT 140
Coreq: EGR 296

EGR 295 Lec: 0 Lab: 3 Cred: 1 ET
Engineering Surveying Lab I
This course covers horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop. It includes application of principles introduced in EGR 285.
Coreq: EGR 285

EGR 296 Lec: 0 Lab: 3 Cred: 1 ET
Engineering Surveying Lab II
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map and staking out a horizontal curve. In addition, it covers Global Positioning systems mapping controls, Geographic Information Systems applications and application of principles introduced in EGR 286.
Coreq: EGR 286

Engineering Graphics Technology (EGT)

EGT 001 Lec: Lab: Cred:
Indicates credit given for engineering graphics course work transferred from another college for which there is no equivalent course at TTC.

EGT 106 Lec: 3 Lab: 0 Cred: 3 ET
Print Reading and Sketching
This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.

EGT 109 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Engineering Design Graphics
This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications for engineering graphics.
Prereq or Coreq: MAT 101 or MAT 152 or MAT 155 or appropriate test scores

EGT 114 Lec: 2 Lab: 0 Cred: 2 ET
Welding Print Basics
This course covers the fundamentals of print reading for welding applications.

EGT 115 Lec: 2 Lab: 6 Cred: 4 ET
Engineering Graphics II
This course in engineering graphics science includes additional drawing techniques for industrial applications. Mechanical detail and assembly drawings will be emphasized. Topics include section views, descriptive geometry, developments, threads and fasteners.
Prereq or Coreq: EGT 151
Prereq: EGR 275 or EGT 109 with a minimum grade of C

EGT 117 Lec: 2 Lab: 0 Cred: 2 ET
Welding Print Principles
This course covers welding symbols and their application to pipe fabrication.
Prereq: EGT 114

EGT 130 Lec: 2 Lab: 3 Cred: 3 ET
Geometric Dimensioning and Tolerancing Applications
This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.
Prereq: EGT 109 or departmental approval

EGT 151 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to CAD
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prereq: EGR 275 or EGT 109

EGT 152 Lec: 2 Lab: 3 Cred: 3 ET
Fundamentals of CAD
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.
Prereq: EGT 151

EGT 210 Lec: 2 Lab: 6 Cred: 4 ET
Engineering Graphics III
This advanced course in engineering graphics science covers the production of technical working drawings. Computer-aided drafting techniques are included.
Prereq: EGT 115

EGT 220 Lec: 3 Lab: 3 Cred: 4 ET
Structural and Piping Application
This advanced drawing course covers structural steel and process piping applications.
Prereq or Coreq: EGT 152

EGT 245 Lec: 2 Lab: 3 Cred: 3 ET
Principles of Parametric CAD
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software.
Prereq: EGT 152 or departmental approval

EGT 251 Lec: 2 Lab: 3 Cred: 3 ET
Principles of CAD
This course includes the additional use of CAD software for production of technical drawings and related documentation.
Prereq: EGT 265 or departmental approval

EGT 252 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Computer Aided Design
This course covers advanced concepts of CAD software and applications. The primary focus is on generating 3-D wireframe, surfaced and solid models.
Prereq: EGT 152

EGT 257 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Civil CAD
This course is a study of the advanced use of CAD in the field of civil engineering. Students will complete drawing projects using concepts related to planning, data capture and project design.
Prereq: EGT 151 or departmental approval

EGT 265 Lec: 2 Lab: 3 Cred: 3 ET
CAD/CAM Applications
This course uses all available CAD skills to produce advanced drawings. The use of solids modeling, CAM and desktop publishing application packages are studied.
Prereq: EGT 152 or departmental approval

Electrical Line Worker (ELW)

ELW 110 Lec: 1 Lab: 3 Cred: 2 ET
Electrical Computations
This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas and usage of a scientific calculator.

ELW 111 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Electrical Line Worker
This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.
Prereq: ELW 110

ELW 112 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Electricity
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/ electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.
Prereq: ELW 110

ELW 113 Lec: 2 Lab: 3 Cred: 3 ET
National Electrical Safety Code
This course covers the use of the current National Electrical Safety Code. Topics include terms, basic components meters, overhead and underground line construction and maintenance procedures.
Prereq: ELW 112

ELW 114 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction I
This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole-climbing techniques.
Prereq: ELW 111

ELW 115 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction II
This course introduces overhead line maintenance, construction, and framing as well as the safe working practices and procedures for working off a pole using hooks.
Prereq: ELW 114

ELW 116 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction III
This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.
Prereq: ELW 115

ELW 117 Lec: 2 Lab: 3 Cred: 3 ET
Overhead Line Construction IV
This course introduces regulators, transformer connections, reclosures, fuses, lightning arresters and troubleshooting of primary and secondary outages.
Prereq: ELW 116

ELW 211 Lec: 2 Lab: 3 Cred: 3 ET
Underground Line Construction I
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.
Prereq: ELW 111

ELW 212 Lec: 2 Lab: 3 Cred: 3 ET
Underground Line Construction II
This course covers troubleshooting of underground systems and associated equipment including fault locating, single and three-phase enclosures, and overhead/underground terminations.
Prereq: ELW 211

ELW 221 Lec: 2 Lab: 3 Cred: 3 ET
Advanced Line Construction
This course introduces advanced line construction concepts, including worksite safety practices, excavations, digital paneling for regulators and reclosure, lightning protection and traffic control devices.
Prereq: ELW 117 and ELW 212

ELW 231 Lec: 2 Lab: 3 Cred: 3 ET
Electrical Power Systems
This course covers the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams, and performance of per unit calculations for circuit performance analysis.
Prereq: ELW 112

Emergency Medical Technology (EMS)

EMS 101 Lec: 2 Lab: 3 Credit: 3 AH
Emergency Care for First Responder
This course is a study of emergency care procedures for the first persons responding to an emergency incident. It includes basic skills related to patient assessment, fractures, airway, and trauma management. (Nondegree credit)

EMS 110 Lec: 3 Lab: 6 Cred: 5 AH
Emergency Medical Technician
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
Prereq: Acceptance to EMT program

EMS 111 Lec: 3 Lab: 6 Cred: 5 AH
Advanced Emergency Care
This course is a study of the concepts and skills related to general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue.
Prereq: EMS 110

EMS 115 Lec: 0 Lab: 3 Cred: 1 AH
International Trauma Life Support
This course is designed to educate the experienced pre-hospital health care provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma related and assessment skills is necessary. Current NAEMT PHTLS guidelines will be followed.
Prereq: Program coordinator approval

EMS 116 Lec: 0 Lab: 3 Cred: 1 AH
Advanced Cardiac Life Support
This course is designed to educate the experienced health care provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.
Prereq: Program coordinator approval

EMS 117 Lec: 0 Lab: 3 Cred: 1 AH
Pediatric Advanced Life Support
This course is designed to educate the experienced health care provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.
Prereq: Program coordinator approval

EMS 118 Lec: 0 Lab: 3 Cred: 1 AH
Advanced Medical Life Support
This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.
Prereq: Program coordinator approval

EMS 119 Lec: 2 Lab: 0 Cred: 2 AH
Emergency Medical Services Operations
This course is a multi-faceted approach to the theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism and weapons of mass destruction.
Prereq: EMS 120, EMS 217, EMS 220

EMS 120 Lec: 3 Lab: 0 Cred: 3 AH
Pharmacology
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected by drug action is also included in the course.
Prereq: EMS 111

EMS 210 Lec: 4 Lab: 3 Cred: 5 AH
Advanced Emergency Medical Care I
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous systems, GI/GU systems, anaphylaxis, toxilogic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.
Prereq: EMS 211, EMS 213, EMS 221

EMS 211 Lec: 1 Lab: 6 Cred: 3 AH
Advanced Clinical Experience I
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings.
Prereq: EMS 120, EMS 217, EMS 220

EMS 212 Lec: 0 Lab: 6 Cred: 2 AH
EMS Field Internship
This course includes experiences with advanced life support emergency medical services.
Coreq: EMS 110

EMS 213 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Emergency Medical Care II
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized.
Prereq: EMS 120, EMS 217, EMS 220

EMS 214 Lec: 1 Lab: 6 Cred: 3 AH
Advanced Clinical Experience II
This course includes hospital clinical experiences in coronary care and emergency and trauma settings.
Prereq: EMS 211, EMS 213, EMS 221

EMS 217 Lec: 1 Lab: 3 Cred: 2 AH
Introduction to Electrocardiography
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.
Prereq: EMS 111

EMS 218 Lec: 2 Lab: 0 Cred: 2 AH
EMS Management Seminar
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting, utilizing a problem-solving approach.
Prereq: EMS 211, EMS 213, EMS 221

EMS 219 Lec: 0 Lab: 6 Cred: 2 AH
Advanced EMS Field Internship
This course builds in the knowledge and skills of advanced emergency medical practice in the pre-hospital environment. Focus is on situations involving complex patient problems including trauma, surgical and medical emergencies and the treatment modalities.
Prereq: EMS 110
Coreq: EMS 111

EMS 220 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship I
This course includes experiences with advanced life support emergency medical service providers.
Prereq: EMS 111

EMS 221 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship II
This course builds on the experiences gained in Paramedic Internship I. Focus is on the students and their ability to apply knowledge gained in the classroom during emergency situations while treating a wide variety of patients in different situations.
Prereq: EMS 120, EMS 217, EMS 220

EMS 222 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship III
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.
Prereq: EMS 211, EMS 213, EMS 221

EMS 225 Lec: 3 Lab: 3 Cred: 4 AH
Critical Care Transport Paramedic
This course exposes students to the treatment and transport of the critically ill patient. Topics include medical/legal issues, pharmacology, clinical lab values, advanced level respiratory care, and advanced cardiac care to include balloon pumps and hemodynamic monitoring.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 250 Lec: 5 Lab: 0 Cred: 5 AH
Advanced Placement Paramedic Care I
This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology and assessment.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 251 Lec: 4 Lab: 0 Cred: 4 AH
Advanced Placement Paramedic Care II
This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental and geriatric diseases.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 252 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Clinical Experience I
This course covers physician- or clinician-directed clinical experiences in cardiothoracic and emergency/trauma interventions and assessments.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 253 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Clinical Experience II
This course covers physician or clinician-directed experiences in OB, pediatrics and trauma.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 254 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Internship Experience I
This course covers the application of theory to develop clinical skills and knowledge, and problem-solving ability.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 255 Lec: 3 Lab: 0 Cred: 3 AH
Advanced Placement EMS Internship Experience II
This course uses theory to develop administrative skills and knowledge, and problem-solving ability.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

English (ENG)

ENG 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental English
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. (Nondegree credit)
Prereq: Appropriate test score

ENG 100 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Composition
This course is a study of basic writing and may include a review of usage. Appropriate literary selections serve as the basis for writing assignments. (Nondegree credit)
Prereq: Appropriate test scores, writing sample or satisfactory completion of ENG 032

ENG 101 Lec: 3 Lab: 0 Cred: 3 HS
English Composition I
This course is a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. It also reviews standard usage and presents basic research techniques.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

ENG 102 Lec: 3 Lab: 0 Cred: 3 HS
English Composition II
This course includes the development of writing skills through logical organization, effective style, literary analysis, research and an introduction to literary genres.
Prereq: ENG 101 with a minimum grade of C

ENG 150 Lec: 3 Lab: 0 Cred: 3 HS
Basic Communications
This course develops practical oral and written communication skills.
Prereq: Students must meet placement test score criteria for ENG 100

ENG 203 Lec: 3 Lab: 0 Cred: 3 HS
American Literature Survey
This course is a survey of American literature: major authors, genres and periods.
Prereq: ENG 102

ENG 205 Lec: 3 Lab: 0 Cred: 3 HS
English Literature I
This course covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.
Prereq: ENG 102

ENG 206 Lec: 3 Lab: 0 Cred: 3 HS
English Literature II
This course covers the study of English literature from the Romantic period to the present with emphasis on major writers and periods.
Prereq: ENG 102

ENG 208 Lec: 3 Lab: 0 Cred: 3 HS
World Literature I
This course is a study of masterpieces of world literature in translation from the ancient world to the 16th century.
Prereq: ENG 102

ENG 209 Lec: 3 Lab: 0 Cred: 3 HS
World Literature II
This course is a study of masterpieces of world literature in translation from the 17th century to the present.
Prereq: ENG 102

ENG 214 Lec: 3 Lab: 0 Cred: 3 HS
Fiction
This course is a study of fiction from several cultures. Emphasis is on the nature of genres and appropriate reading strategies.
Prereq: ENG 102

ENG 236 Lec: 3 Lab: 0 Cred: 3 HS
African-American Literature
This course is a critical study of African-American literature examined from historical, social and psychological perspectives.
Prereq: ENG 102

ENG 238 Lec: 3 Lab: 0 Cred: 3 HS
Creative Writing
This course presents techniques of creative writing in various genres. The student learns to analyze and apply the techniques, styles and forms of prose fiction, poetry or drama through extensive writing and reading.
Prereq: ENG 102

ENG 260 Lec: 3 Lab: 0 Cred: 3 HS
Advanced Technical Communications
This course develops skills in research techniques and increases proficiency in written and oral technical communications by focusing on all phases of the preparation of a formal, fully documented technical project. Since it requires the ability to do independent problem solving in the student's major area of study, the course is designed for students who are near the end of their programs.
Prereq: ENG 101 with a minimum grade of C

ENG 299 Lec: 3 Lab: 0 Cred: 3 HS
Special Topics in English
This course focuses on a specific purpose for, issue in, or type of English such as South Carolina literature, writing for the Web, or a history of literature censorship in the U.S.
Prereq: ENG 102

English as a Second Language (ESL)

ESL 011 Lec: 0 Lab: 3 Cred: 1 LC
Reading/Writing I
This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 012 Lec: 0 Lab: 3 Cred: 1 LC
Grammar I
This course is a general review of English grammar with writing emphasis at the sentence level. (Nondegree credit)

ESL 013 Lec: 0 Lab: 3 Cred: 1 LC
Pronunciation I
This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English. (Nondegree credit)

ESL 014 Lec: 0 Lab: 3 Cred: 1 LC
Communication II
This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audio-visual media. (Nondegree credit)

ESL 015 Lec: 0 Lab: 3 Cred: 1 LC
Reading/Writing II
This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 016 Lec: 0 Lab: 3 Cred: 1 LC
Grammar II
This course is a general review of English grammar with writing emphasis at the sentence to paragraph level. (Nondegree credit)

ESL 017 Lec: 0 Lab: 3 Cred: 1 LC
Pronunciation II
This course includes practice in pronunciation with emphasis on intonation, stress, and rhythm of North American English. (Nondegree credit)

ESL 018 Lec: 0 Lab: 3 Cred: 1 LC
Grammar III
This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level. (Nondegree credit)

ESL 019 Lec: 0 Lab: 3 Cred: 1 LC
Composition
This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition. (Nondegree credit)

Environmental Technology (EVT)

EVT 110 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Treatment Facilities
This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem solving related to collection systems, treatment facilities and distribution systems are introduced.
Prereq: CHM 110. The prerequisite for this course should have been completed in the last five years.
Coreq: CHM 110

EVT 154 Lec: 3 Lab: 3 Cred: 4 SM
Chemistry of Hazardous Materials
This course is a study of the chemistry of hazardous materials with emphasis on identification, hazard determination, chemical stability, chemical compatibility, fate and transport phenomena to include photolysis, oxidation-reduction, and biotransformation reactions, persistence and toxicity.

EVT 201 Lec: 2 Lab: 3 Cred: 3 SM
Environmental Science
This course introduces the basic principles of environmental science, including ecology; energy resources; waste management; and air, water and soil pollution.

EVT 210 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Environmental Law
This course provides an introduction to the U.S. legal system, legal terminology, and the major federal and state legislation related to environmental protection and pollution control.

EVT 222 Lec: 3 Lab: 3 Cred: 4 SM
Environmental Microbiology
This course is a study of environmental microbiology, including air microbiology, water microbiology, and soil microbiology.
Prereq: BIO 101

EVT 224 Lec: 3 Lab: 3 Cred: 4 SM
Environmental Chemical Analyses
This course covers the science of chemistry as it relates to environmental quality and pollution control. Analytical techniques are studied and demonstrated in the laboratory.
Prereq: CHM 110. The prerequisite for this course should have been completed in the last five years.

EVT 225 Lec: 3 Lab: 0 Cred: 3 SM
Best Management Practices (BMP) Applications
This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention.

EVT 249 Lec: 3 Lab: 0 Cred: 3 SM
Fundamentals of Industrial Hygiene
This course provides an introduction to the fundamentals of industrial hygiene relating to anticipation, recognition, evaluation, and control of health hazards in the workplace.

EVT 250 Lec: 3 Lab: 0 Cred: 3 SM
Solid Waste Management
This course covers problems associated with solid waste management and disposal. Waste minimization, recycling, and disposal methods such as sanitary landfills and incineration are covered.

EVT 251 Lec: 3 Lab: 0 Cred: 3 SM
Health Effects of Hazardous Materials
This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause detrimental effects. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included.

EVT 253 Lec: 3 Lab: 0 Cred: 3 SM
Occupational, Environmental, Safety and Health (ESH) Concepts
The course is designed to explain how various occupational, environmental, safety and health regulations and practices apply to the workplace setting.

EVT 254 Lec: 2 Lab: 3 Cred: 3 SM
Industrial Safety and Emergency Response
This course covers state and federal regulations related to worker safety, industrial hygiene and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.

EVT 256 Lec: 3 Lab: 0 Cred: 3 SM
Hazardous Waste
This course covers state and federal regulations related to management and disposal of hazardous waste. Problem areas and detailed procedures for compliance are studied.

EVT 259 Lec: 3 Lab: 3 Cred: 4 SM
Industrial Ventilation
This course explores concepts in the design of industrial ventilation systems that protect employees in the workplace.

EVT 260 Lec: 3 Lab: 0 Cred: 3 SM
Air Pollution Control Systems
This course covers air quality problems, federal and state regulatory mechanisms, and types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed.

EVT 262 Lec: 3 Lab: 0 Cred: 3 SM
Energy Management
This course introduces energy management strategies in the traditional, alternative, and emerging technologies for business and industry. Students will explore ways to reduce the cost of energy while increasing profits.

EVT 263 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Safety Management
This course introduces basic principles of safety management with emphasis on program organization, hazard information and analysis, and program implementation.

EVT 264 Lec: 3 Lab: 0 Cred: 3 SM
Transportation Systems
This course introduces transportation system strategies in personal, commercial, and public transportation for economic growth. Students will study ways to provide cost-effective transportation alternatives while reducing dependency on fossil fuels.

EVT 265 Lec: 3 Lab: 3 Cred: 4 SM
Introduction to Biotechnology
This course introduces the basic principles of biotechnology including ethical issues, elements of plant and animal biotechnology, and the study and manipulation of DNA.

Foreign Languages (FLG)

FLG 001 Lec: Lab: Cred:
Indicates credit given for foreign language course work transferred from another college for which there is no equivalent course at TTC.

Film Production (FLM)

FLM 148 Lec: 2 Lab: 3 Cred: 3 FV
Basic Editing
This course covers the fundamentals of film editing. Students will produce several short film projects that will require the mastery of various cutting techniques.

FLM 150 Lec: 2 Lab: 3 Cred: 3 FV
Pre-Production
This course is an introductory overview of the film-making process.

FLM 152 Lec: 2 Lab: 3 Cred: 3 FV
Film Equipment
This course is an introduction to motion picture film and equipment. Course emphasizes use of motion picture cameras and support equipment.

FLM 153 Lec: 2 Lab: 3 Cred: 3 FV
Film Lighting
This course is an introduction to film lighting techniques and equipment. This course will also include advanced techniques used to light sets for feature films and commercials.
Prereq: RTV 102

FLM 155 Lec: 2 Lab: 3 Cred: 3 FV
Film Production I
This course covers general film production, including the mechanics of a screenplay, scheduling and scouting locations, and the operation of motion picture equipment.

FLM 156 Lec: 2 Lab: 3 Cred: 3 FV
Film Production II
This course covers film production emphasizing post-production techniques and equipment.
Prereq: FLM 155 or approval of department head

FLM 157 Lec: 2 Lab: 3 Cred: 3 FV
Set Construction/Props/Art
This course introduces set construction and prop building for motion pictures as well as the workings of the art department from design to set dressing.

FLM 158 Lec: 2 Lab: 3 Cred: 3 FV
Post-Production
This course covers traditional editing and editing theory. Industry-standard software is introduced.

FLM 159 Lec: 2 Lab: 3 Cred: 3 FV
Digital Distribution
This course covers distribution options for digital media, including DVDs, audio and video streaming via the Internet, and wireless podcasting.
Prereq: FLM 148 or approval of department head

FLM 168 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Post-Production I
This course will provide training in post-production techniques that may include sound, titling and/or image manipulation for non-linear editing. Students use industry-standard software to construct specific visual effects.

