

2017-2018 Catalog

This Catalog is effective Fall Semester 2017.

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, gender identity or pregnancy. In compliance with Title IX of the Education Amendments of 1972, 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. Tangela Smalls is the college's Title IX Coordinator for employees and students. The Title IX Coordinator oversees compliance with all aspects of sexual violence, sex/gender harassment, discrimination and misconduct policy. Tangela Smalls can be reached at Trident Technical College, Bldg. 900, Rm. 134 or 843.574.6208 or tangela.smalls@tridenttech.edu. Please contact her to report any Title IX violations or if you have any questions and/or concerns. Pam Brown is the student coordinator for the college's ADA, Section 504 (Rehabilitation Act), and Titles VI and VII (Civil Rights Act). Please contact her if you have questions or need information concerning the ADA, Section 504, Titles VI and VII, alternate communication methods, and services for students with disabilities. Pam Brown can be reached at Trident Technical College, Bldg. 410, Ste., 210J, 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, Ga. 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 –
 SC FAA FSDO # 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 Education 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

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

Emergency Medical Technology

Commission on Accreditation of Allied Health
 Education Programs
 25400 US Highway 19 North, Suite 158
 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
 3337 Duke St.
 Alexandria, VA 22314-5219

Medical Assisting

Commission on Accreditation of Allied Health
 Education Programs
 25400 US Highway 19 North, Suite 158
 Clearwater, FL 33763

Medical Laboratory Technology

National Accrediting Agency for Clinical
 Laboratory Sciences
 5600 N. River Road, Suite 720
 Rosemont, IL 60018-5119

Nursing

Accreditation Commission for Education in Nursing
 3343 Peachtree Road NE
 Suite 850
 Atlanta, GA 30326

Occupational Therapy Assistant

ACOTE
 c/o American Occupational Therapy Association
 4720 Montgomery Lane, Suite 200
 Bethesda, MD 20814-3449
 301.652.2682
 www.acoteonline.org

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Spring Semester 2018

Table with dates for Spring Semester 2018: Registration Day (Jan. 3), Martin Luther King Holiday (Jan. 15), Student Activity Period (Jan. 30), Graduation Ceremony Application/Cap and Gown Order Deadline (Feb. 28), Student Holidays (Feb. 27-March 10), Student Activity Period (March 27), Awards Day (May 3), Graduation (May 4)

Make-up Days for Emergency Closings
Feb. 27-28, 2018
May 30-June 1, 2018

Spring 1

Table with dates for Spring 1: Registration Begins (Oct. 23), Registration Ends (Jan. 10), Classes Begin (Jan. 8), Drop/Add (Jan. 8-10), Course Evaluation (Feb. 1-26), Last Day to Withdraw (Feb. 13), Classes End (Feb. 26)

Spring 2

Table with dates for Spring 2: Registration Begins (Oct. 23), Registration Ends (March 14), Classes Begin (March 12), Drop/Add (March 12-14), Course Evaluation (April 4-27), Last Day to Withdraw (April 16), Classes End (April 27)

Spring Full

Table with dates for Spring Full: Registration Begins (Oct. 23), Registration Ends (Jan. 12), Classes Begin (Jan. 8), Drop/Add (Jan. 8-12), Course Evaluation (March 12-April 27), Last Day to Withdraw (April 4), Classes End (April 27)

Important information about when to complete processes for admission, financial aid and disabilities accommodations is available in On Course and the college's website at www.tridenttech.edu.

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: Educate the individual. Accelerate the economy. Inspire the future.

Values

- Integrity
- Respect
- Student achievement
- Academic excellence
- Accessibility and affordability
- Diversity and inclusion
- Excellence in customer service
- Expertise
- Academic freedom
- Accountability
- Global competitiveness

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 15,000 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.*

Locations

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 Street. Mount Pleasant Campus is located on John Dilligard Lane.

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

Between 2000 and 2010, student enrollment increased 54 percent, and the college has responded with continued expansion of both physical and virtual offerings. The renovation of Building 950 accommodated additional aeronautical training, the InterTech Group Wellness Center, TTC Caf , and Film, Media and Visual Arts; 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; the dual credit program grew in a new direction with the opening of Berkeley Middle College on Berkeley Campus; and the opening of the Nursing and Science Building increased capacity for existing enrollment and future growth. In 2015, the college closed Summerville Site at Trolley Road.

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. 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 > Get Started > Essential Consumer 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 843.574.6124.

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 cancelled. 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 found in the student portal at my.tridenttech.edu 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. Students are responsible for checking 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.

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 in terms that are 10 weeks long or longer or for one week for terms that are seven weeks or fewer in length. 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 and are a legal resident of South Carolina, you may take selected academic courses at TTC on a space-available basis. Senior citizens using the free tuition benefit may begin registering for classes on the last business day prior to the first day of classes each term up until the first class meeting. For online classes, students must register prior to 11:59 p.m. on the first day of the term. You must complete the application process, as either non-degree seeking or one of the degree-seeking types. In addition, you must complete a certification form in the Business office prior to registration.

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

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	No	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.

enrollment does not exceed the facilities and resources available.

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. A dependent student seeking classification as a South Carolina resident will not be automatically disqualified from receiving in-state tuition because of the citizenship or immigration status of their parent(s) or guardian(s). If a US citizen student with undocumented parents or guardians cannot provide state-issued identification documents, the college will work with him/her to identify alternate proof of the parents' residence and domicile in South Carolina. Such alternate proof may include the documents listed in S.C. Code Reg. § 62-605(C), as well as utility bills, lease documents, medical and school records, and other records that may indicate domicile.

No particular document or combination of documents shall be conclusive in every case. In all cases, regardless of the citizenship or immigration status of the parents or guardians, the college will endeavor to determine whether South Carolina is the true, fixed, principal residence and place of habitation as set forth in S.C. Code Ann. §59-112-10(D), based on the information and documentation submitted by the student. In all cases, the student has the burden of proving fulfillment of the requirements for in-state tuition and attendant benefits.

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 sentence skills, reading comprehension 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. Walk-in ACCUPLACER testing is available on Main Campus 9 a.m.– 6 p.m., Monday–Thursday and 9 a.m.–noon, Friday. On student holidays, noon is the last available time for placement testing on Main Campus. Student holiday hours vary at other campus locations. To schedule a time for this test at other campuses, call 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 sentence skills and reading comprehension of the placement test with SAT Evidence-Based Reading and Writing score of 530 or ACT English component score of 19. You may exempt the math component with SAT math scores of 600 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.

If you are a first-time student and you are required to take MAT 031 or 032, and ENG 032, and RDG 032 or RDG 100, you must also take COL 103 College Skills.

Retesting

If you are dissatisfied with your placement test results and believe they have placed you incorrectly, you may retake the placement test. There is a \$25 retest fee for each retest. Pay the fee at TTC's Business Office, and present the paid receipt at the time of testing. Students are allowed a maximum of three testing attempts per test section (Sentence Skills, Reading Comprehension, and Math) per 12-month period. For special circumstances, a student can appeal to TTC's Counseling Office for permission for a fourth attempt. If approved, this attempt must be taken on a TTC campus, preferably Main Campus. Testing Services, Orientation or Counseling can tell you more about the retest option.

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, Student Hub, Bldg. 500, Rm. 134
 Berkeley Campus, Student Success Center, Rm. 111
 Palmer Campus, Student Success Center, Rm. 226
 Mount Pleasant Campus, Rm. 143

Schedule of Classes

The class schedule is 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.

Registration

After meeting admission requirements and being accepted to the college, you will be eligible to register for courses. 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 and attending classes or participating in online classes.

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:

- fulfill all the program curriculum requirements listed in the Catalog at the time of acceptance into the academic program, or
- 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, page A-40 and Financial Aid, page A-23.

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 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 three months after the original test date of a CLEP or DANTES DSST exam.
- e. Your GPA will not be affected by advanced standing credits.

- f. 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.

Excelsior College Testing: You may receive credit for selected college-level exams if your scores are satisfactory to the college. Your official Excelsior 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 three months after the original test date for CLEP and DANTES DSSTs exams.

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. Other academic programs may be eligible upon approval from the academic dean. See your advisor for details on eligibility.

Servicemembers Opportunity College (SOC)

Servicemembers Opportunity College (SOC) functions in cooperation with the Department of Defense (DoD) and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. The DoD funds the program through a contract with the American Association of State Colleges and Universities (AASCU). The SOC Program is a

cooperative civilian and military effort designed to link servicemembers to institutions that provide high quality education while 1) maximizing the proper award of academic credit for military training and experience, and alternative testing, and 2) facilitating the transferability of credits, so servicemembers can reach their educational goals and the goals of the services.

TTC is a member of the Servicemembers Opportunity College Degree Network System. By declaring a major in a program of study and completing six credits at TTC, all active duty personnel and their adult family members are eligible for a Servicemembers Opportunity College (SOC) Student Agreement. The Student Agreement is a "contract for degree" and shows the evaluation of completed and remaining program requirements. This agreement guarantees that you will receive a degree from TTC when all requirements are completed and remains in effect even if you leave the military.

To receive a Student Agreement, contact the Registrar's office, Main Campus Student Center (Bldg. 410). You must complete a minimum of 25 percent of the curriculum in your program of study at TTC. Additionally, TTC offers eight programs through the Navy Distance Learning Program. If you transfer to other duty stations, refer to the SOC Handbook or work with a local Education Center to identify courses from other colleges that can be used to complete your degree at TTC.

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.*

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...

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111.

TTC does not mail bills to students. Students should review outstanding balances in their TTC Express account...

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...

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

Table with 2 columns: Classification (Full time, 3/4 time, 1/2 time) and Semester credit hours (12, 9, 6).

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.

A dependent student seeking classification as a South Carolina resident will not be automatically disqualified from receiving in-state tuition...

not automatically disqualify them from receiving these benefits. For U.S. citizen students with undocumented parents or guardians, state-issued identification documents and other typical indicia of residency may not be available to the parents.

Senior Citizens

Legal residents of South Carolina age 60 or over may enroll in selected academic courses on a space-available basis without paying tuition.

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 term on public college calendars.

demonstrate need according to federal guidelines. The federal government pays the interest on subsidized loans while the student is in college and during a grace period (six months). Unsubsidized loans are available to students who do not demonstrate financial need according to federal guidelines (FAFSA). Interest begins to accrue immediately and is added to the loan principal. Interest payments are deferred while the student is in college.

Details of eligibility are available at www.studentloans.gov.

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. Students graduating from any TTC academic program must complete exit counseling before graduation. 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 for Students

The Federal Parent Loan (FPLUS) is for parents of dependent students. This loan is not need based and may not exceed the cost of attendance. The student must be enrolled at least half-time (six credit hours) in an eligible program of study. The parent must repay the principle, fees and interest. Repayment begins immediately after disbursement of the loan.

Scholarships

Scholarships are available from industries, businesses, professional organizations, civic clubs and individuals. The TTC Foundation selects recipients for its scholarships. Scholarships are usually awarded prior to the beginning of Fall Semester. Application information and deadlines are on the TTC website.

LIFE Scholarship

The LIFE Scholarship is available for qualifying South Carolina residents. Recipients must be full-time, degree-seeking students not taking developmental or bridge courses. First-time entering freshmen must have graduated from high school with a minimum of a 3.0 cumulative S.C. uniform

grade point average. Students must sign the LIFE Scholarship affidavit each academic year. Additional information and details are available at www.che.sc.gov. Click on the "Students and Parents" tab.

S.C. Lottery Tuition Assistance

Lottery Tuition Assistance (SCLTA) is not based on financial need. Students may be eligible for lottery assistance if they qualify for in-state tuition rates according to state law. Completion of the Free Application for Federal Student Aid (FAFSA) or SCLTA waiver is required for each year. The SCLTA award is not retroactive and only applies to either the current semester or future semesters. Assistance is paid to the college, not the student, and only applies toward tuition.

Federal Tax Benefits for Education

For additional information on tax benefits, seek advice from your tax consultant or the IRS website at www.irs.gov to obtain Publication 970, Tax Benefits for Education.

South Carolina Tuition Tax Credit

South Carolina Code Section 12-6-3385 provides a refundable individual income tax credit for tuition paid to an institution of higher learning. The credit for each taxable year is equal to 25 percent of the tuition paid, not to exceed \$850 for a student attending a four-year institution or \$350 for a student attending a two-year institution.

The credit may be claimed by the student paying the tuition or by an individual paying the tuition who is eligible to claim the student as a dependent on his federal income tax return, whoever actually paid the tuition. It may be claimed for no more than four consecutive years after the student enrolls in an eligible institution.

Refer to form I-319 under forms and instructions on the South Carolina Department of Revenue website.

Financial Aid Criteria

Program	Pell Grant**	Federal Supplemental Educational Opportunity Grant (FSEOG)**	South Carolina Need-Based Grant (SCNBSG)**	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 or summer	Varies	Varies	Paid by the hour
How to Apply	<p>Complete the Free Application for Federal Student Aid (FAFSA). For the South Carolina Need-Based Grant, students must complete a S.C. Need-Based Affidavit after receiving the award. Do not submit an affidavit form unless SC Need-Based Grant is awarded.</p> <ol style="list-style-type: none"> 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) at www.fafsa.gov 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 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 S.C. Lottery Tuition Assistance through the South Carolina Education Lottery will affect tuition, scholarships and/or fees, visit www.tridenttech.edu.

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 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, Veteran 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 veteran, with the Department of Veterans Affairs and the state of South Carolina. 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) 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.

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.

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

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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.

Choice Act-Section 702-Veterans, spouses, and dependents may be eligible for in-state tuition charges based on the following: the veteran lives in-state, enrolls within three years of military discharge period and has served active duty service of 90 or more days. A DD214-4 copy is required for proof of discharge. Transfer entitlement students must reside in-state and have a local address on file.

REAP: This program (Chapter 1606 and 1607 of title 10, U.S. Code) provides educational assistance to members of the reserve components.

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.

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

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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 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.

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. Students should contact a school certifying official regarding hybrid classes and VA guidelines. 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, Rm. 141, 843.899.8079
Palmer Campus, Rm. 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, Rm. 111, 843.899.8079
Palmer Campus, Rm. 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, Rm. 111, 843.899.8079
Palmer Campus, Rm. 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) and the TTC Café in Bldg. 950. 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 Relish Restaurant and the Relish Bakery Café 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.

TTC Alumni and Friends

Trident Technical College Foundation's Alumni and Friends network provides opportunities for former students who have successfully completed courses toward their academic and professional goals to stay connected to the college and participate in mutually beneficial activities and initiatives, contributing to the reputation and advancement of Trident Technical College.

For more information, visit www.tridenttech.edu/foundation/alumni or email alumni@tridenttech.edu.

Continuing Education and Economic Development

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

The Division of Continuing Education and Economic Development promotes economic development through short- and long-term public courses designed for individuals to enhance their careers and explore new interests. Our courses 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 opportunities to equip the local workforce through customized corporate training programs and consultative services designed to improve the competitiveness and quality of area businesses.

Many of the programs are funded for qualified applicants by the (Post-9/11) GI Bill, SC Works, Department of Social Services, Vocational Rehabilitation Centers and various grants.

Continuing Education courses are scheduled during the day, evenings and weekends at TTC's campuses, St. Paul's Parish Site 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, 920 and 940 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 100 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, Corporate and Information Technology, Health Care, Manufacturing and Industrial Trades, 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. In addition to Continuing Education courses, some credit courses are also offered. The site also houses a Broadband Public Computer Center that is available to local residents.

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. In addition to Continuing Education courses, some credit courses are also offered. A Broadband Public Computer Center is available to local residents along with computer training and online courses.

Corporate and 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, iPad, Mac, social media and Web design.

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. These courses also can be customized to optimize your employees and conducted at your site or at a TTC campus or site.

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 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; mechatronics, composites, lean manufacturing; engineering; heating, ventilation and air conditioning; 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. 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 State Board for Technical and Comprehensive Education (SBTCE) for EZA training plan approval. TTC assists companies in preparing these plans and applications. After receiving TTC and SBTCE approval, companies can request refunds from employee withholding taxes for up to two-thirds the cost of approved training. Training must be delivered or sponsored by the college and is limited to \$100 annually for each production and maintenance employee through first-line supervisor.

Personal Enrichment

Personal enrichment refers to activities that improve self-knowledge and identity, develop talents and potential, enhance quality of life and allow individuals to explore new interests. 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 and Teen University summer camps for students ages 7-16 years old to provide challenging and 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, dialysis technician, paramedical examiner, emergency medicine, phlebotomy, medical assisting, medical office specialist and dental office management. A Certified Coding Specialist (CCS) review 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 coding for health care professionals. 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/ assessors and are offered both at TTC’s Main Campus and Boeing’s facility. Additionally, to accommodate the training and production needs of the industry, the training is delivered on day and night shifts Monday through Saturday at both TTC’s Main Campus and the on-site Boeing training facility. 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 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: Trident Technical College reserves the right to cancel courses 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 five 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 four 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 843.574.6152. 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/Rm. 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 Bldg. 920/Rm. 211 on Main Campus and in Rm. 226 on Palmer Campus. Limited tutoring services may be available on Berkeley and Mount Pleasant campuses. 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 or Palmer Campus at 843.722.5516. 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 and hybrid 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 listed on the college’s website under the course search.

Libraries

TTC’s libraries provide resources and services to assist with users’ informational needs. Libraries are located on the Main, Palmer and Berkeley campuses. Staff members also travel to all other TTC locations to provide in-person services as needed. Accessible both on and off campus, the library’s website is the gateway for students, faculty and staff to access research resources and library services. Each library provides computers with a suite of programs available for users’ educational needs. TTC’s library collection supports all programs of study at the college and fulfills the informational needs of the college community. Students, faculty and staff have access to all items in the library’s collection, regardless of campus or location. The library’s collection includes books, periodicals, e-books, databases, videos and DVDs. The libraries are teaching libraries with reference and research assistance readily available in class, in person or online.

TTC’s libraries participate in several partnerships, increasing availability of resources to students, faculty and staff. Through an agreement with academic libraries in the Charleston area, TTC students, faculty and staff can check books out from the College of Charleston, The Citadel,

the Medical University of South Carolina and Charleston Southern University. Through its membership in The Partnership Among South Carolina Academic Libraries (PASCAL), TTC benefits from cooperation on a broad range of issues, including shared licensing of electronic resources, universal borrowing and Interlibrary Loan Services. The PASCAL Delivers service is available through the library’s website and online catalog. The TTC libraries also have an agreement with the Charleston County Library System, a large system with a main library and 16 regional branch locations. This agreement allows current TTC students who live outside of Charleston County to obtain a free county library card for use while they are students. All libraries have circulation policies and charge fines for material returned after the due date. For more information, contact the Main Campus Library 843.574.6095, Berkeley Campus Library 843.899.8055 and Palmer Campus Library 843.722.5540.

English Fluency Requirements for Faculty Employment

I. General Information

A. Purpose

These procedures were developed to comply with SBTC 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 SBTC a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

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.

Admission 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; 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.

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:

- S.L.E.D. Sex Offender 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 phones), 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/about/departments/safety/ttc_eas.htm to subscribe.)

- 2. EAS Email: Alerts sent to email accounts. (Students must opt in to receive emails.) Visit www.tridenttech.edu/about/departments/safety/ttc_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/about/departments/safety/index.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 Science and Math buildings (Bldgs. 100/300), General Education building (Bldg. 100, outside Public Safety), Science and Math building (Bldg. 300, rear), near the Library (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 vehicle 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 A-50.

Sexual Assault Prevention

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

- 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.

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.

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.

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.

Title IX of the Education Amendments of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal assistance.”

Title IX focuses on the adverse consequences faced by victims of gender and sexual harassment. Title IX obligates the college to investigate and provide a “prompt and effective remedy” that stops and prevents such actions impacting students and employees. This includes gender discrimination, sexual harassment, non-consensual sexual contact, sexual assault, intimate partner/relationship violence, stalking, hostile environment, quid pro quo, bullying and cyberbullying and retaliation.

