

# 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 noncompliance 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

## **Paralegal**

American Bar Association Standing Committee on Paralegals 321 N. Clark St. Chicago, IL 60654

# **Pharmacy Technician**

American Society of Health-System Pharmacists/ Accrediatation Council for Pharmacy Education 7272 Wisconsin Ave. Bethesda, MD 20814

# **Physical Therapist Assistant**

Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax St. Alexandria, VA 22314 703.706.3245 accreditation@apta.org www.capteonline.org

#### Radiologic Technology

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

#### **Respiratory Care**

Commission on Accreditation for Respiratory Care 1248 Harwood Road Bedford, TX 76021-4244

# **Veterinary Technology**

Committee on Veterinary Technician Education and Activities American Veterinary Medical Association 1931 N. Meacham Road, Suite 100 Schaumburg, IL 60173-4630 Dear Student,

Welcome to Trident Technical College! You are joining a very special community of nearly 14,000 students and more than 700 faculty and staff members who have come together to learn and to grow. We are so glad you are here.

Our college community is part of a much larger community that reaches far beyond Charleston, Berkeley and Dorchester counties to impact individuals, businesses and industries on a national



and global scale. Community and business leaders view Trident Tech as a vital source of training and education. In fact, we are often one of the deciding factors when a business locates or expands in our community. In turn, business and industry leaders work with us to ensure that our academic offerings and workforce training are relevant. Using community input, we adjust our curricula so that you are prepared for the next step once you complete your program of study at Trident Tech.

Trident Tech plays an integral role in supporting the economic development of our region and is committed to helping you build your future success—both personally and professionally. Educational needs and workforce demands change, but Trident Tech's role to support and grow our community remains constant. We are here to help you successfully complete your current program of study and will be ready for your return should you need us again for career enhancement and other growth opportunities.

Best wishes for a great college experience and beyond,

Jary Thornley

Mary Thornley, Ed.D.

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# **College Calendar** 2017-2018

# Fall Semester 2017

Registration Day	Aug. 15
Labor Day Holiday (College closed to the public)	Sept. 4
Student Activity Period	Sept. 12
Student Holiday	Oct.10-17
Student Activity Period	Nov. 2
Thanksgiving Holidays (College closed)	Nov. 22-26
Winter Holidays (College closed)	.Dec. 19-Jan. 1

# **Make-up Days for Emergency Closings**

Oct. 10-11, 2017 Dec. 11-12, 2017

#### Fall 1

Registration Begins	June 12
Registration Ends	Aug. 23
Classes Begin	Aug. 21
Drop/Add	Aug. 21-23
Course Evaluation	Sept. 15-Oct. 9
Last Day to Withdraw	Sept. 26
Classes End	Oct. 9

Fall 2	
Registration Begins	June 12
Registration Ends	Oct. 20
Classes Begin	Oct. 18
Drop/Add	Oct. 18-20
Course Evaluation	Nov. 10-Dec. 8
Last Day to Withdraw	Nov. 13
Classes End	Dec. 8

#### Fall Full

Registration Ends	Aug. 25
Classes Begin	Aug. 21
Drop/Add	Aug. 21-25
Course Evaluation	Oct. 18-Dec. 8
Last Day to Withdraw	Nov. 13
Classes End	Dec. 8

Registration Begins ......June 12

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.

# **Spring Semester 2018**

Registration Day
Martin Luther King Holiday (College closed to the public)Jan. 15
Student Activity PeriodJan. 30
Graduation Ceremony Application/Cap and Gown Order DeadlineFeb. 28
Student Holidays Feb. 27-March 10
Student Activity PeriodMarch 27
Awards DayMay 3
GraduationMay 4

# **Make-up Days for Emergency Closings**

Feb. 27-28, 2018 May 30-June 1, 2018

# Spring 1

Oct. 23
Jan. 10
Jan. 8
Jan. 8-10
Feb. 1-26
Feb. 13
Feb. 26

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**

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

Registration Begins......Oct. 23

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 CALENDAR 2017-2018 >>>>>>>>>>>>>>

# Summer Semester 2018

Registration Day	May 22
Memorial Day (College closed to the public)	May 28
Student Activity Period	June 12
Student Holidays	July 2-7
Independence Day Holiday (College closed)	July 4
Student Activity Period	July 18

# **Make-up Days for Emergency Closings**

June 28, 2018 Aug. 8-9, 2018

To reduce energy use, many TTC offices operate on a compressed 40-hour work week during summer and close at noon on Fridays. All classes will meet as scheduled

#### Maymester

Registration Begins	March 15
Registration Ends	May 7
Classes Begin	May 7
Drop/Add	May 7
Course Evaluation	May 15-25
Last Day to Withdraw	May 18
Classes End	May 25

#### Summer 1

Registration Begins	March 15
Registration Ends	May 30
Classes Begin	May 29
Drop/Add	May 29-30
Course Evaluation	June 11-27
Last Day to Withdraw	June 20
Classes End	June 20

#### Summer 2

Registration Begins	March 15
Registration Ends	July 10
Classes Begin	July 9
Drop/Add	July 9-10
Course Evaluation	July 23-Aug. 7
Last Day to Withdraw	July 31
Classes End	Aug. 7

#### **Summer Full**

Registration Begins	March 15
Registration Ends	May 31
Classes Begin	May 29
Drop/Add	May 29-31
Course Evaluation	June 29-Aug. 6
Last Day to Withdraw	July 19
Classes End	Λιια 6

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, twoyear, 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.

#### 19609

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 Café, 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 tridentech 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.