FLM 169 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Post-Production II
This is a continuation of Advanced Post-Production I.
Prereq: FLM 168 or approval of department head

FLM 178 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Editing
This course is a study of the editing skills needed to produce a short film. This course is designed to develop skills in animation and graphics. Students use Maya software to achieve specific visual effects.
Prereq: FLM 148 or approval of department head

FLM 179 Lec: 2 Lab: 3 Cred: 3 FV
Senior Film Editing
Students will study use of industry-standard software to achieve sophisticated visual effects. This course will provide students with advanced editing skills, particularly in the use of animation and modeling software.
Prereq: FLM 169 or approval of department head

FLM 180 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Special Topics in Film I
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 181 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Special Topics in Film II
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 182 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Special Topics in Film III
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 183 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Special Topics in Film IV
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 230 Lec: 2 Lab: 3 Cred: 3 FV
Animation Production
This course covers how to produce animated films and includes an understanding of cameraless animation, flip books, inbetweening, cel painting, 3-D animation and other forms of single-frame movement.

FLM 240 Lec: 2 Lab: 3 Cred: 3 FV
Insert Stage Techniques
This course is a study of insert stage techniques used in developing professional imagery.
Prereq: RTV 140 or ARV 114

FLM 248 Lec: 2 Lab: 3 Cred: 3 FV
Film Editing Capstone
This course is designed to integrate the knowledge and skills from all previous film editing courses. A comprehensive review of skills acquired in prerequisite courses and more advanced hands-on skill competencies are included.
Prereq: FLM 148 or approval of department head

FLM 250 Lec: 2 Lab: 3 Cred: 3 FV
Film Production Senior Project
This senior project course integrates knowledge and skill from all previous film courses. A comprehensive review, detailed content material and advanced hands-on skill competencies are included.
Prereq: Approval of department head

FLM 252 Lec: 2 Lab: 3 Cred: 3 FV
Cinematography
This course covers advanced knowledge, practices and skills used by cinematographers and directors of photography.
Prereq: FLM 152

FLM 255 Lec: 0 Lab: 9 Cred: 3 FV
Film Production III
This course is designed to enable students to produce a short independent film. The entire class works as crew of the film project, which is supervised by professionals in the industry. Students are involved in every aspect of the film production process: casting, rehearsing, shooting and editing the project.
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 256 Lec: 1 Lab: 6 Cred: 3 FV
Film Production IV
This course is for students wishing to do a small independent film.
Prereq: Approval of department head; restricted to Film majors

FLM 260 Lec: 1 Lab: 6 Cred: 3 FV
Professional Experience in Film
This is a course with variable content. Emphasis is on specialized job-related training that is not included in other required courses. This course is offered every semester as an independent study. May substitute for a FLM/RTV course; see advisor.
Prereq: Restricted to majors

FLM 261 Lec: 1 Lab: 6 Cred: 3 FV
Professional Experience in Film II
This course continues FLM 260, Professional Experience in Film. This course has variable content with emphasis on specialized job-related training that is not included in other required courses. This course is offered each semester as an independent study. May substitute for a FLM/RTV course; see advisor.
Prereq: Restricted to majors

FLM 262 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Professional Experience in Film III
This course will provide specialized training in film production. Students will receive pratical experience in various areas tailored specifically to the needs of the assigned production. Restricted to Film majors.
Prereq: Approval of department head

FLM 263 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Professional Experience in Film IV
This course will provide specialized training in film production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. Restricted to Film majors.
Prereq: Approval of department head

FLM 264 Lec: 0.5 Lab: 1.5 Cred: 1 FV
Professional Experience in Film V
This course will provide specialized training in film production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. Restricted to Film majors.
Prereq: Approval of department head

FLM 265 Lec: 2 Lab: 3 Cred: 3 FV
Documentary Filmmaking
This course covers the techniques and procedures used to produce a short documentary project.
Prereq: FLM 148 and RTV 144 or approval of department head

FLM 269 Lec: 4 Lab: 6 Cred: 6 FV
Film Production Practicum
This course provides an environment for students to work with industry professionals on a short film project. Students are involved in every aspect of the film production process, from pre-production through production.
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 272 Lec: 2 Lab: 3 Cred: 3 FV
Directing for the Camera
This course is an introduction to directing techniques that can help actors and crew to ensure a successful project.
Prereq: FLM 155

FLM 275 Lec: 2 Lab: 3 Cred: 3 FV
The Camera and the Actor
This course examines filmmaking from the actor's point of view. It explores the similarities and differences in the processes of acting for stage versus screen, including the relationship of the actor to the camera. Emphasis will be placed on character development, script analysis and common technical challenges.

FLM 290 Lec: 2 Lab: 3 Cred: 3 FV
Contemporary Film Issues
This course covers various issues in film such as women in film, minorities in film, the independents, experimental filmmaking and other issues. The class also views and discusses foreign (European, Japanese, Canadian and Soviet) films.
Prereq: ART 105

French (FRE)

FRE 001 Lec: Lab: Cred:
Indicates credit given for French course work transferred from another college for which there is no equivalent course at TTC.

FRE 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary French I
This course consists of a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to French culture.

FRE 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary French II
This course continues the development of basic language skills and includes a study of French culture.
Prereq: FRE 101 or specified French placement test scores

FRE 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate French I
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.
Prereq: FRE 102 or specified French placement test scores

FRE 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate French II
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: FRE 201 or specified French placement test scores

Geography (GEO)

GEO 102 Lec: 3 Lab: 0 Cred: 3 HS
World Geography
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment; natural resources; and social, cultural, economic and political systems.

German (GER)

GER 001 Lec: Lab: Cred:
Indicates credit given for German course work transferred from another college for which there is no equivalent course at TTC.

GER 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary German I
This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.

GER 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary German II
This course continues the development of the four basic language skills and the study of German culture.
Prereq: GER 101

GER 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate German I
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.
Prereq: GER 102

GER 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate German II
This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: GER 201

Geomatics Technology (GMT)

GMT 250 Lec: 1.5 Lab: 4.5 Cred: 3 ET
Evidence Procedures for Boundary Control
This course is a study of the role of surveyor in retracing land boundaries; methods of boundary establishment; classification and analysis of boundary evidence; laws governing riparian boundaries; preparing deed descriptions and survey plats; preservation of survey evidence; surveyor as expert witness; and ethics, liability and professionalism in surveying. This course also includes the acquisition of field data and its use in preparing subdivision plats using land development computer software.
Prereq: CET 205, EGT 151

Health Information Management (HIM)

HIM 110 Lec: 3 Lab: 0 Cred: 3 AH
Health Information Science I
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.
Prereq: CPT 101

HIM 130 Lec: 3 Lab: 0 Cred: 3 AH
Billing and Reimbursement
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prereq: HIM 110

HIM 140 Lec: 3 Lab: 0 Cred: 3 AH
Current Procedural Terminology I
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems particular to the physician office setting. Students learn to assign codes to capture the professional component of services provided.
Prereq: Acceptance into the Coding program, HIM 110, HIM 216, AHS 170

HIM 141 Lec: 2 Lab: 3 Cred: 3 AH
Current Procedural Terminology II
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.
Prereq: HIM 140

HIM 150 Lec: 2 Lab: 3 Cred: 3 AH
Coding Practicum I
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prereq: HIM 140, HIM 225

HIM 216 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification I
This course includes a study of disease, procedural coding and classification systems.
Prereq: HIM 110

HIM 225 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification II
This course provides a study of advanced coding and classification systems.
Prereq: HIM 216

HIM 228 Lec: 2 Lab: 0 Cred: 2 AH
Coding Seminars
This course includes specific assigned coding projects and certification examination preparation.
Prereq: HIM 150

HIM 264 Lec: 0 Lab: 12 Cred: 4 AH
Clinical Practice IV
This course provides clinical practice in the application of health information system theory in selected health care facilities. Focus is on the application of inpatient and outpatient coding and classification system guidelines.
Prereq: HIM 150

HIM 266 Lec: 3 Lab: 0 Cred: 3 AH
Computers in Health Care
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage and data-sharing concepts.
Prereq: HIM 110
Coreq: HIM 130

History (HIS)

HIS 001 Lec: Lab: Cred:
Indicates credit given for history course work transferred from another college for which there is no equivalent course at TTC.

HIS 101 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization to 1689
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping the Western cultural tradition.
Prereq: ENG 100 or appropriate test score

HIS 102 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization Post 1689
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shaped the modern Western world.
Prereq: ENG 100 or appropriate test score

HIS 104 Lec: 3 Lab: 0 Cred: 3 HS
World History I
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends that characterized the world in each era.
Prereq: ENG 100 or appropriate test score

HIS 105 Lec: 3 Lab: 0 Cred: 3 HS
World History II
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on Western expansion and on the economic, social, political and cultural aspects of each era.
Prereq: ENG 100 or appropriate test score

HIS 106 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to African History
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the modern, colonial and post-dependence periods.
Prereq: ENG 100 or appropriate test score

HIS 108 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to East Asian Civilization
This course is an analysis of the evolution of social, political and cultural patterns in east Asia, emphasizing the development of philosophical, religious and political institutions and their relationship to literacy and artistic forms in China and Japan.
Prereq: ENG 100 or appropriate test score

HIS 130 Lec: 3 Lab: 0 Cred: 3 HS
African-American History to 1877
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history. The history, impact and significance of the institution of slavery is included. The chronological scope of the course ranges from the African origins of African-Americans to the frustrations associated with the failure of Reconstruction.
Prereq: ENG 100 or appropriate test score

HIS 131 Lec: 3 Lab: 0 Cred: 3 HS
African-American History: 1877 to Present
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history from the time of Reconstruction to the present.
Prereq: ENG 100 or appropriate test score

HIS 201 Lec: 3 Lab: 0 Cred: 3 HS
American History: Discovery to 1877
This course is a survey of U.S. history from discovery to 1877, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 202 Lec: 3 Lab: 0 Cred: 3 HS
American History: 1877 to Present
This course is a survey of U.S. history from 1877 to the present, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 226 Lec: 3 Lab: 0 Cred: 3 HS
Black History and Culture of the South Carolina Sea Islands
This course focuses on the unique origin, history, language, art, music and literature of the South Carolina Sea Islands and how the customs, folklore and traditions are being fused into the present American society.
Prereq: ENG 100 or appropriate test score

Hospitality, Tourism and Culinary Arts (HOS)

HOS 001 Lec: Lab: Cred:
Indicates credit given for hospitality and tourism course work transferred from another college for which there is no equivalent course at TTC.

HOS 104 Lec: 3 Lab: 0 Cred: 3 CI
Introduction to Culinary Arts
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.
Prereq: ENG 100 or appropriate test score

HOS 107 Lec: 0 Lab: 9 Cred: 3 CI
Culinary Skills I
This course introduces kitchen fundamentals and classical cooking techniques in a hands-on laboratory setting. Students apply theory to practical culinary methodology while supporting the school's production outlets.
Prereq or Coreq: MAT 032, HOS 104 and HOS 109

HOS 109 Lec: 2 Lab: 3 Cred: 3 CI
Nutrition Science and Sanitation
This course combines safety and sanitation practices with the science of nutrition. Students will study culinary nutrition in a lab setting while applying safe, sanitary practices. Students will sit for a National Servsafe exam upon completing the course.
Prereq or Coreq: MAT 032

HOS 110 Lec: 1 Lab: 6 Cred: 3 CI
Food Production Management
This course covers basic food principles in a production kitchen environment.
Prereq or Coreq: HOS 109

HOS 111 Lec: 0 Lab: 9 Cred: 3 CI
Culinary Skills II
This course is a continuation of Culinary Skills I. Students will demonstrate advanced culinary techniques, including organization, sanitation, and cooking skills, in a hands-on lab setting, while supporting the culinary school's outlets.
Prereq: HOS 107

HOS 113 Lec: 1 Lab: 6 Cred: 3 CI
Laminated Doughs and Pastries
This course is designed to develop the knowledge, skill and techniques required in the production and presentation of laminated dough and classical French Viennoiserie products such as croissants, Danish, puff pastry, doughnuts and other breakfast sweets.
Prereq or Coreq: HOS 109

HOS 114 Lec: 1 Lab: 6 Cred: 3 CI
Introduction to Cakes
This course introduces students to scaling, mixing, baking and decorating cakes and cake products. Students will learn to use various mixing methods and decorating techniques as well as an array of fillings and frostings while making American and international cake products.
Prereq or Coreq: HOS 109 and HOS 119

HOS 118 Lec: 1 Lab: 6 Cred: 3 CI
Healthy Baking
This course introduces the principles of healthy baking and pastry arts. Emphasis is placed on production of traditional baked goods using substitute ingredients, making them light and healthy or lower in fat, while maintaining the quality and integrity of the final products. Labeling and showcasing final baked goods will be a part of this course.
Prereq: HOS 119

HOS 119 Lec: 0 Lab: 9 Cred: 3 CI
Introduction to Baking and Pastry
This course introduces baking fundamentals and classical baking techniques in a laboratory setting. Students apply theory to practical baking and pastry methodology while supporting the school's production outlets.
Prereq or Coreq: MAT 032, HOS 109

HOS 121 Lec: 1 Lab: 6 Cred: 3 CI
Cake Decorating and Finishing Techniques
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of media used in commercial bakeshops.
Prereq: HOS 114

HOS 122 Lec: 0 Lab: 6 Cred: 2 CI
Advanced Culinary Skills
This course applies advanced cooking techniques and theories in a production setting. Emphasis is placed on individual as well as team production. This course also includes menu development and execution, basic costing and buffet management.
Prereq: HOS 107

HOS 127 Lec: 3 Lab: 0 Cred: 3 CI
History of Diets in World Cultures
This course is a study of the history of food and its importance in world societies and religions. Students will analyze the use of dietary pyramids and the cultural phenomena of fad diets, sustainability issues and psychological eating disorders as they apply to social history.
Prereq: HOS 104

HOS 128 Lec: 3 Lab: 0 Cred: 3 CI
Culinary Management and Human Resources
This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.
Prereq: HOS 109

HOS 129 Lec: 2 Lab: 3 Cred: 3 CI
Storeroom and Purchasing
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prereq: CPT 101, HOS 107 and MAT 032

HOS 132 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Communications and Leadership
This course is a basic course in communication including grammar review and development of written and oral communication skills as applied to hospitality and tourism scenarios. This course also introduces the concept of leadership development through service learning in hospitality.
Prereq: ENG 100 or appropriate test scores

HOS 135 Lec: 1 Lab: 6 Cred: 3 CI
Introduction to Dining Room Service
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and à la carte styles of service. Students develop a natural link between the kitchen and the dining room in the process of serving, through interaction with the guests.
Prereq: HOS 107
Prereq or Coreq: HOS 109

HOS 140 Lec: 3 Lab: 0 Cred: 3 CI
The Hospitality Industry
This course is a survey of the hospitality industry and the principles of operation of both lodging and food service industries. Students learn the range of alternative business options available in the industry from local, national and international perspectives.

HOS 145 Lec: 1 Lab: 6 Cred: 3 CI
Dining Room Operations
This course is a study of operational procedures of the dining area and managerial concerns for effective dining service for food and beverage.
Prereq: Departmental approval for nondegree-seeking students
Coreq: HOS 109 and HOS 140

HOS 150 Lec: 3 Lab: 0 Cred: 3 CI
Hotel Management
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping and engineering.

HOS 159 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Accounting Applications
This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.
Prereq: MAT 101, MAT 152 or appropriate test scores

HOS 160 Lec: 3 Lab: 0 Cred: 3 CI
Purchasing for Hospitality
This course is a study of a systematic approach to the principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.
Prereq: HOS 107 or HOS 110, HOS 109 and HOS 140

HOS 163 Lec: 3 Lab: 0 Cred: 3 CI
International Etiquette and Protocol
This course is a cultural survey on a range of international protocols affecting business as well as individual success. Highlights include Asian, African, Middle Eastern, South American and Eastern European societies. Differences studied feature approaches to business and lifestyles.

HOS 164 Lec: 3 Lab: 0 Cred: 3 CI
Travel and Tourism
This course covers the history, development, concepts and principles of the travel and tourism industry. Students research case studies as well as local examples of how tourism affects the economy and society. Students also learn to interpret travel trends for business application.

HOS 169 Lec: 3 Lab: 0 Cred: 3 CI
Club Management
This course covers management principles and techniques relevant to country clubs, yacht clubs, and government, fraternal, health, recreational and special organizations.

HOS 171 Lec: 3 Lab: 0 Cred: 3 CI
Food and Beverage Controls
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.
Prereq: HOS 129 or departmental approval

HOS 178 Lec: 2 Lab: 3 Cred: 3 CI
Farm to Plate
This course explores traditional farming methods used throughout South Carolina and around the world. Students will study heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.
Prereq: HOS 111, HOS 122

HOS 180 Lec: 1 Lab: 6 Cred: 3 CI
French Regional Cuisines
This course is the study of the French regional cuisines of Normandy, Brittany, Savoy and Provence with an emphasis on service, standards, language, wines and beverage service. This course also includes cooking from the select regions including Alcase-Lorraine, Bordeaux, the Southwest and Paris. Students also study and produce classical French cuisine.
Prereq: HOS 111 and HOS 122

HOS 181 Lec: 1 Lab: 6 Cred: 3 CI
Candies and Confectionaries
This course focuses on the elements of making candies and confections. It stresses a complete understanding students will develop of all components of chocolates, sugar, pastillage and marzipan, using basic pâtisserie principles.
Prereq: HOS 119

HOS 182 Lec: 1 Lab: 6 Cred: 3 CI
Artisan Breads
This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. An assortment of international breads will be made, as well as breads for special occasions.
Prereq: HOS 119

HOS 183 Lec: 1 Lab: 6 Cred: 3 CI
Plated Desserts
This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.
Prereq: HOS 220

HOS 185 Lec: 1 Lab: 6 Cred: 3 CI
Ice Cream and Frozen Desserts
This course develops advanced skills in making ice cream, sorbets, gelato and granita and the assembly of frozen desserts. Students produce ice cream on a retail level using different types of ice cream machines and flavorings. Students also assemble tortes, bombes and holiday classics that incorporate frozen desserts.
Prereq: HOS 119

HOS 186 Lec: 1 Lab: 6 Cred: 3 CI
Mediterranean Cuisine
This course is the study of the cuisine of the Mediterranean and the Mediterranean Dietary Pyramid, including Spain, France, Italy, Middle East and North Africa. Emphasis is on the culture, cooking methods, food products and beverages of the various countries.
Prereq: HOS 111 and HOS 122

HOS 190 Lec: 1 Lab: 6 Cred: 3 CI
Issues in Culinary Arts and Hospitality Abroad
This course exposes students to contemporary hospitality and culinary issues in the global marketplace through lecture, cultural preparation and geographic study as well as completion of an experiential visit abroad.
Prereq: 24 credit hours in the major and departmental approval. Students must be 21 years of age by date of first class meeting.

HOS 215 Lec: 0 Lab: 9 Cred: 3 CI
Cuisine of the Americas
This course is a study of the cuisine of the culinary regions of the United States, South and Central America, Mexico and the Caribbean. Students are exposed through lecture and practical hands-on experience to the history, cultural influences, and types of food eaten in this area of the world. Each class will offer the student an opportunity to work in various cooking stations that represent cold and hot food preparation.
Prereq: HOS 111, HOS 122

HOS 216 Lec: 0 Lab: 9 Cred: 3 CI
International Cuisine
This course is a study of the cuisines of the world, including Asia, Europe, the Mediterranean and Africa. Students are exposed to history, cultural influences, and common recipes. Each class will offer the student an opportunity to work in various cooking stations that represent cold and hot food preparation.
Prereq: HOS 111, HOS 122

HOS 220 Lec: 1 Lab: 6 Cred: 3 CI
Advanced Bakeshop
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality commercial baked goods.
Prereq: HOS 119

HOS 221 Lec: 1 Lab: 6 Cred: 3 CI
Retail Baking
This course covers the quantity production of frozen, bagged, scoop'n bake and mixed products. Topics on the marketing of baked products and costing procedures are included.
Prereq: HOS 119

HOS 222 Lec: 1 Lab: 6 Cred: 3 CI
Chocolate and Sugar
This course is a study of chocolate artistry and sugar work to include tempering various types of chocolate for modeling and display work, as well as molding, pulling and blowing sugar.
Prereq: HOS 181

HOS 223 Lec: 1 Lab: 6 Cred: 3 CI
Wedding Cakes and Decorating Techniques
This course covers the production and assembly of wedding cakes that include artisan decorating techniques and display. Students will learn to use various types of cake materials to include pulled sugar and chocolate work.
Prereq: HOS 121

HOS 224 Lec: 1 Lab: 6 Cred: 3 CI
Jams, Jellies, Chutneys and Tarts
This course will focus on the manufacturing, packaging and marketing of various types of jams, jellies and chutneys.
Prereq: HOS 119

HOS 228 Lec: 1 Lab: 6 Cred: 3 CI
Petit Fours and Mini Pastries
This course introduces the art of miniature pastry making from tea cakes to petit fours secs. Students will produce several types of pastries made in miniature fashion as well as products to be used in such settings as retail bakeries, restaurants, hotels and catering.
Prereq: HOS 119

HOS 230 Lec: 3 Lab: 0 Cred: 3 CI
Therapeutic Nutrition
This is an introductory course to the study of diet therapy of an individual with a health problem, the etiology of the disease, and the necessary diet modifications to aid in restoring the individual's health.
Prereq: HOS 109

HOS 235 Lec: 3 Lab: 0 Cred: 3 CI
Menu Planning
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans and recordkeeping techniques. Students develop several types of menus to include costing, marketing and menu analysis. Menus analysis also includes kitchen equipment layout and design.
Prereq: HOS 171 or departmental approval

HOS 236 Lec: 0 Lab: 9 Cred: 3 CI
Restaurant Capstone
This course includes capstone competencies for culinary arts students. Students manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis, and expedite food from the kitchen to the dining room, in the student-run restaurant.
Prereq or Coreq: HOS 111, HOS 122, HOS 171

HOS 237 Lec: 0 Lab: 6 Cred: 2 CI
Contemporary Cuisine
This course is a study of modern cooking techniques using classical formulas as well as a modern approach to plate presentations. Students prepare cold and hot foods while using culinary techniques that incorporate sound cooking techniques, and current and traditional methods.
Prereq or Coreq: HOS 111, HOS 122, HOS 171

HOS 241 Lec: 1 Lab: 6 Cred: 3 CI
Sports Nutrition
This course emphasizes the importance of food and specific diets to enhance athletic performance. Students will use their knowledge of nutrition and anatomy and physiology to create menus geared for the training tables of various sports.
Prereq: HOS 111 and BIO 110

HOS 242 Lec: 1 Lab: 6 Cred: 3 CI
Vegetarian and Vegan Cuisine
This course is the study of vegetarian and vegan cuisines. Students will prepare recipes and develop menus that represent specific dietary requirements of these cuisines to include lacto, lacto-ovo, micro- and macrobiotic. Natural dietary supplements are included as part of healthy eating regimes that exclude animal proteins.
Prereq: HOS 111 and HOS 127

HOS 243 Lec: 1 Lab: 6 Cred: 3 CI
Food Competition Fundamentals
This course is the study of techniques and procedures for food competitions. Special attention is given to menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competitions.
Prereq: HOS 111, HOS 122

HOS 245 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Marketing
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.
Prereq: HOS 140

HOS 250 Lec: 3 Lab: 0 Cred: 3 CI
Beverage Service Management
This course addresses the principles of beverage service. This course is designed to prepare students for management responsibilities in the culinary and hospitality industries.
Prereq: HOS 109 and HOS 140

HOS 251 Lec: 3 Lab: 0 Cred: 3 CI
Introduction to Wine
This course is a study in the basic wine production process with focus on the different styles of wine, countries of origin, terroir and related flavor characteristics. The course will include best practices and industry trends.
Prereq: HOS 109. Students must be 21 years of age by date of first class meeting.