If you become aware of or experience any of these actions occurring, please contact the college’s Title IX Coordinator by the email address or phone number below.

Tangela Smalls
 Title IX Coordinator
 Trident Technical College
 843.574.6208
tangela.smalls@tridenttech.edu

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 cannot be admitted into more than one career path in a single major, including General Technology. 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
- Business Administration
- 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 Technology
- Health Information Management
- Homeland Security Management
- Horticulture Technology
- Hospitality and Tourism Management
- Human Services Management
- Mechanical Engineering Technology
- Media Arts Production
- Medical Laboratory Technology
- Network Systems Management
- Nursing (ADN)
- Occupational Therapy Assistant
- Paralegal
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Veterinary Technology

Diploma Programs

- Expanded Duty Dental Assisting
- Medical Assisting
- Pharmacy Technician
- Practical Nursing (PN)

Certificates

- Addictions/Substance Abuse
- Advanced Automation: Mechatronics
- Advanced Baking and Pastry
- Advanced Beverage Service Management
- Advanced Cake and Chocolate
- Advanced Emergency Medical Technician
- Advanced Film Production
- Air Conditioning/Refrigeration Mechanics
- Aircraft Assembly Technology
- Aircraft Maintenance Airframe
- Aircraft Maintenance General
- Aircraft Maintenance Powerplant
- Arboriculture Management
- Architectural Drafting
- Art Foundations
- Artisanal Foods
- Athletic Field Maintenance
- 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
 - Chemical Engineering Transfer – University of South Carolina
 - Civil Engineering Transfer – The Citadel
 - Civil/Mechanical Engineering Transfer – University of South Carolina
 - Electrical Engineering Transfer – The Citadel
 - Electrical Engineering Transfer – University of South Carolina
 - Mechanical Engineering Transfer – The Citadel
- Child Care Management
- Cisco Certified Network Associate
- Civil Drafting
- CompTIA Systems Specialist
- Computer Aided Design I
- Computer Aided Design II
- Computer Animation
- Computer Graphics
- Construction Management
- Cosmetology

PROGRAMS

Crime Scene Investigation
 Criminal Justice: Corrections
 Criminal Justice: Law Enforcement
 Culinary Arts
 Culinary Manager
 Cybersecurity
 Database Administrator
 Digital Media Software
 Digital Photography
 Early Childhood Development
 Edible Crops
 Electrical Drafting
 Electrical Line Worker – Advanced
 Electrical Line Worker – Third Class
 Electrician: Automated Controls
 Electrician: Construction
 Electrician: Industrial
 Emergency Management and Protection
 Emergency Medical Technician
 Enterprise Network Administrator
 Environmental Technology
 Esthetics
 Event Management
 Film Production
 Fitness Specialist
 Food and Beverage Operations
 Golf Course Maintenance
 Horticultural Sustainability
 Hotel Operations
 Illustration
 Industrial Mechanic
 Infant and Toddler Development
 International Business
 Internet Programming
 Introduction to Automotive Servicing
 Introductory University Studies
 Landscape Design
 Landscape Management
 Leadership Development
 Linux Systems Administration
 Mechanical Drafting
 Medical Office Specialist
 Medical Record Coder
 Microcomputer Business Applications
 Microcomputer Expert User
 Microcomputer Programming
 Microsoft Network Solutions Associate
 Microsoft Network Solutions Expert
 Multimedia Design
 Nail Technology

Network Security
 Online Media Production
 Paralegal
 Paramedic
 Pharmacy Technician
 Photography
 Post Production
 Pre-Nursing
 Professional Accountancy
 Professional Writing
 Radio Production
 Restaurant Cooks
 School-Age and Youth Development
 Small Business/Entrepreneurship
 Special Education
 Sports and Health Nutrition
 Surveying
 Transportation and Logistics
 University Studies
 Virtualization and Cloud Computing
 Website 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 www.tridenttech.edu/academics/ge.

4. Mathematics/Natural Sciences

AST 101	Solar System Astronomy	4
BIO 101	Biological Science I	4
BIO 210	Anatomy and Physiology 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 155	Contemporary Mathematics	3
MAT 170	Algebra, Geometry and Trigonometry I	3
PHY 201	Physics I	4

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

CPT 101	Introduction to Computers	3
CPT 102	Basic Computer Concepts	3
ENG 102	English Composition II	3
ENG 260	Advanced Technical Communications	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.

PROGRAMS

General Transfer	Division	Phone	Description
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 fields such as business administration, communication, education, psychology, history, government, English, sociology and other humanities, fine arts, social sciences and business-related degrees

Associate in Science	Science and Mathematics	843.574.6015	For students who want to take courses at TTC leading to bachelor's degrees in fields such as science, engineering and health-related fields
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Specialty Transfer Programs	Division	Phone	
Business	Humanities and Social Sciences	843.574.6034	2+2 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 Cyber and Network Security – E.C.P.I. 2+2 agreement for B.S. in Civil Engineering – The Citadel 2+2 agreement for B.S. in Electrical Engineering – The Citadel 2+2 agreement for B.S. in Mechanical Engineering – The Citadel
Political Science	Humanities and Social Sciences	843.574.6034	2+2 B.A. in Political Science – The Citadel
Social Studies Education	Humanities and Social Sciences	843.574.6034	2+2 B.S. in Social Studies Education – The Citadel
Nursing	Science and Mathematics	843.574.6015	2+2 B.S. in Nursing – The Citadel

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.

Business Technology

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 I	3
MGT 201	Human Resource Management	3
ELE BMT	Select one course from Business/ Management Electives on page B-23	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-23	3
Total		15

Management

Associate in Applied Science

Leadership Development Career Path

Credit Requirements: 69 Semester Credit Hours

The 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-23	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-23	3
Total		15

Recommended Sequence of Courses

First Semester

Table with 2 columns: Course ID, Course Name, Credits. Rows include ACC 111, ACC 150, CPT 101, and ENG 101.

Total 12

Second Semester

Table with 2 columns: Course ID, Course Name, Credits. Rows include ACC 102, ACC 112, ACC 124, ACC 240, and ACC 245.

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.

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

Table with 2 columns: Course ID, Course Name, Credits. Rows include CPT 102, CPT 172, and CPT 179.

Total 9

Second Semester - Spring

Table with 2 columns: Course ID, Course Name, Credits. Rows include CPT 174, BUS 210, and MGT 230.

Total 9

Third Semester - Summer

Table with 2 columns: Course ID, Course Name, Credits. Rows include CPT 270 and MGT 240.

Total 6

Cisco Certified Network Associate

Certificate in Applied Science

Credit Requirements: 15 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 networks.

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

Table with 2 columns: Course ID, Course Name, Credits. Rows include IST 201, IST 202, and IST 220.

Total 9

Second Semester

Table with 2 columns: Course ID, Course Name, Credits. Rows include IST 203 and IST 204.

Total 6

CompTIA Systems Specialist

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.

Recommended Sequence of Courses

Table with 4 columns: Course ID, Course Name, Credits, and Total 12.

Second Semester

Table with 4 columns: Course ID, Course Name, Credits, and Total 12.

Cybersecurity

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate program is designed for individuals who have experience or training in systems and network operations...

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

Table with 4 columns: Course ID, Course Name, Credits, and Total 15.

Second Semester

Table with 4 columns: Course ID, Course Name, Credits, and Total 15.

Database Administrator

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate prepares students for employment with companies looking for database professionals...

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

Table with 4 columns: Course ID, Course Name, Credits, and Total 9.

Second Semester

Table with 4 columns: Course ID, Course Name, Credits, and Total 3.

Third Semester

Table with 4 columns: Course ID, Course Name, Credits, and Total 6.

Enterprise Network Administrator

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...

Third Semester
CPT 238 Internet Scripting 3
CPT 283 PHP Programming I 3
Total 6

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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

MGT 210 Employee Selection and Retention 3
MGT 250 Situational Supervision 3
MGT 255 Organizational Behavior 3
Total 9

Third Semester - Summer

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

Linux Systems Administration

Certificate in Applied Science
Credit Requirements: 21 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 190 Linux Essentials 3
IST 220 Data Communications 3
Total 9

Second Semester

IST 166 Network Fundamentals 3
IST 191 Linux System Administration 3
Total 6

Third Semester

IST 192 Linux Network Applications 3
IST 193 Linux Security Administration 3
Total 6

Medical Office Specialist

Certificate in Applied Science
Credit Requirements: 29 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
AHS 104 Medical Vocabulary/Anatomy 3
AOT 110 Document Formatting 3
AOT 134 Office Communications 3
AOT 161 Records Management 3
CPT 179 Microcomputer Word Processing 3
Total 15

Second Semester

AHS 105 Medical Ethics and Law 2
AOT 252 Medical Systems and Procedures 3
CPT 174 Microcomputer Spreadsheets 3
AOT 256 Office Management Skills 3
CPT 290 Microcomputer Multimedia Concepts and Applications 3
Total 14

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 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 6

Second Semester

CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
		Total 6

Microcomputer Expert User

Certificate in Applied Science

Credit Requirements: 21 Semester Credit Hours

The Microcomputer Expert User program prepares you for microcomputer (personal computer) business applications specialist jobs requiring advanced skills. Microsoft Windows, Word, Excel, Access, PowerPoint and Project are thoroughly explored in this program. Basic web design and implementation are also covered.

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 101	Introduction to Computers	3
or		
CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
ACC 245	Accounting Applications	3
or		
CPT 174	Microcomputer Spreadsheets	3
		Total 9

Second Semester

AOT 265	Office Desktop Publishing	3
CPT 179	Microcomputer Word Processing	3
		Total 6

Third Semester

CPT 270	Advanced Microcomputer Applications	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3
		Total 6

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 167	Introduction to Programming Logic	3
CPT 172	Microcomputer Database	3
		Total 9

Second Semester

CPT 187	Object-Oriented Logic and Design	3
		Total 3

Recommended Sequence of Courses

Table with 3 columns: Course ID, Course Name, Credits. Includes First Semester courses like IST 220, IST 166, CPT 209, IST 293, IST 165, IST 190. Total 15.

Second Semester

Table with 3 columns: Course ID, Course Name, Credits. Includes IST 201, IST 191, IST 202, IST 294, IST 268, IST 291. Total 12.

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. The prerequisite for this program is ACC 101 and demonstrated proficiency in accounting principles or ACC 112.

Recommended Sequence of Courses

Table with 3 columns: Course ID, Course Name, Credits. Includes First Semester courses like ACC 124, ACC 201, ACC 226. Total 9.

Second Semester

Table with 3 columns: Course ID, Course Name, Credits. Includes ACC 202, ACC 221, ACC 260. Total 9.

Third Semester

Table with 3 columns: Course ID, Course Name, Credits. Includes ACC 203, ACC 245, ACC 265. Total 9.

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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

Table with 3 columns: Course ID, Course Name, Credits. Includes BUS 112, CPT 282, MGT 120. Total 9.

Second Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Includes MGT 121, MGT 210, MGT 250. Total 9.

Third Semester – Summer

Table with 3 columns: Course ID, Course Name, Credits. Includes MKT 130, MKT 240. 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. To schedule a faculty advising appointment, contact the Division of Community, Family and Child Studies on Main Campus in Bldg. 200/Rm. 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 to work with families, elders, people with disabilities, the unemployed, veterans and those dealing with substance abuse.

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 and public schools. 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. A criminal background check by SLED is also required for students entering the Human Services or Addictions/Substance Abuse 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
- Infant and Toddler Care
- School-Age and Youth Development
- Special Education
- Human Services
- Addictions/Substance Abuse
- Human Services Generalist

Certificate Programs

- Addictions/Substance Abuse
- Child Care Management
- Early Childhood Development
- Infant and Toddler Development
- School-Age and Youth Development
- Special Education

Early Care and Education

Associate in Applied Science

Credit Requirements: 66-71 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 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. The ECD associate degree program Early Care and Education, Child Care Management, Child Care Professional, and Special Education career paths are accredited through the National Association for the Education of Young Children (NAEYC).

Child Care Management Career Path

Credit Requirements: 70 Semester Credit Hours

This program prepares students to operate child care centers as well as learning and incorporating developmentally appropriate curriculum in supervisory, management or administrative positions in early childhood.

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 I	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 in Communities	4
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 16

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

Child Care Professional Career Path

Credit Requirements: 71 Semester Credit Hours

This program prepares students to work as a teachers in child care centers or as teacher assistants in a public school early childhood program. Students learn to teach children birth through age five and develop knowledge and skills required to promote optimal development for all children, including all backgrounds and abilities.

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 102	Growth and Development I	3
ECD 131	Language Arts	3
ECD 203	Growth and Development II	3
ENG 101	English Composition I	3
		Total 15

Third Semester

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

Fourth Semester

EDU 201	Classroom Inquiry with Technology	3
EDU 230	Schools in Communities	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
or		
MAT 155	Contemporary Mathematics	3
		Total 13

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

Infant and Toddler Care Career Path

Credit Requirements: 63 Semester Credit Hours

This program prepares students to work with children from birth to two years of age. Topics include growth and development, curriculum issues, guidance, exceptionality and early intervention, creative experiences, safety, health and nutrition, and socialization.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
ECD 138	Movement and Music for Children	3
ECD 135	Health, Safety and Nutrition	3
ENG 101	English Composition I	3
		Total 12

Second Semester

ECD 102	Growth and Development I	3
ECD 203	Growth and Development II	3
ECD 132	Creative Experiences	3
ECD 131	Language Arts	3
CPT 101	Introduction to Computers	3
		Total 15

Third Semester

ECD 133	Science and Math Concepts	3
ECD 107	Exceptional Children	3
PSY 201	General Psychology	3
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
		Total 12

COMMUNITY, FAMILY AND CHILD STUDIES

Fourth Semester

ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Inclusive Care for Infants and Toddlers	3
ECD 246	Designing Quality Infant and Toddler Environments	3

Total 12

Fifth Semester

ECD 243	Supervised Field Experience I	3
ECD 201	Principles of Ethics/Leadership in Early Care/Education	3
ECD 108	Family and Community Relations	3
REQ HUM	Select one course from Humanities listing on page B-3	3

Total 12

School-Age Care and Youth Development Career Path

Credit Requirements: 71 Semester Credit Hours

This program prepares students to work with school-age youth ages five to 17 years of age, in before and/or after school settings as well as faith-based youth development programs and summer camps. This career path does not lead to teacher certification for public school teachers.

Recommended Sequence of Courses

First Semester

ECD 101	Introduction to Early Childhood	3
SAC 101	Best Practices in School-Age and Youth Care Skills	3
SAC 200	Introduction to School-Age and Youth Care	3
SAC 207	Science, Technology and Cultural Arts in School-Age and Youth Programs	3

Total 12

Second Semester

CPT 101	Introduction to Computers	3
ECD 102	Growth and Development I	3
ECD 203	Growth and Development II	3
ENG 101	English Composition I	3
SAC 201	Development of the School-Age Child and Youth	3

Total 15

Third Semester

ECD 105	Guidance-Classroom Management	3
ECD 252	Diversity Issues in Early Care/ Education	3
SAC 202	Administration of School-Age and Youth Programs	3
SAC 205	Guiding Behavior, Violence Prevention and Classroom Management Strategies	3
SAC 206	Human Relationships for Children, Staff and Families	3

Total 15

Fourth Semester

EDU 230	Schools in Communities	4
SAC 209	Introduction to Special Education for School-Age Children and Youth	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 13

Fifth Semester

SAC 204	Safety, Health and Nutrition for School-Age Children and Youth	3
SAC 203	Designing Model Environments for School-Age Child Care	3
EDU 241	Learners and Diversity	4
PSY 201	General Psychology	3

Total 13

Sixth Semester

SAC 208	Supervised Field Experience for School-Age and Youth Care	3
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Total 3

Special Education Career Path

Credit Requirements: 69 Semester Credit Hours

This program prepares students to work in a child care center that serves children with special needs or as assistants to teacher in the public schools. Students learn how to modify and provide developmentally appropriate instruction to meet the child's special needs. Students also develop beginning sign language skills to communicate with children who are deaf/hard of hearing.

Fifth Semester

HUS 223	Program Planning	3
HUS 251	Supervised Field Placement II	4
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 10

Electives

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

Addictions/Substance Abuse

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours
The Addictions/Substance Abuse certificate program is designed for students who have previous professional experience in the field of addictions and/or students who have previous related educational courses in the fields of social work, psychology, sociology, counseling, human services or other related fields.

Recommended Sequence of Courses First Semester

HUS 208	Alcohol and Drug Abuse	3
HUS 209	Case Management	3
HUS 219	Psychopharmacology	3
HUS 230	Interviewing Techniques	3
HUS 113	Orientation to Addictions	1
		Total 13

Second Semester

HUS 217	Addictions Counseling	3
HUS 218	Addictions Counseling II	3
HUS 235	Group Dynamics	3
HUS 252	Field Placement for Addictions I	4
		Total 13

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.

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

Infant and Toddler Development

Certificate in Applied Science
Credit Requirements: 21 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	Inclusive Care for Infants and Toddlers	3
ECD 246	Designing Quality Infant and Toddler Environments	3

Total 9

Third Semester

ECD 243	Supervised Field Experience I	3
Total		3

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 Child Care	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

Recommended Sequence of Courses

First Semester – Fall

HOS 140	The Hospitality Industry	3
HOS 146	Restaurant Operations	3
HOS 157	Hospitality Service	3

Total 9

HOS 160	Purchasing for Hospitality	3
HOS 250	Beverage Service Management	3
HOS 265	Hotel, Restaurant and Travel Law	3

Total 9

Hotel Operations

Certificate in Applied Science

Credit Requirements: 24 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 157	Hospitality Service	3
HOS 164	Travel and Tourism	3

Total 12

Second Semester – Spring

HOS 262	Hospitality Software Applications	3
HOS 160	Purchasing for Hospitality	3
HOS 258	Convention Management	3
HOS 265	Hotel, Restaurant and Travel Law	3

Total 12

Restaurant Cooks

Certificate in Applied Science

Credit Requirements: 18 Semester Credit Hours

The Restaurant Cooks certificate prepares students for positions as entry-level cooks in food service operations including hotels, motels, resort restaurants and catering operations. Students study both theory and practical management applications focusing on cooking on a kitchen line with a la carte service. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College or in an area restaurant. Graduates are eligible for ACF certification.

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

CUL 118	Nutritional Cooking	3
CUL 123	American Bistro	3
CUL 215	Cuisine of the Americas	3
CUL 216	International Cuisine	3
CUL 236	Restaurant Capstone	3
CUL 277	SCWE in Culinary Arts	3

Total 18

Sports and Health

Nutrition

Certificate in Applied Science

Credit Requirements: 36 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. 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.

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
- General Technology
- Engineering Design Graphics
- Mechanical Engineering Technology

Certificate Programs

- Architectural Drafting
- Basic Electronic Journeyman I
- Chemical Engineering Transfer (USC)
- Civil Drafting
- Civil Engineering Transfer (The Citadel)
- Civil/Mechanical Engineering Transfer (USC)
- Computer Aided Design I
- Computer Aided Design II
- Construction Management
- Electrical Drafting
- Electrical Engineering Transfer (The Citadel)
- Electrical Engineering Transfer (USC)
- Engineering Design Graphics
- Mechanical Drafting
- Mechanical Engineering Transfer (The Citadel)
- Surveying

Transfer Programs

- Transfer Engineering Programs
 - The Citadel
 - University of South Carolina
 - Clemson University

Civil Engineering Technology

**Associate in Applied Science
Credit Requirements: 63-67 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 as building inspectors, construction superintendent trainees and soil- and concrete-testing technicians, and under the supervision of engineers. They aid engineers in the design of steel and concrete structures, highways, storm drainage, land development, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer-aided drafting and design.