# College Admission Procedures

# Your Checklist for Enrolling at Trident Technical College

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

- If new to TTC, complete the admission application and submit it with the application fee prior to the term or semester in which you plan to enroll.
- Apply for financial aid, starting with the Free Application for Federal Student Aid (FAFSA). TTC also has a number of campus-based scholarships.
- Within a few days of receiving your application, the Admissions office will send you a letter with account information for my.tridenttech.edu email and TTC Express.
   Be sure to log in, as updates and important announcements will only be available through these accounts.
- 4. Complete the application requirements based on your Admit Type (see pages A-15–17). Official proof of high school graduation is required for associate degree programs and most certificate or diploma programs. Check individual diploma and certificate program admission requirements listed under Programs of Study in this Catalog. If you are applying for financial aid, you must provide official high school transcripts to the Admissions office. Your official high school or GED diploma, or high school transcript, verifying completion of high school, and proof of an associate degree or higher from an accredited college are acceptable forms of proof of high school graduation for admission. A high school certificate of completion is not acceptable proof. An applicant under 18 years of age must be a high school graduate or have a GED, or meet the college's early admit or dual credit requirements. You also must submit qualifying scores on the SAT (530 Evidence-Based Reading and Writing; 600 Math), ACT (19 English, 22 math), transferrable course work in English and Math OR you may take the TTC placement test. Proof of a bachelor's

- degree or higher is acceptable proof of English proficiency. You may provide unofficial college transcripts to Admissions to exempt portions or all of the placement test, but official copies are required for transfer credit to be awarded. You also must provide proof of lawful presence in the United States. (See the Verification of Citizenship section of this Catalog for more information).
- Once admitted, complete the new student orientation process at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online at the Orientation Services Web page. Your academic advisor will be assigned to you after the orientation process is completed.
- Contact your academic advisor to schedule an advising session and select your courses.
   Be sure to check the academic calendar for registration deadlines and advisor availability.
- 7. Purchase books for the courses for which you are enrolled.
- Pay tuition and fees or enroll in a payment plan by the fee payment deadline at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online via your TTC Express account.
- 9 Obtain a Student ID card.
- Read all emails from TTC and check your TTC Express account regularly.

# **Verification of Citizenship**

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

# **Application Status**

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

# **Program Admission Requirements**

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

# **Categories of Admission**

**New Applicant:** You are a *new applicant* if you have NEVER applied to TTC.

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

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

# **Admit Types**

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

First-Time Transfer: You are a first-time transfer student if you have previously taken courses from any other approved, regionally accredited postsecondary institution, and this is your first enrollment at TTC. (See Advanced Standing: College Transfer Credit for information on how to obtain credit for courses from prior colleges, page A-18.)

**Returning:** If you have taken classes at TTC since 1985 but have not been enrolled in the past three semesters, you are a readmit student and will need to submit a Student Information Update form to have your TTC student status updated. If you have not taken classes since 1985, you will need to submit a new application for admission. Contact the Registrar's office at 843.574.6129 for more information.

**Nondegree:** You are a nondegree student if you plan to take courses at TTC without seeking a degree, certificate or diploma from TTC.

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

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

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

# Students with Special Admission Requirements

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

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

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

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

<sup>\*</sup>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 instate tri-county 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. Walkin 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:

- 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.
- 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.
- 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.

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**

Numerical Scale
91-100
81-90
71-80
65-70
Below 65

Grade	2	Used in GPA Calculations	Earns Credit Hours	Grade Points Carried for Each edit Hour
	Excellent	Yes		
A			Yes	4
В	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. The tuition and fees charged by the college are directly affected by the action of the legislature and are, therefore, subject to change without notice.

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

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

# **Classification of Students**

Student Status

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

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

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

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

#### **Financial Aid Student Classification**

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

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

# Residency

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

A dependent student seeking classification as a South Carolina resident will not be automatically disqualified from receiving instate tri-county tuition because of the citizenship or immigration status of their parent(s) or guardian(s). Staff should advise students that the immigration or citizenship status of a student's parents(s) or guardian(s) will

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. In such cases, staff should work with the student to obtain alternate proof of the parents' residence and domicile in South Carolina, including but not limited to the other 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; rather, in all cases, regardless of the citizenship or immigration status of the parents or guardians, staff shall 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

#### **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. Senior citizens need to contact the Business office prior to registration and complete the certification form.

#### 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. The amount of the refund is based upon your official withdrawal from courses or reduction in enrolled hours. To officially withdraw from courses, you must submit a Course Withdrawal Form to the Registrar's office or withdraw via TTC Express within the advertised withdrawal period.

Refunds will take approximately 3-4 weeks to process.

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

# **Repayment of Federal Financial Aid**

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

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

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

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

# **Veterans Tuition Payments**

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

# **Veterans and Overpayments**

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

# **Additional Fees and Charges**

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

# Fees

Application Fee: \$30 due with application

Credit by Exam Fee: \$45

Student ID Card Fee: \$5 for replacement ID;

first card no charge

**Student Official Transcript Fee:** \$10 per

transcript

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

# **Debts Owed to the College**

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

# **Financial Aid**

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

# **Types of Financial Aid**

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

# **Eligibility for Financial Aid**

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

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

# **Important Dates**

Dates for applying for financial aid are published for each semester. You should apply for financial aid by completing your FAFSA and having your Student Aid Report sent to TTC prior to the semester in which you plan to enroll. Any documents requested by the Financial Aid office should be submitted to TTC's Financial Aid office as soon as possible after the request. This will allow your financial aid to

be processed so that any eligible financial aid will be available prior to the beginning of the semester when you plan to enroll. All documents become the property of TTC and will not be returned to or copied for the student. If you submit your FAFSA after the published date, you should be prepared to pay your tuition and fees and purchase books by the fee payment deadline for the semester. Your financial aid will be processed in the order in which your Student Aid Report and additional required documents are received. You will be reimbursed if you are eligible for any financial aid. If you pay tuition and fees then become eligible for any financial aid, you will receive a refund after the financial aid credit applies to your account.

# **Applying for Financial Aid**

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

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

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

letter, if eligible, specifying the amount of financial aid you are eligible to receive.

# **Financial Aid and Withdrawal**

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

You will be ineligible to receive federal financial aid at any college or university until you repay the debt. You will not be able to continue attending TTC until you satisfy the debt owed to the college either by paying all of the funds or making payment arrangements.