HOS 252 Lec: 2 Lab: 3 Cred: 3 CI
Advanced Food and Beverage Service
This course is an advanced food and beverage management course requiring conception, operation and management of a small quantity food and beverage operation in an applied lab setting.
Prereq and Coreq: HOS 109 or ServSafe Sanitation Certificate and HOS 140

HOS 253 Lec: 3 Lab: 0 Cred: 3 CI
Beer Basics
This course will explore the production, sales and service of domestic and imported beers including ales, pilsners, stout and microbreweries, as well as best practices and industry trends.
Prereq: HOS 109 or ServSafe Sanitation Certificate and HOS 140. Students must be 21 years of age by date of the first class meeting.

HOS 254 Lec: 3 Lab: 0 Cred: 3 CI
Catering Management
This course is a study of the culinary business's logistical and entrepreneurial aspects of catering management. Emphasis is placed on food preparation, transportation, presentation and cost controls in a variety of settings. Students observe local catering operations through class tours and guest lecture appearances.
Prereq: HOS 107 or HOS 110, HOS 140 and HOS 109

HOS 255 Lec: 3 Lab: 0 Cred: 3 CI
Food Service Management
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.
Prereq: HOS 107 or HOS 110, HOS 140, HOS 159 and HOS 245

HOS 256 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Management Concepts
This course is a study of the theory and principles of management as applied to the hospitality industry.
Prereq: HOS 140

HOS 258 Lec: 3 Lab: 0 Cred: 3 CI
Convention Management
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.
Prereq: HOS 140

HOS 261 Lec: 3 Lab: 0 Cred: 3 CI
Distilled Spirits and Related Products
This course will explore the production and service of distilled spirits including key components, procurement, service, sales and storage of distilled products and related products. Current industry trends, best practices and legal requirements for sales and service will be addressed.
Prereq: HOS 109 or ServSafe Sanitation Certificate and HOS 140. Students must be 21 years of age by date of the first class meeting.

HOS 262 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Software Applications
This course includes using microcomputer software to manage various areas of the hospitality industry.
Prereq: CPT 101 or departmental approval

HOS 264 Lec: 3 Lab: 0 Cred: 3 CI
Food and Beverage Pairing
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on enhancing sales, service and profitability.
Prereq: HOS 109 or ServSafe Sanitation Certificate and HOS 140. Students must be 21 years of age by the date of the first class meeting.

HOS 265 Lec: 3 Lab: 0 Cred: 3 CI
Hotel, Restaurant and Travel Law
This course covers legal foresight for hospitality management. Topics include litigation involving dining and lodging responsibilities of the innkeeper.
Prereq: HOS 140

HOS 268 Lec: 3 Lab: 0 Cred: 3 CI
Building a Beverage Business
This course will address planning, developing, operating, marketing and measuring the profitability of a beverage business in a variety of settings.
Prereq: HOS 109 or ServSafe Sanitation Certificate and HOS 140 and HOS 159

HOS 272 Lec: 0 Lab: 12 Cred: 3 CI
SCWE in Hospitality/Tourism Management
This course integrates hospitality skills at an approved worksite related to the hospitality industry.
Prereq: Departmental approval

HOS 277 Lec: 0 Lab: 12 Cred: 3 CI
SCWE in Culinary Arts
This course integrates culinary skills at an approved worksite related to the culinary industry.
Prereq: Departmental approval

HOS 278 Lec: 3 Lab: 0 Cred: 3 CI
Medicinal Herbs and Natural Healing
This course introduces philosophical teachings along with the use of medicinal herbs and natural healing remedies including the selection of herbs, spices and blends of ingredients for traditional applications.
Prereq: HOS 241

HOS 279 Lec: 1 Lab: 6 Cred: 3 CI
Dietary Health and Spa Cuisine
This course is a study of advanced techniques of nutritionally sound food preparation and menu development that reflect current nutritional research. Applications include health care retreats, spa cuisine, and modern retirement community restaurant models.
Prereq or Coreq: HOS 241 and HOS 242

HOS 280 Lec: 1 Lab: 6 Cred: 3 CI
Butchery and Charcuterie
This course develops advanced skills in butchering of meat and poultry products. Students will learn to turn lesser-used cuts into artisan charcuteries, sausages and cured meats and to break down primal cuts of beef, lamb, veal, pork and wild game, turning pieces into retail or restaurants cuts.
Prereq: HOS 111, HOS 122

HOS 281 Lec: 1 Lab: 6 Cred: 3 CI
Seafood Cookery
This course develops advanced skills in filleting and cooking seafood and shellfish. Students will fabricate whole fish for use in various cooking methods as well as identify local and imported fish. Students will also study the seafood industry and its importance to the economy and environment.
Prereq: HOS 111, HOS 122

HOS 299 Lec: 1 Lab: 6 Cred: 3 CI
Special Topics in Culinary Studies
This course focuses on a specific purpose for, issue in or type of cooking such as regional world cuisines, food history or current trends in culinary or baking pastry arts.
Prereq: Departmental approval

Horticulture (HRT)

HRT 001 Lec: Lab: Cred:
Indicates credit given for horticulture course work transferred from another college for which there is no equivalent course at TTC.

HRT 101 Lec: 2 Lab: 3 Cred: 3 IT
Introduction to Horticulture
This course covers the basic principles of horticulture as it relates to commercial production.

HRT 102 Lec: 3 Lab: 3 Cred: 4 IT
Landscape Design
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

HRT 106 Lec: 1 Lab: 3 Cred: 2 IT
Ornamentals
This course is a survey of ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names. Plant materials include ground covers, vines, grasses, palms and some shrubs.

HRT 107 Lec: 1 Lab: 3 Cred: 2 IT
Woody Ornamentals
This course is a survey of deciduous and evergreen ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names.

HRT 108 Lec: 1 Lab: 3 Cred: 2 IT
Annuals and Perennials
This course is a survey of herbaceous plants, both annual and perennial, that can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, culture, and botanical and common names.

HRT 110 Lec: 3 Lab: 3 Cred: 4 IT
Plant Form and Function
This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

HRT 111 Lec: 1 Lab: 3 Cred: 2 IT
Foliage Plants
This course is a survey of herbaceous plants suitable for indoor culture and includes those varieties used in interior landscaping. Emphasis is on identification and interior landscape design.

HRT 121 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Irrigation
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding also are included.

HRT 125 Lec: 3 Lab: 3 Cred: 4 IT
Soils
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to plants are included.

HRT 130 Lec: 2 Lab: 3 Cred: 3 IT
Greenhouse Production
This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilization, pest control, climate control and calculation of production costs.

HRT 139 Lec: 2 Lab: 3 Cred: 3 IT
Plant Propagation
This course is a study of the fundamental principles and techniques involved in plant propagation.

HRT 144 Lec: 2 Lab: 3 Cred: 3 IT
Plant Pests
This course is a study of horticulturally important insects, plant diseases and weeds. Emphasis is on identification, prevention and control.

HRT 153 Lec: 2 Lab: 3 Cred: 3 IT
Landscape Construction
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, and brick landscape structures; lighting; water features; and drainage.

HRT 169 Lec: 3 Lab: 0 Cred: 3 IT
Sustainability in Horticulture
This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products.

HRT 171 Lec: 2 Lab: 3 Cred: 3 IT
Landscape Business Techniques
This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis on business start-up procedures.

HRT 212 Lec: 2 Lab: 3 Cred: 3 IT
Commercial Landscape Design
This course is a study of landscaping principles and practices with emphasis on large commercial or public landscape developments. Students are introduced to landscape design using computers.
Prereq: HRT 102 or advisor approval

HRT 240 Lec: 3 Lab: 3 Cred: 4 IT
Pesticides
This course is a study of the application of herbicides, insecticides and fungicides. Emphasis is on current certification materials, calibration problems and application of pesticides over large areas.

HRT 241 Lec: 2 Lab: 3 Cred: 3 IT
Turf Management
This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on installing and managing turf in residential, commercial and public areas.

HRT 254 Lec: 1 Lab: 3 Cred: 2 IT
Landscape Maintenance
This course is a study of the methods and procedures used in an overall approach to the maintenance of annuals, perennials, turf, shrubs and trees in a large-scale area.

Humanities (HSS and HUM)

HSS 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Humanities
This course is an introduction to themes, critical approaches and major contributors to the humanities. (Nondegree credit)

HSS 102 Lec: 3 Lab: 0 Cred: 3 HS
Critical Thinking in the Humanities
This course is a study of history and art to develop critical thinking skills through appreciating major themes and contributions in the humanities. (Nondegree credit)

HSS 110 Lec: 3 Lab: 0 Cred: 3 HS
History of Ideas
This course is a history of human ideas and values as they have been transformed across time through an interdisciplinary examination of a culture's arts, literatures, philosophies and beliefs.
Prereq: ENG 100 or appropriate test score

HSS 201 Lec: 3 Lab: 0 Cred: 3 HS
Issues in Humanities
Through a study of interpersonal relationships and communication, this course provides a multi-cultural overview of the classic issues in the humanities and their implications for shaping morals, ethics and values. Major emphasis is on the development of group and individual competencies in effective oral communication skills.

HUM 001 Lec: Lab: Cred:
Indicates credit given for humanities course work transferred from another college for which there is no equivalent course at TTC.

Human Services (HUS)

HUS 001 Lec: Lab: Cred:
Indicates credit given for human services course work transferred from another college for which there is no equivalent course at TTC.

HUS 101 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Human Services
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services workers are included.
Prereq: ENG 100

HUS 102 Lec: 3 Lab: 0 Cred: 3 CF
Personal and Professional Development in Helping Professions
This course provides students with the opportunity to gain a greater awareness of self through values, clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.
Prereq: ENG 100

HUS 103 Lec: 1 Lab: 0 Cred: 1 CF
Writing for Human Services
This course is an introduction to fundamental technical writing skills required of a human services practitioner.
Prereq: ENG 100 with a minimun grade of C

HUS 110 Lec: 1 Lab: 0 Cred: 1 CF
Orientation to Human Services
This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements and career opportunities.
Prereq: HUS 209, HUS 230

HUS 112 Lec: 2 Lab: 0 Cred: 2 CF
Services for the Elderly
This course studies the services available for older adults, including health, social services, recreation, financial and educational services.
Prereq: HUS 205

HUS 201 Lec: 3 Lab: 0 Cred: 3 CF
Family System Dynamics
This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions.
Prereq: HUS 209

HUS 203 Lec: 3 Lab: 0 Cred: 3 CF
Human Behavior and Social Environment
This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why man interacts with society the way he does.
Prereq: ENG 100

HUS 205 Lec: 3 Lab: 0 Cred: 3 CF
Gerontology
This course is a survey of the physical, social and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.
Prereq: HUS 101, HUS 102, HUS 203

HUS 206 Lec: 3 Lab: 0 Cred: 3 CF
Death and Dying
This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death and grief are covered in the course.
Prereq: HUS 110

HUS 208 Lec: 3 Lab: 0 Cred: 3 CF
Alcohol and Drug Abuse
This course is a study of the etiology of alcohol and drug abuse; various types of addictive substances; physical, mental and social implications; programs in rehabilitation; and preventive education.
Prereq: ENG 100

HUS 209 Lec: 3 Lab: 0 Cred: 3 CF
Case Management
This course covers accepted methods and strategies for effectively assessing client needs; accessing necessary provider agencies; and monitoring and properly documenting service delivery and client welfare.
Prereq: ENG 101, HUS 102, HUS 203 or HUS 208

HUS 211 Lec: 3 Lab: 0 Cred: 3 CF
Developing the Gerontology Professional
This course explores effective communication styles and interview techniques for developing relationships with aging populations.
Prereq: HUS 205

HUS 212 Lec: 3 Lab: 0 Cred: 3 CF
Survey of Disabilities and Disorders
This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.
Prereq: HUS 101, HOS 102, HOS 103, HOS 203

HUS 214 Lec: 3 Lab: 0 Cred: 3 CF
Health, Wellness and Nutrition for Special Populations
This course explores theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.
Prereq: HUS 101

HUS 217 Lec: 3 Lab: 0 Cred: 3 CF
Addictions Counseling
This course provides specific skills for the diagnosis and treatment of substance abuse and addictions. Topics to be discussed include causes and diagnoses of addictions and treatment modalities.
Prereq: HUS 102, HUS 208

HUS 218 Lec: 3 Lab: 0 Cred: 3 CF
Addictions Counseling II
This course introduces addiction treatment theories and their implementation, including the intricacies of alcohol and drug treatment confidentiality guidelines and ethical concerns. Students learn to transition from assessment to treatment planning and goal setting in the clinical environment.
Prereq: HUS 217 with a minimum grade of C

HUS 219 Lec: 3 Lab: 0 Cred: 3 CF
Psychopharmacology
This course examines the use and effects of various brain-altering substances (i.e., drugs). Psychological, pharmacological and behavioral effects of drugs are examined with a focus on the brain changes that occur with substance abuse.
Prereq: HUS 101, HUS 102 and HUS 208

HUS 220 Lec: 3 Lab: 0 Cred: 3 CF
Diversity Issues in Human Services Practice
This course is the study of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self-analysis and will examine currently emerging cultural trends in human services education and delivery.
Prereq: HUS 101, HUS 102 and HUS 203

HUS 223 Lec: 3 Lab: 0 Cred: 3 CF
Program Planning
This course examines the components of a service delivery system in the human services field. Students will study organizations that deliver services, the components that make up the organization and how the components fit together to meet the needs of clients.
Prereq: HUS 250 with a minimum grade of C

HUS 224 Lec: 3 Lab: 0 Cred: 3 CF
Behaviorally-Based Interventions
This course provides an overview of behaviorally based interventions, including the principles of applied behavior analysis, functional behavioral assessment, positive behavioral supports and the ethical implications of using behaviorally based interventions.
Prereqs: PSY 201, ENG 101, HUS 101, HUS 102, HUS 203

HUS 226 Lec: 2 Lab: 0 Cred: 2 CF
Behaviorally-Based Medications
This course examines the impact of commonly used medications designed to assist in behavior management. Students will examine various classes of medications, their uses, their desired effects and their side-effects.
Prereq: HUS 201, HUS 101, HUS 102, HUS 203

HUS 230 Lec: 3 Lab: 0 Cred: 3 CF
Interviewing Techniques
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on in their supervised field placements.
Prereq: ENG 101, HUS 101, HUS 102, HUS 203 or HUS 208

HUS 235 Lec: 3 Lab: 0 Cred: 3 CF
Group Dynamics
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.
Prereq: HUS 101, HUS 102, HUS 208

HUS 237 Lec: 3 Lab: 0 Cred: 3 CF
Crisis Intervention
This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.
Prereq: HUS 110

HUS 241 Lec: 3 Lab: 0 Cred: 3 CF
The Counseling Relationship
This course is the study of the counseling relationship, its development, dynamics, and processes, as well as issues for the counselor that may foster or impede the development of the relationship.
Prereq: HUS 209, HUS 230

HUS 249 Lec: 2 Lab: 0 Cred: 2 CF
Human Services Certification Prep
This course is designed to prepare students for the human services practitioner certification exam. Content will include a basic review of intervention goals, crisis response, intervention plans, case study assessment, and other relevant topics.
Prereq: HUS 250 with a minimum grade of C

HUS 250 Lec: 1 Lab: 9 Cred: 4 CF
Supervised Field Placement I
This course includes work experience assignments by students in selected human services agencies.
Prereq: HUS 110 with a minimum grade of C

HUS 251 Lec: 1 Lab: 9 Cred: 4 CF
Supervised Field Placement II
This course includes work assignments in selected human services agencies.
Prereq: HUS 250 with a minimum grade of C.

Interdisciplinary Studies (IDS)

IDS 101 Lec: 3 Lab: 0 Cred: 3 LC
Human Thought and Learning
This course explores the principles, methods and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (Nondegree credit)

IDS 201 Lec: 3 Lab: 0 Cred: 3 BT
Leadership Development
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. The course aids students in increasing their understanding of themselves, and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. This includes a major emphasis in the development of group and individual competencies in oral communication skills.

Industrial Engineering Technology (IET)

IET 223 Lec: 3 Lab: 0 Cred: 3 IT
Industrial Safety
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the occupational safety and health act (OSHA) is included. This course emphasizes hazard recognition and safety requirements for machining operation.

Industrial Mechanics (IMT)

IMT 102 Lec: 2 Lab: 0 Cred: 2 IT
Industrial Safety
This course covers proper safety habits to avoid dangerous conditions in an industrial complex. Course topics include positive attitude, personal safety, the proper use of equipment, fire prevention, lockout/tagout, electrical safety and OSHA.

IMT 105 Lec: 1 Lab: 3 Cred: 2 IT
Mechanical Sketching
This course provides a hands-on course of instruction in blueprint reading and sketching so the student will be able to utilize analytical and visualization skills in the development of sketching techniques and understanding blueprints.

IMT 121 Lec: 1 Lab: 3 Cred: 2 IT
Drive Systems
This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 124 Lec: 1 Lab: 3 Cred: 2 IT
Pumps
This course covers packing, seals, couplings, alignment, bearings and rebuilding pumps.

IMT 131 Lec: 3 Lab: 3 Cred: 4 IT
Hydraulics and Pneumatics
This course covers the basic technology and principles of hydraulics and pneumatics. Fluid power and variable speed drives also are covered.

IMT 151 Lec: 2 Lab: 3 Cred: 3 IT
Piping Systems
This course covers plumbing and piping systems used in industrial, commercial and/or residential construction. Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IMT 160 Lec: 2 Lab: 3 Cred: 3 IT
Preventive Maintenance
This course covers preventive maintenance techniques, lubrication, bearing, mechanical troubleshooting and the use of computers in maintenance.

IMT 163 Lec: 2 Lab: 3 Cred: 3 IT
Problem Solving for Mechanical Applications
This course covers troubleshooting techniques such as critical thinking in mechanical situations, practical problem-solving techniques, and mechanical procedures with heavy emphasis on computational and analytical problem-solving skills.

IMT 210 Lec: 2.5 Lab: 1.5 Cred: 3 ET
Basic Industrial Skills I
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101-04, 00102-04 and 00103-04.)

IMT 211 Lec: 2.5 Lab: 1.5 Cred: 3 ET
Basic Industrial Skills II
This course is designed to give students an introduction to power tools, blueprints and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04 and 00108-04.)

Information Systems Technology (IST)

IST 161 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Network Administration
This course is an introductory study of networking operating system administration. Techniques of installation and administration of a networking operating system will be included. Microsoft desktop and server operating systems will be used in this class.