General Technology

Associate in Applied Science

This career path prepares students for employment in the broad field of drafting with opportunities in both government and industry. Training emphasizes the development of computer-aided design and drafting skills. Graduates typically obtain drafting and technical illustration jobs in the architectural, civil, construction, electrical, or mechanical field.

Engineering Design Graphics Course Display

Credit Requirements: 63 Semester Credit Hours

Core Curriculum Requirements

CPT 101	Introduction to Computers	3
MAT 170	Algebra, Geometry and Trigonometry I	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	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

Primary Path

EGR 275	Introduction to Engineering/Computer Graphics	3
or		
EGT 151	Introduction to CAD	3
EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 152	Fundamentals of CAD	3
EGT 220	Structural and Piping Application	4
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3
EGT 258	Applications of CAD	3
EGT 265	CAD/CAM Applications	3

Secondary Path

AET 111	Architectural Computer Graphics I	3
AET 221	Architectural Computer Graphics II	4
EGT 172	Electronic Drafting	2
EGT 270	Manufacturing Integration	4

Additional Requirements

CET 120	Construction Materials	3
EGT 257	Advanced Civil CAD	3

Engineering Design Graphics Career Path

Credit Requirements: 63 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

EGR 275	Introduction to Engineering/Computer Graphics	3
or		
EGT 151	Introduction to CAD	3
CPT 101	Introduction to Computers	3
MAT 170	Algebra, Geometry, and Trigonometry I	3
REQ COM	Select one course from Communications listing on page B-3	3
		Total 12

Second Semester – Spring

EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
EGT 152	Fundamentals of CAD	3
EGT 252	Advanced CAD	3
		Total 13

Third Semester – Summer

CET 120	Construction Materials	3
*EGT 172	Electronic Drafting	2
EGT 220	Structural and Piping Application	4
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 12

Fourth Semester – Fall

EGT 251	Principles of CAD	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
EGT 257	Advanced Civil CAD	3
EGT 265	CAD/CAM Applications	3
		Total 12

Fifth Semester – Spring

*AET 111	Architectural Computer Graphics I	3
*AET 221	Architectural Computer Graphics II	4
EGT 258	Applications of CAD	3
*EGT 270	Manufacturing Integration	4
		Total 14

**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.*

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

BIO 101	Biological Science I	4
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

Total 36

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

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

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 two- and three-dimensional engineering drawings.

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 151	Introduction to CAD	3
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Total 3

Second Semester – Spring

EGT 152	Fundamentals of CAD	3
EGT 252	Advanced CAD	3

Total 6

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 251	Principles of CAD	3
EGT 265	CAD/CAM Applications	3
		Total 6

Second Semester – Spring

EGT 258	Applications 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 135	Construction Contracts	2
CET 245	Cost Estimating	3
		Total 5

Third Semester – Summer

CET 230	Construction Management	3
CET 238	Construction Planning and Scheduling	2
		Total 5

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Electrical Drafting

Certificate in Applied Science

Credit Requirements: 15 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to work with electrical drawings. The certificate also includes a study of basic electrical circuits.

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 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
		Total 6

Second Semester – Spring

EGT 172	Electronic Drafting	2
EGR 104	Engineering Technology Foundations	3
		Total 5

Third Semester – Fall

EET 113	Electrical Circuits I	4
		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		

Recommended Sequence of Courses

First Semester – Fall

EGR 170	Engineering Materials	3
or		
EGR 175	Manufacturing Processes	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
Total 9		

Second Semester – Spring

EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and Tolerancing Applications	3
Total 7		

Electrical Engineering Transfer (USC)

Certificate in Applied Science

Credit Requirements: 32 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

CHM 110	College Chemistry I	4
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
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 32		

Mechanical Engineering Transfer (The Citadel)

Certificate in Applied Science

Credit Requirements: 32 Semester Credit Hours

This certificate allows you to select course work to transfer into The Citadel’s bachelor of science in 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

First Semester – Summer

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 260	Engineering Statics	3
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 32		

Mechanical Drafting

Certificate in Applied Science

Credit Requirements: 16 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to work with mechanical drawings. The certificate also includes a study of engineering materials or manufacturing processes.

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

Computer Animation

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

This certificate is designed to provide training in basic design principles and theories, animation techniques, 2D and 3D 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 121	Design	3
ARV 217	Computer Imagery	3
MAP 190	Introduction to Animation	3
MAP 191	3D Modeling	3
Total 15		

Second Semester – Spring

ARV 123	Composition and Color	3
MAP 110	Editing I	3
MAP 192	Character Animation	3
MAP 193	Animation Workflow	3
Total 12		

Third Semester – Summer

ARV 125	Drawing for Animators	
or		
FLM 230	Animation Production	3
ARV 279	Portfolio Preparation	3
ARV 280	Visual Arts Exit Portfolio	3
MAP 194	Gaming Animation	3
Total 12		

Computer Graphics

Certificate in Applied Science
Credit Requirements: 39 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 219	Multimedia Techniques	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 279	Portfolio Preparation	3
ARV 280	Visual Arts Exit Portfolio	3
CGC 210	Advanced Electronic Publishing	3
Total 15		

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 presentation 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 who 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 136	Motion Graphics	3
ARV 164	Digital Print Production	3
ARV 211	Digital Media Design	3
Total 9		

Health Sciences

Students will be assigned to off-campus clinics and must have reliable transportation.

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 professions.

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 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 laboratory supplies and materials in some programs.

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 a Health Sciences program will be required to complete a criminal background check and will be subjected to a 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
- General Technology
 - Expanded Duty Dental Assisting
- Medical Assisting
 - Pharmacy Technician
 - Fitness Specialist
- Health Information Management
- 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
Emergency Medical Technician
Fitness Specialist
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 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

Credit Requirements: 78 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.

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 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

Fitness Specialist Career Path

Credit Requirements: 61 Semester Credit Hours

This associate degree in General Technology is a degree completion for students who hold a certificate in Fitness Specialist. Students who already hold this certificate should consult with the program advisor.

Recommended Sequence of Courses

First Semester – Summer

BIO 112	Basic Anatomy and Physiology	4
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
SFT 109	Lifetime Fitness and Wellness	3
SFT 110	Weight Training: Theory and Application	3

Total 13

Second Semester – Fall

BIO 238	Musculoskeletal System Anatomy	3
SFT 130	Aerobics Instructor Training	3
SFT 101	Exercise Physiology	3
SFT 107	Nutrition for Fitness and Training	3

Total 12

Third Semester – Spring

SFT 105	Fitness Assessment and Program Design	3
SFT 121	Medical Exercise	3
SFT 125	Personal Training Techniques	3
SFT 202	Internship for the Personal Trainer	3

Total 12

Associate Degree Completion Program

Associate in Applied Science

General Technology

Fitness Specialist Career Path

BUS 101	Introduction to Business	3
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
REQ MAT	Select from the list of approved Math/Natural Science listing on page B-4	3
MKT 101	Marketing	3
MKT 135	Customer Service Techniques	3
PSY 201	General Psychology or any approved behavioral or social science	3
HUM	Select one course from Humanities list page B-3	3

Total 24

General Technology

**Associate in Applied Science
Medical Assisting 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 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 the Medical Office I	2
MED 135	Medical Office Insurance I	2
		Total 14

Second Semester – Fall

AHS 105	Medical Ethics and Law	2
CPT 101	Introduction to Computers	3
MED 122	Medical Assisting Lab Procedures I	2
MED 141	Medical Office Clinical Skills I	2
MED 125	Medical Assisting Advanced Laboratory	2
MED 134	Medical Assisting Financial Management	2
MED 136	Medical Office Insurance II	2
MED 142	Medical Office Clinical Skills II	2
		Total 17

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
		or
*ENG 150	Basic Communications	3
MED 151	Medical Assisting Clinical I	4
MED 152	Medical Assisting Clinical II	4
PSY 201	General Psychology	3
		Total 17

**Students who intend to pursue a degree in General Technology should select ENG 101.*

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 155	Technical Spanish I	3
		Total 26

General Technology

**Associate in Applied Science
Pharmacy Technician Career Path
Credit Requirements: 70 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.

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 Health Information Management 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.

- A. Achieve the equivalent math score on the TTC placement test,
or
Complete MAT 101 with a minimum grade of C,
or
Complete MAT 152 with a minimum grade of C,
or
Complete a math course equivalent to MAT 101 or MAT 152 from an approved, regionally accredited postsecondary institution.
- B. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.

- 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 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 taken within five years of the admission date with a minimum grade of C.
- E. 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.
- F. 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 Health Information Management 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 Health Information Management 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. For updated catalog, visit www.tridenttech.edu.
- 2. Maintain a minimum 2.0 cumulative GPA throughout the program.

3. Earn a satisfactory grade of S on all professional development evaluations.
4. Successfully meet the 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 Health Information Management program one time only. Readmission to the program is not automatic. See the Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

AHS 104	Medical Vocabulary and Anatomy	3
CPT 101	Introduction to Computers	3
PSY 201	General Psychology	3
MAT 120	Probability and Statistics	3
		Total 12

First Semester – Spring

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
ENG 101	English Composition I	3
HIM 101	Introduction to Health Information	1
HIM 110	Health Information Science I	3
		Total 15

Second Semester – Summer

AHS 106	Cardiopulmonary Resuscitation	1
AHS 121	Basic Pharmacology	2
AHS 170	Fundamentals of Disease	3
HIM 216	Coding and Classification I	3
HIM 266	Computers in Healthcare	3
		Total 12

Third Semester – Fall

HIM 130	Billing and Reimbursement	3
HIM 140	Current Procedural Terminology I	3
HIM 141	Current Procedural Terminology II	3
HIM 225	Coding and Classification II	3
		Total 12

Fourth Semester – Spring

HIM 120	Health Information Science II	3
HIM 163	Supervised Clinical Practice I	3
HIM 235	Law and Ethics in Health Informatics and Information Management	3
HIM 265	Supervisory Principles	3
REQ HUM	Select one course from Humanities Listing on page B-3	3
		Total 15

Fifth Semester – Summer

HIM 164	Supervised Clinical Practice II	3
HIM 215	Registries and Statistics	3
HIM 227	Senior Professional Competencies	3
SPC 209	Interpersonal Communication	3
		Total 12

Medical Laboratory Technology

Associate in Applied Science

Credit Requirements: 78 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 Health Sciences application was received in the Admissions office.

III. Procedures Required for Program Progression

- A. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.
- 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 142	Phlebotomy	2
*BIO 112	Basic Anatomy and Physiology	4
CHM 110	College Chemistry I	4
ENG 101	English Composition I	3
		Total 13

- B. Complete a Health Sciences application for the Occupational Therapy 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. 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.
- G. 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. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.
- 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 16

Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
CPT 101	Introduction to Computers	3
PHI 101	Introduction to Philosophy	3
PSY 203	Human Growth and Development	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 16

Third Semester – Summer

OTA 101	Fundamentals of Occupational Therapy	3
OTA 105	Therapeutic Analysis in Occupational Therapy	3
OTA 142	OTA Clinical Introduction I	1
OTA 203	Kinesiology for Occupational Therapy	3
OTA 213	Group Process and Dynamics	2
		Total 12

Fourth Semester – Fall

OTA 144	OTA Clinical Introduction II	1
OTA 155	Gerontology	2
OTA 159	Psychosocial Dysfunction I	1
OTA 161	Psychosocial Dysfunction II	2
OTA 164	Physical Dysfunction	6
OTA 176	Pediatric Development and Dysfunction	4
OTA 245	Occupational Therapy Departmental Management	2
		Total 18

Fifth Semester – Spring

OTA 262	OTA Clinical Application I	7
OTA 264	OTA Clinical Application II	7
		Total 14

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.

Physical Therapist Assistant

Associate in Applied Science

Credit Requirements: 78 Semester Credit Hours

The Physical Therapist Assistant program prepares students to implement physical therapy interventions, including therapeutic exercises, functional training and physical modalities such as electrotherapy and ultrasound, as well as providing instruction in exercise, proper body mechanics and other injury prevention and wellness topics. Additional duties include reimbursement responsibilities, documentation and continuing education. PTAs work under the direction and supervision of a physical therapist. The Physical Therapist Assistant Program at Trident Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. Graduates become licensed by passing the National Physical Therapy Exam for Physical Therapist Assistants.

- 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. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.
- G. 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 or acute rehab hospital in the inpatient PT department. The applicant is responsible for arranging the observation/volunteer experience.
- H. Maintain a minimum cumulative 2.75 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program. No more than four of the nine courses required as prerequisites may be repeated to meet this admission criterion. No one course may be repeated more than once.
- 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 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

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. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.
- D. Submit proof of algebra, biology and chemistry competencies by completing one requirement each in:

Radiologic Technology

Associate in Applied Science

Credit Requirements: 86 Semester Credit Hours

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 Certification Examination offered by the American Registry of Radiologic Technologists.

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. Telephone: 312.704.5300. Email: mail@jrcert.org.

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.

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. Provide proof of a minimum 2.75 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 2.75 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 2.75 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 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

HEALTH SCIENCES

Third Semester – Spring

RES 111	Pathophysiology	2
RES 140	Introduction to Mechanical Ventilation	2
RES 161	Clinical II	4
RES 243	Mechanical Ventilation II	2
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 and provides 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.

The Veterinary Technology program is fully accredited by the American Veterinary Medical Association. Upon graduation, students are eligible

to take the Veterinary Technician National Exam and the South Carolina licensing exam. Successful completion of both of these examinations will earn the graduate the opportunity to be recognized officially as a licensed veterinary technician.

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 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.

HEALTH SCIENCES

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:

- Earn a C or better in all courses required for the program.
- 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 I	
		Total 11

First Semester – Fall

BIO 115	Basic Microbiology	3
VET 101	Animal Breeds and Husbandry	3
VET 104	Veterinary Anatomy and Physiology	3
VET 112	Veterinary Terminology and Calculations	2
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 I	
		Total 11

First Semester – Spring

VET 112	Veterinary Terminology and Calculations	2
VET 117	Animal Nutrition	2
		Total 4

Second Semester – Summer

PHI 110	Ethics	3
PSY 201	General Psychology	3
		Total 6

Third Semester – Fall

BIO 115	Basic Microbiology	3
VET 101	Animal Breeds and Husbandry	3
VET 104	Veterinary Anatomy and Physiology	3
		Total 9

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.
- 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
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Total 7

Associate Degree Completion Program

Associate in Applied Science General Technology

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 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

Medical Assisting

Diploma in Applied Science

Credit Requirements: 51 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 Medical Assisting Educational Review Board (MAERB). CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 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. Complete the online Information Session and quiz with a score of 100 percent; access the session from the Health Sciences webpage www.tridenttech.edu/academics/divisions/hlthsc/index.htm. Upon successful completion of the quiz, provide your student email address where indicated. The Health Sciences Admissions Coordinator will be notified by email that you have completed the session.
- 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 and AHS 121 Basic Pharmacology completed within three 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.

HEALTH SCIENCES

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 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 the Medical Office I	2
MED 135	Medical Office Insurance I	2
		Total 14

Second Semester – Fall

AHS 105	Medical Ethics and Law	2
CPT 101	Introduction to Computers	3
MED 122	Medical Assisting Lab Procedures I	2
MED 125	Medical Assisting Advanced Laboratory	2
MED 134	Medical Assisting Financial Management	2
MED 136	Medical Office Insurance II	2
MED 141	Medical Office Clinical Skills I	2
MED 142	Medical Office Clinical Skills II	2
		Total 17

Third Semester – Spring

CPT 179	Microcomputer Word Processing	3
ENG 101	English Composition I	3
		or
*ENG 150	Basic Communications	3
MED 151	Medical Assisting Clinical I	4
MED 152	Medical Assisting Clinical II	4
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 155	Technical Spanish I	3
		Total 26

*Students who intend to pursue a degree in General Technology should select ENG 101.

Pharmacy Technician

Diploma in Applied Science

Credit Requirements: 47 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 math score on TTC's placement test, or complete MAT 032 with a minimum grade of C or complete a math course equivalent to

MAT 032 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 AHS 121 and PHM 103.
- 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.
- 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:

- Earn a grade of C or better in all courses required for the program.
- Earn a satisfactory grade of S on professional development evaluations.
- Maintain a minimum 2.0 cumulative GPA throughout the program.
- 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

AHS 121	Basic Pharmacology	2
PHM 103	Pharmacy Law and Ethics	2

First Semester – Fall

AHS 104	Medical Vocabulary/Anatomy	3
AHS 106	Cardiopulmonary Resuscitation	1
PHM 101	Introduction to Pharmacy	3
PHM 102	Computer Applications for Pharmacy	2
PHM 112	Pharmacy Math	2
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3

Total 17

Second Semester – Spring

PHM 109	Applied Pharmacy Practice	2
PHM 111	Applied Pharmacy Practice Laboratory	2
PHM 124	Therapeutic Agents II	3
PHM 152	Pharmacy Technician Practicum I	2
PHM 175	Pharmacy Technician Practicum	3
SPC 209	Interpersonal Communication	3

Total 15

Third Semester – Summer

BIO 115	Basic Microbiology	3
ENG 101	English Composition I	3
PHM 118	Community Pharmacy Seminar	1
PHM 164	Pharmacy Technician Practicum II	4

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.

MGT 101	Principles of Management	3
MGT 270	Managerial Communication	3
MGT 250	Situational Supervision	3
PHI 110	Ethics	3
PHM 201	Pharmacy Management	2
PHM 250	Special Topics in Pharmacy	3
PSY 201	General Psychology	3

Total 20

Paramedic

Certificate in Applied Science

Credit Requirements: 37 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 Electrocardiography	2
EMS 220	Paramedic Internship I	3
Total 9		

Second Semester – Fall

EMS 117	Pediatric Advanced Life Support	1
EMS 119	Emergency Medical Services Operations	2
EMS 211	Advanced Clinical Experience I	3
EMS 221	Paramedic Internship II	3
EMS 233	Paramedic Emergency Medical Care I	2
EMS 234	Paramedic Emergency Medical Care II	3
Total 14		

Third Semester – Spring

EMS 118	Advanced Medical Life Support	1
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
EMS 235	Paramedic Emergency Medical Care III	2
EMS 236	Paramedic Emergency Medical Care IV	3
Total 14		

Fitness Specialist

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

In order to graduate, students must complete a one-semester, 126-hour internship (SFT 202). Assignments in the field experience include gyms and facilities in the tri-county area. A criminal background check and a drug test are required for students prior to internship placement. Students may be subject to additional agency screening above and beyond those required by TTC. Students must provide proof of current CPR and First Aid (card must be current through the ACE, CPT exam testing date and internship placement).

Summer Semester

*BIO 112	Basic Anatomy and Physiology	4
SFT 109	Lifetime Fitness and Wellness	3
SFT 110	Weight Training: Theory and Application	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
Total 13		

Fall Semester

SFT 101	Introduction to Exercise Physiology	3
SFT 107	Nutrition for Fitness and Training	3
SFT 130	Aerobics Instructor Training	3
BIO 238	Musculoskeletal System Anatomy	3
Total 12		

Spring Semester

SFT 105	Fitness Assessment and Exercise Program Design	3
SFT 121	Medical Exercise	3
SFT 125	Personal Training Techniques	3
SFT 202	Internship for the Personal Trainer	3
Total 12		

**Students who have successfully completed BIO 210 and BIO 211 may substitute both courses for this requirement.*

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 AAPC.

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 101 with a minimum grade of C,
OR
Complete a math course equivalent to MAT 101 with a minimum grade of C 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.