It is very important for you to consider the financial implications of withdrawing or not attending all of your classes. Withdrawing from classes could cause you to lose financial aid eligibility for failure to maintain Satisfactory Academic Progress (SAP). TTC's SAP policy is available in the student portal.

#### Cost of Attendance for Nine Months

The Cost of Attendance (COA) establishes your financial need. It sets a limit on the amount of aid you may receive. The COA is an estimate of a student's total educational expenses. The COA is different for each category (dependent/independent; in county/out of county/out of state). Costs may vary according to individual circumstances and choices. Note: See academic year updates on TTC's website in the Financial Aid section.

# **Federal Pell Grant**

Pell Grant provides financial assistance to those who demonstrate financial need. The Pell Grant is intended to be the floor of a financial aid package and may be combined with other forms of aid to help meet the costs of education. Any student working toward an eligible degree/diploma/certificate may be eligible for the Pell Grant, depending on the number of semesters attending, the number of credit hours enrolled each semester, and eligibility as calculated by the Department of Education. A FAFSA must be completed to determine eligibility.

# Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grant (FSEOG) program provides additional assistance for qualified students who demonstrate financial needs beyond the Pell Grant. FSEOG recipients must be eligible for a Pell Grant. Funds are limited and are awarded on a first-come, first served basis until depleted.

#### South Carolina Need-Based Grant

South Carolina Need-Based Grant is available to Pell eligible South Carolina residents who are seeking their first undergraduate degree. Students must maintain a minimum 2.0 cumulative GPA to receive the grant. Awards are made on a first-come, first-served basis until depleted. A South Carolina Need-Based Grant affidavit must be completed before any funds can be paid to the student's account.

# **Federal Work-Study Program**

Federal Work-Study (FWS) provides part-time employment opportunities to defray educational expenses. FWS jobs are assigned on a first-come, first-served basis. The number of hours assigned is determined by financial need as well as the student's ability to maintain a good academic standing. The number of jobs available is based upon the funds allocated by the federal government for the year. To be eligible for FWS, students must be enrolled in at least six semester credit hours, maintain a 2.0 cumulative GPA. Funds are paid directly to the student monthly to assist with daily expenses.

# **Institutional Work-Study**

A limited number of Institutional Work-Study (IWS) positions are also available. IWS applicants do not have to demonstrate financial need but must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA. Contact the Student Employment office at Main Campus to apply for IWS.

#### Student Loans

Student loans are available to students enrolled at least half-time (six credit hours) in an eligible program. Federal student loans accrue interest and require payment of principle, fees and interest. See TTC's website for additional information.

The interest rate is variable and set each year on July 1. Students must sign the federal Master Promissory note and successfully complete the federal entrance loan counseling session to accept a student loan and borrow loan funds. Loan repayment begins six months after the student is not enrolled at least half-time (six credit hours).

Loans are either subsidized or unsubsidized. To qualify for a subsidized loan, a student must

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 (SCNBG)**	Federal Work- Study (FWS)	
Who's Eligible to Apply	Students who have proven a financial need and have never received a bachelor's degree. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.	Students carrying at least six semester credit hours who have a proven need and who show academic promise. Must have Pell Grant eligibility.	Students must be South Carolina residents, maintain a 2.0 cumulative GPA, carry at least six credit hours, and not have a bachelor's or associate degree or be working on a second certificate or diploma program of study.	Students carrying at least six semester credit hours who have a proven financial need. Must be a U.S. citizen or permanent resident, pass the Selective Service match and not be in over payment or in default on student loans.	
Award	Based on federal guidelines, fall and spring or summer	Varies	Varies	Paid by the hour	
How to Apply	Complete the Free Application for Federal Student Aid (FAFSA). For the South Carolina Need-Dased				
	Apply for and be accepted for admission to TTC as a regular, degree-seeking student.     Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov and list TTC to receive the information (code 004920).     Submit the completed FAFSA form online. In two to four weeks you will receive a Student Aid Report				

- 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.

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.

<sup>\*\*</sup>Grants do not require repayment. \*\*\*Loans must be repaid.

# **Financial Aid Criteria**

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

<sup>\*\*\*</sup>Loans must be repaid.

#### Enrollment for Financial Aid:

TTC awards financial aid based on credit hours per term of enrollment at the end of Drop/Add. No adjustments to the student's awards will occur based on changes after Drop/Add unless a class is cancelled by the college or the student withdraws.

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

#### B. Exclusions

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

#### II. Procedural Guidelines

- A. Applicants for permanent and adjunct faculty vacancies will proceed through the college's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The Committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the Committee through the performance of the following minimum proficiency exercises:
  - Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.
  - 2. Conducting an oral instructional presentation for a time period equivalent

to a class period and related to the subject area. At least half of the presentation should use the lecture method.

**C.** The Committee will include representatives from the following:

One representative from the Vice President for Academic Affairs office; One representative from Developmental Studies Reading;

One representative from curriculum English;

One representative from Employee Relations.

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

- D. Any grievances under this procedure are to be filed with the office of the vice president for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in Sections I and II.
- E. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action.
- F. A permanent instructor judged deficient by the Committee will be given 120 calendar days to develop sufficient skills to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
- **G.** Any adjunct instructor judged deficient by the Committee may be immediately terminated.
- H. The college's Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

# Confidentiality of Student Records

#### **Annual Notice to Students**

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

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

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

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

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

# 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.

## **Statewide Articulation of 86 Courses**

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

#### Statewide Transfer Blocks

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

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

Any student who has completed either an associate in arts or associate in science degree program at any public two-year South Carolina institution which contains the total course work found in the Arts, Humanities and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only

to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each transfer block, see www.che.sc.gov/institutionsEducators.aspx/
AcademicPolicies,Programs/
AcademicTransferArticulation.aspx.

# Assurance of Transferability of Course Work Covered by the Transfer Policy

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

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

# **Assurance of Quality**

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

#### **Transfer Officers**

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

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

# Statewide Publication and Distribution of Information on Transfer

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

- A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina
- B. Refer interested parties to www.sctrac.org as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

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

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

# **Public Safety Services**

# **Public Safety Officers**

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

# **Public Safety Services**

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

- 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:

 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.)