IST 162 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Workstation Networking Administration
This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup. This course will focus on Windows Server 2008 and skills covered on the Microsoft Server Administrator certification exam.
Prereq: IST 161

IST 163 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Server Networking Configuration Administration
This course is a study of installing and configuring a local area network (LAN). Tasks include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service and compatibility issues will be introduced.
Prereq: IST 161

IST 164 Lec: 3 Lab: 0 Cred: 3 BT
Implementing Windows Network Infrastructure Services
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course covers the objectives of the associated Microsoft MCSE certification.
Prereq: IST 161

IST 165 Lec: 3 Lab: 0 Cred: 3 BT
Implementing and Administering Windows Directory Services
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.
Prereq: IST 161

IST 166 Lec: 3 Lab: 0 Cred: 3 BT
Network Fundamentals
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

IST 190 Lec: 3 Lab: 0 Cred: 3 BT
Linux Essentials
This course will provide students with the fundamental knowledge and concepts of the Linux operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. This course helps students prepare for the CompTIA Linux+ certification exam.
Prereq: CPT 102

IST 191 Lec: 3 Lab: 0 Cred: 3 BT
Linux System Administration
This course will provide students with the skills necessary to administer a Linux system, including hardware/software configuration, user and group administration, Linux network configuration, and file system management. This course helps students prepare for the Novell Certified Linux Professional exam.
Prereq: IST 190

IST 192 Lec: 3 Lab: 0 Cred: 3 BT
Linux Network Applications
This course will provide students with the skills necessary to deploy and administer the core networking services in a Linux system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS and others. This course helps students prepare for the Novell Certified Linux Professional exam.
Prereq: IST 191

IST 201 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Internetworking Concepts
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI model, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

IST 202 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Router Configuration
This course is a study of LANs, WANs, OSI model, Ethernet, token ring, FDDI, TCP/IP protocol, dynamic routing, and the network administrator's role and function.
Prereq: IST 201

IST 203 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Cisco Router Configuration
This course is a study of configuring Cisco routers.
Prereq: IST 202

IST 204 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Troubleshooting
This course is a study of troubleshooting network problems.
Prereq: IST 203

IST 205 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Advanced Routing
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable Internetworks. This course helps students prepare for the Cisco Routing Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 206 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Remote Access
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site and maximize bandwidth utilization over the remote links. This course helps students prepare for the Cisco Remote Access Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 207 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Multilayer Switching
This course is a detailed study of how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies. This course helps students prepare for the Cisco Switching Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 208 Lec: 3 Lab: 0 Cred: 3 BT
Cisco Internetwork Troubleshooting
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches. This course helps students prepare for the Cisco Support Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 205, IST 206, IST 207

IST 209 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Wireless LANs
This introductory course is the study of design, installation, configuration, operations and troubleshooting of wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design and best practices, emphasizing real-world applications and skills.
Prereq: IST 204

IST 220 Lec: 3 Lab: 0 Cred: 3 BT
Data Communications
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

IST 235 Lec: 3 Lab: 0 Cred: 3 BT
Handheld Computer Programming
This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations. The focus of the course will be the development of software for the Android mobile phone.
Prereq: CPT 233

IST 239 Lec: 3 Lab: 0 Cred: 3 BT
Datum and JavaScript
This course includes concepts and skills for developing dynamic functionality and interactivity for websites using JavaScript: variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames and arrays. This course covers the basics of the JavaScript language, how to place JavaScript into an HTML file and advanced JavaScript topics such as event handlers, arrays, forms and cookies.
Prereq: CPT 220 and CPT 114 or CPT 232

IST 250 Lec: 3 Lab: 0 Cred: 3 BT
Network Management
This course is a study of planning, organizing and controlling telecommunication functions for the potential telecommunications manager. It emphasizes current situations and techniques.
Prereq: IST 190

IST 253 Lec: 3 Lab: 0 Cred: 3 BT
LAN Service and Support
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. This course covers learning objectives associated with CompTIA Server+ certification.
Prereq: CPT 210

IST 259 Lec: 3 Lab: 0 Cred: 3 BT
Electronic Messaging
This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage and transmission of electronic mail messages and the implementation, configuration and administration of messaging software. This course provides coverage of the learning objectives associated with the Microsoft 070-284 MCP certification.
Prereq: IST 161

IST 260 Lec: 3 Lab: 0 Cred: 3 BT
Network Design
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network combining creativity, rigorous discipline, analysis, and synthesis while emphasizing the solution in terms of cost and performance.
Prereq: IST 220, IST 161, IST 190, IST 202, IST 293

IST 263 Lec: 3 Lab: 0 Cred: 3 BT
Designing Windows Network Security
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSEC and certificate servers. Includes configuring, maintaining and securing an array of network services on Linux servers via Linux clients. Covers general security, encryption and authentication for user, and file and data security. Identifies the threats to network security and the tools to protect the network, e.g., firewalls, proxies, tunneling, Virtual Private Networks (VPNs) and network intrusion detection systems.
Prereq: IST 165

IST 272 Lec: 3 Lab: 0 Cred: 3 BT
Relational Database
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Additional topics include forms developer, triggers, stored procedures, and PL/SQL programming.
Prereq: CPT 242

IST 286 Lec: 0 Lab: 9 Cred: 3 BT
Technical Support Internship I
This course is an entry-level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. Students will participate in weekly evaluation sessions of calls and solutions.
Prereq: CPT 209, CPT 210, IST 161

IST 287 Lec: 0 Lab: 9 Cred: 3 BT
Technical Support Internship II
This course is an intermediate-level technical support/help desk internship. Students intern at the college's help desk and provide support to faculty and staff. The student prepares a portfolio for submission.
Prereq: IST 286

IST 291 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Network Security I
This course is a study of introductory levels of security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to manage network security.
Prereq: IST 204

IST 292 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Network Security II
This course is a study of advanced security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to install/configure secure firewalls.
Prereq: IST 204

IST 293 Lec: 3 Lab: 0 Cred: 3 BT
IT and Data Assurance I
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. This course will provide coverage of the objectives associated with the CompTIA Security+ certification.
Prereq: CPT 210

IST 294 Lec: 3 Lab: 0 Cred: 3 BT
IT and Data Assurance II
This course introduces methods for attacking a network. Concepts, principles, tools and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. This course will provide coverage of the learning objectives associated with the EC-Council Certified Ethical Hacker certification.
Prereq: IST 293

Journalism (JOU)

JOU 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Journalism
This course is a study of basic rhetorical and ethical principles of journalistic writing for news media including newspapers, journals, radio and television.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

Paralegal (LEG)

LEG 001 Lec: Lab: Cred:
Indicates credit given for paralegal course work transferred from another college for which there is no equivalent course at TTC.

LEG 120 Lec: 3 Lab: 0 Cred: 3 LR
Torts
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.
Prereq or Coreq: LEG 135 or advisor approval

LEG 132 Lec: 3 Lab: 0 Cred: 3 LR
Legal Bibliography
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.
Prereq: LEG 135 or advisor approval

LEG 135 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Law and Ethics
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.
Prereq: ENG 101 or advisor approval

LEG 201 Lec: 3 Lab: 0 Cred: 3 LR
Civil Litigation I
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice and discovery procedures.
Prereq: ENG 101 or advisor approval

LEG 213 Lec: 3 Lab: 0 Cred: 3 LR
Family Law
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.
Prereq or Coreq: LEG 201 or advisor approval

LEG 214 Lec: 3 Lab: 0 Cred: 3 LR
Property Law
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.
Prereq or Coreq: LEG 135, LEG 201 or advisor approval

LEG 230 Lec: 3 Lab: 0 Cred: 3 LR
Legal Writing
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.
Prereq or Coreq: LEG 132, LEG 135 or advisor approval

LEG 233 Lec: 3 Lab: 0 Cred: 3 LR
Wills, Trusts and Probate
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of trust, and probate administration.
Prereq or Coreq: LEG 135, LEG 201 or advisor approval

LEG 234 Lec: 3 Lab: 0 Cred: 3 LR
Title Examination Procedures I
This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.
Prereq or Coreq: LEG 135
Prereq: LEG 214 or advisor approval

LEG 240 Lec: 3 Lab: 0 Cred: 3 LR
Claims Investigation
This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, and assembling and presenting evidence.
Prereq: LEG 120
Prereq or Coreq: LEG 201 or advisor approval

LEG 242 Lec: 0 Lab: 9 Cred: 3 LR
Law Practice Workshop
This course includes the application of substantive knowledge in a practical situation as a paralegal.
Prereq: LEG 132, LEG 135, LEG 201 or advisor approval

LEG 244 Lec: 3 Lab: 0 Cred: 3 LR
Special Projects for Paralegals
This course provides specialized paralegal training with an update on changes in laws and procedures.
Prereq: LEG 135, LEG 201 or advisor approval

Literature (LIT)

LIT 001 Lec: Lab: Cred:
Indicates credit given for literature course work transferred from another college for which there is no equivalent course at TTC.

Logistics (LOG)

LOG 125 Lec: 3 Lab: 0 Cred: 3 BT
Transportation Logistics
This course is the study of the role that various modes of transportation play in products and services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, and understand environmental and economic impact.

LOG 215 Lec: 3 Lab: 0 Cred: 3 BT
Supply Chain Management
This course is the study of all activities between suppliers, producers, and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

LOG 235 Lec: 3 Lab: 0 Cred: 3 BT
Traffic Management
This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

LOG 240 Lec: 3 Lab: 0 Cred: 3 BT
Purchasing Logistics
This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

LOG 250 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Global Logistics
This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking and e-logistics systems.

Mathematics (MAT)

MAT 001 Lec: Lab: Cred:
Indicates credit given for rigorous calculus-track mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 002 Lec: Lab: Cred:
Indicates credit given for transfer-level mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 031 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics Basics
This course is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are emphasized. (Nondegree credit)
Prereq: Appropriate test score

MAT 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics
This course includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. (Nondegree credit)
Prereq: MAT 031 or appropriate test score

MAT 101 Lec: 3 Lab: 0 Cred: 3 SM
Beginning Algebra
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Nondegree credit)
Prereq: MAT 032 or appropriate test scores

MAT 102 Lec: 3 Lab: 0 Cred: 3 SM
Intermediate Algebra
This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions. (Nondegree credit)
Prereq: MAT 101 or MAT 152, with a minimum grade of C

MAT 109 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra with Modeling
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis is on linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is designed for the student with plans to use college algebra as a terminal course or take MAT 130 after completion. Focus is placed more on applications rather than theoretical mathematics. Students who receive credit for MAT 109 may not receive credit for MAT 110.
Prereq: MAT 102, MAT 153 with a minimum grade of C or appropriate test score

MAT 110 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prereq: MAT 102 or MAT 153, with a minimum grade of C. Students who receive credit for MAT 110 may not receive credit for MAT 109 or MAT 112.

MAT 111 Lec: 3 Lab: 0 Cred: 3 SM
College Trigonometry
This course includes the following topics: trigonometric functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre's Theorem, vectors, conic sections, and parametric equations.
Prereq: MAT 110 with a minimum grade of C. Students may not receive credit for both MAT 111 and MAT 112.

MAT 112 Lec: 5 Lab: 0 Cred: 5 SM
Precalculus
This course includes algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.
Prereq: MAT 102 or MAT 153 with a grade of B or higher or appropriate test scores. Students who receive credit for MAT 112 may not receive credit for MAT 110 or MAT 111.

MAT 120 Lec: 3 Lab: 0 Cred: 3 SM
Probability and Statistics
This course includes introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test of hypothesis for large and small samples, type I and type II errors, linear regression, and correlation.
Prereq: MAT 101 or MAT 152 with a minimum grade of C or appropriate test scores

MAT 123 Lec: 3 Lab: 0 Cred: 3 SM
Contemporary College Mathematics
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals.
Prereq: MAT 102 or MAT 153 with a minimum grade of C or appropriate test scores

MAT 130 Lec: 3 Lab: 0 Cred: 3 SM
Elementary Calculus
This course includes differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. This is a terminal course designed for students who do not wish to take additional calculus courses. Its transferability usually depends on the student's major.
Prereq: MAT 109 or MAT 110 or MAT 112 with a minimum grade of C. Students may not receive credit for both MAT 130 and MAT 140.

MAT 132 Lec: 3 Lab: 0 Cred: 3 SM
Discrete Mathematics
This course includes the following topics: mathematical logic and proofs, set operations, relations and digraphs, recurrence relations, combinatorics, and number systems. (This course is designed primarily for computer science students, mathematics majors and engineering students.)
Prereq: MAT 109 or MAT 110 or MAT 112 with a minimum grade of C

MAT 140 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus I
This course includes derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.
Prereq: MAT 111 or MAT 112 with a minimum grade of C. Students may not receive credit for both MAT 140 and MAT 130.

MAT 141 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus II
This course continues calculus of one variable, including analytic geometry, techniques of integration, volumes by integration and other applications, infinite series including Taylor series, and improper integrals.
Prereq: MAT 140 with a minimum grade of C

MAT 152 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra
This course includes the following topics: operations with signed numbers, addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. MAT 152 is designed for the student with little or no previous experience in algebra, as well as the student who has difficulty with mathematics and would benefit from more instructional time with an emphasis on mathematics study skills. (Nondegree credit)
Prereq: MAT 032 or appropriate test score

MAT 153 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra II
This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. MAT 153 is designed for the student who has difficulty with mathematics and would benefit from more instructional time with additional instruction of mathematics study skills. Students who receive credit for MAT 153 may not receive credit for MAT 102. (Nondegree credit)
Prereq: MAT 101 or MAT 152 with a minimum grade of C, or appropriate test score

MAT 155 Lec: 3 Lab: 0 Cred: 3 SM
Contemporary Mathematics
This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching, and interpretations, and descriptive statistics.
Prereq: MAT 032 or appropriate test scores

MAT 170 Lec: 3 Lab: 0 Cred: 3 SM
Algebra, Geometry and Trigonometry I
This course includes elementary algebra, geometry, trigonometry and applications.
Prereq: MAT 101 or MAT 152 with a minimum grade of C

MAT 240 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus III
This course covers multivariable calculus including vectors, partial derivatives and their applications to maximum and minimum problems with and without constraints, line integrals, multiple integrals in rectangular and other coordinates, and Stokes's and Green's Theorems.
Prereq: MAT 141 with a minimum grade of C

MAT 242 Lec: 4 Lab: 0 Cred: 4 SM
Differential Equations
This course includes solution of linear and elementary nonlinear differential equations by standard methods with sufficient linear algebra to solve systems, applications, series, Laplace transform and numerical methods.
Prereq: MAT 141 with a minimum grade of C

Medical Assisting (MED)

MED 102 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to the Medical Assisting Profession
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

MED 107 Lec: 4 Lab: 0 Cred: 4 AH
Medical Office Management
This course is a study of the principles and practices of banking and accounting procedures, billing methods and office management.
Prereq: MED 102

MED 114 Lec: 3 Lab: 3 Cred: 4 AH
Medical Assisting Clinical Procedures
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prereq: AHS 121, AHS 170, MED 102

MED 115 Lec: 3 Lab: 3 Cred: 4 AH
Medical Office Lab Procedures I
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities, including venipuncture and capillary methods for obtaining blood specimens.
Prereq: AHS 142, MED 102, physical examination, major medical insurance, Hepatitis B vaccine series

MED 131 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Administrative Skills of Medical Office I
This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

MED 132 Lec: 2 Lab: 3 Cred: 3 AH
Administrative Skills of Medical Office II
This course covers managing the finances of the medical office including daily financial practices, medical insurance and coding, billing and collections, and accounting practices.
Prereq: MED 131

MED 158 Lec: 1 Lab: 21 Cred: 8 AH
Clinical Office Experience
This course provides practical experience in selected clinical office settings.
Prereq: MED 114, MED 115

Mechanical Engineering Technology (MET)

MET 001 Lec: Lab: Cred:
Indicates credit given for mechanical engineering technology course work transferred from another college for which there is no equivalent course at TTC.

MET 213 Lec: 2 Lab: 3 Cred: 3 ET
Dynamics
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered, as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machines and mechanisms.
Prereq: EGR 190

MET 220 Lec: 3 Lab: 0 Cred: 3 ET
Production Layout and Process Planning
This course studies the development of techniques to achieve high efficiency and repeatability in production processes.
Prereq: MAT 110, ENG 101

MET 226 Lec: 3 Lab: 3 Cred: 4 ET
Applied Heat Principles
This course covers energy transfer principles involved in heating, cooling and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.
Prereq: MAT 111, EGR 110, ENG 101, PHY 201

MET 233 Lec: 3 Lab: 3 Cred: 4 ET
Applied Thermal Principles
This course emphasizes the application of the laws of thermal science in the workplace. Systems covered include steam power, gas turbines, internal combustion, refrigeration, heat pumps, psychometry, air-conditioning and heat transfer. Appropriate instrumentation for measuring temperature, pressure, flow, level and related phenomena will be utilized.
Prereq: MAT 111, ENG 101, EGR 110

MET 237 Lec: 3 Lab: 3 Cred: 4 ET
Fluids: Principles and Applications
This course covers the flow of incompressible fluids in pipes using the general energy equation. An analysis of proven hydraulic circuits is included. Compressible fluids will also be studied. Pneumatic systems applications will be explored.
Prereq: MAT 111, EGR 110, ENG 101

MET 238 Lec: 3 Lab: 3 Cred: 4 ET
Lean Manufacturing
This course covers the fundamentals of lean manufacturing techniques to be applied by mechanical engineering technicians and technologists. Topics include identification and elimination of waste, JIT, value-added principles, production leveling, and inventory management.
Prereq: MAT 110, ENG 101

MET 239 Lec: 3 Lab: 3 Cred: 4 ET
Applied Mechanics
This course emphasizes the application of the laws of mechanics in the workplace. Topics include linear, projectile and rotational motion, as well as momentum, work and energy. Graphic interpretation of data will also be incorporated. Appropriate instrumentation for measurement will be utilized.
Prereq: MAT 111, ENG 101, EGR 110

Management (MGT)

MGT 001 Lec: Lab: Cred:
Indicates credit given for management course work transferred from another college for which there is no equivalent course at TTC.

MGT 101 Lec: 3 Lab: 0 Cred: 3 BT
Principles of Management
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading and controlling.

MGT 110 Lec: 3 Lab: 0 Cred: 3 BT
Office Management
This course is a study of various approaches to office organization and management, personnel selection and training, and economics in the modern office.
Prereq: CPT 101

MGT 120 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Management
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Operations
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.

MGT 150 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Supervision
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Lec: 3 Lab: 0 Cred: 3 BT
Human Resource Management
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and salary and benefit administration.

MGT 210 Lec: 3 Lab: 0 Cred: 3 BT
Employee Selection and Retention
This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection and training with an emphasis on employee retention.

MGT 230 Lec: 3 Lab: 0 Cred: 3 BT
Managing Information Resources
This course is a study of the development, use and management of information resources and systems in business and industry.
Prereq: CPT 101 or CPT 102

MGT 235 Lec: 3 Lab: 0 Cred: 3 BT
Production Management
This course is a study of production management techniques used in a manufacturing environment. It covers forecasting, scheduling, inventory, work flow management and quality control.

MGT 240 Lec: 3 Lab: 0 Cred: 3 BT
Management Decision Making
This course is a study of various structured approaches to managerial decision making. Extensive case studies and applications are used to reinforce course topics.
Prereq: MGT 101, ACC 101

MGT 250 Lec: 3 Lab: 0 Cred: 3 BT
Situational Supervision
This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

MGT 255 Lec: 3 Lab: 0 Cred: 3 BT
Organizational Behavior
This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 270 Lec: 3 Lab: 0 Cred: 3 BT
Managerial Communication
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process.

Marketing (MKT)

MKT 001 Lec: Lab: Cred:
Indicates credit given for marketing course work transferred from another college for which there is no equivalent course at TTC.

MKT 101 Lec: 3 Lab: 0 Cred: 3 BT
Marketing
This course introduces the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110 Lec: 3 Lab: 0 Cred: 3 BT
Retailing
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, profit management and e-commerce.

MKT 120 Lec: 3 Lab: 0 Cred: 3 BT
Sales Principles
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 130 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Principles
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 135 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Techniques
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240 Lec: 3 Lab: 0 Cred: 3 BT
Advertising
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 250 Lec: 3 Lab: 0 Cred: 3 BT
Consumer Behavior
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.
Prereq: MKT 101

MKT 260 Lec: 3 Lab: 0 Cred: 3 BT
Marketing Management
This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the market place.
Prereq: MKT 101, ACC 101

Medical Laboratory Technology (MLT)

MLT 102 Lec: 2 Lab: 3 Cred: 3 AH
Medical Lab Fundamentals
This course introduces basic concepts and procedures in medical laboratory technology.
Prereq: Meet MLT program admission and progression requirements, health examination, major medical insurance, Hepatitis B vaccine series, phlebotomy skills, current CPR certification, SLED check, AHS 142, BIO 112, CHM 110, CPT 101 and MAT 110

MLT 105 Lec: 3 Lab: 3 Cred: 4 AH
Medical Microbiology
This course provides a survey of organisms encountered in the clinical microbiology laboratory, and includes sterilization and disinfection techniques.
Prereq: MLT 102, MLT 112

MLT 108 Lec: 1 Lab: 6 Cred: 3 AH
Urinalysis and Body Fluids
This course introduces the routine analysis and clinical significance of urine and other body fluids.
Prereq: MLT 102

MLT 110 Lec: 3 Lab: 3 Cred: 4 AH
Hematology
This course provides an introduction to the study of hematology, including terminology, safety and techniques for routine laboratory procedures.
Coreq: MLT 102

MLT 112 Lec: 1 Lab: 3 Cred: 2 AH
Introduction to Parasitology
This course provides an introductory study of human parasites, including classification, life cycles, vectors and differential morphology of the medically important parasites.
Prereq: ENG 101 or equivalent, advisor approval

MLT 115 Lec: 2 Lab: 3 Cred: 3 AH
Immunology
This course provides a study of the immune system, disease states and the basic principles of immunological testing.
Prereq: MLT 102, MLT 110

MLT 120 Lec: 3 Lab: 3 Cred: 4 AH
Immunohematology
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems; compatibility testing; and hemolytic disease of the newborn.
Prereq: MLT 102, MLT 115, MLT 110

MLT 130 Lec: 3 Lab: 3 Cred: 4 AH
Clinical Chemistry
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.
Prereq: MLT 102, MLT 219

MLT 205 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Microbiology
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.
Prereq: MLT 105

MLT 210 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Hematology
This course provides a study of diseases of blood cells and hematologic procedures including coagulation.
Prereq: MLT 110

MLT 219 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Instrumentation
This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation and maintenance.
Coreq: MLT 102

MLT 270 Lec: 2 Lab: 30 Cred: 12 AH
Clinical Applications
This course provides sequential practical experience in selected areas of a supervised clinical setting.
Prereq: MLT 108, MLT 112, MLT 120, MLT 130, MLT 205, MLT 210, MLT 219

Materials Management Technology (MMT)

MMT 110 Lec: 3 Lab: 0 Cred: 3 BT
Inventory Management
This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments.