- 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
AHS 105	Medical Ethics and Law	2
BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3

Total 12

First Semester – Spring

AHS 121	Basic Pharmacology	2
AHS 170	Fundamentals of Disease	3
HIM 101	Introduction to Health Information	1
HIM 110	Health Information Science I	3
HIM 140	Current Procedural Terminology I	3

Total 12

Second Semester – Summer

HIM 130	Billing and Reimbursement	3
HIM 141	Current Procedural Terminology II	3
HIM 216	Coding and Classification I	3
MAT 120	Probability and Statistics	3

Total 12

Third Semester – Fall

HIM 225	Coding and Classification II	3
HIM 228	Coding Seminar	2
HIM 264	Clinical Practice IV	4
HIM 266	Computers in Health Care	3

Total 12

Pharmacy Technician

Certificate in Applied Science

Credit Requirements: 28 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. 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 032 with a minimum grade of C or complete a math course equivalent to MAT 032 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

Table with 3 columns: Course ID, Course Name, and Credits. Rows include PHM 101, PHM 102, PHM 112, PHM 113, PHM 114, and PHM 152.

Total 15

Second Semester – Spring

Table with 3 columns: Course ID, Course Name, and Credits. Rows include PHM 109, PHM 111, PHM 124, PHM 164, and PHM 201.

Total 13

622 Clock Hours

**Experiential Credit

To receive experiential credit for PHM 152 and PHM 164, students must submit an affidavit of employment of 1000 hours for each course or more in a community or hospital/institutional pharmacy from their employer on company letterhead, and a current copy of your Board of Pharmacy registration.

<<<<<<<<<<<<<<<<<<< HUMANITIES AND SOCIAL SCIENCES >>>>>>>>>>>>>>>>

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
MAT 123	Contemporary College Mathematics	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

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 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 21 semester credit hours from the following:
(Note: Students also may select from extra courses in Communication, Social Science and History.)

Communication

ENG 242	Advanced Creative Writing	3
ENG 260	Advanced Technical Communications	3
ENG 263	Writing for Social Media	3
ENG 265	Advanced Professional Communication	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 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

Humanities and Social Sciences

Third Semester course list with credits: Elective (3), Math or Lab Science (3-4), Communication (3), Foreign Language (3), History (3), Total 15-16

NOTE: The required courses listed are examples. Students will work with transfer advisors to select transfer courses from the following general education categories: communication, humanities, mathematics, and behavioral/social sciences.

Fourth Semester course list with credits: 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.

Introductory University Studies

Credit Requirements: 15 Semester Credit Hours
This program is designed for students in a one-semester transfer program who need to select general education courses to meet freshman requirements at their target college or university and for other students whose academic plans require only one semester of freshman-level coursework.

Required Courses table: ENG 101 (3), ENG 111 (4), HIS 101 (3), MAT 120 (3), PSY 201 (3), ELE GEN (3), Total 15-16

Professional Writing

Certificate in Applied Science
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

First Semester – Fall course list: ENG 101 (3), ENG 102 (3), JOU 101 (3), or ENG 238 (3), Total 9

Second Semester – Spring

Second Semester – Spring course list: ENG 242 (3), or MAP 243 (3), or ENG 263 (3), ENG 260 (3), ENG 265 (3), Total 9

University Studies

Credit Requirements: 30 Semester Credit Hours

This program is designed for students who plan to transfer to a four-year college or university upon completion of one year of transferrable coursework.

First Semester

ENG 101	English Composition I	3
or		
ENG 111	Advanced Freshman Composition	4
HIS 101	Western Civilization I	3
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
ELE GEN	Select one course from approved General Education courses on page B-3-4 of the TTC catalog	3

Total 15-16

Second Semester

ENG 102	English Composition II	3
HIS 102	Western Civilization II	3
MAT 110	College Algebra	3
PSY 203	Human Growth and Development	3
ELE GEN	Select one course from approved General Education courses on page B-3-4 of the TTC catalog	3

Total 15

NOTE: The required courses listed are examples. Students will work with transfer advisors to select transfer courses from the following general education categories: communication, humanities, mathematics, and behavioral/social sciences. The elective can be any transfer course from these or other approved general education categories.

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
- Industrial Maintenance Mechanics
- Machine Tool Technology
- Welding
- Horticulture Technology

Certificate Programs

- Advanced Automation: Mechatronics
- Air Conditioning/Refrigeration Mechanics
- Arboriculture Management
- Athletic Field Maintenance
- Automotive Servicing
- Basic Industrial Work Skills
- Basic Machining and CNC Fundamentals
- Cosmetology
- Edible Crops
- Electrical Line Worker – Third Class
- Electrical Line Worker – Advanced
- Electrician: Automated Controls
- Electrician: Construction
- Electrician: Industrial
- Esthetics
- Golf Course Maintenance
- Horticultural Sustainability
- Industrial Mechanic
- Introduction to Automotive Servicing
- 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.

INDUSTRIAL TECHNOLOGY

Eighth Semester - Fall

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 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 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 Techniques II	2
Total 9		

Second Semester – Spring

ACR 111	Gas Heating Principles	3
ACR 120	Basic Air Conditioning	4
IMT 151	Piping Systems	3
IMT 124	Pumps	2
Total 12		

Third Semester – Summer

ACR 150	Basic Sheet Metal	2
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
Total 8		

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
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 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

INDUSTRIAL TECHNOLOGY

SPA 102	Elementary Spanish II	4
TRL 106	Export/Import	3

AUT 252	Advanced Automatic Transmission	4
AUT 263	Advanced Automotive Machining	4
AUT 299	Evolving Technologies	4

*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.

Secondary Path

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
MKT 101	Marketing	3
MKT 130	Customer Service Principles	3

Automotive Technology

Course Display

Credit Requirements: 81 Semester Credit Hours

This program introduces students to the highly technical automotive industry. Employers today are looking for technicians with strong mechanical, analytical and reading comprehension skills. Students develop the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks through theory and shop instruction. In addition, they are introduced to essential management and customer service principles.

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 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 152	Automatic Transmission	4
AUT 241	Automotive Air Conditioning	4

Automotive Technology

Career Path

Credit Requirements: 81 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
CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
		Total 15

Fourth Semester – Fall

REQ MAT	Select one math course from Math/Natural Sciences listing on page B-4	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
ENG 101	English Composition I	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
		Total 12

INDUSTRIAL TECHNOLOGY

Fifth Semester – Spring

AUT 252	Advanced Automatic Transmission	4
*MGT 101	Principles of Management	3
*MKT 101	Marketing	3
REQ HUM	Select one course from Humanities listing on page B-3	3
		Total 13

Sixth Semester – Summer

*MKT 130	Customer Service Principles	3
*MGT 120	Small Business Management	3
AUT 263	Advanced Automotive Machining	4
AUT 299	Evolving Technologies	4
		Total 14

**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: 81 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

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer Environment	3
AUT 116	Manual Transmission and Axle	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
AUT 263	Advanced Automotive Machining	4
		Total 7

Seventh Semester – Fall

REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
*MKT 101	Marketing	3
ENG 101	English Composition I	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 12

Eighth Semester – Spring

AUT 152	Automatic Transmission	4
AUT 252	Advanced Automatic Transmission	4
*MGT 101	Principles of Management	3
*MKT 130	Customer Service Principles	3
		Total 14

Ninth Semester – Summer

AUT 299	Evolving Technologies	4
*MGT 120	Small Business Management	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
REQ HUM	Select one course from Humanities listing on page B-3	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.*
***Select one course from this group.*

Cosmetology Course Display

Credit Requirements: 60 Semester Credit Hours

This program is designed for students who plan to work in the industry as cosmetologists, skin therapists or nail technicians and wish to complete an associate degree. The career path prepares students to take their licensure exams and emphasizes service skills necessary for salon and spa employment.

INDUSTRIAL TECHNOLOGY

Core Curriculum Requirements: 15 credit hours

Table with 3 columns: Course ID, Course Description, and Credit Hours. Includes CPT 101, REQ COM, REQ HUM, REQ MAT, and REQ SSC.

Secondary Path Requirements: 12 credit hours

Table with 3 columns: Course ID, Course Description, and Credit Hours. Includes MGT 101, MGT 120, MGT 121, and MGT 210.

Additional Requirements:

Select a minimum of five 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.

Primary Path: Select a minimum of 28 credit hours from the list of COS courses*

Table with 3 columns: Course ID, Course Description, and Credit Hours. Lists various COS courses from COS 101 to COS 262.

Electrical Line Worker Technology Course Display

(Restricted to Electric Utility Employees)

Credit Requirements: 65 Semester Credit Hours

This program is open to students who have completed and received the Electrical Line Worker Third Class certificate. The degree path offers students the opportunity to expand their education base and prepare them to further their opportunities in the electric utility industry.

Core Curriculum Requirements: 15-18 credit hours

Table with 3 columns: Course ID, Course Description, and Credit Hours. Includes CPT 101, EGR 110, ENG 101, REQ HUM, REQ MAT, ECO 210, PSY 201, SPC 205, and SPC 209.

INDUSTRIAL TECHNOLOGY

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	4
AHS 106	Cardiopulmonary Resuscitation	1
AHS 114	Basic First Aid	1
EEM 165	Residential/Commercial Wiring	4
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: 67 Semester Credit Hours

Graduates of this program are employed as automated controls technicians, electrical and instrumentation technicians, or robotics and automation technicians at manufacturing plants, chemical plants, food and beverage plants, water systems, and energy generation facilities. Job duties include installing, maintaining and repairing various types of electro-mechanical automation equipment.

Core Curriculum Requirements (15 credit hours)

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
REQ OTH	Select one course from other courses listed on pages B-3 and B-4	3
REQ SSC	Select one course from Behavioral/Social Sciences listing on page B-3	3

Primary Path Requirements (31 credit hours)

EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
EEM 129	Solid State Devices I	2
EEM 130	Solid State Devices II	2
EEM 218	AC/DC Machines with Electrical Codes I	2
EEM 219	AC/DC Machines with Electrical Codes II	2
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
EEM 252	Programmable Controllers Applications	3
EIT 110	Principles of Instrumentation	3
EIT 244	Computers and PLCs in Instrumentation	3

Secondary Path Requirements (15 credit hours)

EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
EEM 151	Motor Controls I	4
IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
IMT 163	Problem Solving for Mechanical Applications	3

Additional Requirements (6 credit hours)

EEM 107	Industrial Computer Techniques	2
EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2

Electrician: Automation and Industrial Career Path

Credit Requirements: 67 Semester Credit Hours Day

Recommended Sequence of Courses

First Semester – Fall

EEM 107	Industrial Computer Techniques	2
EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3

Total 13

Second Semester – Spring

EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
EEM 129	Solid State Devices I	2
EEM 130	Solid State Devices II	2
REQ COM	Select one course from Communication listing on page B-3	3
REQ OTH	Select one course from other courses listed on pages B-3 and B-4	3
		Total 14

Third Semester – Summer

EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2
EEM 218	AC/DC Machines with Electrical Codes I	2
EEM 219	AC/DC Machines with Electrical Codes II	2
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
		Total 14

Fourth Semester – Fall

EEM 151	Motor Controls I	4
EEM 252	Programmable Controllers Applications	3
EIT 110	Principles of Instrumentation	3
IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
		Total 14

Fifth Semester – Spring

EIT 244	Computers and PLCs in Instrumentation	3
IMT 163	Problem Solving for Mechanical Applications	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 12

Electrician: Automation and Industrial Career Path

Credit Requirements: 67 Semester Credit Hours Evening

Recommended Sequence of Courses

First Semester – Fall

EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3
		Total 7

Second Semester - Spring

EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
REQ COM	Select one course from Communication listing on page B-3	3
		Total 7

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
		Total 6

Fourth Semester – Fall

EEM 218	AC/DC Machines with Electrical Codes I	2
EEM 219	AC/DC Machines with Electrical Codes II	2
EEM 129	Solid State Devices I	2
EEM 130	Solid State Devices II	2
		Total 8

Fifth Semester – Spring

EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers Applications	3
		Total 7

Sixth Semester – Summer

EEM 221	DC/AC Drives	3
EEM 252	Programmable Controllers Applications	3
		Total 6

Seventh Semester – Fall

IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
REQ OTH	Select one course from other courses listed on pages B-3 and B-4	3
		Total 7

INDUSTRIAL TECHNOLOGY

Third Semester – Summer

EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2
EEM 218	AC/DC Machines with Electrical Codes I	2
EEM 219	AC/DC Machines with Electrical Codes II	2
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
Total		14

Fourth Semester – Fall

EEM 151	Motor Controls I	4
EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
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
Total		14

Fifth Semester – Spring

EEM 138	National Electric Code I	2
EEM 139	National Electric Code II	2
REQ OTH	Select one course from other courses listed on page B-4	3
REQ SSC	Select one course from Behavioral/Social Sciences listing on page B-3	3
Total		10

Electrician: Industrial and Construction Career Path

Credit Requirements: 63 Semester Credit Hours Evening

Recommended Sequence of Courses

First Semester – Fall

EEM 173	Electrical Installation I	2
EEM 174	Electrical Installation II	2
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		10

Second Semester - Spring

EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 163	Residential Wiring I	2
EEM 164	Residential Wiring II	2
Total		8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
Total		6

Fourth Semester – Fall

EEM 129	Solid State Devices I	2
EEM 130	Solid State Devices II	2
EEM 218	AC/DC Machines with Electrical Codes I	2
EEM 219	AC/DC Machines with Electrical Codes II	2
Total		8

Fifth Semester – Spring

EEM 151	Motor Controls I	4
EEM 251	Programmable Controllers	3
Total		7

Sixth Semester – Summer

EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2
EEM 221	DC/AC Drives	3
Total		7

Seventh Semester – Fall

EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
REQ SSC	Select one course from Behavioral/Social Sciences listing on page B-3	3
Total		7

Eighth Semester – Spring

EEM 138	National Electrical Code I	2
EEM 139	National Electrical Code II	2
REQ HUM	Select one course from Humanities listing on page B-3	3
REQ OTH	Select one course from other courses listed on page B-4	3
Total		10

Industrial Maintenance Mechanics Course Display

Credit Requirements: 65-67 Semester Credit Hours

This program prepares students for a broad range of employment within the industrial maintenance field. The program is designed to develop multi-skilled technicians who install, maintain and repair commercial or industrial machinery in buildings, process plants or manufacturing settings. The mechanical primary path provides a solid foundation in drive systems, hydraulics, pneumatics, pumps,

Industrial Maintenance Mechanics

Career Path

Credit Requirements: 65-67 Semester Credit Hours

Evening

Primary Path Only

See advisor for Secondary Path sequence and other required courses (17-19 hours).

Recommended Sequence of Courses

First Semester – Fall

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

Second Semester – Spring

IMT 124	Pumps	2
IMT 151	Piping Systems	3
ENG 101	English Composition I	3
		Total 8

Third Semester – Summer

IMT 105	Mechanical Sketching	2
IMT 161	Mechanical Power Applications	4
CPT 101	Introduction to Computer	3
or		
EGR 110	Introduction to Computer Environment	3
		Total 9

Fourth Semester – Fall

IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
IMT 160	Preventive Maintenance	3
		Total 7

Fifth Semester – Spring

MGT 101	Principles of Management	3
IMT 163	Problem Solving for Mechanical Applications	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
		Total 9

Sixth Semester – Summer

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
		Total 6

IMT prefix courses are available based on demand. See your program advisor.

Machine Tool Technology Course Display

Credit Requirements: 63 Semester Credit Hours

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.

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 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
EGT 251	Principles of CAD	3
EGT 252	Advanced CAD	3

INDUSTRIAL TECHNOLOGY

Additional Requirements

Table with 3 columns: Course ID, Course Name, Credits. Includes MGT 101, QAT 101, MTT 143.

Machine Tool Technology Career Path

Credit Requirements: 63 Semester Credit Hours

Evening

Recommended Sequence of Courses

First Semester – Fall

Table with 3 columns: Course ID, Course Name, Credits. Includes CPT 101, EGR 110, EGT 106, IET 223, MTT 111. Total 14.

Second Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Includes EGT 151, MTT 112, MTT 143, MTT 145. Total 13.

Third Semester – Summer

Table with 3 columns: Course ID, Course Name, Credits. Includes EGT 152, MTT 250, MTT 251, MTT 253. Total 12.

Fourth Semester – Fall

Table with 3 columns: Course ID, Course Name, Credits. Includes ENG 101, EGT 252, MGT 101, QAT 101, REQ HUM. Total 12.

Fifth Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Includes EGT 251, SPC 205, SPC 209, REQ SSC, REQ MAT. Total 12.

Welding Course Display

Credit Requirements: 70-71 Semester Credit Hours

The welding career path prepares students for entry level employment in the welding career field, which includes manufacturing, construction, transportation, fabrication, inspection and sales. The program provides students with an overview of various welding processes and applications as well as knowledge in the areas of welding metallurgy, weld quality, print reading and welding safety.

Core Curriculum Requirements

Table with 3 columns: Course ID, Course Name, Credits. Includes CPT 101, EGR 110, ENG 101, ECO 210, PSY 201, SPC 205, SPC 209, REQ HUM, REQ MAT. Total 30.

Primary Path: Select any two concentration groups

Concentration Group 1: Shielded Metal Arc

Table with 3 columns: Course ID, Course Name, Credits. Includes WLD 101, WLD 111, WLD 113, WLD 114, WLD 145, WLD 170. Total 18.

*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: 65-66 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	Select one course from Horticulture Electives	2-3
REQ HUM	Select one course from Humanities listing on page B-3	3

Total 14 or 15

Second Semester – Spring

HRT 107	Woody Ornamentals	2
HRT 171	Landscape Business Techniques	3
*ELE HRT	Select one course from Horticulture Electives	2-3
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	3

Total 11-12

Third Semester – Summer

HRT 139	Plant Propagation	3
*ELE HRT	Select one course from Horticulture Electives	2-3

Total 5-6

Fourth Semester – Fall

CPT 101	Introduction to Computers	3
HRT 125	Soils	4
*ELE HRT	Select one course from Horticulture Electives	2-3
*ELE HRT	Select one course from Horticulture Electives	2-3

Total 11-13

Fifth Semester – Spring

ENG 101	English Composition I	3
HRT 240	Pesticides	4
*ELE HRT	Select one course from Horticulture Electives	2-3
REQ SSC	Select one course from Behavioral/Social Sciences listing on page B-3	3

Total 12-13

Sixth Semester – Summer

HRT 121	Commercial Irrigation	3
*ELE HRT	Select one course from Horticulture Electives	2-3
**HRT 212	Commercial Landscape Design	3

Total 8-9

Horticulture Electives

HRT 101	Introduction to Horticulture	3
HRT 102	Landscape Design	4
HRT 108	Annuals and Perennials	2
HRT 130	Greenhouse Production	3
HRT 150	Arboriculture I	3
HRT 153	Landscape Construction	3
HRT 169	Sustainability in Horticulture	3
HRT 241	Turf Management	3
HRT 254	Landscape Maintenance	2
HRT 269	Edible Landscaping	3

*A total of seven horticulture electives is required.

**Can substitute ENG 260 Advanced Technical Communications, SPC 205 Public Speaking or SPC 209 Interpersonal Communication

Advanced Automation: Mechatronics

Certificate in Applied Science

Credit Requirements: 18 Semester Credit Hours Evening

This certificate provides the training necessary to prepare students for positions as automation technicians, mechatronics technicians or robotics technicians in an advanced manufacturing environment.

For entry into the program, you must be at least 18 years old and obtain the Certificate in Applied Science, Electrician: Automated Controls or seek departmental approval for prerequisite waiver.