- 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.
- EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
- EAS Web: Alerts posted on TTC's website (www.tridenttech.edu) and TTC's Facebook page.
- 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**

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

# **Public Safety Department Programs**

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

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

#### **Crime Prevention**

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

## **Escorts to Your Vehicle**

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

# S.C. Sex Offenders Registry

Information on all registered adult sex offenders (age 17 and older) is available on the S.C. Sex Offenders Registry website. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct with minors, first 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
- 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 vou.

# 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 SERVICES >>>>>>>>>>>>>>>>>>>

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

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

- Upon learning of a rape, the vice president for Student Services (or designee) will contact you to offer the services of several Student Services departments. Any information you provide will be kept in the strictest of confidence.
- In the event you want the college to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the vice president for Student Services, who will start college disciplinary processes. You will be invited, but not required, to meet with the vice president for Student Services to discuss the college's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the vice president for Student Services, sanctions may be imposed. If the vice president for Student Services recommends a temporary suspension, suspension (from the college), or expulsion (from the college), an administrative hearing may be scheduled.

You will have the option to attend the administrative hearing and provide testimony regarding the attack. The vice president for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.

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

# Victim's Rights

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

# **Rights of the Referred Student**

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

# **How the College Can Help**

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

# Emergency Numbers\* Public Safety

Off Campus	843.574.6911
On Campus	6911

	Police/Fire/EMS	Nonemergency
City of North Chas. Police	911	843.740.2800
Berkeley Co. Sheriff	911	843.577.9562
City of Chas. Police	911	843.577.7434
Charleston Co. Sheriff	911	843.202.1700
Dorchester Co. Sheriff	911	843.832.0300
(Summerville)		
Dorchester Co. Sheriff	911	843.563.0300
(St. George)		
Town of Mount Pleasant Po	lice 911	843.884.4176
Summerville Police	911	843.871.2463

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

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

# Sexual Harassment Procedure

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

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

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

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

TTC's policy 8-2-0 and procedure 8-2-1, both titled Sexual Harassment and Related Unprofessional Conduct, are available for review in the campus libraries and in the offices of vice presidents, deans and directors.

# 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 degreegranting 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

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

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.

# **Associate Degree Competencies/Core Curriculum**

# **Associate Degree Requirements**

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

# **Technology Requirement**

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

# **General Education Core Curriculum** Requirements

# Rationale

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

# **General Education Competencies**

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

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

# **General Education Requirements**

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

English Composition I

3

#### 1. Communication

ENG 101

ENG 101	Eligiish Composition i	3
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
2. Humaniti	ies	
ART 101	Art History and Appreciation	3
ART 105	Film as Art	3
ART 107	History of Early Western Art	3
ART 108	History of Western Art	3
ART 210	History of Graphic Design	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 104	World History I	3
HIS 105	World History II	3
HIS 201	American History: Discovery	
	to 1877	3
HIS 202	American History: 1877 to Present	3
HSS 110	History of Ideas	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 110	Ethics	3
REL 101	Introduction to Religion	3
THE 101	Introduction to Theater	3
3. Behavior	al/Social Sciences	
ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSC 220	Introduction to International	
	Relations	3
DCV 201	Camaral Davishalagu	2

General Psychology

Introduction to Sociology

3

PSY 201

SOC 101

#### 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.

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
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.



# **Aeronautical Studies**

## **Overview**

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

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

# **General Information**

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

# **Cancellation Policy**

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

# Programs of Study Associate Degree Programs

Associate Degree Programs
Aircraft Maintenance Technology

General Technology

Avionics Maintenance Technology

#### **Certificate Programs**

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

# Aircraft Maintenance Technology

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

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

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

## Recommended Sequence of Courses First Semester – Fall

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

#### Second Semester - Spring

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

### Third Semester - Summer

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

Total 15

					-
Fourth Sen	nester – Fall		Avionics	Maintenance Technology	
ACM 170	Aircraft Electrical Systems	4			
ACM 172	Aircraft Fuel Systems	1	Course D	ispiay	
ACM 174	Airframe Inspection	1	Cana Cumia	l Damiinamanta	
ACM 201	Lubricating Systems	2	CORE CURRIC	ulum Requirements	_
ACM 205	Ignition and Starting Systems	3		Introduction to Computers	-
ACM 245	Powerplant Fuel Systems	4	ENG 101	English Composition I	-
	Tota	l 15	REQ HUM	Select one course from Humanities	,
-14.1			DECLIAT	listing on page B-3	-
	ster – Spring		REQ MAT	Select one math course from	
ACM 220	Turbine Engines	3		Mathematics/Natural Sciences listing	g
ACM 234	Propellers and Components	4	DEO GGG	on page B-4	-
ACM 240	Engine Electrical Instrumentation		REQ SSC	Select one course from Behavioral/	_
	and Fire Protection	3		Social Sciences listing on page B-3	-
ACM 250	Induction Cooling and Exhaust	3	Primary Pat	th	
REQ MAT	Select one math course from		AVT 101	Basic Electricity for Avionics	_
	Mathematics/Natural Sciences listi	_	AVT 105	Aircraft Electricity for Avionics	_
	on page B-4	3	AVT 110	Aircraft Electronic Circuits	_
	Tota	I 16	AVT 115	Aircraft Digital Circuits	1
Sixth Seme	ster – Summer		AVT 120	Aviation Electronic Communication	1S 4
ACM 210	Reciprocating Engine Overhaul	4	AVT 125	Aviation Data Communications	3
ACM 212	Engine Installation	3	AVT 140	Avionics Standard Practices	3
ACM 226	Engine Inspection	1	AVT 145	Avionics Circuit Repair	3
CPT 101	Introduction to Computers	3	AVT 150	Aircraft Navigation Systems	3
ENG 101	English Composition I	3	AVT 155	Aircraft Pulse Systems	3
2110 101	Tota	l 14	AVT 160	Aircraft Radar Systems	3
			AVT 165	Avionics General Regulations	2
_			AVT 170	Avionics Program and Test Review	1
Genera	al Technology			-	
			Secondary		
Associate i	n Applied Science			e suggested courses. Other courses	
<b>Credit Requ</b>	uirements: 68 Semester Credit Hoເ	ırs		stituted from other primary technical	
This prog	gram allows students to select course		programs. S	ee your program advisor.)	
work necess	sary to become multi-skilled technici	ans	ACM 101	General Regulations	2
in the field of	of avionics maintenance. All students		ACM 102	Aviation Sciences	3
develop skil	ls that include installation and		ACM 110	Aircraft Drawings	1
maintenance	e of aviation electrical and electronic		ACM 115	Ground Handling and Servicing	3
systems nee	ded to keep aircraft flying safely. In		ACM 120	Materials and Corrosion Control	4