MMT 135 Lec: 3 Lab: 0 Cred: 3 BT
Shipping Operations
This course is a study of manual and computer assisted shipping procedures; shipping forms and documentation; packaging, sealing, weighing and labeling shipments; selecting the best mode of transportation; and calculating freight charges.

Massage Therapy (MTH)

MTH 120 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Introduction to Massage
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.
Prereq: Admission into Massage Therapy program

MTH 121 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Principles of Massage I
This course is an in-depth study of Swedish massage techniques and application to a complete body massage.
Prereq: MTH 120

MTH 122 Lec: 3 Lab: 3 Cred: 4 AH
Principles of Massage II
This course introduces basic assessment skills and applications of therapeutic techniques to deep soft tissue and structure.
Prereq: MTH 121

MTH 124 Lec: 3 Lab: 0 Cred: 3 AH
Massage Business Applications
This course addresses the basic business skills necessary to operate a massage business, including writing résumés, marketing, bookkeeping, taxes and record keeping. This course addresses ethical considerations in the practice of massage therapy.

MTH 127 Lec: 2 Lab: 3 Cred: 3 AH
Principles of Massage III
This course continues the applications of basic assessment skills and therapeutic techniques to additional regions of the body.
Prereq: MTH 120

MTH 128 Lec: 1 Lab: 9 Cred: 4 AH
Clinical Applications of Massage Therapy
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage.
Prereq: MTH 127

Machine Tool Technology (MTT)

MTT 001 Lec: Lab: Cred:
Indicates credit given for machine tool technology course work transferred from another college for which there is no equivalent course at TTC.

MTT 101 Lec: 0.5 Lab: 4.5 Cred: 2 ET
Introduction to Machine Tool
This course covers the basics in measuring tools, layout tools and bench tools; and basic operations of lathes, mills and drill presses.

MTT 111 Lec: 1 Lab: 12 Cred: 5 IT
Machine Tool Theory and Practice I
This course is an introduction to the basic operation of machine shop equipment.

MTT 112 Lec: 1 Lab: 12 Cred: 5 IT
Machine Tool Theory and Practice II
This course is a combination of the basic theory and operation of machine shop equipment.
Prereq: MTT 111

MTT 143 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Precision Measurements
This course is a study of precision measuring instruments.

MTT 145 Lec: 3 Lab: 0 Cred: 3 IT
Machining of Metals
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds and depths of cut, and finish requirements.

MTT 250 Lec: 2 Lab: 3 Cred: 3 ET
Principles of CNC
This course is an introduction to the coding used in CNC programming.

MTT 251 Lec: 2.5 Lab: 1.5 Cred: 3 IT
CNC Operations
This course is a study of CNC machine controls, setting tools, and machine limits and capabilities.
Coreq: MTT 250 and MTT 253 or departmental approval

MTT 253 Lec: 2 Lab: 3 Cred: 3 ET
CNC Programming and Operation
This course is a study of the planning, programming, selecting, tooling, determining speeds and feeds, setting, operating and testing of CNC programs on CNC machines.
Coreq: MTT 250 or advisor approval

Music (MUS)

MUS 105 Lec: 3 Lab: 0 Cred: 3 HS
Music Appreciation
This course introduces the study of music focusing on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.

MUS 110 Lec: 3 Lab: 0 Cred: 3 HS
Music Fundamentals
This course is an introduction to the elements of music and music notation with keyboard applications.

Nursing (NUR)

NUR 100 Lec: 1 Lab: 0 Cred: 1 NU
Pre-Nursing
This course covers an exploration of nursing and other health care careers as a possible career choice. (Nondegree credit)
Prereq: Pre-Nursing or Pre-Allied Health major, ENG 101

NUR 102 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Basic Nursing Care Skills
This course introduces basic nursing care skills, which are applied in long-term care. Students successfully completing this course are eligible to take the exam to become a certified nursing assistant.
Prereq: Acceptance into the NA Level, CPR certification and all required immunizations/ tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements

NUR 104 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Nursing Care Management I
This course focuses on the knowledge, skills and abilities that are fundamental to nursing practice with application in acute or extended care settings.
Prereq: Acceptance into the PN Level, successful completion of PN Level Dosage Calculation Proficiency or AHS 126, NUR 102, CPR certification, and all required immunizations/ tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.
Coreq: BIO 210, ENG 101, PSY 201, NUR 105

NUR 105 Lec: 1 Lab: 0 Cred: 1 NU
Pharmacology for Nurses
This course is an introduction to the basic concepts of pharmacology related to drug administration. This course includes information on the basics of pharmacology and pharmacodynamics; nursing considerations for safe practice when giving drugs; laws and ethical issues related to drug administration; the appropriate references used to prepare for drug administration; and recognition of drug side effects, interactions and complications of drug therapy.
Prereq: BIO 210
Coreq: BIO 210, NUR 104 or departmental approval

NUR 114 Lec: 0.5 Lab: 1.5 Cred: 1 NU
Introduction to Nursing
This course is an overview of nursing concepts and scopes of practice with emphasis on meeting basic human needs throughout the lifespan. Includes concepts related to health promotion, the health/ illness continuum, and application of the nursing process. This course is designed for the CNA to ADN and CNA to PN student to become oriented to the Scope of Practice of the Registered Nurse and the Licensed Practical Nurse as defined by the South Carolina Nurse Practice Act.
Prereq: Nurse Aide Certification (CNA), CPR certification, all required immunizations/ tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.
Coreq: AHS 126, BIO 210, PSY 201 and ENG 101

NUR 135 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Foundations of Nursing Practice
This course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes. This course is designed for the LPN-ADN student as a review of medical/surgical health problems.
Prereq: NUR 201; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, PSY 201 and PSY 203, CPR certification, all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 158 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Health Promotion for Families I
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 159 Lec: 3 Lab: 9 Cred: 6 NU
Nursing Care Management II
This course focuses on the delivery of nursing care to individuals experiencing health problems emphasizing selected physiological systems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 201 Lec: 3 Lab: 0 Cred: 3 NU
Transition Nursing
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Students who have achieved advanced placement status examine the implications inherent in the role change to that of registered nurse.
Prereq: BIO 210, CPT 101, ENG 101, PSY 201, completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203
Coreq: Completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203

NUR 206 Lec: 0 Lab: 6 Cred: 2 NU
Clinical Skills Application
This course involves the application of knowledge, skills and abilities in a clinical setting.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 207 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Mental Health Promotion
This course focuses on the development of the relationship skills necessary for the nurse to function as a therapeutic provider when caring for the individual with common mental health problems.
Prereq: Acceptance into the ADN Level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 135, PSY 201 and PSY 203; completion of a PN program, CPR certification, and all required immunizations/ tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 208 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Health Promotion for Families II
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting.
Prereq: Acceptance into the ADN Level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 135, PSY 201, PSY 203; completion of a PN program, CPR certification, and all required immunizations/ tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 209 Lec: 2 Lab: 9 Cred: 5 NU
Nursing Care Management III
This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems, emphasizing selected physiological systems. Students successfully completing this course are eligible to apply to take the NCLEX-PN to become a licensed practical nurse.
Prereq: CPT 101, NUR 158, NUR 159, CWE 112 or NUR 246 or NUR 206, CPR certification, clinical health requirements, Hepatitis B vaccine, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.

NUR 216 Lec:1 Lab:0 Cred:1 NU
Nursing Seminar
This course is an exploration of concepts related to selected nursing topics. Students in the Associate Degree Nursing (ADN) program who are unsuccessful the first time they take the designated exit exam will place into this course for individualized NCLEX-RN preparation. (Nondegree credit)
Prereq: Unsuccessful completion of the ADN level exit exam.
Coreq: NUR 219

NUR 219 Lec: 1 Lab: 9 Cred: 4 NU
Nursing Management and Leadership
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team. Students successfully completing this course are eligible to apply to take the NCLEX-RN to become a registered nurse.
Prereq: NUR 207 and NUR 208, MAT 120, THE 101, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check, successful completion of the PN exit exam and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: MAT 120, THE 101, demonstration of proficiency on a standardized national examination or NUR 216

NUR 246 Lec: 0 Lab: 6 Cred: 2 NU
Transcultural Clinical Skills Application
This course focuses on the application of nursing knowledge, skills and concepts in international clinical settings.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester n which the course is taken.
Prereq or Coreq: BIO 211, PSY 203 (See curriculum display for sequence.)

Occupational Therapy Assistant (OTA)

OTA 101 Lec: 3 Lab: 0 Cred: 3 AH
Fundamentals of Occupational Therapy
This course introduces basic principles in occupational therapy including the philosophy, history, current trends, emerging practice areas, models and theories of the profession. The Occupational Therapy Framework is also discussed. Included will be discussions of the impact of cultural, socioeconomic and political factors on the provision of OT services.
Prereq:Admission to OTA Program

OTA 105 Lec: 2 Lab: 3 Cred: 3 AH
Therapeutic Analysis in OT
This course focuses on observation and analysis of therapeutic exercise, activities and human occupations across the lifespan. Coursework incorporates hands-on experience into the application of therapeutic interventions.
Prereq:Admission to OTA Program

OTA 142 Lec: 0 Lab: 3 Cred: 1 AH
OTA Clinical Introduction I
This course introduces fundamental knowledge and the application of professional behaviors during the provision of occupational therapy services. Students will learn observation and interaction skills under the guidance and direction of fieldwork supervisors.
Prereq:Admission to OTA Program, CPR certification, major medical insurance, and current physical examination

OTA 144 Lec: 0 Lab: 3 Cred: 1 AH
OTA Clinical Introduction II
This course will facilitate continued development of observation and interaction skills in an occupational therapy setting under the guidance and direction of fieldwork supervisors.
Prereq: OTA 142

OTA 155 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Gerontology
This course explores the role of occupational therapy with the elderly population, including physical, cognitive and psychosocial changes of aging, sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized.
Prereq: OTA 101

OTA 162 Lec: 3 Lab: 0 Cred: 3 AH
Psychosocial Dysfunction
This course examines the occupational therapy process related to psychosocial challenges across the life span. Topics include pathologies, interventions, and promotion of health and wellness.
Prereq: OTA 101

OTA 164 Lec: 5 Lab: 3 Cred: 6 AH
Physical Dysfunction
This course is designed to develop the knowledge and skills necessary for treatment of adult individuals with physical dysfunctions. Topics include pathology, assessments, interventions, health and wellness, and the impact of cultural and socioeconomic factors on health.
Prereq: OTA 101

OTA 176 Lec: 3 Lab: 3 Cred: 4 AH
Pediatric Development and Dysfunction
This course addresses normal growth and development, disabilities, and delays from birth through adolescence. Topics include assessments, treatment planning, and interventions in various practice settings.
Prereq: OTA 101

OTA 203 Lec: 2 Lab: 3 Cred: 3 AH
Kinesiology for Occupational Therapy
This course includes identification and analysis of the components of human motion related to occupational therapy. Muscle, bone and joint structure as it relates to human motion will be emphasized. Course content includes the design and fabrication of orthotics, physical and mechanical modalities, and mobility aids.
Prereq: Admission to OTA program

OTA 213 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Group Process and Dynamics
This course introduces the interpersonal communication process and dynamics with groups. The focus is on group development and various relational communication skills including speaking/listening, therapeutic use of self, nonverbal communication and interviewing techniques.
Prereq: Admission to OTA program

OTA 245 Lec: 2 Lab: 0 Cred: 2 AH
Occupational Therapy Departmental Management
This course provides a study of the roles, responsibilities, supervision and management of occupational therapy services. This course introduces students to current management principles including reimbursement and continuous quality improvement measures and the role of research within the profession.
Prereq: OTA 101

OTA 262 Lec: 0 Lab: 21 Cred: 7 AH
OTA Clinical Application I
This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.
Prereq: OTA 144

OTA 264 Lec: 0 Lab: 21 Cred: 7 AH
OTA Clinical Application II
Under the direct supervision of an experienced OTR or COTA, students will build on acquired knowledge and skills as they further develop into entry-level OTA practitioners. Students will be assigned to a practice setting that offers different experiences from those provided in OTA 262.
Prereq: OTA 262

Philosophy (PHI)

PHI 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Philosophy
This course includes a topical survey of the three main branches of philosophy – epistemology, metaphysics and ethics – and contemporary questions related to these branches.

PHI 105 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Logic
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.
Prereq: ENG 100

PHI 110 Lec: 3 Lab: 0 Cred: 3 HS
Ethics
This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

Pharmacy Technician (PHM)

PHM 101 Lec: 2 Lab: 3 Cred: 3 AH
Introduction to Pharmacy Technician
This course provides a study of and an introduction to the pharmacy in providing patient care services.
Prereq: Admission to PHM program, CPT 101

PHM 110 Lec: 2 Lab: 6 Cred: 4 AH
Pharmacy Practice
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.
Prereq: PHM 101, PHM 113

PHM 113 Lec: 3 Lab: 0 Cred: 3 AH
Pharmacy Technician Math
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.
Prereq: MAT 102 or MAT 153, admission to program

PHM 114 Lec: 3 Lab: 0 Cred: 3 AH
Therapeutic Agents I
This course provides an introductory study of therapeutic drug categories.
Prereq: PHM 101, admission to program

PHM 118 Lec: 0 Lab: 3 Cred: 1 AH
Community Pharmacy Seminar
This course provides a study of the pharmacy issues related to the community pharmacy practice.
Prereq: PHM 110, PHM 113, PHM 114

PHM 124 Lec: 3 Lab: 0 Cred: 3 AH
Therapeutic Agents II
This course provides continued study of therapeutic drug categories.
Prereq: PHM 114

PHM 152 Lec: 0 Lab: 6 Cred: 2 AH
Pharmacy Technician Practicum I
This course provides a practical introduction to the pharmacy environment.
Prereq: PHM 101, PHM 113, physical examination, current CPR certification, medical professional liability and major medical insurance

PHM 164 Lec: 0 Lab: 12 Cred: 4 AH
Pharmacy Technician Practicum II
This course provides practical application to pharmacy skills in pharmacy environments.
Prereq: PHM 152, PHM 175

PHM 175 Lec: 0 Lab: 9 Cred: 3 AH
Pharmacy Technician Practicum
This course provides a study of and an introduction to the pharmacy in providing patient care services.
Prereq: PHM 152, physical examination, current CPR certification, medical professional liability and major medical insurance

PHM 201 Lec: 2 Lab: 0 Cred: 2 AH
Pharmacy Management
This course provides a study in managing personnel, material and workflow in a pharmacy.
Prereq: Students must be in third semester of diploma program or be a graduate of an ASHP Pharmacy Technician program
Coreq: PHM 250

PHM 250 Lec: 0 Lab: 9 Cred: 3 AH
Special Topics in Pharmacy
This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.
Prereq: PHM 110, PHM 124
Coreq: PHM 201

Physics (PHY)

PHY 001 Lec: Lab: Cred:
Indicates credit given for physics course work transferred from another college for which there is no equivalent course at TTC.

PHY 100 Lec: 3 Lab: 0 Cred: 3 SM
Introductory Physics
This course in general physics includes introductory principles for higher-level physics study. It is recommended for students who did not take high school physics. (Nondegree credit)
Prereq: MAT 102, MAT 153 or appropriate test scores. The prerequisite for this course should have been completed in the last five years.

PHY 201 Lec: 3 Lab: 3 Cred: 4 SM
Physics I
This is the first in a two-semester sequence of non-calculus-based physics courses. Topics covered in the sequence include mechanics, wave motion, sound, heat, electromagnetism, optics and modern

physics. The first semester focuses on mechanics, gravity, fluids, thermodynamics, mechanical waves and sound. Laboratory exercises supplement lectures.
Prereq: MAT 111 or MAT 112. Students may not receive credit for both PHY 201 and PHY 221. The prerequisite for this course should have been completed in the last five years.

PHY 202 Lec: 3 Lab: 3 Cred: 4 SM
Physics II
This is the second in a two-semester sequence of non-calculus-based physics. Topics covered in the sequence include mechanics, wave motion, sound, heat electromagnetism, optics and modern physics. The second semester focuses on electromagnetic forces, fields and waves, circuits, optics, relativity, quantum mechanics, and atomic and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 201 with a minimum grade of C. Students may not receive credit for both PHY 202 and PHY 222. The prerequisite for this course should have been completed in the last five years.

PHY 221 Lec: 3 Lab: 3 Cred: 4 SM
University Physics I
This is the first of a sequence of courses. The course is a calculus-based treatment of vectors, laws of motion, rotation, vibratory and wave motion. Laboratory exercises supplement lectures.
Prereq: MAT 140; students may not receive credit for both PHY 221 and PHY 201. The prerequisite for this course should have been completed in the last five years.

PHY 222 Lec: 3 Lab: 3 Cred: 4 SM
University Physics II
This course is a continuation of calculus-based treatment of thermodynamics, kinetic theory of gases, electricity and magnetism, and light, including electrostatics, dielectrics, electric circuits, electric and magnetic fields and induction phenomena, geometric and physical optics, and relativity. Laboratory exercises supplement lectures.
Prereq: MAT 141 and PHY 221 with a minimum grade of C. Students may not receive credit for both PHY 222 and PHY 202. The prerequisites for this course should have been completed in the last five years.

PHY 223 Lec: 3 Lab: 3 Cred: 4 SM
University Physics III
This course is a continuation of the calculus-based treatment of particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 222 with a minimum grade of C. The prerequisite for this course should have been completed in the last five years.

Political Science and Government (PSC)

PSC 201 Lec: 3 Lab: 0 Cred: 3 HS
American Government
This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate.

PSC 215 Lec: 3 Lab: 0 Cred: 3 HS
State and Local Government
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.

PSC 220 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to International Relations
This course introduces the major focus and factors influencing world affairs, emphasizing the role of the United States in the global community and the impact of growing interdependence on daily living.

Psychology (PSY)

PSY 110 Lec: 3 Lab: 0 Cred: 3 HS
Applied Psychology
This course includes the practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations.

PSY 201 Lec: 3 Lab: 0 Cred: 3 HS
General Psychology
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior, therapeutic techniques and social psychology.

PSY 203 Lec: 3 Lab: 0 Cred: 3 HS
Human Growth and Development
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential across the lifespan.
Prereq: PSY 201

PSY 212 Lec: 3 Lab: 0 Cred: 3 HS
Abnormal Psychology
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems.
Prereq: PSY 201

Physical Therapist Assistant (PTH)

PTH 101 Lec: 2 Lab: 0 Cred: 2 AH
Physical Therapy Professional Preparation
This course introduces the purpose, philosophy and history of physical therapy and medical and legal documentation.
Prereq: Admission to PTA program, physical examination

PTH 202 Lec: 3 Lab: 3 Cred: 4 AH
Physical Therapy Modalities
This course introduces patient care techniques, including patient preparation and therapeutic hot and cold modalities.
Coreq: PTH 101

PTH 205 Lec: 3 Lab: 3 Cred: 4 AH
Physical Therapy Functional Anatomy
This course introduces basic concepts and principles of muscles, joints and motion, including traditional testing procedures.
Coreq: PTH 101

PTH 221 Lec: 2 Lab: 0 Cred: 2 AH
Pathology I
This course introduces the basic pathophysiology of the body with emphasis on the body's reaction to disease and injury.
Prereq: PTH 205

PTH 222 Lec: 2 Lab: 0 Cred: 2 AH
Pathology II
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.
Prereq: PTH 221

PTH 230 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Electrotherapy
This course provides a study of the rationale, contraindications and application techniques of various electrical equipment.
Prereq: PTH 240

PTH 235 Lec: 2 Lab: 0 Cred: 2 AH
Interpersonal Dynamics
This course introduces the dynamics of the health professional/patient relationship.
Prereq: Admission to PTA program

PTH 240 Lec: 4.5 Lab: 1.5 Cred: 5 AH
Therapeutic Exercises/Applications
This course provides the practical application of therapeutic exercise.
Prereq: PTH 202

PTH 242 Lec: 3 Lab: 3 Cred: 4 AH
Orthopedic Management
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.
Prereq: PTH 240

PTH 244 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Rehabilitation
This course introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care.
Prereq: PTH 205

PTH 245 Lec: 2 Lab: 0 Cred: 2 AH
Pediatric Physical Therapy
This course is a comprehensive introduction to pediatric dysfunctions occurring in infancy, childhood and adolescence.
Prereq: PTH 244

PTH 252 Lec: 0 Lab: 6 Cred: 2 AH
Clinical Practice
This course introduces elementary clinical procedures involved in the patient care setting.
Prereq: CPR certification, major medical insurance and current physical examination
Coreq: PTH 101

PTH 266 Lec: 0 Lab: 18 Cred: 6 AH
Physical Therapy Practicum I
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or licensed physical therapist assistant.
Prereq: PTH 252

PTH 275 Lec: 1 Lab: 0 Cred: 1 AH
Advanced Professional Preparation
This course focuses on skills needed to enter the professional arena including résumé writing, interviewing, professional decision making, and preparation for the PTA National Board

Examination.
Prereq: Admission to PTA program

PTH 276 Lec: 0 Lab: 18 Cred: 6 AH
Physical Therapy Practicum II
This course includes practicum experience in a clinical setting using advanced and specialized skills under the supervision of a licensed physical therapist and/or licensed physical therapist assistant.
Prereq: PTH 266

Quality (QAT)

QAT 001 Lec: Lab: Cred:
Indicates credit given for quality course work transferred from another college for which there is no equivalent course at TTC.