Recommended Sequence of Courses

First Semester – Summer

EEM 108	Basic Industrial Skills I	2
IMT 160	Preventive Maintenance	3
		Total 5

Second Semester – Fall

AMT 209	Automation Networks – Ethernet	3
IMT 161	Mechanical Power Applications	4
		Total 7

Third Semester – Spring

AMT 105	Robotics and Automated Controls I	3
AMT 205	Robotics and Automated Controls II	3
		Total 6

Air Conditioning/ Refrigeration Mechanics

Certificate in Applied Science

Credit Requirements: 24 Semester Credit Hours Day

The Air Conditioning and Refrigeration Mechanics program prepares students for an entry-level position 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/Spring

ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service Techniques II	2
		Total 9

Second Semester – Spring

ACR 106	Basic Electricity for HVAC/R	4
ACR 111	Gas Heating Principals	3
		Total 7

Third Semester – Fall

ACR 120	Basic Air Conditioning	4
ACR 150	Basic Sheet Metal	2
		Total 8

Fourth Semester – Spring

ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 6

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Air Conditioning/ Refrigeration Mechanics

Certificate in Applied Science

Credit Requirements: 24 Semester Credit Hours Evening Program

The Air Conditioning and Refrigeration Mechanics program prepares students for an entry-level position 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/Spring

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service Techniques II	2
		Total 9

Second Semester – Spring

ACR 111	Gas Heating Principles	3
ACR 120	Basic Air Conditioning	4
		Total 7

Third Semester – Summer

ACR 150	Basic Sheet Metal	2
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
		Total 8

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Arboriculture Management

Certificate in Applied Science

Credit Requirements: 25 Semester Credit Hours

This certificate introduces and develops skills in current arboriculture practices. Students will be trained to select, establish and maintain trees.

INDUSTRIAL TECHNOLOGY

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

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 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

IMT 102	Industrial Safety	2
IMT 161	Mechanical Power Applications	4
		Total 6

Second Semester – Fall

IMT 210	Basic Industrial Work Skills I	3
IMT 211	Basic Industrial Skills II	3
		Total 6

Third Semester – Spring

ENG 150	Basic Communications	3
CPT 101	Introduction to Computers	3
		Total 6

Fourth Semester – Summer

IMT 160	Preventive Maintenance	3
QAT 110	Manufacturing Methods	3
IMT 105	Mechanical Sketching	2
		Total 8

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Basic Machining and CNC Fundamentals

Certificate in Applied Science

Credit Requirements: 30 Semester Credit Hours Evening

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.

Recommended Sequence of Courses

First Semester – Fall

EGT 106	Print Reading and Sketching	3
IET 223	Industrial Safety	3
MTT 111	Machine Tool Theory and Practice I	5
		Total 11

Second Semester – Spring

MTT 112 Machine Tool Theory and Practice II 5
MTT 143 Precision Measurements 2
MTT 145 Machining of Metals 3
Total 10

Third Semester – Summer

MTT 250 Principles of CNC 3
MTT 251 CNC Operations 3
MTT 253 CNC Programming and Operations 3
Total 9

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 101 Fundamentals of Cosmetology 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 210 Hair Coloring 3
COS 220 Cosmetology Clinical Practice I 3
Total 9

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 206 Chemical Hair Waving 3
COS 222 Cosmetology Clinical Practice II 3
Total 10

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 112 Shampoo and Rinses 4
COS 120 Manikin Practice 3
Total 7

Second Semester – Spring

COS 210 Hair Coloring 3
COS 206 Chemical Waving 3
Total 6

Third Semester – Summer

COS 101 Fundamentals of Cosmetology 3
COS 110 Scalp and Hair Care 3
Total 6

Fourth Semester – Fall

COS 114 Hair Shaping 4
Total 4

Fifth Semester – Spring

COS 116 Hair Styling I 4
Total 4

Sixth Semester – Summer

COS 108 Nail Care 3
COS 106 Facial and Makeup 3
Total 6

Seventh Semester – Fall

COS 220 Cosmetology Clinical Practice I 3
COS 222 Cosmetology Clinical Practice II 3
Total 6

Note: For spring start sequence, see your advisor.

Edible Crops

Certificate in Applied Science

Credit Requirements: 29 Semester Credit Hours

This certificate addresses current needs for edible crop production. Students would be trained to grow crops in the field and greenhouse, identify and treat pests, and develop successful edible crop business.

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

HRT 125	Soils	4
HRT 144	Plant Pests	3
HRT 269	Edible Landscaping	3
		Total 9

Second Semester – Spring

HRT 130	Greenhouse Production	3
HRT 171	Landscape Business Techniques	3
HRT 240	Pesticides	4
		Total 11

Third Semester – Summer

HRT 121	Commercial Irrigation	3
HRT 139	Plant Propagation	3
CWE 113	Cooperative Work Experience	3
		Total 9

Electrical Line Worker: Third Class

Certificate in Applied Science

Credit Requirements: 17 Semester Credit Hours

The purpose of the Electrical Line Worker Program is to prepare the student to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work. During the Electrical Line Worker: Third Class program, offered in its entirety both Fall and Spring semesters, students will receive classroom and field training in math, electrical circuit analysis, power systems including Ohm's Law, AC and DC theory and analysis, generation, transmission and distribution of electrical energy and transformer theory. Climbing techniques are strongly emphasized. Safety and teamwork are demonstrated and emphasized in all phases of training.

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 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

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 36 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, instrumentation and process control systems, and hydraulic/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 107	Industrial Computer Techniques	2	
EEM 113	DC Circuits I	2	
EEM 114	DC Circuits II	2	
	Total 6		

Second Semester – Spring

EEM 119	AC Circuits I	2	
EEM 120	AC Circuits II	2	
EEM 129	Solid State Devices I	2	
EEM 130	Solid State Devices II	2	
	Total 8		

Third Semester – Summer

EEM 221	DC/AC Drives	3	
EEM 251	Programmable Controllers	3	
	Total 6		

Fourth Semester – Fall

EEM 252	Programmable Controllers Applications	3	
EIT 110	Principles of Instrumentation	3	
IMT 132	Hydraulics	2	
IMT 133	Pneumatics	2	
	Total 10		

Fifth Semester – Spring

EIT 244	Computers and PLCs in Instrumentation	3	
IMT 163	Problem Solving for Mechanical Applications	3	
	Total 6		

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 36 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/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 113	DC Circuits I	2	
EEM 114	DC Circuits II	2	
	Total 4		

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2	
EEM 119	AC Circuits I	2	
EEM 120	AC Circuits II	2	
	Total 6		

Third Semester – Fall

EEM 129	Solid State Devices I	2	
EEM 130	Solid State Devices II	2	
IMT 132	Hydraulics	2	
IMT 133	Pneumatics	2	
	Total 8		

Fourth Semester – Spring

EEM 251	Programmable Controllers	3	
	Total 3		

Fifth Semester – Summer

EEM 221	DC/AC Drives	3	
EEM 252	Programmable Controllers Applications	3	
	Total 6		

Sixth Semester – Fall

IMT 163	Problem Solving for Mechanical Applications	3	
	Total 3		

Seventh Semester – Spring

EIT 110	Principles of Instrumentation	3
EIT 244	Computers and PLCs in Instrumentation	3
		Total 6

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Electrician: Construction

Certificate in Applied Science

Credit Requirements: 30 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

EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 163	Residential Wiring I	2
EEM 164	Residential Wiring II	2
EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
		Total 12

Second Semester – Spring

EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
EEM 173	Electrical Installation I	2
EEM 174	Electrical Installation II	2
		Total 8

Third Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2
		Total 6

Fourth Semester – Fall

EEM 138	National Electrical Code I	2
EEM 139	National Electrical Code II	2
		Total 4

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Electrician: Construction

Certificate in Applied Science

Credit Requirements: 30 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 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 163	Residential Wiring I	2
EEM 164	Residential Wiring II	2
		Total 8

Second Semester – Summer

EEM 107	Industrial Computer Techniques	2
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
		Total 6

Third Semester – Fall

EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
		Total 4

Fourth Semester – Spring

EEM 138	National Electrical Code I	2
EEM 139	National Electrical Code II	2
EEM 173	Electrical Installation I	2
EEM 174	Electrical Installation II	2
		Total 8

Fifth Semester – Summer

EEM 108	Basic Industrial Skills I	2
EEM 110	Basic Industrial Skills II	2
		Total 4

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Esthetics

Certificate in Applied Science

Credit Requirements: 25 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 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electric Current Facial Treatments	1
COS 172	Infection Control for Estheticians	1
COS 251	Advanced Dermatology	3
		Total 12

Second Semester

COS 162	Hair Removal	1
COS 164	Basic Makeup and Application	3
COS 167	Professional Practices for Estheticians	1
COS 173	Anatomy for Estheticians	2
COS 221	Facial Practice I	2
COS 223	Facial Practice II	2
COS 225	Advanced Spa Services	1
COS 262	Advanced Hair Removal	1
		Total 13

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 125	Soils	4
HRT 144	Plant Pests	3
HRT 241	Turf Management	3
		Total 14

Second Semester – Spring

HRT 240	Pesticides	4
		Total 4

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.

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

HRT 106	Ornamentals	2
HRT 125	Soils	4
HRT 144	Plant Pests	3
HRT 153	Landscape Construction	3
		Total 12

Second Semester – Spring

HRT 107	Woody Ornamentals	2
HRT 169	Sustainability in Horticulture	3
		Total 5

Industrial Mechanic

Certificate in Applied Science

Credit Requirements: 27 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

First Semester – Fall

IMT 161	Mechanical Power Applications	4
IMT 210	Basic Industrial Skills I	3
IMT 211	Basic Industrial Skills II	3
		Total 10

Second Semester – Spring

IMT 105	Mechanical Sketching	2
IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
IMT 160	Preventive Maintenance	3
		Total 9

Third Semester – Summer

IMT 124	Pumps	2
IMT 151	Piping Systems	3
IMT 163	Problem Solving for Mechanical Applications	3
		Total 8

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Introduction to Automotive Servicing

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

Day

The Introduction to Automotive Servicing program prepares students for entry-level employment in the automotive servicing industry. This program teaches the introductory skills required for the diagnosis, maintenance and repair of passenger cars and light trucks through theory and shop instruction.

Admission into this program is open only to Youth Apprentice students that meet all of the requirements set forth by the Apprenticeship Office. Additional requirements are a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test.

Recommended Sequence of Courses

First Semester – Fall

AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
		Total 6

Second Semester – Spring

AUT 111	Brakes	3
AUT 131	Electrical Systems	3
		Total 6

Third Semester – Fall

AUT 103	Engine Reconditioning	4
AUT 149	Ignition and Fuel Systems	4
		Total 8

Fourth Semester – Spring

AUT 145	Engine Performance	3
AUT 241	Automotive Air Conditioning	4
		Total 7

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

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Welding Gas Metal Arc and Flux Cored Arc

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 Non-Ferrous I	4	
WLD 123	Gas Metal Arc Welding Non-Ferrous II	1	
WLD 141	Weld Quality	2	
		Total 9	

Fourth Semester – Spring

EGT 117	Welding Print Principles	2	
WLD 201	Welding Metallurgy	2	
		Total 4	

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 141	Weld Quality	2	
		Total 10	

Third Semester – Spring

EGT 117	Welding Print Principles	2	
WLD 122	Gas Metal Arc Welding Non-Ferrous I	4	
WLD 123	Gas Metal Arc Welding Non-Ferrous II	1	
WLD 201	Welding Metallurgy	2	
		Total 9	

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 201	Welding Metallurgy	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 141	Weld Quality	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 141	Weld Quality	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 201	Welding Metallurgy	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 141	Weld Quality	2
		Total 10

Second Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Rows include EGT 117, WLD 152, WLD 153, and WLD 201.

Total 9

Third Semester – Summer

Table with 3 columns: Course ID, Course Name, Credits. Rows include WLD 135 and WLD 137.

Total 5

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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

Table with 3 columns: Course ID, Course Name, Credits. Rows include WLD 110, WLD 132, and WLD 133.

Total 6

Second Semester – Summer

Table with 3 columns: Course ID, Course Name, Credits. Rows include WLD 152 and WLD 153.

Total 5

Third Semester – Fall

Table with 3 columns: Course ID, Course Name, Credits. Rows include EGT 114, WLD 135, WLD 137, and WLD 141.

Total 9

Fourth Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Rows include EGT 117 and WLD 201.

Total 4

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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

Table with 3 columns: Course ID, Course Name, Credits. Rows include WLD 132 and WLD 133.

Total 5

Second Semester – Fall

Table with 3 columns: Course ID, Course Name, Credits. Rows include EGT 114, WLD 110, WLD 141, WLD 152, and WLD 153.

Total 10

Third Semester – Spring

Table with 3 columns: Course ID, Course Name, Credits. Rows include EGT 117, WLD 135, WLD 137, and WLD 201.

Total 9

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 201	Welding Metallurgy	2
		Total 3

Third Semester – Fall

EGT 114	Welding Print Basics	2
WLD 141	Weld Quality	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 141	Weld Quality	2
		Total 5

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 201	Welding Metallurgy	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 141	Weld Quality	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 201	Welding Metallurgy	2

Total 9

Third Semester – Summer

WLD 145	Field Welding	2
WLD 170	Qualification Welding	4

Total 6

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 141	Weld Quality	2
WLD 145	Field Welding	2
WLD 170	Qualification Welding	4

Total 10

Fourth Semester – Spring

EGT 117	Welding Print Principles	2
WLD 201	Welding Metallurgy	2

Total 4

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

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 141	Weld Quality	2

Total 10

Third Semester – Spring

EGT 117	Welding Print Principles	2
WLD 145	Field Welding	2
WLD 170	Qualification Welding	4
WLD 201	Welding Metallurgy	2

Total 10

Important information about the educational debt, earnings, and completion rates of students who attended this program can be found in section D.

Law-Related Studies

Overview

The Division of Law-Related Studies offers students the education needed to enter the criminal justice, homeland security 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 enhance employability or advance in their respective fields of employment.

Homeland Security is about protecting people, property, and infrastructure while minimizing economic impacts of natural and man-made crises. The Homeland Security Management associate degree prepares students for jobs in Homeland Security and provides information and a depth of understanding in security that will be useful in any career in turbulent times. This program will be of significant value to students employed in, or seeking employment in, first responder disciplines such as law enforcement, fire services, emergency medical services and public health.

TTC's Paralegal associate degree program is designed for students who want careers as paralegals. 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
- Homeland Security Management
- Paralegal

Certificate Programs

- Criminal Justice: Corrections
- Criminal Justice: Law Enforcement
- Crime Scene Investigation
- Emergency Management and Protection
- Paralegal

Note: The CRJ degree, HSM 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

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
REQ HUM	Select one course from Humanities listing on page B-3	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

CRJ 101	Introduction to Criminal Justice	3
or		
LEG 244	Special Projects for Paralegals	3
LEG 214	Property Law	3
LEG 233	Wills, Trusts and Probate	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
*LEG 242	Law Practice Workshop	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
		Total 15

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.

Crime Scene Investigation

Certificate in Applied Science

Credit Requirements: 30 Semester Credit Hours

This certificate provides instruction on issues and techniques encountered in public and private agencies as crime scene investigators, forensic technicians, coroner's investigators, and crime lab technicians 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 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 Crimes 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		

*Approval from advisor is required.

Emergency Management and Protection

Certificate in Applied Science

Credit Requirements: 30 Semester Credit Hours

This certificate provides instruction on issues and techniques encountered 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 Crime Investigation	3
or		
BUS 121	Business Law I	3
CRJ 233	Cyber Crimes and the Law	3
or		
*CRJ 250	Criminal Justice Internship I	3
CRJ 212	Protection Management	3
HSM 104	Terrorism and Homeland Security	3
Total 12		

Third Semester - Summer

CRJ 218	Crisis Intervention	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 102	Introduction to Security	3
Total 9		

*Approval from advisor is required.

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

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 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.

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 other subjects. Students should contact The Learning Center on Main Campus at 843.574.6409 and on Palmer Campus at 843.722.5516 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 diploma and associate degree. The Nursing curriculum incorporates course requirements for the Nursing programs into two levels. The sequential program levels prepare students for progressive roles of nursing practice: 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 (Practical Nursing) and exit with a Diploma in Applied Science or meet the progression requirements for the second program level and continue in the curriculum. Students who successfully complete the required courses of the second program level (Associate Degree Nursing) exit with an Associate in Applied Science degree.

Qualified students who are Licensed Practical Nurses may enter the second program level of the curriculum and follow the LPN-to-ADN Option. The LPN students who successfully complete the second 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.

Information may also be found on the Nursing Division’s website and student portal page.

General Information

Information may also be found on the webpage at www.tridenttech.edu/academics/divisions/nur/index.htm or student portal page at my.tridenttech.edu/academic/nursing/pages/default.aspx. TTC’s Associate Degree and Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA, 30326, 404.975.5000) 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).

All clinical Nursing courses are seven-week terms. 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 semesters for completion.

Prior to beginning clinical experiences in the Nursing programs, students must have current CPR certification, medical professional liability insurance, major medical insurance, and all required immunizations, titers 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 including felonies 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 misdemeanors without disposition 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.

Students who qualify for consideration for Merit Placement can download the Merit Placement Application. During the application period the application is located on the student portal page at <https://my.tridenttech.edu/academic/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 student portal page at <https://my.tridenttech.edu/academic/nursing>.

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 and titers before beginning the Nursing program. The required immunizations and titers are outlined in the students' original acceptance letters and include: Hepatitis B, rubella, rubeola, varicella, mumps and Tdap.

Additionally, students selected for Merit Placement must complete the mandatory online orientation (Essentials for New Nursing Students) in D2L and attend the mandatory meeting (Getting Off to a Successful Start) 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 associate dean.

Course Sequence and Progression

To progress in the program, students 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. Laboratory sciences must be taken within five years of the date of entry into the program.

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 Placement Exam with a minimum grade of 95 percent or successfully completing the course.

Science and Mathematics

Cancellation Policy

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

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 Sciences or Nursing programs should work closely with their Pre-Nursing or Pre-Health Sciences advisor before selecting courses.

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

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

Certificate Programs

- Environmental 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		

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 – Culinary Institute of Charleston
- IT – Industrial and Engineering Technology
- LR – Law-Related Studies
- NU – Nursing
- 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. The schedule is published prior to each semester, showing the courses that will be offered. The 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 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.

Course Descriptions

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 or ACC 101 with a minimum grade of C, MAT 101

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.
Coreq: 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 with a minimum grade of C

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 with a minimum grade of C

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 with a minimum grade of C

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 111, CPT 101

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 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, 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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

Course Descriptions

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

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.

Prereq: MAT 032 or appropriate test scores

Course Descriptions

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. Prereq: MAT 032 or appropriate test scores

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. Prereq: MAT 032 or appropriate test scores

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. Prereq: MAT 032 or appropriate test scores

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. Prereq: MAT 032 or appropriate test scores

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. Prereq: MAT 032 or appropriate test scores

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. Prereq: MAT 032 or appropriate test scores

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: 3 Lab: 3 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: 2.5 Lab: 1.5 Cred: 3 IT Gas Heating Principles

This course is the study of residential and commercial gas burners and their components. Prereq: ACR 106

ACR 120 Lec: 3 Lab: 3 Cred: 4 IT Basic Air Conditioning

This course is the study of various types of air conditioning equipment including electrical components, schematics and service to refrigeration circuits. Prereq: ACR 106, ACR 108, ACR 109

ACR 150 Lec: 2 Lab: 0 Cred: 2 IT Basic Sheet Metal

This course covers the tools and procedures required in the fabrication of ductwork. Prereq: ACR 111, ACR 120

ACR 210 Lec: 3 Lab: 3 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

Course Descriptions

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 120

Architectural Engineering Technology (AET)

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: EGT 152

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

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 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, AHS 126 and 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, AHS 126 and 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 031 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 031 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 031 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 avionics 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 031 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.)

Automated Manufacturing Technology (AMT)

AMT 105 Lec: 2.5 Lab: 1.5 Cred: 3 IT
Robotics and Automated Control I

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing and evaluating automated control systems. Industrial robot systems will be explored.

Prereq: EEM 252

AMT 205 Lec: 2 Lab: 3 Cred: 3 IT
Robotics and Automated Control II

This course covers installation, testing, troubleshooting, and repairing of automated systems. Sensors, servo motors, stepper motors, robot programming and robot maintenance will be covered.