systems needed to keep aircraft flying safely. In addition, students choose a secondary specialty focused either on aircraft assembly or aircraft maintenance.

# Secondary Technical Specialty – Aircraft Assembly

## 13 credit hours

AMF 109	Aircraft Materials and Hand Tools	3
AMF 110	Corrosion Control and Sealing	
	Applications	2
AMF 132	Aircraft Sheet Metal Assembly	3
AMF 137	Aircraft Composite Structures	3
AMF 142	Airframe Auxiliary Systems	2

4

4 3 3

2

# Avionics Maintenance Technology Career Path

## Credit Requirements: 68 Semester Credit Hours Recommended Sequence of Courses

First Semester – Fall					
AVT 101	Basic Electricity for Avionics	4			
AVT 110	Aircraft Electronic Circuits	4			
AVT 115	Aircraft Digital Circuits	3			
AVT 145	Avionics Circuit Repair	3			
		Total 14			

#### Second Semester - Spring

Aircraft Electricity for Avionics	
<ol> <li>Aviation Electronic Communication</li> </ol>	S
Aviation Data Communications	
Avionics Standard Practices	
Avionics General Regulations	
Total	1

#### Third Semester - Summer

AVT 150	Aircraft Navigation Systems	3
AVT 155	Aircraft Pulse Systems	3
AVT 160	Aircraft Radar Systems	3
AVT 170	Avionics Program and Test Review	1
	Total	10

#### Fourth Semester - Fall

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

#### or

Fourth Sem	ester – Fall	
*AMF 109	Aircraft Materials and Hand Tools	3
*AMF 110	Corrosion Control and Sealing	
	Applications	2
*AMF 132	Aircraft Sheet Metal Assembly	3
*AMF 137	Aircraft Composite Structures	3
*AMF 142	Airframe Auxiliary Systems	2
	Tota	l 13

#### Fifth Semester - Spring

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

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

# Aircraft Assembly Technology

# Certificate in Applied Science Credit Requirements: 26 Semester Credit Hours

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

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old; however, some employers in this field require high school graduation or GED.

# Recommended Sequence of Courses First Semester

AMF 110	Corrosion Control and Sealing	
	Applications	2
AMF 116	Aircraft Fluid Lines	2
	Tota	13

#### **Second Semester**

Decoma ben	ieste:	
AMF 132	Aircraft Sheet Metal Assembly	3
AMF 137	Aircraft Composite Structures	3
AMF 142	Airframe Auxiliary Systems	2
AMF 147	Aviation Electrical Systems	3
AMF 152	Aircraft Flight Control Systems	2
	T.	4-143

Total 13

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

# Aircraft Maintenance Airframe

# Certificate in Applied Science Credit Requirements: 29 Semester Credit Hours

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

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

## Recommended Sequence of Courses First Semester – Spring

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

#### Second Semester - Summer

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

#### Third Semester - Fall

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

# Aircraft Maintenance General

## Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours

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

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

#### Recommended Sequence of Courses First Semester – Fall

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

#### Total 17

#### Second Semester - Spring

ACM 114	Fluid Lines and Fittings	1
		Total 1

# Aircraft Maintenance Powerplant

# Certificate in Applied Science Credit Requirements: 30 Semester Credit Hours

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

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

Recommen	ded Sequence of Courses		Second Se	mester – Spring
First Semes	ster – Fall		AVT 105	Aircraft Electricity for Avionics 4
ACM 201	Lubricating Systems	2	AVT 120	Aviation Electronic Communications 4
ACM 205	Ignition and Starting Systems	3	AVT 125	Aviation Data Communications 3
ACM 245	Powerplant Fuel Systems	4	AVT 140	Avionics Standard Practices 3
		Total 9	AVT 165	Avionics General Regulations 2
				Total 16
Second Ser	nester – Spring			
ACM 220	Turbine Engines	3	Third Semo	ester – Summer
ACM 234	Propellers and Components	4	AVT 150	Aircraft Navigation Systems 3
ACM 240	Engine Electrical Instrumentation	on and	AVT 155	Aircraft Pulse Systems 3
	Fire Protection	3	AVT 160	Aircraft Radar Systems 3
ACM 250	Induction Cooling and Exhaust	3	AVT 170	Avionics Program and Test Review 1
	T	otal 13		Total 10
Third Seme	ester – Summer			formation about the educational debt, earnings,
ACM 210	Reciprocating Engine Overhaul	4	and completi- can be found	on rates of students who attended this program
ACM 212	Engine Installation	3	can be found	in section D.
ACM 226	Engine Inspection	1		
		Total 8		

# Avionics Maintenance Technology

# Certificate in Applied Science Credit Requirements: 40 Semester Credit Hours

This certificate prepares the student to sit for the certification exams required by the Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) to become certified avionics maintenance technicians. Students will gain the skills needed to exceed employer expectations. Instruction includes installation, maintenance, troubleshooting and calibration of systems related to navigation, communication, power generation and other critical electrical, electronic and ancillary systems required to keep aircraft flying safely.