QAT 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Quality Assurance
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

QAT 105 Lec: 3 Lab: 0 Cred: 3 BT
Total Quality Systems
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits, and variable and attribute control charts.

QAT 110 Lec: 3 Lab: 0 Cred: 3 BT
Manufacturing Methods
This course introduces students to the theory and practices of fundamental production manufacturing methods.

QAT 150 Lec: 3 Lab: 0 Cred: 3 BT
Total Quality Management Improvement
This course covers the study of management's responsibility to the total quality improvement process, including organizing for quality, commitment to quality and how to improve quality.

QAT 201 Lec: 3 Lab: 0 Cred: 3 BT
Quality Cost Analysis/Auditing
This course is a study of the categories of quality costs, measurement bases and quality cost trend analysis. It provides an appreciation for the prevention of defects and the effect upon total quality costs. The principles of quality auditing also are covered.

QAT 232 Lec: 3 Lab: 0 Cred: 3 BT
Statistical Quality Control
This course is a study of the basic concepts and techniques of statistical quality processes for both manufacturing and service industries. Topics include fundamentals of statistics, control charts, probability, acceptance sampling and quality costs.

QAT 240 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Quality Concepts
This course is a study of problem prevention through the application of quality concepts. Topics include collecting data, cause-effect diagrams, pareto analysis, control charts, sampling, auditing and quality costs.

QAT 245 Lec: 3 Lab: 0 Cred: 3 BT
ISO Standards and Auditing
This course is a study of ISO standards and ISO auditing. This course will identify methods of implementing an environmental management system within the constraints of business strategies, environmental imperatives, and regulatory requirements providing an organization with improvements and techniques needed to guide corporate environmental stewardship.

Radiologic Technology (RAD)

RAD 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Radiography
This course introduces radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.
Prereq: Admission to RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: AHS 110, RAD 121

RAD 110 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging I
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

Prereq: RAD 121

RAD 115 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging II
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prereq: RAD 110

RAD 121 Lec: 4 Lab: 0 Cred: 4 AH
Radiographic Physics
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prereq: Admission to RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: AHS 110 and RAD 101

RAD 130 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures I
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities is included.
Prereq: AHS 110, RAD 101

RAD 136 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures II
This course is a study of radiographic procedures for visualization of the structures of the body.
Prereq: BIO 210, RAD 130

RAD 152 Lec: 0 Lab: 6 Cred: 2 AH
Applied Radiography I
This course introduces students to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures.
Prereq: AHS 110, RAD 101

RAD 165 Lec: 0 Lab: 15 Cred: 5 AH
Applied Radiography II
This course allows students to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.
Prereq: BIO 210, RAD 152

RAD 175 Lec: 0 Lab: 15 Cred: 5 AH
Applied Radiography III
This course builds students' competence in performing radiographic procedures within the clinical environment.
Prereq: RAD 115, RAD 121, RAD 136, RAD 165

RAD 201 Lec: 2 Lab: 0 Cred: 2 AH
Radiation Biology
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that minimize radiation exposure of patients, personnel and the population at large.
Prereq: RAD 121, RAD 136, RAD 165

RAD 205 Lec: 2 Lab: 0 Cred: 2 AH
Radiographic Pathology
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.
Prereq: RAD 201, RAD 236

RAD 220 Lec: 3 Lab: 0 Cred: 3 AH
Selected Imaging Topics
This course includes instruction in advanced topics unique to the radiological sciences.
Prereq: RAD 205, RAD 230, RAD 258

RAD 230 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures III
This course provides instruction in special radiographic procedures.
Prereq: RAD 175, RAD 201, RAD 236

RAD 236 Lec: 1 Lab: 3 Cred: 2 AH
Radiography Seminar II
This lecture and laboratory course includes a review of the anatomy of the skull and positioning of cranial and facial bones.
Prereq: BIO 211, RAD 115, RAD 121, RAD 136, RAD 165

RAD 258 Lec: 0 Lab: 24 Cred: 8 AH
Advanced Radiography I
This course provides an environment for the student to function more independently while performing routine procedures in a working radiology department while also being more involved in advanced radiographic procedures.
Prereq: RAD 165, RAD 175, RAD 201

RAD 268 Lec: 0 Lab: 24 Cred: 8 AH
Advanced Radiography II
This course improves students' competence in routine radiographic examinations and advanced procedures, and builds self-confidence in the clinical atmosphere.
Prereq: RAD 205, RAD 230, RAD 258

Reading (RDG)

RDG 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Reading
This course is for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. (Nondegree credit)
Prereq: Appropriate test score

RDG 100 Lec: 3 Lab: 0 Cred: 3 LC
Critical Reading
This course covers the application of basic reading skills to improve critical comprehension and higher-order thinking skills. (Nondegree credit)
Prereq: Appropriate test score

Religion (REL)

REL 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Religion
This course provides a study of religion and the nature of religious belief and practice.

Respiratory Care (RES)

RES 110 Lec: 2 Lab: 0 Cred: 2 AH
Cardiopulmonary Science I
This course focuses on assessment, treatment and evaluation of patients with cardiopulmonary disease.
Prereq: Admission into RES program, physical examination
Coreq: RES 121

RES 111 Lec: 2 Lab: 0 Cred: 2 AH
Pathophysiology
This course is a study of the general principles and analyses of normal and diseased states.
Prereq: RES 110
Coreq: RES 244, RES 247

RES 121 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Skills I
This course includes a study of basic respiratory therapy procedures and their administration.
This course presents the theory of equipment and procedures for patients requiring general cardiopulmonary care. Emphasis is on medical gas therapy, aerosol and humidity therapy.
Prereq: Admission to RES program
Coreq: RES 110

RES 131 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Skills II
This course is a study of selected respiratory care procedures and applications. Emphasis is on chest physics therapy, suctioning, airway care and specific procedures regarding airway clearance and maintenance. Lab data, chest tubes, chest X-rays and arterial blood gasses are included. Chest tube drainage systems and chest X-ray interpretation also are included.
Prereq: RES 121

RES 142 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pediatric Care
This course includes an introduction to basic pediatric and neonatal care.
Prereq: RES 246
Coreq: RES 152, RES 210, RES 247

RES 152 Lec: 0 Lab: 9 Cred: 3 AH
Clinical Applications II
This course includes practice of respiratory care procedures in the hospital setting. An introduction to the critical care setting with emphasis on intensive respiratory care skills, maintenance of artificial airways, continuous mechanical ventilation and physiologic monitoring is provided.
Prereq: RES 161
Coreq: RES 142, RES 210

RES 160 Lec: 0 Lab: 3 Cred: 1 AH
Clinical I
This course provides an introduction to the hospital setting and basic oxygen therapy.
Prereq: RES 110, RES 121, PPD, CPR certification
Coreq: RES 131, RES 246

RES 161 Lec: 0 Lab: 12 Cred: 4 AH
Clinical II
This course covers fundamental respiratory care.
Prereq: RES 131
Coreq: RES 111, RES 244, RES 247

RES 205 Lec: 2 Lab: 0 Cred: 2 AH
Neonatal Respiratory Care
This course focuses on cardiopulmonary physiology, pathology and management of the newborn patient. Neonatal assessment, therapeutic procedures, monitoring, mechanical ventilation and clinical issues in neonatal care are included.

Prereq: RES 142
Coreq: RES 249, RES 254

RES 210 Lec: 3 Lab: 0 Cred: 3 AH
Cardiopulmonary Science II
This course is a study of cardiopulmonary, renal and neuromuscular physiology and pathophysiology. Emphasis is on current therapeutic modalities in the care of patients with cardiopulmonary diseases. Etiologic, symptomatic, diagnostic and prognostic facets of each disease are presented.
Prereq: RES 246
Coreq: RES 142, RES 152

RES 220 Lec: 1 Lab: 0 Cred: 1 AH
Hemodynamic Monitoring
This course is a study of basic hemodynamic monitoring. Included is a study of blood flow utilizing pulmonary artery and central venous pressure catheters.
Prereq: RES 244
Coreq: RES 142, RES 152

RES 235 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Respiratory Diagnostics
This course is a study of diagnostic and therapeutic procedures. Methods, equipment, techniques and interpretation of pulmonary function, exercise testing and hemodynamic monitoring are discussed. Other topics include electrocardiography and hyperbaric oxygenation.
Prereq: RES 247
Coreq: RES 253

RES 244 Lec: 3.5 Lab: 1.5 Cred: 4 AH
Advanced Respiratory Skills I
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.
Prereq: RES 131
Coreq: RES 111, RES 161

RES 246 Lec: 2 Lab: 0 Cred: 2 AH
Respiratory Pharmacology
This course includes a study of pharmacologic agents used in cardiopulmonary care. Indications, contraindications, hazards and side effects of pharmacological agents used to treat cardiopulmonary and renal disorders are discussed. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prereq: RES 121
Coreq: RES 160, RES 131

RES 247 Lec: 2 Lab: 0 Cred: 2 AH
Advanced Respiratory Pharmacology
This course covers the indications, side effects and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.
Prereq: RES 246
Coreq: RES 244

RES 249 Lec: 2 Lab: 0 Cred: 2 AH
Comprehensive Applications
This course includes the integration of didactic and clinical trainers in respiratory care technology. Current issues, problem-solving skills and principles of supervision with emphasis on the role of the first-line supervisor are introduced. Students take a valid entry-level, advanced-level and clinical simulation in preparation for national examinations.
Prereq: RES 235
Coreq: RES 205, RES 254

RES 253 Lec: 0 Lab: 18 Cred: 6 AH
Advanced Clinical Studies I
This course provides clinical instruction in advanced patient care practice. The student continues to refine techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation.
Prereq: RES 152, PPD
Coreq: RES 235, CPR certification

RES 254 Lec: 0 Lab: 21 Cred: 7 AH
Advanced Clinical Studies II
This course includes clinical instruction in advanced patient care practice. The course offers clinical instruction in pediatric, neonatal and adult critical care. The student respiratory care practitioner is expected to function as a critical care therapist with limited supervision or instruction.
Prereq: RES 253
Coreq: RES 205, RES 249

Radio/Television (RTV)

RTV 101 Lec: 2 Lab: 3 Cred: 3 FV
Audio Techniques
This course is an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. It is recommended that

students enrolling in RTV 101 be familiar with basic computer functions and computer file management.
Prereq: Departmental approval for nondegree-seeking students

RTV 102 Lec: 2 Lab: 3 Cred: 3 FV
Lighting Fundamentals
This course covers the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

RTV 103 Lec: 2 Lab: 3 Cred: 3 FV
Field Operations
This course introduces the setup, operation and application of video equipment for field production.
Prereq: RTV 101, RTV 144, departmental approval for nondegree-seeking students

RTV 105 Lec: 2 Lab: 3 Cred: 3 FV
TV Studio Operations
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management and control room operations.
Prereq: Departmental approval for nondegree-seeking students

RTV 107 Lec: 2 Lab: 3 Cred: 3 FV
Producing and Directing
This course includes the processes involved from creating and organizing an idea to the final video product.
Prereq: RTV 101, RTV 109, RTV 144, FLM 148, departmental approval for nondegree-seeking students

RTV 109 Lec: 2 Lab: 3 Cred: 3 FV
Writing for Electronic Media
This course covers writing techniques for radio, television and other electronic media. Emphasis is placed on broadcast news writing, TV and radio commercial writing and short form storytelling. It is recommended that students enrolling in RTV 109 be familiar with basic computer functions and word processing software.
Prereq: ENG 100 and basic computer skills

RTV 111 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques I
This course includes an introduction to the broadcasting studio utilizing the audio control console and recording devices.
Prereq: Departmental approval for nondegree-seeking students

RTV 112 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques II
This course covers commercial production, news formatting and program assembly techniques.
Prereq: RTV 111, departmental approval for nondegree-seeking students

RTV 113 Lec: 2 Lab: 3 Cred: 3 FV
Video Editing
This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing are emphasized. In addition, students will learn contemporary transition techniques used in the broadcast industry.
Prereq: FLM 148, departmental approval for nondegree-seeking students

RTV 121 Lec: 3 Lab: 0 Cred: 3 FV
Introduction to Broadcasting
This course covers the history of broadcasting, federal communications policies and basic operational practices. It is recommended that students enrolling in RTV 121 be familiar with basic computer functions and computer file management.
Prereq: ENG 100

RTV 132 Lec: 2 Lab: 3 Cred: 3 FV
Broadcast Journalism
This course covers the preparation of news in a form desirable for broadcasting.
Prereq: ENG 101, RTV 101, RTV 109, RTV 144, FLM 148, departmental approval for nondegree-seeking students

RTV 140 Lec: 2 Lab: 3 Cred: 3 FV
Basic Photography
This course covers the basics of the photographic process.
Prereq: Departmental approval for nondegree-seeking students

RTV 144 Lec: 2 Lab: 3 Cred: 3 FV
Basic Videography
This course covers the basic skills and knowledge required to use a video camera. Camera controls and compositional elements are emphasized.
Prereq: Departmental approval for nondegree-seeking students

RTV 150 Lec: 2 Lab: 3 Cred: 3 FV
Scriptwriting
This course is designed to teach students the techniques of writing for the visual medium. Emphasis is on the split column and screenplay formats. How to combine visual images with sound also is emphasized.
Prereq: ENG 101 with a minimum grade of C

RTV 201 Lec: 2 Lab: 3 Cred: 3 FV
Sound for Picture
This course covers the basics of post-production sound for the moving image. Industry standard software will be used in the course.
Prereq: RTV 101, FLM 148

RTV 211 Lec: 2 Lab: 3 Cred: 3 FV
Radio Studio Techniques III
This course further studies advanced techniques of commercial production, news formatting and program assembly techniques.
Prereq: RTV 112, departmental approval for nondegree-seeking students

RTV 222 Lec: 2 Lab: 3 Cred: 3 FV
TV Studio Techniques
This course covers an introduction to TV production, including camera movements, directing instructions, editing and sequential photography.
Prereq: RTV 103, RTV 105, RTV 109, FLM 148, departmental approval for nondegree-seeking students

RTV 223 Lec: 2 Lab: 3 Cred: 3 FV
Interview and Discussion
This course covers the techniques for successfully interviewing people, whether for TV sound bites or full-length interview programs.
Prereq: Departmental approval for nondegree-seeking students

RTV 224 Lec: 2 Lab: 3 Cred: 3 FV
TV Production
This course covers advanced studio techniques, utilizing mixing of audio and video sources.
Prereq: RTV 107, departmental approval for nondegree-seeking students

RTV 226 Lec: 2 Lab: 3 Cred: 3 FV
TV Directing
This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.
Prereq: RTV 222, departmental approval for nondegree-seeking students

RTV 231 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting I
This course includes supervised production experience at a television or radio location. This course cannot be audited. This course may only be taken twice. A grade of C or better is required to advance to RTV 232.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 111, RTV 121, RTV 222, departmental approval for nondegree-seeking students

RTV 232 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting II
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. This course may not be taken concurrently with RTV 231. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 231 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 233 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Broadcasting III
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 232 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 270 Lec: 3 Lab: 0 Cred: 3 FV
Media Arts Business Procedures
This course is a study of professional practices involved in the organization and operation of businesses involved in the media arts.
Prereq: 18 semester hours in FLM and/or RTV courses to include FLM 150

RTV 281 Lec: 3 Lab: 0 Cred: 3 FV
Media Arts Exit Portfolio
This course is a study of the development of strategies for entering the media arts industry. Students will refine portfolio demo reels and résumés to meet professional standards. Students must successfully complete the required Portfolio

Review in order to register for this course. This course should be taken in the last semester.
Prereq: Departmental approval

School-Age and Youth Development (SAC)

SAC 101 Lec: 3 Lab: 0 Cred: 3 CF
Best Practices in School-Age and Youth Care Skills
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SAC 200 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to School-Age and Youth Care
This course introduces students to current theories and practices relevant to the care of school-age children and youth. Characteristics of the components of quality programs are explored using the nationally recognized program appraisal tool A.S.Q. (Assessing School-Age Child Care Quality).
Prereq: SAC 101

SAC 201 Lec: 3 Lab: 0 Cred: 3 CF
Development of the School-Age Child and Youth
This course examines how to plan for and guide the social and emotional development of school-age children and youth. Students gain the knowledge and skills to interpret and evaluate behavior and to make appropriate decisions needed to work effectively with school-age children.
Prereq: SAC 101

SAC 202 Lec: 3 Lab: 0 Cred: 3 CF
Administration of School-Age and Youth Programs
This course is designed to allow students to gain insight into the pragmatic aspects of program administration and supervision. Students will obtain an understanding of the skills needed to maintain, promote and enhance total program development and participate in forums with area program coordinators to discuss current issues related to program administration and supervision.
Prereq: SAC 101

SAC 203 Lec: 3 Lab: 0 Cred: 3 CF
Designing Model Environments for School-Age Children and Youth
This course focuses on the relationship between SAC curriculum and the SAC environment. Students explore curriculum design, standards of quality in the indoor and outdoor environment, as well as how to utilize existing shared indoor space effectively. Field trips are an integral component to the course.
Prereq: SAC 200

SAC 204 Lec: 3 Lab: 0 Cred: 3 CF
Safety, Health and Nutrition for School-Age Children and Youth
This course provides an in-depth look into security issues in school-age programs. Students plan and prepare nutritional snacks and learn techniques to protect and enhance the health of children.
Prereq: SAC 101

SAC 205 Lec: 3 Lab: 0 Cred: 3 CF
Guiding Behavior, Violence Prevention and Classroom Management Strategies
Students learn to recognize patterns of violence, how they develop and how they can be modified and controlled. Students also learn to incorporate positive behavioral skills used in guiding children's behavior.
Prereq: SAC 101

SAC 206 Lec: 3 Lab: 0 Cred: 3 CF
Human Relationships for Children, Staff and Families
This course is a study in the human relationships present in school-age care programs. Focus will be upon the examination of the various relationships and how the management of these relationships provides effective tools for developing quality programs.
Prereq: SAC 101

SAC 207 Lec: 3 Lab: 0 Cred: 3 CF
Science, Technology and Cultural Arts in School-Age and Youth Programs
This course provides an opportunity for students to learn to incorporate the use of science, technology and arts in planning activities and administering program operations.
Prereq: SAC 101

SAC 208 Lec: 2 Lab: 3 Cred: 3 CF
Supervised Field Experience for School-Age and Youth Care
This course offers students the opportunity to put skills they have learned through the school-age curriculum into practice.
Prereq: 12 semester credit hours in SAC courses

SAC 209 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Special Education for School-Age Children and Youth
This course includes an overview of school-age children and youth with special needs. The course will review the history of the field, basic beliefs, current trends and exceptionality categories emphasizing treatment modalities, community resources, federal legislation and strategies for inclusion.
Prereq: SAC 101

Science (SCI)

SCI 001 Lec: Lab: Cred:
Indicates credit given for lab science course work transferred from another college for which there is no equivalent course at TTC.

SCI 002 Lec: Lab: Cred:
Indicates credit given for non-lab science course work transferred from another college for which there is no equivalent course at TTC.

Social Science (SCS)

SCS 001-002 Lec: Lab: Cred:
Indicates credit given for social science course work transferred from another college for which there is no equivalent course at TTC.