Prereq: AMT 105

Course Descriptions

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 179, 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 210 Lec: 3 Lab: 0 Cred: 3 FV History of Graphic Design

This course surveys graphic communication throughout history, from cave paintings to the development of printing through recent digital technology. Major emphasis is placed on the 20th century and influential trends in contemporary graphic design. Prereq: ENG 100 or appropriate test scores

ART 211 Lec: 2 Lab: 3 Cred: 3 FV Introduction to Painting

This course is an introduction to materials and techniques of painting. Prereq: ART 111 with a minimum grade of C Coreq: 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: Departmental approval

ART 290 Lec: 2 Lab: 3 Cred: 3 FV Photojournalism

This course will cover the principles and practices of photography as a creative tool of communication. Advanced techniques, digital capture and editing will be emphasized in the course. Prereq: ARV 212 with a minimum grade of C

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.

Course Descriptions

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 Cred: 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 with a minimum grade of C

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 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 217 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: CGC 106, CGC 110 with a minimum grade of C

ARV 164 Lec: 2 Lab: 3 Cred: 3 FV
Digital Print Production
This course covers digital printing processes, which include image sources, text and line art. Color management, digital printing elements and troubleshooting will also be covered.
Prereq: ARV 217

ARV 191 Lec: 2 Lab: 3 Cred: 3 FV
Media Arts Study Abroad
This course introduces current practices in the international film and print industries. Students will develop skills in evaluating styles and trends in the media arts industry and the global marketplace through lecture, cultural preparation and study abroad.
Prereq: 24 credit hours in the major, departmental approval and study abroad application approval

ARV 192 Lec: 1 Lab: 0 Cred: 1 FV
Special Topics in Media Arts I
This course covers special topics and issues related to techniques, technology and equipment as they emerge in the graphic communications industry.

ARV 193 Lec: 1 Lab: 0 Cred: 1 FV
Special Topics in Media Arts II
In this course students conduct research into specialized topics in studio arts and then demonstrate techniques they have learned based on that research.

ARV 194 Lec: 1 Lab: 0 Cred: 1 FV
Special Topics in Media Arts III
This course covers the practical experiences and creation of visuals for various professional art and design areas.

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 or Coreq: ART 123

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, ARV 217 with a minimum grade of C

Course Descriptions

ARV 232 Lec: 2 Lab: 3 Cred: 3 FV Digital Photography II

This course incorporates advanced projects in digital photography including studio as well as computer lab work.

Prereq: ARV 212 with a minimum grade of C

ARV 233 Lec: 2 Lab: 3 Cred: 3 FV Portrait Photography

This course is a study of advanced portrait photography techniques from conception to final production of the project.

Prereq: ARV 213 with a minimum grade of C or departmental approval

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: CGC 106 and CGC 110 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.

Prereq: Departmental approval

ARV 279 Lec: 2 Lab: 3 Cred: 3 FV Portfolio Preparation

This course covers the basic techniques used to organize, edit and critique a presentation of existing projects.

Prereq: 12 approved TTC and/or transfer credit hours in ART, ARV and/or CGC courses with a minimum GPA of 2.0 and 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.

This course should be taken in the last semester.

Prereq: ARV 279 with a minimum grade of C

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.

Course Descriptions

**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 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

Course Descriptions

AVT 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 152 or departmental approval

AVT 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

AVT 299 Lec: 3 Lab: 3 Cred: 4 IT
Evolving Technologies

This course is a study of evolving technologies in response to frequent changes in federal and state mandates, rules and regulations. Emphasis will be on the advances of the internal combustion engine fuel system, transmission, and on-board electronics.
Prereq: AUT 145

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 115

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 101

For updated catalog, visit www.tridenttech.edu.

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 140

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.
Prereq: AVT 105

AVT 145 Lec: 1.5 Lab: 4.5 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 115

Course Descriptions

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 115

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 FCC (Federal Communications Commission) 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.

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.

Course Descriptions

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 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 with a minimum grade of C. 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.

Course Descriptions

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, or BIO 210 and BIO 211

Baking (BKP)

BKP 101 Lec: 2 Lab: 3 Cred: 3 CI

Introduction to Baking

This course introduces the basic techniques of baking of leavened dough and breads.

Prereq: CUL 104, CUL 105

BKP 102 Lec: 2 Lab: 3 Cred: 3 CI

Introduction to Pastries

This course introduces the art of classical and modern pastry making, to include mixing methods and finishing techniques.

Prereq: CUL 104, CUL 105

BKP 109 Lec: 2 Lab: 3 Cred: 3 CI

Introduction to Cakes and Decorating

This course will introduce the basics of cake baking using several different types of mixing methods, ingredients and decorating techniques.

Prereq: BKP 101 or BKP 102

BKP 113 Lec: 2 Lab: 3 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: CUL 104, CUL 105, BKP 101

BKP 181 Lec: 2 Lab: 3 Cred: 3 CI

Candies and Confectionaries

This course focuses on the elements of making candies and confections. Students will develop a complete understanding of all components of chocolates, sugar, pastillage and marzipan, using basic pâtisserie principles.

Prereq: BKP 101, BKP 102

BKP 182 Lec: 2 Lab: 3 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: BKP 101, BKP 102

BKP 183 Lec: 2 Lab: 3 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: BKP 216

BKP 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: BKP 101, BKP 102

BKP 210 Lec: 2 Lab: 3 Cred: 3 CI

Advanced Cakes

This course prepares students for advanced specialty cake production.

Prereq: BKP 109

BKP 216 Lec: 2 Lab: 3 Cred: 3 CI

International Desserts

This course introduces the principles and foundations of international pastries to include traditional and modern preparations.

Prereq: BKP 210

BKP 222 Lec: 2 Lab: 3 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: BKP 181

Course Descriptions

BKP 223 Lec: 2 Lab: 3 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: BKP 210

BKP 224 Lec: 2 Lab: 3 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: BKP 101 or BKP 102

BKP 236 Lec: 0 Lab: 9 Cred: 3 CI
Baking and Pastry Capstone
This course includes capstone competencies for baking and pastry students. Students work in a retail bakery producing an assortment of baked goods while managing and selling their products to the public.

Prereq: BKP 181, BKP 182 and BKP 216

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 170, EGT 151

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: EGR 290, EGT 152

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. Coreq: EGR 194

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: EGR 290

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 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: 2 Lab: 3 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 247 Lec: 2 Lab: 3 Cred: 3 ET

Introduction to Structural Design

Introduction to structural design principles and behavior of structural systems. The course covers structural materials, loads on structures, structural analysis, member design and connection design.

Prereq: CET 120, EGR 194

CET 251 Lec: 2 Lab: 3 Cred: 3 ET

Highway Design

This course is a study of the design and construction of highways.

Prereq: CET 218, EGT 257

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, design, history, technologies and functions including terminology, letterforms, type specifications and visual hierarchy.

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 217 and ARV 123 with a minimum grade of C

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, CGC 106 with a minimum grade of C

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

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.

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.

Course Descriptions

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 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.

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 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, COS 172 and COS 160 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 172, COS 156 or approval of program coordinator

Course Descriptions

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 172, or approval of program coordinator
Coreq: COS 151, COS 156

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.

Prereq: COS 151, COS 172

COS 164 Lec: 2.5 Lab: 1.5 Cred: 3 IT

Basic Makeup and Application

This course introduces makeup application, including purpose, effects, supplies, implements, preparation, procedures and safety.

Coreq: COS 172 or approval of program coordinator

COS 167 Lec: 1 Lab: 0 Cred: 1 IT

Professional Practices for Estheticians

This course covers job preparation techniques such as interviewing skills and resume development as well as employment opportunities within the esthetics field. Topics also include payment structure, maintaining a license and state requirements for opening and operating a business.

Coreq: COS 221, COS 223, and COS 225 or approval of program coordinator

COS 172 Lec: 1 Lab: 0 Cred: 1 IT

Infection Control for Estheticians

This course includes infection control procedures regulated by the State Board of Cosmetology. Topics include levels of infection control, regulations, proper storage of implements, glove use and guidelines on preventing cross contamination and maintaining a safe, clean work area.

Coreq: COS 151, COS 156

COS 173 Lec: 2 Lab: 0 Cred: 2 IT

Human Anatomy for Estheticians

This course examines the basics of human cells, bones, muscles, nerves and blood vessels as they pertain to esthetics. The course explores how the human body's systems affect the skin and the impact of skin treatments on the body.

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: .5 Lab: 4.5 Cred: 2 IT

Facial Practice I

This course is an integration of massage and facial skills in a simulated salon environment.

Prereq: COS 172, COS 158, COS 160, COS 251 or approval of program coordinator
Coreq: COS 225 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: .5 Lab: 4.5 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, COS 225 or approval of program coordinator
Coreq: COS 262 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

Course Descriptions

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.

Prereq: MAT 032

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.

Prereq: MAT 032

CPT 187 Lec: 3 Lab: 0 Cred: 3 BT

Object-Oriented Logic and Design

This is a study in the planning and implementation of object-oriented programs.

Prereq: CPT 167 with a minimum grade of C

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. Emphasis will be placed on individual hardware components, BIOS, firmware and troubleshooting.

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. Emphasis will be placed on computer design, operating systems, internetworking of devices and general information security concepts.

CPT 237 Lec: 3 Lab: 0 Cred: 3 BT

Advanced Java Programming

This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the JavaBean component model, network programming and server-side programming.

Prereq: CPT 187 with a minimum grade of C

CPT 238 Lec: 3 Lab: 0 Cred: 3 BT

Internet Scripting

This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting.

Prereq: IST 239

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 167

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 237 with a minimum grade of C

CPT 262 Lec: 3 Lab: 0 Cred: 3 BT

Advanced Web Page Publishing

This course is a study of advanced techniques in web page design and implementation.

Prereq: (CPT 162 or ARV 227) and (CPT 114 or CPT 167)

Course Descriptions

CPT 264 Lec: 3 Lab: 0 Cred: 3 BT Systems and Procedures

This course covers system analysis, design, development and implementation. Prereq: CPT 242 and CPT 270

CPT 268 Lec: 3 Lab: 0 Cred: 3 BT Computer End-User Support

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting and interaction with users). Prereq: CPT 102, ENG 101

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 MS Project 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.

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 162 and CPT 114 or CPT 167

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.

Course Descriptions

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 introduces 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
The 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 are 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 Crime 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 associated evidence, investigative techniques, case preparation and presentation.

Course Descriptions

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 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 246 Lec: 3 Lab: 0 Cred: 3 LR
Special Problems in Criminal Justice

This course examines issues within the criminal justice community and profession which are of special concern to students and practitioners because of timeliness, local concern, legalistic or other dynamic factors.

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

Culinary (CUL)

CUL 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, MAT 031 or appropriate test score

CUL 105 Lec: 2 Lab: 3 Cred: 3 CI
Kitchen Fundamentals

This course introduces students to the foundations of sanitation, basic measurements, equipment identification and basic costing. Prereq: ENG 100, and MAT 032

CUL 112 Lec: 2 Lab: 3 Cred: 3 CI
Classical Foundations of Cooking

This course introduces classical cooking techniques that include stock, soup and sauce making. Students apply moist and dry heat classical cooking techniques while working with grains, vegetables and proteins. Prereq: ENG 100, MAT 032, CUL 104, CUL 105

CUL 118 Lec: 2 Lab: 3 Cred: 3 CI
Nutritional Cooking

This course focuses on the principles of food nutrition (based on ADA standards) and international food pyramids. Students will create menus, prepare and cook meals while adhering to the principles of a balanced diet. Prereq: CUL 112 or BKP 101 or BKP 102

CUL 123 Lec: 2 Lab: 3 Cred: 3 CI
American Bistro

In this course students apply cooking techniques and theories while producing soups, salads, sandwiches and specials in a fast-paced delivery system. Prereq: CUL 112

Course Descriptions

CUL 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: CUL 104

CUL 128 Lec: 2 Lab: 3 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: CPT 101, CUL 104, CUL 105

CUL 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, CUL 104 and CUL 105

CUL 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: CUL 104, CUL 105

CUL 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: CUL 129 or departmental approval

CUL 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: CUL 112

CUL 180 Lec: 2 Lab: 3 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 select regions including Alsace-Lorraine, Bordeaux, the Southwest and Paris. Students also study and produce classical French cuisine.

Prereq: CUL 118, CUL 123

CUL 186 Lec: 2 Lab: 3 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: CUL 118

CUL 215 Lec: 2 Lab: 3 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: CUL 118, CUL 123

CUL 216 Lec: 2 Lab: 3 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: CUL 118, CUL 123

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

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 to the Dental Assisting 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: 2 Lab: 0 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: 2 Lab: 0 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

Course Descriptions

ECD 132 Lec: 3 Lab: 0 Cred: 3 CF Creative Experiences

In this course, the importance of creativity and independence in creative expression is 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

Course Descriptions

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 246 Lec: 3 Lab: 0 Cred: 3 CF
Designing Quality Infant and Toddler Environments

This course is a study of the elements of quality environments for children, prenatal through three years. Focus is on understanding quality design, materials/equipment used in the construction and/or remodeling of infant/toddler spaces that promote the optimal development of infants and toddlers.

Prereq: ECD 102

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: 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

Course Descriptions

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, 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.

Course Descriptions

EEM 107 Lec: 2 Lab: 0 Cred: 2 IT
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 108 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Basic Industrial Skills I
This course provides foundational knowledge for the development of craft skills and an understanding of basic safety, rigging and communication in the industrial work environment. An introduction to hand tools, power tools, blueprints and craft skills math is included. (Note: Course is aligned with NCCER Core Curriculum.) Prereq: ENG 032 and MAT 031 or appropriate test scores

EEM 110 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Basic Industrial Skills II
This course is a continuation of craft skills development, introducing more complex issues in safety, rigging and communication in the industrial work environment. Students further develop hands-on skills with hand tools, power tools, blueprints and craft skills math. (Note: Course is aligned with NCCER Core Curriculum.) Prereq: ENG 032 and MAT 031 or appropriate test scores

EEM 113 Lec: 1.5 Lab: 1.5 Cred: 2 ET
DC Circuits I
This course is an introduction to the study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's Law, Kirchhoff's voltage and current laws, power and energy. It also includes complex circuits and DC instruments. Students will construct and test circuits. Prereq: ENG 100, MAT 032 or appropriate test scores

EEM 114 Lec: 1.5 Lab: 1.5 Cred: 2 ET
DC Circuits II
This course is a continuation of the study of atomic theory related to more complex electronics and circuit theory. It includes advanced electrical parameters and units, Ohm's Law applications, additional Kirchhoff's voltage and current laws, along with new power and energy applications. Topics also include complex circuits and DC instruments. Students will construct and test circuits. Prereq: EEM 113

EEM 119 Lec: 1.5 Lab: 1.5 Cred: 2 ET
AC Circuits I
This course is an introduction to the study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. It includes study of series, parallel and complex circuits. Students will construct and test circuits. Prereq: EEM 114

EEM 120 Lec: 1.5 Lab: 1.5 Cred: 2 ET
AC Circuits II
This course is a continuation of the study of the characteristics of alternating current and voltage in resistors, capacitors and inductors in more complex applications. New series, parallel and complex circuits are covered with emphasis on hands-on construction. Students will construct and test circuits. Prereq: EEM 119

EEM 129 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Solid State Devices I
This course is an introduction to the study of semiconductor theory and common solid state devices. Students will construct and test circuits. Prereq: EEM 114

EEM 130 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Solid State Devices II
This course is a continuation of the study of semiconductor theory and common solid state devices with new and more complex applications. Students will construct and test circuits. Prereq: EEM 129

EEM 138 Lec: 1 Lab: 3 Cred: 2 ET
National Electrical Code I
This course is an introduction to the study of the National Electrical Code and is based on the latest codes as published by the National Fire and Protection Association (NFPA). Prereq: EEM 164, EEM 168, EEM 174 or EEM 168, EEM 219 or departmental approval

EEM 139 Lec: 1 Lab: 3 Cred: 2 ET
National Electrical Code II
This course is a continuation of the study of the National Electrical Code. Students will be required to identify violations of the Code in working applications and will demonstrate a working knowledge of the latest codes. Topics are based on the latest codes as published by the National Fire and Protection Association (NFPA). Prereq: EEM 138

Course Descriptions

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 219

EEM 163 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Residential Wiring I
This course is an introduction to the study of wiring methods and practices used in residential applications.
Prereq: ENG 032 and MAT 031 or appropriate test scores

EEM 164 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Residential Wiring II
This course is a study of advanced wiring methods and practices used in residential applications.
Prereq: EEM 163

EEM 167 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Commercial/Industrial Wiring I
This course is an introduction to the study of wiring methods and practices in commercial and industrial applications.
Coreq: ENG 032 and MAT 031 or appropriate test scores

EEM 168 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Commercial/Industrial Wiring II
This course is a continuation of the study of advanced wiring methods and more complex practices in commercial and industrial applications.
Prereq: EEM 167

EEM 173 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Electrical Installation I
This course is an introduction to the study of electrical wiring techniques commonly used in commercial, industrial and residential applications. Emphasis will be placed on compliance with the National Electrical Code.
Prereq: ENG 032 and MAT 031 or appropriate test scores

EEM 174 Lec: 1.5 Lab: 1.5 Cred: 2 ET
Electrical Installation II
This course is the study of advanced electrical wiring techniques commonly used in more complex commercial, industrial and residential applications. Emphasis will be placed on compliance with the National Electrical Code.
Prereq: EEM 173

EEM 218 Lec: 1.5 Lab: 1.5 Cred: 2 ET
AC/DC Machines with Electrical Codes I
This course is an introduction to the 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 120 or EET 113

EEM 219 Lec: 1.5 Lab: 1.5 Cred: 2 ET
AC/DC Machines with Electrical Codes II
This course is a continuation of the study of AC and DC machines to include complex and in-depth construction and application of operational theory. Relevant sections of the National Electrical Code will also be covered.
Prereq: EEM 218

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 114

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 114, EEM 107 or EET 113, EGR 110

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.

Course Descriptions

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 140, 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 290 Lec: 3 Lab: 0 Cred: 3 ET
Numerical Applications in Engineering Technology
This course provides the fundamental concepts of numerical problem solving for engineering technology. Techniques and methods are employed to develop a problem solving methodology using the principles of algebra and trigonometry. Prereq: MAT 170

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

Course Descriptions

EGT 252 Lec: 2 Lab: 3 Cred: 3 ET
Advanced CAD

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 152 or departmental approval

EGT 258 Lec: 2 Lab: 3 Cred: 3 ET
Applications of CAD

This course is the study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical. Application of parametric modeling skills learned from this and prerequisite courses are to be demonstrated in assigned projects.

Prereq: EGT 251

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 252 or departmental approval

EGT 270 Lec: 3 Lab: 3 Cred: 4 ET
Manufacturing Integration

This course covers management control techniques of the industry/business world, including inventory and obsolescence control, manufacturing and production systems, engineering design change, and material accountability procedures.

Prereq: EGT 251

Electronic Instrumentation Technology (EIT)

EIT 110 Lec: 2 Lab: 3 Cred: 3 ET
Principles of Instrumentation

This course is a study of various types of instruments and gauges used by industrial facilities. Basic principles of pneumatic, electronic and mechanically operated devices are covered.

Prereq: EEM 252

EIT 244 Lec: 2 Lab: 3 Cred: 3 ET
Computers and PLCs in Instrumentation

This course covers interfacing pneumatic and electronic process control instrumentation with computers and programmable logic controllers by using various transducers. Programming and installation are stressed.

Prereq: EIT 110

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/electronics 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

Course Descriptions

EMS 108 Lec: 2 Lab: 3 Cred: 3 AH
Advanced Emergency Care II

This course is a study of emergency medical care procedures for the advanced emergency medical technician. It is designed to cover topics related to identification and treatment of general medical, respiratory, cardiovascular, trauma and special population emergencies.