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

#### Recommended Sequence of Courses First Semester – Fall

AVT 101	Basic Electricity for Avionics	4
AVT 110	Aircraft Electronic Circuits	4
AVT 115	Aircraft Digital Circuits	3
AVT 145	Avionics Circuit Repair	3
	•	Total 14



# **Business Technology**

## **Overview**

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

# **General Information**

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

# **Cancellation Policy**

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

# **Programs of Study**

#### **Associate Degree Programs**

Accounting

Administrative Office Technology

**Business Administation** 

Customer Service

International Business

Marketing

Small Business/Entrepreneurship

Computer Technology

Computer Programming

Information Systems Specialist

Management

**Business Information Systems** 

Corporate Quality

Fire Service

Human Resources

Leadership Development

Supply-Chain Management

Transportation and Logistics

Network Systems Management

#### **Certificate Programs**

Bookkeeping

**Business Information Systems** 

Cisco Certified Network Associate

CompTIA Systems Specialist

Cybersecurity

**Database Administrator** 

Enterprise Network Administrator

International Business

Internet Programming

Leadership Development

Linux Systems Administration

Medical Office Specialist

Microcomputer Business Applications

Microcomputer Expert User

Microcomputer Programming

Microsoft Network Solutions Associate

Microsoft Network Solutions Expert

Network Security

Professional Accountancy

Small Business/Entrepreneurship

Transportation and Logistics

Virtualization and Cloud Computing

# **Accounting**

## Associate in Applied Science Credit Requirements: 69 Semester Credit Hours

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

#### Recommended Sequence of Courses First Semester

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

#### Second Semester

5000110150111		
ACC 102	Accounting Principles II	3
ACC 112	Organizational Accounting	3
ACC 124	Individual Tax Procedures	3
ACC 226	Tax Audit and Research	3
ACC 240	Computerized Accounting	3
		Total 15

				iY >>>>>>>>	
Third Seme	ester		Second Ser	nester	
ACC 201	Intermediate Accounting I	3	AOT 134	Office Communications	3
ACC 245	Accounting Applications	3	CPT 174	Microcomputer Spreadsheets	3
BUS 121	Business Law I	3	CPT 179	Microcomputer Word Processing	3
MGT 120	Small Business Management	3	CPT 290	Microcomputer Multimedia Concep	
		Total 12		and Applications	3
Fourth Sen	nester			Total	12
ACC 202	Intermediate Accounting II	3	Third Seme	ester	
ACC 221	Corporate Taxation	3	AOT 161	Records Management	3
ACC 260	Auditing	3	PHI 110	Ethics	3
MAT 120	Probability and Statistics	3	ELE AOT	Select one course from AOT	
PHI 110	Ethics	3		Electives	3
	,	Total 15	REQ SSC	Select one course from Behavioral/	
Fifth Seme	stor			Social Sciences listing on page B-3	
ACC 203	Intermediate Accounting III	3		Total	12
ACC 265	Not-for-Profit Accounting	3	Fourth Sen	nester	
ACC 275	Selected Topics in Accounting		AOT 137	Office Accounting	3
ECO 210	Macroeconomics	3	AOT 234	Administrative Office	
ENG 102	English Composition II	3		Communication	3
or			AOT 251	Administrative Systems and	
ENG 260	Advanced Technical			Procedures	3
	Communications	3	or		
	•	Total 15	AOT 252	Medical Systems and Procedures	3
			CPT 172	Microcomputer Database	3
Admir	istrative Office		MKT 130	Customer Service Principles	3
Auiiiii	iistiative office			Total	15
Techn	ology		Fifth Seme	ster	
1001111	ology		AOT 256	Office Management Skills	3
Associate i	n Applied Science		AOT 265	Office Desktop Publishing	3
	inistration Career Path		AOT 267	Integrated Information Processing	3
	uirements: 66 Semester Credit		CPT 270	Advanced Microcomputer	
	ninistrative Office Technology pr			Applications	
	idents for office work in business			<b>-</b>	3
				Total	
	edical or legal offices. Students w	ho have	Administra		
successfully	edical or legal offices. Students was completed the Certified Profess	ho have	Administra ACC 150	Total tive Office Technology Electives Payroll Accounting (ACC 101	
successfully Secretaries	edical or legal offices. Students w completed the Certified Profess exam or the Certified Administra	ho have ional tive		tive Office Technology Electives	<b>12</b> 3
successfully Secretaries Professiona	edical or legal offices. Students was completed the Certified Profess exam or the Certified Administral exam may receive semester cre	ho have ional tive		tive Office Technology Electives Payroll Accounting (ACC 101	3 3
successfully Secretaries Professiona the departm	edical or legal offices. Students was completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.	ho have ional tive	ACC 150	Payroll Accounting (ACC 101 prerequisite)	<b>12</b> 3
successfully Secretaries Professiona the departm	edical or legal offices. Students was completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.	ho have ional tive	ACC 150  AHS 104 BUS 110 BUS 121	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I	3 3 3 3
successfully Secretaries Professiona the departm Recommer First Seme	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.	who have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing	3 3 3 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting	who have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International	3 3 3 3 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110 BUS 101	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business	who have ional tive dit. See	ACC 150  AHS 104  BUS 110  BUS 121  BUS 176  BUS 250	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business	3 3 3 3 3 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110 BUS 101 CPT 101	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creates the ead for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers	who have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin	3 3 3 3 3 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110 BUS 101 CPT 101 ENG 101	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creates the each for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience	3 3 3 3 3 3 9 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110 BUS 101 CPT 101 ENG 101 MAT 120	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creates the ead for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers	who have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I	3 3 3 3 3 3 3 4
successfully Secretaries Professiona the departm Recommer First Seme AOT 110 BUS 101 CPT 101 ENG 101 MAT 120 or	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creates the head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I Probability and Statistics	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101 FRE 102	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I Elementary French II	3 3 3 3 3 3 9 3
successfully Secretaries Professiona the departm Recommer First Semes AOT 110 BUS 101 CPT 101 ENG 101 MAT 120	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I Probability and Statistics  Contemporary Mathematics	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I Elementary French II Elementary German I	3 3 3 3 3 3 3 3 3 4 4
successfully Secretaries Professiona the departm Recommer First Seme AOT 110 BUS 101 CPT 101 ENG 101 MAT 120 or	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I Probability and Statistics  Contemporary Mathematics	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101 FRE 102 GER 101	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I Elementary French II	3 3 3 3 3 3 3 4 4 4 4
successfully Secretaries Professiona the departm Recommer First Seme AOT 110 BUS 101 CPT 101 ENG 101 MAT 120 or	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I Probability and Statistics  Contemporary Mathematics	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101 FRE 102 GER 101 GER 102	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I Elementary French II Elementary German I Elementary German II Leadership Development Marketing	3 3 3 3 3 3 3 4 4 4 4 3 3 3
successfully Secretaries Professiona the departm Recommer First Seme AOT 110 BUS 101 CPT 101 ENG 101 MAT 120 or	edical or legal offices. Students way completed the Certified Profess exam or the Certified Administral exam may receive semester creatent head for more information.  Inded Sequence of Courses ster  Document Formatting Introduction to Business Introduction to Computers English Composition I Probability and Statistics  Contemporary Mathematics	cho have ional tive dit. See	ACC 150  AHS 104 BUS 110 BUS 121 BUS 176 BUS 250  CPT 162 CWE FRE 101 FRE 102 GER 101 GER 102 IDS 201	Payroll Accounting (ACC 101 prerequisite) Medical Vocabulary/Anatomy Entrepreneurship Business Law I International Marketing Introduction to International Business Introduction to Web Page Publishin Cooperative Work Experience Elementary French I Elementary French II Elementary German I Elementary German II Leadership Development	3 3 3 3 3 3 3 3 4 4 4 4 4 3