Sports Fitness Training (SFT)

SFT 101 Lec: 3 Lab: 0 Cred: 3 AH
Introduction to Exercise Physiology
This course is a study of the concepts of exercise physiology and motor control.
Prereq: BIO 112

SFT 103 Lec: 3 Lab: 0 Cred: 3 AH
Sports First Aid and Safety
This course is a study of the theory and practical application of standard and advanced techniques of first aid (including cardiopulmonary resuscitation).
Prereq: Admission to Fitness Specialist Program

SFT 105 Lec: 3 Lab: 0 Cred: 3 AH
Fitness Assessment and Exercise Program Design
This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and special populations.
Prereq: SFT 101

SFT 107 Lec: 3 Lab: 0 Cred: 3 AH
Nutrition for Fitness and Training
This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and disease prevention.
Prereq: Admission to Fitness Specialist Program

SFT 109 Lec: 2 Lab: 3 Cred: 3 AH
Lifetime Fitness and Wellness
This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.
Prereq: Admission to Fitness Specialist Program

SFT 110 Lec: 2 Lab: 3 Cred: 3 AH
Weight Training: Theory and Application
This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological and biomechanical principles are studied and applied to design effective programs for individuals and groups.
Prereq: Admission to Fitness Specialist Program

SFT 121 Lec: 2 Lab: 3 Cred: 3 AH
Medical Exercise
This course addresses exercise for special populations: orthopedic (pre- and post-surgical), neurological, rehabilitation of cardiac, and chronic diseases/disorders, using conditioning exercises for prevention of such.
Prereq: SFT 101

SFT 125 Lec: 3 Lab: 0 Cred: 3 AH
Personal Training Techniques
This course is a study of personal training programming concepts, training methodology and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal

skills, training styles, and client expectation issues are explored.
Prereq: SFT 103

SFT 130 Lec: 1 Lab: 6 Cred: 3 AH
Aerobics Instructor Training
This course is designed to develop methods, techniques and skills to safely lead class sessions in aerobic dance exercise.
Prereq: SFT 103

SFT 202 Lec: 0 Lab: 9 Cred: 3 AH
Internship for the Personal Trainer
This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.
Prereq: SFT 125

Sociology (SOC)

SOC 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Sociology
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 102 Lec: 3 Lab: 0 Cred: 3 HS
Marriage and the Family
This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

SOC 205 Lec: 3 Lab: 0 Cred: 3 HS
Social Problems
This course is a survey of current social problems in America stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

SOC 210 Lec: 3 Lab: 0 Cred: 3 HS
Juvenile Delinquency
This course presents the nature, extent and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention and control of deviant behavior.

SOC 230 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Gerontology
This course is a study of the aging processes, including physiological, psychological, sociological and economic factors.

Spanish (SPA)

SPA 001 Lec: Lab: Cred:
Indicates credit given for Spanish course work transferred from another college for which there is no equivalent course at TTC.

SPA 100 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Spanish
This course includes the basics of language, specifically in comparing and contrasting English and Spanish grammar (i.e., parts of speech and sentence structure). The course incorporates the four basic skills (reading, writing, speaking and listening) as well as study and test-taking skills peculiar to the study of foreign language. (Nondegree credit)
Prereq: ENG 032

SPA 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish I
This course is a study of the four basic language skills: listening, speaking, reading and writing. It includes an introduction to Hispanic culture.

SPA 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish II
This course continues development of the basic language skills and the study of the Hispanic culture.
Prereq: SPA 101 or specified Spanish placement test scores

SPA 155 Lec: 3 Lab: 0 Cred: 3 HS
Technical Spanish I
This course is the study of technical communication in Spanish for professionals who work in a bilingual workplace or who work with the Spanish-speaking public. The course includes speaking, reading, writing and understanding Spanish, beginning with fundamentals of basic Spanish, followed by more specialized training in various career fields.
Prereq: ENG 100 or appropriate test scores

SPA 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish I
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prereq: SPA 102 or specified Spanish placement test scores

SPA 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish II
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: SPA 201 or specified Spanish placement test scores

Speech (SPC)

SPC 205 Lec: 3 Lab: 0 Cred: 3 HS
Public Speaking
This course introduces the principles of public speaking with the application of speaking skills in varied communication situations. Emphasis is placed on content and organization in the development and delivery of oral messages.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

SPC 209 Lec: 3 Lab: 0 Cred: 3 HS
Interpersonal Communication
This course introduces the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. This course focuses on interpersonal message development and analysis in a variety of communication contexts, including self, stranger, acquaintance, business and personal.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

SPC 210 Lec: 3 Lab: 0 Cred: 3 HS
Oral Interpretation of Literature
This course presents the principles and practices in the oral interpretation of literary works including the selection, analysis, rehearsal and performance of poetry, prose and/or drama.
Prereq: ENG 100 with a minimum grade of C

SPC 225 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Communication Theory
This is a survey course of various communication theories, which considers the principles, contexts and developments of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender and intercultural communication theories.
Prereq: ENG 100 or equivalent scores

Theater (THE)

THE 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Theater
This course includes the appreciation and analysis of theatrical literature, history and production.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

THE 225 Lec: 2 Lab: 3 Cred: 3 HS
Theater Production
This course includes the study and application of all processes of a theatrical production from page to stage culminating in a production performance.

Transportation and Logistics (TRL)

TRL 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Transportation
This course is a study of the framework, role and historical development of transportation, and covers characteristics of railroad, truck, air and pipeline.

TRL 103 Lec: 3 Lab: 0 Cred: 3 BT
Logistics Management
This course is a study of basic concepts, management levels, elements of inventory control, transportation, warehousing, packaging, material handling, purchasing and the role order-processing plays in the distribution cycle.

TRL 105 Lec: 3 Lab: 0 Cred: 3 BT
Warehousing
This course is a study of the role, functions and management of warehousing; transportation; accountability; operations and contingency planning; warehouse security; contracts; liabilities; and inventory control.

TRL 106 Lec: 3 Lab: 0 Cred: 3 BT
Export/Import
This course includes an overview of international trade, entering the overseas market, distribution, payment, letters of credit, shipping, importing, customs-house brokers, government regulations, and sources of assistance and information.

TRL 107 Lec: 3 Lab: 0 Cred: 3 BT
Commercial Motor Carrier
This course is a study of the fundamentals of motor carrier transportation, including equipment, DOT regulations or drivers, cargo documentation, dispatching, legal limits, fuel tax, licensing, contracting and hazardous material.

Veterinary Technology (VET)

VET 101 Lec: 2 Lab: 3 Cred: 3 AH
Animal Breeds and Husbandry
This course is a study of various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology and physiological data and behavior of each species of animal.
Prereq: Admission to Veterinary Technology program

VET 103 Lec: 2 Lab: 0 Cred: 2 AH
Veterinary Medical Terminology
This course introduces the fundamental principles of veterinary medical terminology. This systems approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology and related areas of veterinary medicine.
Coreq: VET 101

VET 104 Lec: 2 Lab: 3 Cred: 3 AH
Veterinary Anatomy and Physiology
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine, including medical terminology. Dissection of representative cadavers is performed in the laboratory.
Coreq: VET 101

VET 105 Lec: 1 Lab: 0 Cred: 1 AH
Orientation to Veterinary Technology
This course is designed to explore the different job opportunities for a veterinary technician. In addition, the course exposes the veterinary technology student to key characteristics of people who are successful in this field.

VET 116 Lec: 1 Lab: 6 Cred: 3 AH
Radiology and Parasitology
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasites.
Prereq: VET 104

VET 117 Lec: 2 Lab: 0 Cred: 2 AH
Animal Nutrition
This course exposes the student to the different nutrients and their function. Evaluating foodstuffs and exploring the role of dietary management and the use of prescription diets in small animals are covered.
Prereq: Admission to Veterinary Technology program

VET 140 Lec: 2 Lab: 0 Cred: 2 AH
Veterinary Pharmacology
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 142 Lec: 2 Lab: 3 Cred: 3 AH
Veterinary Anesthesia
This course is the study of the principles and practical uses of anesthesia in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 152 Lec: 2 Lab: 6 Cred: 4 AH
Clinical Pathology
This course is a study of veterinary hematology, urology and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.
Prereq: VET 215

VET 160 Lec: 2 Lab: 3 Cred: 3 AH
Clinical Techniques II
This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures.
Prereq: VET 104

VET 170 Lec: 0 Lab: 18 Cred: 6 AH
Veterinary Technician Externship
This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility.
Prereq: VET 250

VET 180 Lec: 1 Lab: 3 Cred: 2 AH
Preceptorship
This course requires the student to observe in a number of different veterinary clinics. The purpose of the course is to expose the Veterinary Technology student to a variety of practices and clinical settings.
Prereq: VET 104

VET 203 Lec: 3 Lab: 0 Cred: 3 AH
Small Animal Diseases, Zoonosis and Client Education
This course provides a study of small animal diseases, including their etiology, symptoms, treatment and prevention. Emphasis is placed on the zoonotic potential of specific diseases in addition to strategies for client education.
Prereq: VET 180

VET 207 Lec: 2 Lab: 3 Cred: 3 AH
Large Animal Clinical Practice
This course covers topics relevant to medical and surgical techniques of the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness.
Prereq: VET 215

VET 215 Lec: 1 Lab: 3 Cred: 2 AH
Laboratory Animal Medicine
This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals.
Prereq: VET 140, VET 142

VET 240 Lec: 3 Lab: 0 Cred: 3 AH
Office Management and Client Education
This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques.
Prereq: VET 160

VET 250 Lec: 1 Lab: 6 Cred: 3 AH
Clinical Techniques III
This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques.
Prereq: VET 215

VET 260 Lec: 1 Lab: 6 Cred: 3 AH
Clinical Techniques IV
This course surveys the technical skills required by veterinary technicians with emphasis on medical and surgical emergencies.
Prereq: VET 250

VET 280 Lec: 1 Lab: 0 Cred: 1 AH
Senior Seminar
This course allows various topics applicable to the second-year student's curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship.
Prereq: VET 240

Welding (WLD)

WLD 001 Lec: Lab: Cred:
Indicates credit given for welding course work transferred from another college for which there is no equivalent course at TTC.

WLD 101 Lec: 0 Lab: 3 Cred: 1 IT
Cutting Processes
This course covers the fundamentals of cutting processes commonly used in the welding industry.

WLD 110 Lec: 1 Lab: 0 Cred: 1 IT
Welding Safety and Health
This course introduces safety and health hazards associated with welding and related processes.

WLD 111 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding I
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding II
This course is a study of arc welding of ferrous and nonferrous metals.
Prereq: WLD 111

WLD 114 Lec: 0 Lab: 3 Cred: 1 IT
Advanced Arc Welding
This course is a continued study of out-of-position shielded metal arc welding.
Prereq or Coreq: WLD 113

WLD 118 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc Welding Ferrous I
This course covers the equipment setup and fundamental techniques for gas metal arc welding on ferrous metals.

WLD 119 Lec: 0 Lab: 3 Cred: 1 IT
Gas Metal Arc Welding Ferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on ferrous metals.
Prereq or Coreq: WLD 118

WLD 120 Lec: 1 Lab: 9 Cred: 4 IT
Flux Cored Arc Welding I
This course covers the equipment setup and fundamental techniques for flux cored arc welding.

WLD 121 Lec: 0 Lab: 3 Cred: 1 IT
Flux Cored Arc Welding II
This course covers the techniques used in preparation for flux cored arc welder qualification.
Prereq or Coreq: WLD 120

WLD 122 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc Welding Nonferrous I
This course covers equipment setup and the fundamental techniques for gas metal arc welding on nonferrous metals.

WLD 123 Lec: 0 Lab: 3 Cred: 1 IT
Gas Metal Arc Welding Nonferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on nonferrous metals.
Prereq or Coreq: WLD 122

WLD 132 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding Ferrous
This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 133 Lec: 0 Lab: 3 Cred: 1 IT
Inert Gas Welding Ferrous Tubing
This course covers the techniques used in gas tungsten arc welding of ferrous tubing.
Prereq or Coreq: WLD 132

WLD 135 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding of Aluminum
This course covers the setup and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 137 Lec: 0 Lab: 3 Cred: 1 IT
Inert Gas Welding Aluminum Tubing
This course covers the techniques used in gas tungsten arc welding of aluminum tubing.
Prereq or Coreq: WLD 135

WLD 141 Lec: 2 Lab: 0 Cred: 2 IT
Weld Quality
This course introduces weld quality assurance.

WLD 145 Lec: 1.5 Lab: 1.5 Cred: 2 IT
Field Welding
This course covers welding with portable welding machines in field use.
Prereq: WLD 114

WLD 152 Lec: 1 Lab: 9 Cred: 4 IT
Tungsten Arc Welding
This course covers gas tungsten arc welding of carbon steel or stainless steel with stainless steel filler metal.
Prereq or Coreq: WLD 132

WLD 153 Lec: 0 Lab: 3 Cred: 1 IT
Tungsten Arc Welding Stainless Steel Tubing
This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.
Prereq or Coreq: WLD 152

WLD 170 Lec: 1 Lab: 9 Cred: 4 IT
Qualification Welding
This course covers the procedures and practices used in taking welder qualification tests.
Prereq: WLD 114

WLD 201 Lec: 2 Lab: 0 Cred: 2 IT
Welding Metallurgy
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical and mechanical properties.

WLD 225 Lec: 1 Lab: 9 Cred: 4 IT
Arc Welding Pipe I
This course covers the techniques used in shielded metal arc welding of groove welds on pipe.
Prereq: WLD 170

WLD 226 Lec: 0 Lab: 3 Cred: 1 IT
Arc Welding Pipe II
This course covers the techniques used in shielded metal arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 225

WLD 227 Lec: 0 Lab: 3 Cred: 1 IT
Arc Welding Pipe III
This course covers the techniques used in shielded metal arc welding of groove welds on stainless steel pipe.
Prereq: WLD 225
Coreq: WLD 225

WLD 228 Lec: 1 Lab: 9 Cred: 4 IT
Inert Gas Welding Pipe I
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.
Prereq: WLD 133

WLD 229 Lec: 0 Lab: 6 Cred: 2 IT
Inert Gas Welding Pipe II
This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and nonferrous pipe.
Prereq: WLD 137, WLD 153, WLD 228
Coreq: WLD 228

WLD 231 Lec: 1 Lab: 9 Cred: 4 IT
Gas Metal Arc/Flux Cored Arc Welding Pipe I
This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.
Prereq: WLD 119, WLD 121

WLD 232 Lec: 0 Lab: 6 Cred: 2 IT
Gas Metal Arc/Flux Cored Arc Welding Pipe II
This course covers the techniques used in gas metal arc and/or flux cored arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 231

WLD 240 Lec: 3.5 Lab: 1.5 Cred: 4 IT
Robotic Welding and Manufacturing
This course covers robotic welding systems, safety, operations and applications.
Prereq: Restricted to major

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A.B., Dramatic Arts, Western Reserve University
M.A., Speech, University of Maine
M.F.A., Theatre, University of Massachusetts

Nichols, Sharyn
Coordinator, Massage Therapy
B.A., Elementary Education, University of South Carolina
Certificate, Swedish Massage, Morris Institute of Natural Therapeutics
Licensed Massage/Bodywork Therapist, State of South Carolina

Norman, Jennifer K.
Coordinator, Esthetics
Certificate, Cosmetology, Charleston Cosmetology Institute
Certificate, Methods of Teaching, South Carolina State Board of Cosmetology

Novak-Condy, Cheryl
Coordinator, French and German
B.A., Spanish Language and Literature, Oakland University
M.A., Spanish, Wayne State University
Ph.D., Spanish, University of Illinois

Oliver, Marion W.
Instructor, Chemistry
A.B., Chemistry, The Citadel
M.S., Textile Chemistry, Clemson University

O'Quinn, Linda H.
Librarian
B.A., English, Clemson University
M.A., English, Clemson University
M.L.I.S., University of South Carolina

O'Quin, Teresa
B.S., Science, Clemson University
M.A.Ed., Mathematics, The Citadel

Ott, Janie B.R.
Department Head, Industrial Technology, Berkeley Campus
Diploma, Cosmetology, Farah's Beauty School

Oxford, Brenda E.
Instructor, History
A.A., Trident Technical College
A.B., History, College of Charleston
B.A., Classics, College of Charleston
M.Ed., Languages, University of Charleston

Parker, Matthew P.
Instructor, Music
A.A., Trident Technical College
B.A., Music, College of Charleston
M.M., Performance (Piano), Carnegie Mellon University

Parris, Nöelle
Instructor, Spanish
B.A., Spanish, Swarthmore College
M.A., Translation and Interpretation (Spanish/English), Monterey Institute of International Studies

Payne, Erlene S.
Librarian
B.S., Sociology, Howard University
M.S.L.S., Atlanta University

Phipps, Alexandra S.
Instructor, Nursing
B.S.N., Queens University of Charlotte
M.S.N., Charleston Southern University

Pittman, Lester G.
Instructor, History, Political Science and Religion
A.B., History, The Citadel
M.A., International Relations, University of Southern California
M.A., History, University of Virginia
Ph.D., History, University of Virginia

Piurkowsky, Theresa P.
Department Head, Patient Care Services
A.S., Respiratory Therapy, Shenandoah College
B.S., Business Management, Shenandoah College
M.Ed., Curriculum and Instruction, The Citadel

Porter, Elizabeth D.
Instructor, Nursing
B.S.N., Marshall University
M.S.N., Medical University of South Carolina

Provosty, Hayley B.
Instructor, Nursing
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina

Pryce, Rebecca L.
Instructor, Radio, Television and Film Production
B.A., Film, Duke University

Purcell, Gay
Instructor, Nursing
B.S.N., Clemson University
M.S.N., Medical University of South Carolina

Purcell, Katharine
Director, International Education
Instructor, English
B.A., English, Kenyon College
M.A., Teaching English in the Secondary Schools, Columbia University Teachers College
Ph.D., English, University of North Carolina, Greensboro

Rademacher, Kay
Instructor, Nursing
A.S., Registered Nursing, Lansing Community College
B.S.N., University of Michigan, Ann Arbor
M.S.N., Medical University of South Carolina

Reed, Michael J.
Coordinator, Environmental Technology
B.S., Chemical Engineering, Illinois Institute of Technology
M.S., Environmental Engineering, University of North Carolina, Chapel Hill
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B.A., Political Science, Winthrop College
M.Ed., English Education, South Carolina State University

Regalbuto, Philip J.
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B.A., Anthropology, University of Wyoming
M.S., Vocational Education, Southern Illinois University

Roark, Kelly G.
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B.S., Special Education, College of Charleston
M.Ed., Reading Education, The Citadel

Robinson, Jennifer H.
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B.S., Accounting, College of Charleston
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Instructor, Economics
Certificate, Economics and Business Administration, University of Trier
B.S., Economics and Finance, Babes-Bolyai University
B.A., Political Science and European Studies, Babes-Bolyai University
M.A., Economics, Clemson University

Rosenbrook, Ida D.
Instructor, Visual Arts
B.A., Communication Arts, Lees-McRae College
M.F.A., Graphic Design, Savannah College of Art and Design

Rosintoski, Larry J.
Instructor, Criminal Justice
B.A., History, Villanova University
J.D., University of South Carolina

Ross, Christopher
Instructor, Business
B.A., History, Northwestern University
M.B.A., Marketing, DePaul University

Royce, James C.
Instructor, Biological Sciences
B.S., Secondary Education, West Virginia University
M.A., Environmental Science, Western Michigan University

Runey, Donna H.
Instructor, Biological Sciences
B.S., Biology, College of Charleston
M.A.T., Secondary Education/Biology, The Citadel

Rusnak, Robert
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B.A., Political Science, Bowling Green University
M.A., History, Ohio University

Schaaf, Russell
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M.F.A., Film, Syracuse University

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A.D.N., University of Cincinnati
B.S.N., Vanderbilt University
M.S.N., Medical University of South Carolina

Schmid, Mark T.
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Schumpert, Cynthia D.
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M.S.N., Medical University of South Carolina

Schupbach, Dane
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B.S., Workforce Education Development, Southern Illinois University
M.A., Computer Resources and Information Management, Webster University

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B.S., Physical Therapy, State University of New York, Stony Brook
M.S., Health Professions Education, Medical University of South Carolina

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M.B.A., Capella University

Seale, Glenn
Instructor, Radio, Television and Film Production
B.A., Speech Communication, Lubbock Christian University
M.A., Television and Radio, Syracuse University

Sease, Joel B.
Instructor, Philosophy
B.A., Criminal Justice, The Citadel
M.A., Philosophy, The University of Queensland

Sheppard, Evan
Instructor, Visual Arts
A.B., Social Studies, Bard College
M.F.A., Photography, Rhode Island School of Design

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B.F.A., Studio Art, James Madison University

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M.A.E., Mathematics, East Carolina University

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B.A., Psychology, Alfred University
M.S., Clinical Psychology, Eastern Michigan University
Psy.D., Clinical Psychology, Florida Institute of Technology

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M.F.A., Graphic Design, Rochester Institute of Technology

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B.S., Business Administration, College of Charleston
M.S., Accountancy, University of Charleston
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A.E.T., Electronics Engineering Technology, Trident Technical College

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B.A., Biology, University of California
M.S., Microbiology, University of Wyoming
Ph.D., Immunology, University of Illinois

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Certificate, Chocolate Making, Callebaut Canada, Inc.
Certificate, Cake and Pastry, Culinary Institute of America
Certificate, Master Cake Decorator, The Wilton School of Cake Decorating

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AWS CWI/CWE

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A.S.E. Certified Master Automobile Technician
A.S.E. Certified Master Truck Technician
A.S.E. L-1, L-2 Advanced Certification
Master Certified Emergency Vehicle Technician
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B.S.N., Charleston Southern University
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B.S., Electrical Engineering, The Citadel
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B.S., Management, Southern Wesleyan University
M.S., Criminal Justice, Charleston Southern University