Prereq: EMS 107

Coreq: EMS 219

EMS 115 Lec: 0.5 Lab: 1.5 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: 0.5 Lab: 1.5 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: 0.5 Lab: 1.5 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 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: BIO 211, EMS 108 or NREMT AEMT certification

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 103

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 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: BIO 211, EMS 108 or NREMT AEMT certification

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 120

Course Descriptions

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 score 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 111 Lec: 4 Lab: 0 Cred: 4 HS Advanced Freshman Composition
This course is a study of the writing process in conjunction with appropriate literary selections with frequent composition assignments that reinforce effective academic writing. Instruction in techniques of academic research and documentation is presented.
Prereq: ENG 100 or appropriate test scores

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 101

ENG 242 Lec: 3 Lab: 0 Cred: 3 HS Advanced Creative Writing
This course provides advanced instruction in creative writing in a specific genre.
Prereq: ENG 238

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

Course Descriptions

ENG 263 Lec: 3 Lab: 0 Cred: 3 HS Writing for Social Media

This course emphasizes the rhetorical strategies needed to employ social media for professional purposes.

Prereq: ENG 101

ENG 265 Lec: 3 Lab: 0 Cred: 3 HS Advanced Professional Communications

This course emphasizes purpose and audience analysis in determining the appropriate rhetorical mode, language usage, and format in professional communications.

Prereq: ENG 101

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 United States.

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 audiovisual 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 101 Lec: 3 Lab: 0 Cred: 3 SM Man and His Environment

This course provides an introduction to the fields of environmental science and environmental engineering. Engineering aspects of current environmental issues and the effects of pollution on local, state, national and worldwide scales are included.

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.

Course Descriptions

EVT 115 Lec: 2 Lab: 3 Cred: 3 SM Environmental Chemistry

This course introduces basic chemical principles, laboratory techniques and sampling methods used in the field of environmental technology.

Prereq: MAT 170

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 205 Lec: 3 Lab: 3 Cred: 4 SM Introduction to Environmental Technology

This course covers basic concepts in environmental technology to include the standard methods for monitoring and sampling air, water, structures and soil systems.

Coreq: MAT 101

EVT 206 Lec: 3 Lab: 0 Cred: 3 SM Introduction to Environmental Compliance

This course covers an introduction to regulatory concepts and requirements for compliance with environmental regulations by governmental and non-governmental entities.

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 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 Concepts

This 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 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 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.

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 101 Lec: 3 Lab: 0 Cred: 3 FV Filmmaking Fundamentals

This course is an introduction to film technology and theory. Students will learn technical, conceptual, and procedural skills necessary to successfully complete a short film.

Course Descriptions

FLM 138 Lec: 2 Lab: 3 Cred: 3 FV
Film Editing I
This course covers the fundamentals of preparation and execution in editing film and television programs. Students will concentrate on learning various editing techniques including syncing picture and sound.
Prereq: MAP 110

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: MAP 130

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.
Prereq: FLM 101

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 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 camera-less animation, flip books, inbetweening, cel painting, 3-D animation and other forms of single-frame movement.

FLM 238 Lec: 2 Lab: 3 Cred: 3 FV
Film Editing II
This course will provide students with advanced film editing skills using industry-standard software.
Prereq: FLM 138

FLM 239 Lec: 2 Lab: 3 Cred: 3 FV
Color Grading
This course is designed to develop skills in color timing and color correcting on visual imagery.
Prereq: FLM 138

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: MAP 126

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

Course Descriptions

FLM 255 Lec: 0 Lab: 9 Cred: 3 FV
Film Production III
This course is designed to teach students management skills involved in producing a short film. Students practice the roles of department heads while producing the film which is overseen by industry professionals.
Prereq: FLM 269

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/MAP course; see advisor.
Prereq: Approval of department head; restricted to Film 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/MAP course; see advisor.
Prereq: Approval of department head; restricted to Film 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 practical experience in various areas tailored specifically to the needs of the assigned production.
Prereq: Approval of department head; restricted to Film majors

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.
Prereq: Approval of department head; restricted to Film majors

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.
Prereq: Approval of department head; restricted to Film majors

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: MAP 110 and MAP 120 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.

Course Descriptions

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 HIM or Coding program, HIM 110

Pre or Coreq: 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 163 Lec: 0 Lab: 9 Cred: 3 AH Supervised Clinical Practice I

This course includes correlation of didactic and laboratory experiences with clinical experiences in various health care facilities.

Pre or Coreq: HIM 120

HIM 164 Lec: 0 Lab: 9 Cred: 3 AH Supervised Clinical Practice II

This course includes clinical experience in the technical aspects of health information management.

Prereq: HIM 163

HIM 215 Lec: 2 Lab: 3 Cred: 3 AH Registries and Statistics

This course includes a study of vital and health care statistics and registries in health information systems.

Prereq: MAT 120

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

Pre or Coreq: AHS 170

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 227 Lec: 3 Lab: 0 Cred: 3 AH Senior Professional Competencies

This capstone course is designed to promote interactive discussion related to the HIM profession to include career issues and opportunities. The course includes specific projects and capstone competencies in a mock testing environment. (Emphasis on professionalism, managerial competencies and workforce preparation.)

Prereq: HIM 265

HIM 228 Lec: 2 Lab: 0 Cred: 2 AH Coding Seminar

This course includes specific assigned coding projects and certification examination preparation.

HIM 235 Lec: 2 Lab: 3 Cred: 3 AH Law and Ethics in Health Informatics and Information Management

This course is a study of the legal and ethical implications of the electronic health record and health informatics. Emphasis will be given to patient privacy, rights and advocacy, information security and data stewardship as well as the integrity of the legal health record.

Prereq: HIM 120

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 216

HIM 265 Lec: 3 Lab: 0 Cred: 3 AH Supervisory Principles

This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation in health information management.

Pre or Coreq: HIM 120

Course Descriptions

HIM 266 Lec: 2 Lab: 3 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

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 with a minimum grade of C 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 with a minimum grade of C 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 with a minimum grade of C 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 with a minimum grade of C 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 with a minimum grade of C 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 with a minimum grade of C 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 are 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 with a minimum grade of C 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 with a minimum grade of C 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 with a minimum grade of C or appropriate test score

Course Descriptions

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 with a minimum grade of C 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 with a minimum grade of C 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 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 score

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 146 Lec: 1 Lab: 6 Cred: 3 Restaurant Operations

This course combines a working knowledge of food production techniques with dining room service procedures in a restaurant setting.

Prereq or Coreq: HOS 140 and HOS 157

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 157 Lec: 3 Lab: 0 Cred: 3 CI Hospitality Service

This course is a comprehensive study of the principles and techniques required to provide exceptional service in the hospitality industry. Emphasis is placed on the service environment, the customer's perspective, and the behavioral component of service.

Prereq or Coreq: HOS 140

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: HOS 140 and MAT 101, MAT 152, MAT 155 or appropriate test score

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 140 and MAT 101, MAT 152, MAT 155 or appropriate test score

HOS 161 Lec: 3 Lab: 0 Cred: 3 CI Event Management

This course provides an introduction to the event management industry, including planning, implementation and evaluation of special events and festivals.

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.

Course Descriptions

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.

HOS 267 Lec: 3 Lab: 0 Cred: 3 CI
Destination Wedding Planning
This course provides an introduction to the destination wedding planning industry including planning, coordination, budgeting, implementation, vendor management and support services.
Prereq: HOS 140, HOS 161

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: HOS 132, departmental approval

HOS 294 Lec: 3 Lab: 0 Cred: 3 CI
Hospitality Business Development
This course includes planning and development of a hospitality business in a variety of settings.
Prereq: HOS 146, HOS 159, HOS 262

HOS 298 Lec: 3 Lab: 0 Cred: 3 CI
Special Topics in Hospitality and Tourism
This course explores advanced concepts, trends and issues in hospitality and tourism.
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 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.

Course Descriptions

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 150 Lec: 2 Lab: 3 Cred: 3 IT
Arboriculture I
This course is a study of tree maintenance. Topics covered are tree physiology and anatomy, ropework, tree climbing techniques, pruning, fertilization, planting, and watering.

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: 2 Lab: 3 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: 3 Lab: 0 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.

HRT 269 Lec: 2 Lab: 3 Cred: 3 IT
Edible Landscaping
This course is a study of varied production techniques for fruits, vegetables and herbs, including organic, hydroponic, commercial and residential. Students will develop business strategies to market and sell products.

Homeland Security Management (HSM)

HSM 001
Indicates credit given for homeland security management course work transferred from another college for which there is no equivalent course at TTC.

HSM 101 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Homeland Security
This course is an overview of homeland security as an interdisciplinary system. The components of the homeland security system and their relationships will be examined, including law enforcement, intelligence, transportation and border security, emergency management and public health preparedness.

Course Descriptions

HSM 103 Lec: 3 Lab: 0 Cred: 3 LR Introduction to Emergency Management

This course covers the management techniques for establishing and maintaining an emergency management system in the public sector. Students will be introduced to the four functions of emergency management (mitigation, preparedness, response and recovery) and the emergency manager's role in each.

HSM 104 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.

HSM 201 Lec: 3 Lab: 0 Cred: 3 LR Critical Incident Management

This course explores the management and leadership principles necessary for the successful resolution of critical incidents. The National Incident Management System and the Incident Command System will be examined to provide an all-hazard, interdisciplinary approach to critical incident management.

HSM 202 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.

Prereq: HSM 203

HSM 203 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: HSM 104

HSM 204 Lec: 3 Lab: 0 Cred: 3 LR Terrorism and Weapons of Mass Destruction

This course examines terrorist tactics involving weapons of mass destruction and responses to these types of incidents. Topics include chemical, biological, radiological and explosive weapons as well as the hazards to the public and first responders.

HSM 205 Lec: 3 Lab: 0 Cred: 3 LR Public Health Emergency Preparedness

This course examines preparedness activities for disasters that directly affect the public health system. Specific public health emergency types will be examined, their threats defined and procedures for prevention, immediate action and recovery, and management of aftermath explored.

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

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.

Course Descriptions

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 minimum 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 235

HUS 113 Lec: 1 Lab: 0 Cred: 1 CF
Orientation to Addictions
This course prepares students to engage directly in the field of addictions and to understand the requirements of a working professional in this field.
Prereq: HUS 209, HUS 230, HUS 235, HUS 219

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 101, HUS 101, HUS 102, HUS 208

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 101, HUS 102

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 219, HUS 235

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 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 or HUS 252 with a minimum grade of C

Course Descriptions

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 expands knowledge of network hierarchical design with emphasis on various WAN protocol configuration, current Broadband technologies, network security, and troubleshooting. This helps prepare students for the Cisco Certified Network Professional (CCNP) 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. The course emphasizes installing, configuring, and managing IP telephony, including VOIP and digital technologies a unified communication system. This helps prepare students for the Cisco Certified Network Associate (CCNA) Voice credential.
Prereq: IST 204

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. This helps prepare students for the Cisco Certified Network Associate (CCNA) wireless credential.
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: IST 239 with a minimum grade of C

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 162 or ARV 227) and (CPT 114 or CPT 167)

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. This course covers the VMware virtualization objectives associated with the VMware Certified Professional (VCP) certification exam.
Prereq: IST 253

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 an introduction to virtualization technologies and vendors including VMware, Microsoft and Citrix.

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. This course covers Microsoft enterprise level server administration. This course covers the objectives of the associated Microsoft certification exam.
Prereq: IST 164, IST 165

Course Descriptions

IST 265 Lec: 3 Lab: 0 Cred: 3 BT
Designing a Windows Directory Services Infrastructure

This course is a study of directory services infrastructure design including design of a domain structure, tree and forest structures, organizational unit structure and other related topics. Students learn the skills to plan, configure, and implement the Windows Server services, such as server deployment, server virtualization, and network access and infrastructure. This course covers the objectives of the associated Microsoft certification exam.

Prereq: IST 163, IST 165

IST 268 Lec: 3 Lab: 0 Cred: 3 BT
Computer Forensics

This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools and methods used to gather, document and handle electronic evidence.

Prereq: CPT 209

IST 269 Lec: 3 Lab: 0 Cred: 3 BT
Digital Forensics

This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.

Prereq: IST 268

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 274 Lec: 3 Lab: 0 Cred: 3 BT
Database Administration

This course is a study of the duties and responsibilities of a database administrator. The course covers setting up, maintaining, and troubleshooting a distributed, multi-user database.

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 and departmental approval

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 and departmental approval

IST 290 Lec: 3 Lab: 0 Cred: 3 BT
Special Topics in Information Sciences

This course covers special topics in information sciences technologies.

Prereq: CPT 101 or CPT 102

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. This course covers the objectives associated with the CompTIA Advanced Security Practitioner (CASP) certification exam.

Prereq: IST 293

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. This course leverages skills and knowledge in the Network and Cybersecurity curriculum to build, document and demonstrate a secure information technology infrastructure.

Prereq: IST 293

Course Descriptions

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.

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. Topics such as social engineering, physical security and logistics will also be discussed.
Prereq: IST 293

IST 298 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Cloud Computing
This course covers advanced concepts of cloud computing. Topics include how to implement, administer and troubleshoot private and public cloud services, delivery models, virtualization infrastructures, storage and networks.
Prereq: IST 198

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 score 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: ENG 101, LEG 135

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: ENG 101, LEG 135

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

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

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: ENG 101, LEG 201

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: ENG 101, LEG 135, LEG 201

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: ENG 101, LEG 132, LEG 135

Course Descriptions

MAP 112 Lec: 2 Lab: 3 Cred: 3 FV Media Graphics I

This course is an introduction to editing techniques used to create motion graphics and visual effects. It is recommended that students enrolling in MAP 112 be familiar with basic computer functions and computer file management.

MAP 120 Lec: 2 Lab: 3 Cred: 3 FV Image Production I

This course is the study of the basic skills and knowledge required to use a moving image camera. Camera controls and compositional elements are emphasized. Prereq: Departmental approval for nondegree-seeking students

MAP 122 Lec: 2 Lab: 3 Cred: 3 FV Field Production I

This course introduces the setup, operation, and application of video equipment for field production. Prereq: MAP 101, MAP 110, MAP 120, Departmental approval for nondegree-seeking students

MAP 126 Lec: 2 Lab: 3 Cred: 3 FV Media Arts Photography

This course covers the fundamentals of camera operation and image composition as it applies to media arts. Prereq: Departmental approval for nondegree-seeking students

MAP 130 Lec: 2 Lab: 3 Cred: 3 FV Lighting Fundamentals

This course introduces students to the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

MAP 140 Lec: 2 Lab: 3 Cred: 3 FV Writing for Media Production

This course is designed to teach writing techniques for radio, television, and other electronic media. Prereq: ENG 100 and basic computer skills

MAP 141 Lec: 2 Lab: 3 Cred: 3 FV Journalism for Media

This course covers the preparation of news in a form desirable for broadcasting and other electronic media. Prereq: ENG 100

MAP 150 Lec: 2 Lab: 3 Cred: 3 FV Studio Production I

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

MAP 160 Lec: 3 Lab: 0 Cred: 3 FV Introduction to Media Arts & Ethics

This course covers the history, current trends and ethics of Media Arts. It is recommended that students enrolling in MAP 160 be familiar with basic computer functions and computer file management. Prereq: ENG 100

MAP 190 Lec: 2 Lab: 3 Cred: 3 FV Introduction to Animation

This course covers basic skills in professional 3-D modeling and animation software used by the animation, visual effects and video game industries. Coreq: ARV 217 or MAP 112

MAP 191 Lec: 2 Lab: 3 Cred: 3 FV 3-D Modeling

This course covers techniques used in creating rigid-body, inorganic, polygonal geometric objects. Prereq: MAP 190

MAP 192 Lec: 2 Lab: 3 Cred: 3 FV Character Animation

This course covers techniques used in the modeling and animation of organic characters and creatures. Prereq: MAP 190 with a minimum grade of C.

MAP 193 Lec: 2 Lab: 3 Cred: 3 FV Animation Workflow

This course explains the principles of animation by adding and editing keyframes on a timeline. Emphasis is on the development of file structures, naming conventions and strategies that promote good workflow. Prereq: MAP 192

MAP 194 Lec: 2 Lab: 3 Cred: 3 FV Gaming Animation

This course introduces students to game development through the creation of video game assets of a 3D game engine. Prereq: MAP 190 with a minimum grade of C.

COURSE DESCRIPTIONS

MAP 195 Lec: 2 Lab: 3 Cred: 3 FV Visual Effects This course emphasizes the principles of designing and producing node-based 3D computer animated visual effects. Projects focus on developing higher-level skills in lighting, rendering, dynamics and fluids. Prereq: MAP 191 with a minimum grade of C.

MAP 198 Lec: 2 Lab: 3 Cred: 3 FV Animation Projects I This course covers the planning and execution required in producing an animated short film. Prereq: MAP 193

MAP 201 Lec: 2 Lab: 3 Cred: 3 FV Audio Techniques II This course covers advanced audio production techniques. Prereq: MAP 101

MAP 202 Lec: 2 Lab: 3 Cred: 3 FV Audio Techniques III This course includes advanced projects in audio recording techniques. Prereq: MAP 201

MAP 204 Lec: 2 Lab: 3 Cred: 3 FV Radio Production II This course covers advanced radio production techniques. Prereq: MAP 104, departmental approval for nondegree-seeking students

MAP 205 Lec: 2 Lab: 3 Cred: 3 FV Radio Production III This course includes advanced projects in radio production. Prereq: MAP 204, departmental approval for nondegree-seeking students

MAP 207 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: MAP 101 and MAP 110

MAP 208 Lec: 2 Lab: 3 Cred: 3 FV Location Sound Recording This course introduces the setup, operation and application of portable sound recording equipment. Prereq: MAP 101

MAP 210 Lec: 2 Lab: 3 Cred: 3 FV Editing II This course covers advanced digital editing techniques. Prereq: MAP 110, departmental approval for nondegree-seeking students

MAP 212 Lec: 2 Lab: 3 Cred: 3 FV Motion Graphics I This course covers the practice and art of creating motion graphics and visual effects for media and film production. Prereq: MAP 112

MAP 213 Lec: 2 Lab: 3 Cred: 3 FV Motion Graphics II This course covers advanced techniques and topics in motion graphics and visual effects for media and film production. Prereq: MAP 212

MAP 222 Lec: 2 Lab: 3 Cred: 3 FV Field Production II This course includes the processes involved in creating and organizing an idea to the final video product. Prereq: MAP 122, MAP 140

MAP 223 Lec: 2 Lab: 3 Cred: 3 FV Interview and Discussion This course covers the techniques for successfully interviewing people, whether for sound bites or for full-length interview programs. Departmental approval for nondegree-seeking students

MAP 224 Lec: 2 Lab: 3 Cred: 3 FV Field Production III This course covers advanced techniques used to create and organize an idea to the final video product. Prereq: MAP 222, departmental approval for nondegree-seeking students

MAP 226 Lec: 2 Lab: 3 Cred: 3 FV Producing and Directing This course covers the planning and execution of production to create video programing across media platforms. Prereq: MAP 110 and MAP 120

Course Descriptions

MAP 243 Lec: 2 Lab: 3 Cred: 3 FV
Script Writing
This course is designed to teach students the techniques of writing for the visual medium. Emphasis will be placed on the split column and screenplay formats. The course will also emphasize the combination of visual images with sound. Prereq: ENG 101 with a minimum grade of C

MAP 250 Lec: 2 Lab: 3 Cred: 3 FV
Studio Production II
This course is a study of advanced studio operations, including camera movements, directing instructions, editing and sequential photography. Prereq: MAP 150

MAP 265 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 media production as well as professional practices of independent, freelance contractors. Prereq: 18 semester hours in FLM and/or MAP courses to include FLM 150

MAP 271 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Media Arts Production I
This course includes supervised production experience at a media production location. Prereq: 18 Hours in MAP courses and departmental approval for nondegree-seeking students

MAP 272 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Media Arts Production II
This course includes supervised production experience at a media production location. Prereq: MAP 271 with a minimum grade of C

MAP 273 Lec: 0 Lab: 12 Cred: 3 FV
SCWE in Media Arts Production III
This course includes supervised production experience at a media production location. Prereq: MAP 272 with a minimum grade of C

MAP 280 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 resumes to meet professional standards. Prereq: Departmental approval

MAP 298 Lec: 2 Lab: 3 Credit: 3 FV
Animation Projects II
This course covers the planning and execution required in producing an animated short film. This course is a continuation of Animation Projects I. Prereq: MAP 193 with a minimum grade of C

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 includes the study of whole numbers, fractions, decimals, ratios, proportions and percents. Concepts are applied to real-world problem solving. (Nondegree credit) Prereq: Appropriate test score

MAT 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics
This course includes the study of integers, rational numbers, percent, basic statistics, measurement, geometry and basic algebra concepts. 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 score

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

Course Descriptions

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.