#### 3 MKT 240 Advertising Fourth Semester - Fall SPA 101 Elementary Spanish I 4 **BAF 101** Personal Finance 3 Elementary Spanish II SPA 102 4 CPT 282 3 Information Systems Security SPA 155 Technical Spanish I 4 ECO 210 Macroeconomics 3 Export/Import 3 TRL 106 ECO 211 Microeconomics 3 MKT 135 Customer Service Techniques 3 **Business Administration** MKT 260 Marketing Management 3 Total 15 Associate in Applied Science **Customer Service Career Path** Fifth Semester - Spring Credit Requirements: 69 Semester Credit Hours 3 BUS 112 Service Management Systems The General Business/Customer Service career Human Resource Management 3 MGT 201 path prepares students for careers in service-related MGT 255 Organizational Behavior 3 industries, including the fundamentals of customer MKT 250 Consumer Behavior 3 service and the makeup of service businesses. ELE BMT Select one course from Business/ Students will study customer relationship Management Electives on page B-19 3 management, process standards, measurement Total 15 systems and the importance of human assets in a firm's internal network along with the philosophy of **Business Administration** customer service. **Recommended Sequence of Courses Associate in Applied Science** First Semester - Fall International Business Career Path **BUS 101** Introduction to Business 3 Credit Requirements: 69 Semester Credit Hours 3 **CPT 101** Introduction to Computers The General Business/International Business career path prepares students for careers in the or 3 **CPT 102 Basic Computer Concepts** international business environment. This career path English Composition I 3 ENG 101 includes studies in the global aspects of business, 3 MAT 120 Probability and Statistics marketing, economics and management, and their or applications to the international arena. MAT 155 Contemporary Mathematics 3 **Recommended Sequence of Courses** Total 12 First Semester - Fall Second Semester - Spring **BUS 101** Introduction to Business 3 Accounting Principles I 3 ACC 101 CPT 101 Introduction to Computers 3 Principles of Management 3 MGT 101 ۸r 3 MGT 270 Managerial Communication CPT 102 **Basic Computer Concepts** 3 Marketing MKT 101 3 **English Composition I** ENG 101 3 REO HUM Select one course from Humanities MAT 120 Probability and Statistics 3 listing on page B-3 3 or Total 15 **MAT 155** Contemporary Mathematics 3 Total 12 Third Semester - Summer Business Law I 3 **BUS 121** Second Semester - Spring 3 **BUS 220 Business Ethics** ACC 101 Accounting Principles I 3 3 MKT 120 Sales Principles ECO 210 Macroeconomics 3 MKT 130 Customer Service Principles 3 or Total 12 ECO 211 Microeconomics 3 REQ HUM Select one course from Humanities listing on page B-3 3 MGT 101 Principles of Management 3 3 MKT 101 Marketing

Total 15

Third Seme	ster – Summer		Second Sen	nester – Spring	
BUS 121	Business Law I	3	ACC 101	Accounting Principles I	3
BUS 250	Introduction to International		ECO 210	Macroeconomics	3
	Business	3	or		
ECO 207	International Economics	3	ECO 211	Microeconomics	3
PSC 220	Introduction to International		MGT 101	Principles of Management	3
	Relations	3	MKT 101	Marketing	3
	Т	otal 12	REQ HUM	Select one course from Humaniti	es
				listing on page B-3	3
<b>Fourth Sem</b>	nester – Fall				tal 15
BAF 101	Personal Finance	3			
BUS 220	Business Ethics	3		ster – Summer	_
CPT 282	Information Systems Security	3	BUS 121	Business Law I	3
MGT 270	Managerial Communication	3	MGT 255	Organizational Behavior	3
TRL 106	Export/Import	3	MKT 110	Retailing	3
	1 1	otal 15	MKT 260	Marketing Management	3
				Tot	tal 12
Fifth Seme	ster – Spring		Fourth Sem	ester – Fall	
BUS 176	International Marketing	3	BAF 101	Personal Finance	3
MGT 201	Human Resource Management		BUS 220	Business Ethics	3
MGT 240	Management Decision Making		CPT 282	Information Systems Security	
MGT 255	Organizational Behavior	3	MKT 120	Sales Principles	3
ELE BMT	Select one course from Busines		MKT 130	Customer Service Principles	3
	Management Electives on page		or	1	
	T	otal 15	MKT 135	Customer Service Techniques	3
_					tal 15
Busine	ess Administration	1	=:c.1 c		
		-		ster – Spring	~
Associate in	n Applied Science		MGT 270	Managerial Communication	3