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B.A., English, Hendrix College
M.A., English, University of Arkansas
Ph.D., English, Louisiana State University

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M.A., English, University of South Carolina
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M.A., History, University of Charleston
Ph.D., Educational Administration, University of South Carolina

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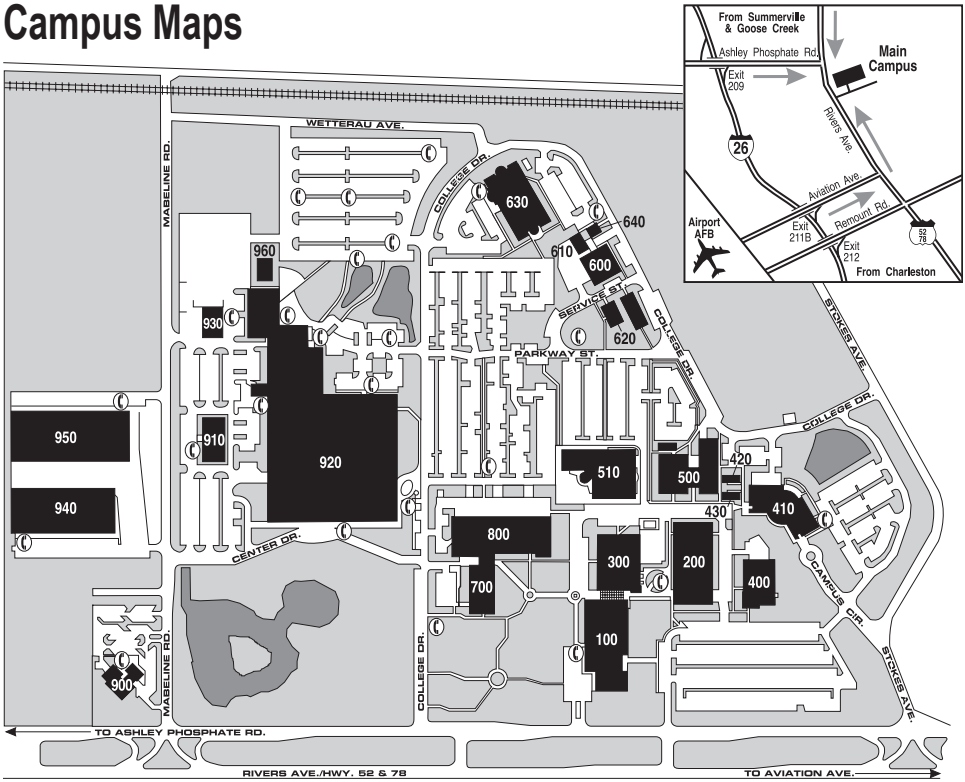
B.A., Communication Studies, College of Charleston
M.Ed., Reading Education, The Citadel

Campus Maps



Main Campus

7000 Rivers Ave. • North Charleston

C Emergency Phone

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

Bldg. # — Bldg. Name

100 **General Education Building** Public Safety/ Humanities and Social Sciences

200 **Business Technology Building** Business Technology/Community, Family and Child Studies/ Law-Related Studies/Administrative Office Technology/Classrooms

300 **Math and Science Building** Center for Information Technology Training/Science and Mathematics

400 **Robotics Welding Building** Industrial Technology

410 **Student Center** Admissions/Registrar's Office/ Financial Aid/Lounge/Counseling/Student Activities/ Testing/Food Court/Business Office

420 **Orientation Center**

430 **Student Support Services Building**

500 **Communications Technology Building** Film, Media and Visual Arts/Printing Services/ Broadcasting

510 **Learning Resources Center** Library/English

600 **Facilities Management/Deliveries Building** Maintenance

620 **Horticulture Building**

630 **Health Sciences Building** Health Sciences/Nursing

640 **Annex Building** General Classrooms

700/ **Industrial and Engineering Technology Building**

800 Engineering Technology/ Industrial Technology/ Machine Tool Technology Lab/Process Control/ Flexible Manufacturing Lab/VETS Center

900 **Administration Building** President's Office/Human Resources/Employee Relations/Advancement/ Marketing Services

910 **Complex for Economic Development/Continuing Education Center** Continuing Education Registration/Classrooms

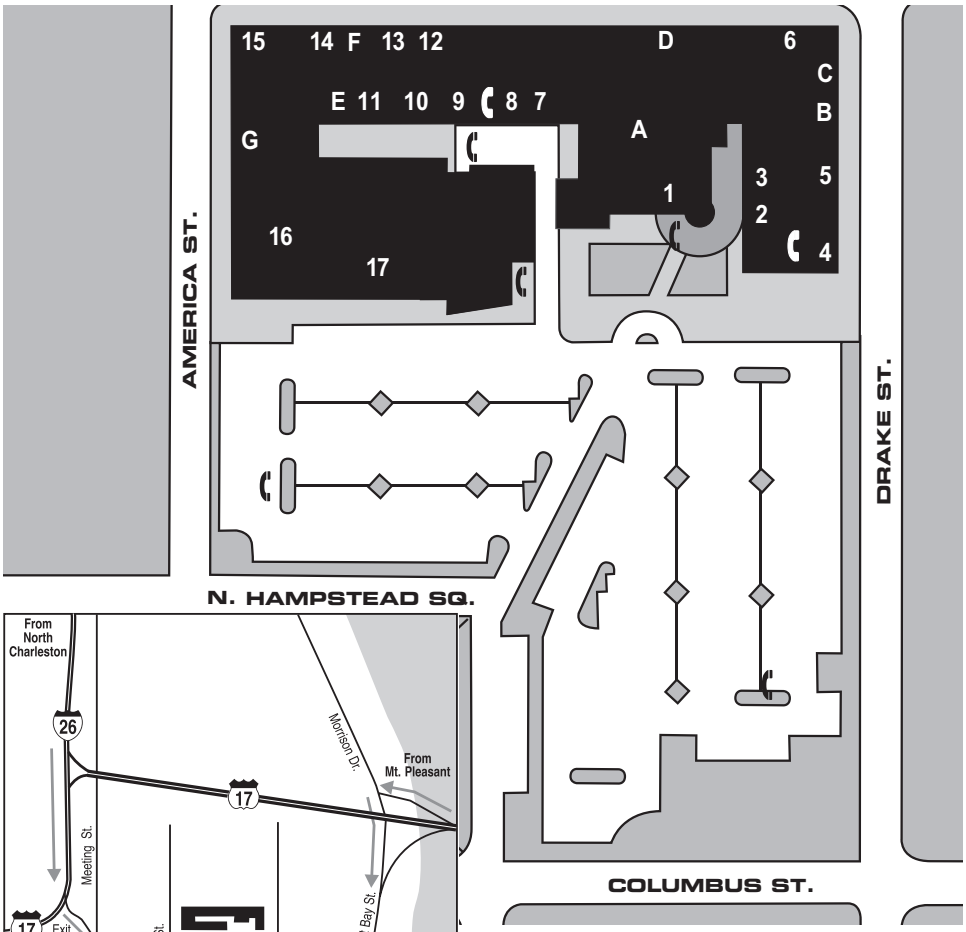
920 **Complex for Economic Development** College Center/Culinary Institute of Charleston/Information Technology Center/The Learning Center/Industrial Maintenance Technology Center/Computer Labs

930 **Basic Construction Trades**

940 **North Rivers Commerce Center** Procurement/ Information Center/Recruiting/Career and Employment Services

950 **Bookstore** Industrial Maintenance Lab/Classrooms/ Boeing Charleston Training Center

960 **Basic Construction Trades Training**



Palmer Campus

66 Columbus St. • Downtown Charleston

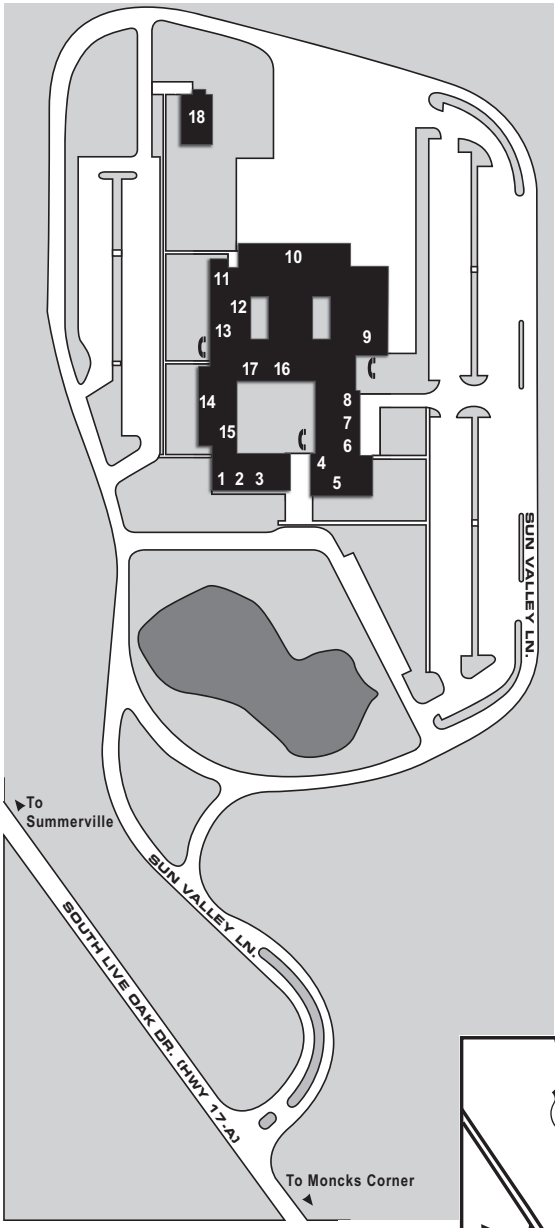
Emergency Phone

First Floor

1. Admissions Suite – Room 121
Veterans Assistance – Room 122
Financial Aid – Room 122
Dean's Office – Room 127
2. Student Lounge – Room 105
3. VETS Center – Room 105A
4. Academic Office – Suite 102
College Transfer Information Resource Center (TIRC) – Suite 102A
5. Developmental Studies Faculty Offices – Suite 106
6. Educational Opportunity Center – Rooms 112-114
7. Emergency Medical Technology Lab – Room 135
8. Certified Nursing Assistant Lab (CNA) – Room 137
9. Bookstore/Business Office – Room 141
10. Public Safety – Room 145
11. CIC Faculty Offices – Suite 153
12. Clemente Center – Room 146
13. Science and Math Faculty Offices/Math3 – Suite 156
14. Esthetics Lab – Room 158
15. Biological Sciences Lab – Room 160
16. Amphitheater – Room 182
17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room – Room 181

Second Floor

A. Learning Resources Center (Library) – Room 229
B. Community, Family and Child Studies (CFCS) Faculty Offices – Room 208
Business Technology Faculty Office – Suite 210A
CFCS Faculty Office – Suite 210B, D
CNA Faculty Office – Suite 210C
Health Sciences Faculty/Adjunct Offices – Suites 212 and 214
C. Ophthalmic Lab – Room 218
D. Student Success Center/Counseling/Orientation Center/ Learning Assistance/Testing Services – Room 226
E. Nail Technology Lab – Room 239
F. Massage Therapy Lab – Room 232
G. Computer Center – Rooms 247, 252



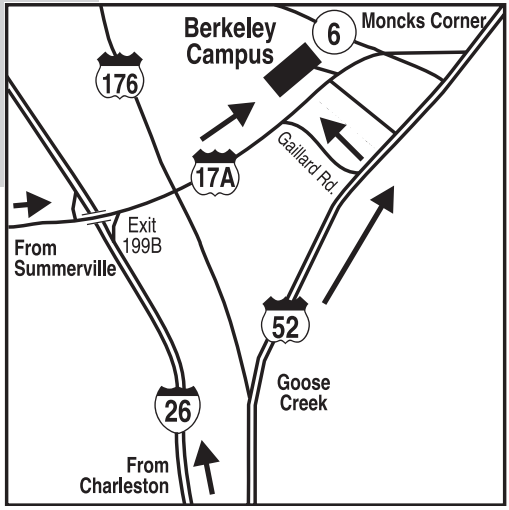
1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid – Room 178
2. Bookstore – Room 179
3. Dean's Office – Room 181
4. Public Computer Center – Room 106C
5. Learning Resources Center (Library) – Room 106C
6. Student Lounge/Snack Shop – Room 176
7. Live Oak Conference Center – Room 101
8. Public Safety Offices – Room 174
9. Aircraft Maintenance Classroom – Rooms 175 D and E
10. Aircraft Maintenance Lab – Rooms 163 and 165
11. Cosmetology Lab – Room 159
12. Nail Technology Lab – Room 158
13. Esthetics Lab – Room 151
14. Computer Lab – Room 144
15. Developmental Studies Lab – Room 141
16. Biological Sciences – Room 185
17. CNA Lab – Room 150A
18. Veterinary Technology Building

Berkeley Campus

1001 S. Live Oak Dr. (Highway 17-A)
Moncks Corner

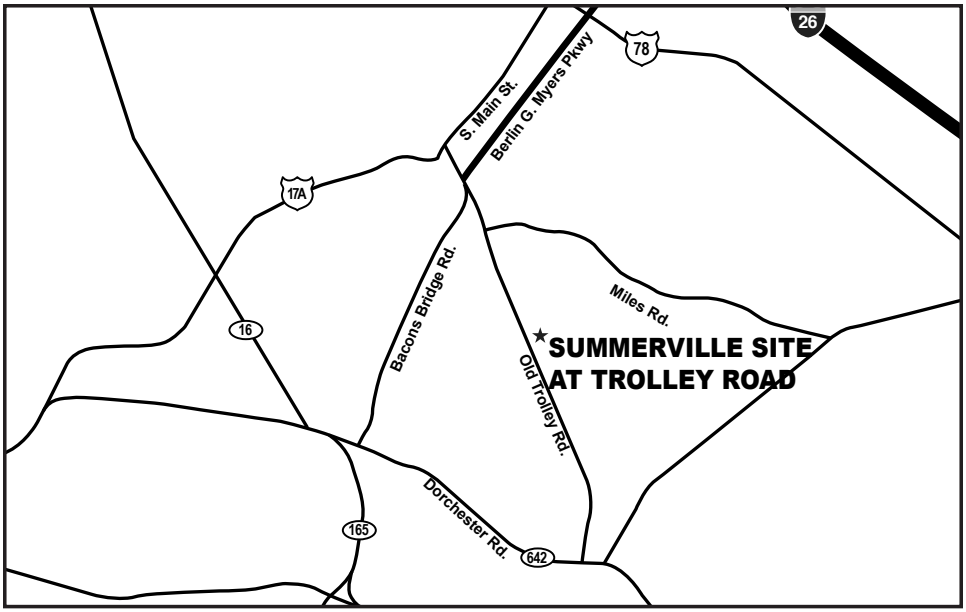
Emergency Phone

Students may park in any lot. Parking is prohibited at entrances and along perimeter roads and thoroughfares.



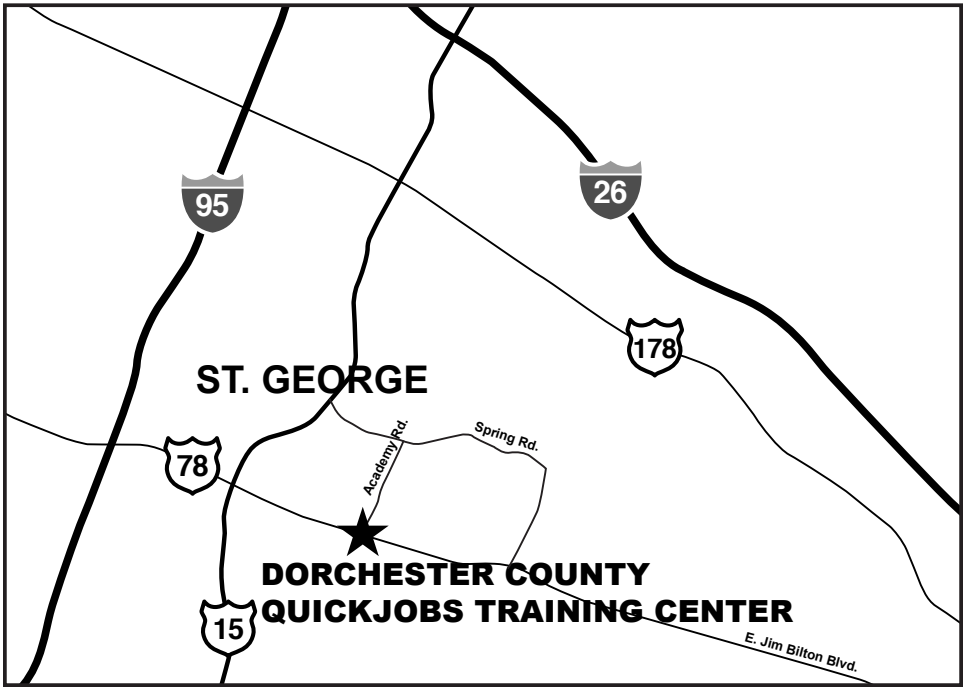
Dorchester County Career and Technology Center

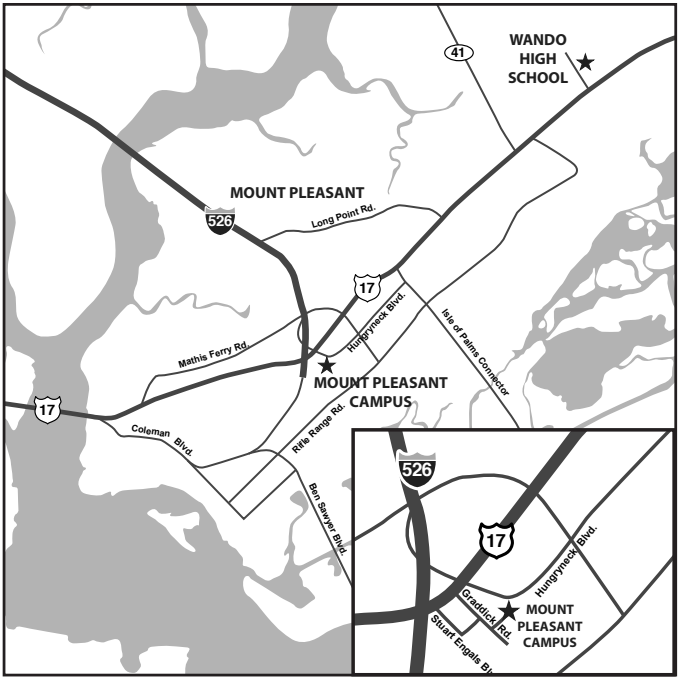
449 Old Trolley Rd., Summerville, SC



Dorchester County QuickJobs Training Center

5164 E. Jim Bilton Blvd., St. George, SC





Wando High School

1000 Warrior Way,
Mt. Pleasant, SC

Mount Pleasant Campus

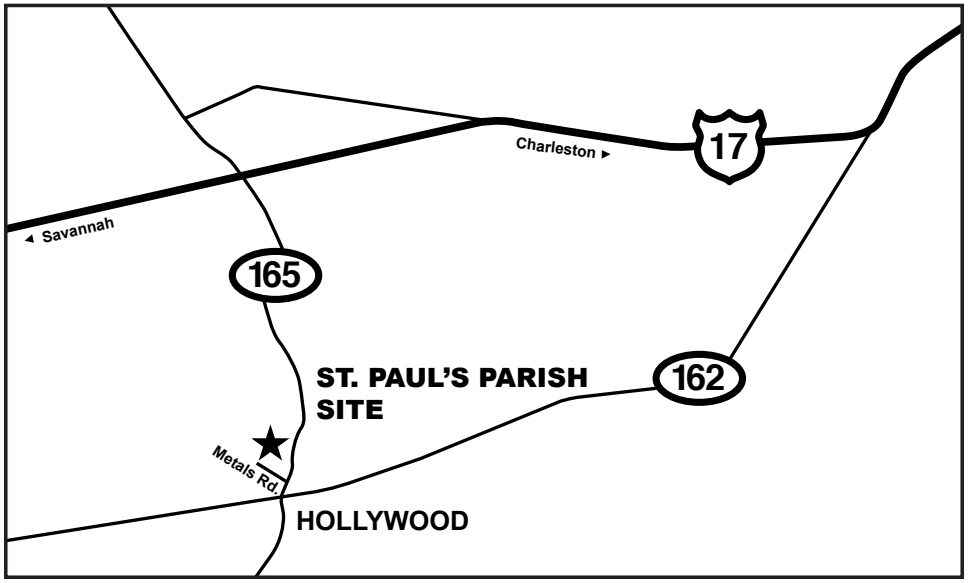
1004 Hungryneck Blvd.,
Mt. Pleasant, SC

Directions: From Hwy. 17, turn onto Stuart Engals Blvd. (at Wando Crossing shopping center); left at intersection; right onto Graddick Rd.; immediate left into TTC parking lot.

St. Paul's Parish Site

Directions to 5231 Hwy. 165, Hollywood, SC:

- Take US-17 South from Charleston.
- Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
- Stay on SR-162 for approximately 7 miles.
- Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
- The Ted Corbin Building is .10 of a mile on the left.



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