Prereq: MAT 102 or MAT 153 with a minimum grade of C or appropriate test score; Students who receive credit for MAT 109 may not receive credit for MAT 110.

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 De Moivre’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 score. Students who receive credit for MAT 112 may not receive credit for MAT 109, 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 score

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 score

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

Course Descriptions

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 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, 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 032

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' 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 122 Lec: 1.5 Lab: 1.5 Cred: 2 AH Medical Assisting Lab Procedures I

This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies.

Prereq: MED 102, physical examination, major medical insurance, Hepatitis B vaccine series and current CPR certification

MED 125 Lec: 1.5 Lab: 1.5 Cred: 2 AH Medical Assisting Advanced Laboratory

This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies.

Prereq: AHS 142, MED 122

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 134 Lec: 2 Lab: 0 Cred: 2 AH Medical Assisting Financial Management

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

Prereq: MED 131, MED 135

MED 135 Lec: 1.5 Lab: 1.5 Cred: 2 AH Medical Office Insurance I

This course presents an introduction to health insurance concepts and practices commonly encountered in a medical practice, including a review of anatomy and physiology and the most common coding systems.

Coreq: MED 102

Course Descriptions

MED 136 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Medical Office Insurance II

This course presents a continuation of health insurance concepts commonly encountered in medical practice. Principles of managed care plans and common insurance requirements are presented, including instructions for and practice completing forms for the major insurance providers.

Prereq: MED 131, MED 135

MED 141 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Medical Office Clinical Skills I

This course provides instruction in examination room techniques, vital signs, interviewing, assisting with a physical examination, minor surgery and nutrition.

Prereq: MED 102, AHS 170

MED 142 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Medical Office Clinical Skills II

This course provides a continued study in medical assisting clinical skills with emphasis on pharmacology, dosage calculation and administration, medical specialties and emergencies.

Prereq: AHS 121, MED 141

MED 151 Lec: .5 Lab: 10.5 Cred: 4 AH
Medical Assisting Clinical I

This course provides practical application of administrative and clinical skills in a physician's office or ambulatory setting with emphasis on the student's transition into the role of entry-level medical assistant while under the supervision of a certified medical assistant or qualified employee.

Prereq: MED 125, MED 134, MED 136, MED 142, current CPR certification

MED 152 Lec: .5 Lab: 10.5 Cred: 4 AH
Medical Assisting Clinical II

This course provides a continuation of practical application of administrative and clinical skills in a physician's office or ambulatory setting, allowing students to build on knowledge and skills and to apply them in a setting different from that of their previous clinical experience.

Prereq: MED 151

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 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, psychrometry, air conditioning and heat transfer. Appropriate instrumentation for measuring temperature, pressure, flow, level and related phenomena will be utilized.

Prereq: ENG 101, EGR 110, EGR 290

MET 237 Lec: 3 Lab: 3 Cred: 4 ET
Fluids: Principles and Application

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: EGR 110, EGR 290, ENG 101

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 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.

Course Descriptions

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 140 Lec: 3 Lab: 0 Cred: 3 BT E-Marketing

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on internet marketing fundamentals, strategies, and trends.

Course Descriptions

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, all required immunizations/titers/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.

Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 161 Lec: 2 Lab: 0 Cred: 2 NU Basic Concepts of Pharmacology

This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

Prereq: NUR 104

Coreq: NUR 195

NUR 195 Lec: 2.5 Lab: 4.5 Cred: 4 NU Patient-Centered Nursing Care I

This course focuses on the delivery of patient-centered care to individuals experiencing selected physiological and psychosocial health problems.

Prereq: NUR 104, CPR certification, all required immunizations/titers/test, 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 211, NUR 161

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, ENG 101, PSY 201

Coreq: Completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203

NUR 205 Lec: 2.5 Lab: 4.5 Cred: 4 NU Patient-Centered Nursing Care II

This course focuses on the delivery of patient-centered care to individuals experiencing selected physiological and psychosocial health problems.

Prereq: NUR 195, NUR 161, CPR certification, all required immunizations/titers/test, 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: NUR 105

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 of the student's choice.

Prereq: 16 semester hours in NUR courses to include NUR 104, BIO 211, PSY 203, CPR certification, all required immunizations/titers/ 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.

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; BIO 211, ENG 101, NUR 158 or NUR 201, PSY 203, completion of a PN program, CPR certification, and all required immunizations/titers/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 210 Lec: 2 Lab: 9 Cred: 5 NU
Complex Health Problems

This course expands application of the nursing process in meeting the needs of patients with complex health problems, both physiological and psychosocial.

Prereq: Successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, NUR 105, NUR 161, NUR 195, NUR 205, NUR 208, BIO 225, CPR certification, all required immunizations/titers/tests, including the Hepatitis B 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.

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 206, NUR 210, CPR certification, all required immunizations/titers/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.
Prereq or Coreq: Demonstration of proficiency on the ADN-level exit exam or NUR 216

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 Occupational Therapy

This course focuses on observation and analysis of therapeutic exercise, activities and human occupations across the life span. Course work 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 facilitates continued development of observation and interaction skills in an occupational therapy setting under the guidance and direction of fieldwork supervisors. This course focuses on the psychosocial issues of clients across the life span in various settings.

Prereq: OTA 142

OTA 155 Lec: 2 Lab: 0 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

Course Descriptions

OTA 159 Lec: 1 Lab: 0 Cred: 1 AH
Psychosocial Dysfunction I

This course introduces the role of occupational therapy in mental health and processes related to psychosocial dysfunction, and psychiatric pathologies. Topics include diagnosis classification systems, practice models, group treatment, mental health and emotions, medications and somatic treatments.

Prereq: OTA 101

OTA 161 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Psychosocial Dysfunction II

This course is a continuation of the exploration of psychosocial dysfunction and psychiatric pathologies observed across the life span, as well as occupational therapy implications and interventions.

Prereq: OTA 159

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.

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

Physical Education (PHE)

PHE 102 Lec: 0 Lab: 3 Cred: 1 AH
Weightlifting

This course introduces the principles of weightlifting and the techniques to apply them safely and effectively.

PHE 104 Lec: 0 Lab: 3 Cred: 1 AH
Beginner Aerobics

This course is designed to teach aerobic exercise, including safety and techniques to maximize effectiveness of an exercise program.

Course Descriptions

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.

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 109, PHM 111, PHM 124

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 score. 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.

Course Descriptions

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 among 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. Prereq: ENG 100 with a minimum grade of C

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 life span. 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

Course Descriptions

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 resumé 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.

Course Descriptions

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.

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: CHM 100 or high school chemistry, MAT 110, BIO 210, admission to RAD program
Coreq: RAD 102, RAD 121

RAD 102 Lec: 2 Lab: 0 Cred: 2 AH
Radiology Patient Care Procedures

This course provides a study of the procedures and techniques used in the care of the diagnostic imaging patient.

Prereq: CHM 100 or high school chemistry, MAT 110, BIO 210, admission to RAD program

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: CHM 100 or high school chemistry, MAT 110, BIO 210, admission to RAD program
Coreq: RAD 101, RAD 102

RAD 127 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Procedures in Radiography I

This course provides an introduction to radiographic procedures. Positioning of the chest and abdomen is included.

Prereq: RAD 101, RAD 102, BIO 211
Coreq: RAD 180, RAD 152

RAD 128 Lec: .5 Lab: 1.5 Cred: 1 AH
Procedures in Radiography II

This course provides an introduction to radiographic procedures. Positioning of the shoulder and upper extremities is included.

Prereq: RAD 127
Coreq: RAD 280, RAD 152

RAD 129 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Radiographic Positioning I

This course is a study of radiographic procedures. Positioning of the lower extremities and pelvis is included.

Prereq: RAD 128
Coreq: RAD 181, RAD 165

RAD 139 Lec: 0.5 Lab: 1.5 Cred: 1 AH
Radiographic Positioning II

This course is a study of radiographic procedures. Positioning of the bony thorax and upper spinal column is included.

Prereq: RAD 129
Coreq: RAD 281, RAD 165

RAD 150 Lec: 0 Lab: 12 Cred: 4 AH
Clinical Applications I

This course includes practice of hands-on clinical skills in hospital/outpatient environments.
Redistribution of clinic contact hours is required to maintain total program credits of 86.

Prereq: RAD 165
Coreq: RAD 201, RAD 236

RAD 155 Lec: 0 Lab: 15 Lec: 5 AH
Applied Radiography I

This course introduces the clinical environment of the hospital by providing basic use of the radiographic equipment and routine radiographic procedures.

Prereq: RAD 101, RAD 102, RAD 121
Coreq: RAD 127, RAD 128, RAD 180, RAD 280

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: RAD 155
Coreq: RAD 129, RAD 139, RAD 181, RAD 281

RAD 180 Lec: .5 Lab: 1.5 Cred: 1 AH
Introduction to Radiographic Imaging I

This course provides instruction in the fundamental principles and controlling factors of X-ray and image production.

Prereq: RAD 121
Coreq: RAD 127, RAD 152

Course Descriptions

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.

REL 202: Lec: 3 Lab: 0 Cred: 3 HS The Jewish Tradition

This course is an overview of the development of the Jewish religion and its adherents. Major ideas and trends of the religion from Biblical times to the present will be incorporated.

Prereq: ENG 100

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 to 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 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 140 Lec: 1.5 Lab: 1.5 Cred: 2 AH Introduction to Mechanical Ventilation

This course focuses on theory and techniques used for mechanical ventilation. The student is introduced to protocols and procedures for adjusting mechanical ventilation.

Prereq: RES 131, RES 160, RES 246

Coreq: RES 111, RES 247

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 244

Coreq: RES 152, RES 210, RES 220

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 111, RES 161, RES 244, RES 247, PPD

Coreq: RES 142, RES 210, RES 220

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 131, CPR certification

Coreq: RES 246

RES 161 Lec: 0 Lab: 12 Cred: 4 AH Clinical II

This course covers fundamental respiratory care.

Prereq: RES 160

Coreq: RES 111, 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 235

Coreq: RES 254

Course Descriptions

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 161, RES 244, RES 247
Coreq: RES 142, RES 152, RES 220

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 111, RES 161, RES 244, RES 247
Coreq: RES 142, RES 152, RES 210

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 142, RES 152, RES 210, RES 220
Coreq: RES 253

RES 243 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Advanced Respiratory Skills I
This course incorporates advanced theory of mechanical ventilation. Liberation from mechanical ventilation is explored.
Prereq: RES 111, RES 140, RES 247

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 131
Coreq: RES 160

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 111, RES 161

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 written examination and clinical simulation in preparation for national examinations.
Prereq: RES 205

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
Coreq: RES 235

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

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.

Course Descriptions

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.

SCI 207 Lec: 3 Lab: 0 Cred: 3 Special Topics in Science This course covers special topics in science. Prereq: Departmental approval

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 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 130, SFT 107

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.

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.

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.

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 107, SFT 130

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 101, SFT 107, SFT 130

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.

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, CPR and First Aid

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.

Course Descriptions

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. Prereq: ENG 100 with a minimum grade of C

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 with a minimum grade of C or specified Spanish placement test score

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 score

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 with a minimum grade of C or specified Spanish placement test score

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 with a minimum grade of C or specified Spanish placement test score

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 score or completion of ENG 100 with a minimum grade of C

Course Descriptions

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 score 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 score

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 score 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 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. Prereq: Admission to Veterinary Technology program

Course Descriptions

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 112 Lec: 2 Lab: 0 Cred: 2 AH Veterinary Terminology and Calculations

This course is a study of veterinary medical terminology and pharmacologic and therapeutic calculations for the veterinary technician.

Prereq: Admission to the Veterinary Technology program

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 140

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: VET 112

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 142

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 140

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 101, 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 240

Course Descriptions

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 142, VET 160

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. Coreq: VET 170

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 Non-Ferrous I

This course covers equipment setup and the fundamental techniques for gas metal arc welding on nonferrous metals.

Gainful Employment

Certificate and diploma programs that are eligible for federal financial aid are referred to as “Gainful Employment” programs. The college reports student outcomes for each of these programs. This section includes a listing of the college’s Gainful Employment programs and the disclosure information for each.

Aeronautical Studies

AIRCRAFT ASSEMBLY TECHNOLOGY CERTIFICATE
Program Length: 8 months

Students graduating on time

34% of Title IV students complete the program within 8 months¹

Program Costs*

\$4,624 for in-state tuition and fees
\$5,226 for out-of-state tuition and fees
\$140 for books and supplies
\$5,862 for off-campus room and board
Visit website for more program cost information.²
www.tridenttech.edu/academics/ge/addlcostinfo.htm

*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money

32% of students who attend this program borrow money to pay for it³
The typical graduate leaves with
\$0 in debt⁴
The typical monthly loan payment⁵
\$0 per month in student loans with 6.8% interest rate.
The typical graduate earns⁶
\$32,369 per year after leaving this program

Graduates who got jobs

70% of program graduates got jobs according to the state job placement rate⁷
Program graduates are employed in the following fields:
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
www.onetonline.org/link/summary/51-2011.00

Licensure Requirements⁸

There are no licensure requirements for this profession in:
South Carolina

Additional Information⁹

Date created 1/27/2017

These disclosures are required by the U.S. Department of Education

1. The share of students who completed the program within 100% of normal time (8 months).
2. Other Costs
No other costs provided.
3. The share of students who borrowed federal, private and/or institutional loans to help pay for college
4. The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
5. The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
6. The median earnings of program graduates who received federal aid.
7. State Information

Name of the state this placement rate is calculated for:

South Carolina

Follow the link below to find out who is included in the calculation of this rate:

www.tridenttech.edu/academics/ge/SCSBTCE_Job_Placement_Procedure.htm

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field Positions that recent completers were hired for include: Aircraft Structure, Surfaces, Rigging, and Systems Assemblers

When were the former students employed?

Graduates typically employed within six months of graduating.

How were completers tracked?

South Carolina Department of Employment and Workforce; National Student Clearinghouse; Surveys

8. Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
9. 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.

Area Commission, Administrative Staff and Faculty

Area Commission

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Yvonne J. Barnes, Berkeley County
William A. Blanton, Berkeley County
Jack Y. Harrison, Dorchester County
Franklin J. Medio, Berkeley County
Robert J. Reid, Charleston County
Rutherford P. C. Smith, Dorchester County
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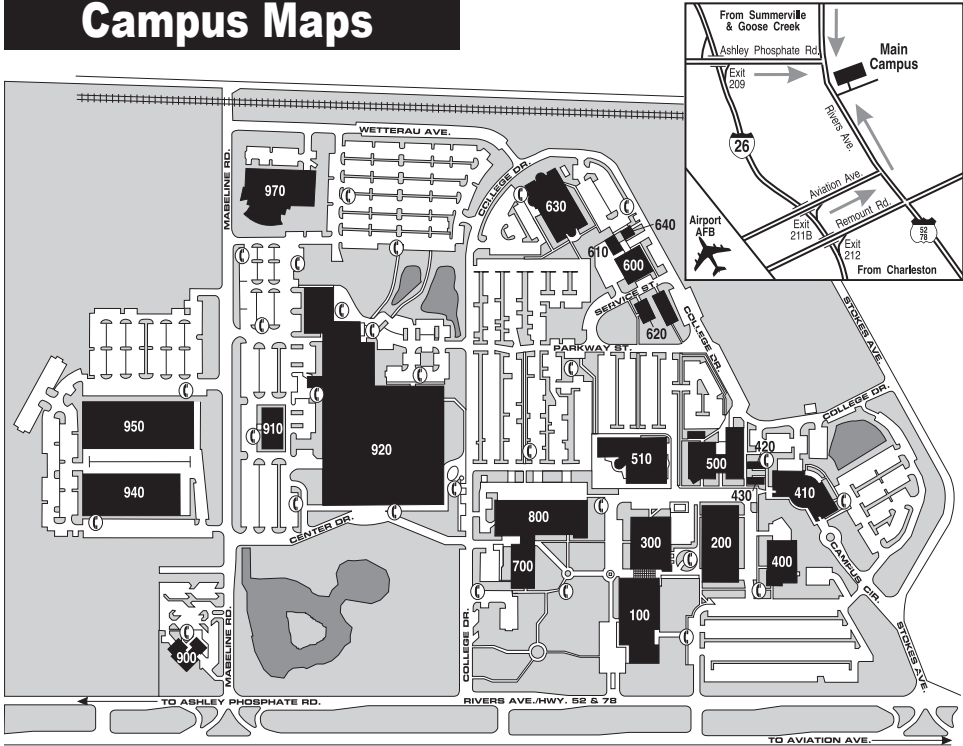
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Campus Maps



Main Campus

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☎ 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** Cooperative Education 177/Humanities and Social Sciences Division Office 111/Public Safety 127/Student Study Room 175
- 200 Business Technology Building** Business Technology Division Office 102/Community, Family and Child Studies Division Office 150/Law-Related Studies Division Office 208
- 300 Science and Math Building** Science and Mathematics Division Office 303/Math3 (tutoring) 350B
- 400 Welding Building**
- 410 Student Center** Admissions 110/Business Office 124/Counseling and Career Development 210/Financial Aid and Veterans Assistance 102/Registrar's Office 110/Services for Students with Disabilities 210/Spot Café 104 and Student Lounge/Student Activities and Student Identification Cards 130/Testing 202/TTC Express Technical Support 126
- 420 Educational Opportunity Center Building**
- 430 Scholars Network Building**

- 500 Communications Technology Building** Orientation Center 134/The Hub 134
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- 600 Facilities Management Building**
- 620 Horticulture Building**
- 630 Health Sciences Building** Health Sciences Division Office 206/Vending and Student Lounge 115
- 640 Music Building**
- 700 Engineering Technology Building** VETS Center 201/Veterans Upward Bound 106
- 800 Industrial Technology Building** Industrial and Engineering Technology Division Office 801/Student Study Room 805/Vending and Student Lounge 810
- 900 Administration Building**
- 910 Continuing Education Center** CE Information 142/CE Registration 102
- 920 Complex for Economic Development** Aeronautical Studies Division Office 816/College Center 107/Computer Center 740/Culinary Institute of Charleston Division Office 112D/The Learning Center 211/Relish Restaurant 301/Vending and Student Lounge 307, 822
- 940 Administration and Training Building** Information Center 300/Recruiting and Student Employment Services 300
- 950 TTC Bookstore** TTC Bookstore 104/Film, Media and Visual Arts Division Office 231/The InterTech Group Wellness Center 117/Student Lounge 115/TTC Café 116
- 970 Nursing and Science Building** /Nursing and Science Resource Center 220/Nursing Division Office 105/Student Study Room 210/TTC Café Self-Service Kiosk and Student Lounge 210

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