# **Marketing Career Path**

### Credit Requirements: 69 Semester Credit Hours

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

## **Recommended Sequence of Courses** First Semester - Fall

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

Total 12

3

3

3

3

3

3

MGT 270	Managerial Communication	3
MKT 140	E-Marketing	3
MKT 245	Promotional Strategies	3
MKT 250	Consumer Behavior	3
ELE BMT	Select one course from Business/	
	Management Electives on page B-19	3
	T . 14	-

Total 15

# **Business Administration**

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

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

#### **Recommended Sequence of Courses** FRE 101 Elementary French I 4 Elementary French II First Semester - Fall FRE 102 4 Elementary German I Introduction to Business 3 GER 101 4 **BUS 101** Elementary German II CPT 101 Introduction to Computers 3 **GER102** 4 Leadership Development 3 IDS 201 CPT 102 **Basic Computer Concepts** 3 SPA 101 Elementary Spanish I 4 Elementary Spanish II ENG 101 English Composition I 3 SPA 102 4 Probability and Statistics Behavioral/Social Sciences Electives on page B-3 MAT 120 3 Humanities Electives on page B-3 3 ۸r Math/Natural Sciences Electives on page B-4 MAT 155 Contemporary Mathematics 3 3-4 Total 12 All courses from the following prefixes that are not required in the career path: Second Semester - Spring ACC 101 3 BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, Accounting Principles I ECO 210 Macroeconomics 3 TRL Microeconomics 3 ECO 211 **Computer Technology** MGT 101 3 Principles of Management Marketing 3 MKT 101 **Associate in Applied Science** Select one course from Humanities REO HUM **Computer Programming Career Path** listing on page B-3 3 **Credit Requirements: 69 Semester Credit Hours** Total 15 The Computer Programming degree track provides technical competencies required to be Third Semester - Summer productive in an entry-level programming position. **CPT 174** Microcomputer Spreadsheets 3 This degree track provides skills in a variety of Information Systems Security 3 CPT 282 programming languages such as JavaScript, Java, Organizational Behavior 3 MGT 255 JQuery, PHP, CSS, HTML5 and SQL. Graduates 3 MGT 201 Human Resource Management will be equipped with programming skills to find Total 12 employment as business-application programmers, database managers and system analysts. They Fourth Semester - Fall also will plan, design and develop programming **BAF 101** Personal Finance 3 applications, as well as create and host web BUS 220 **Business Ethics** 3 applications. These valuable skills enable graduates MGT 120 Small Business Management 3 to work in IT for small businesses, public and MGT 210 Employee Selection and Retention 3 private corporations, and in private practices. MGT 270 Managerial Communication 3 Total 15 **Recommended Sequence of Courses** First Semester - Fall Fifth Semester - Spring CPT 102 **Basic Computer Concepts** Service Management Systems 3 BUS 112 Introduction to Web Page Publishing 3 CPT 162 BUS 121 Business Law I 3 Introduction to Programming Logic **CPT 167** 3 MGT 121 Small Business Operations 3 Microcomputer Database 3 CPT 172 MKT 260 Marketing Management 3 MAT 109 College Algebra with Modeling 3 Select one course from Business/ ELE BMT Management Electives on page B-19 3 MAT 110 College Algebra 3 Total 15 **Business/Management Electives** MAT 120 Probability and Statistics 3

3

3

3

3

3

4

4

Total 15

ACC 102

**CPT 172** 

**CPT 174** 

CPT 179

CHN 102

CWE CHN 101 Accounting Principles II

Elementary Chinese I

Elementary Chinese II

Microcomputer Database Microcomputer Spreadsheets

Microcomputer Word Processing

Cooperative Work Experience

Second Sen	nester – Spring Object-Oriented Logic and Design	3	Compi	uter Technology	
CPT 242	Database	3	-		
ECO 210	Macroeconomics	3		n Applied Science	
or	wacrocconomics	J		n Systems Specialist Career Path	
ECO 211	Microeconomics	3		uirements: 69 Semester Credit Hour	
IST 239	Datum and JavaScript	3		gram prepares students for careers in a	
IST 190	Linux Essentials	3		nformation technology areas. It gives	
151 170	Tota			oundation in computer hardware,	
	1014			pplications, computer programming,	
Third Seme	ster – Summer			and computer networking. Information	
ELE PGM	Programming Elective	3		ninistrators are involved in many differe	
IST 220	Data Communications	3		omputer technology and can expect to	
MGT 270	Managerial Communication	3		ir skills in a variety of ways to assist al	I
	_	al 9	computer us	sers in commercial settings.	
Fourth Sem	ester – Fall			nded Sequence of Courses	
CPT 237	Advanced Java Programming	3	First Semes		
ELE PGM	Programming Elective	3	CPT 102	Basic Computer Concepts	3
ELE PGM	Programming Elective	3	CPT 114	Computers and Programming	3
CPT 270	Advanced Microcomputer		CPT 162	Introduction to Web Page Publishing	_
	Applications	3	CPT 172	Microcomputer Database	3
ENG 101	English Composition I	3	IST 161	Introduction to Network	
	Tota	l 15		Administration	3
-14.1				Total	15
	ster – Spring	2	Second Ser	mester – Spring	
CPT 264	Systems and Procedures	3	CPT 242	Database	3
ELE PGM	Programming Elective	3	ELE CPT	Computer Technology Elective	3
ELE PGM	Programming Elective	3	ENG 101	English Composition I	3
ELE PGM	Programming Elective	3	IST 220	Data Communications	3
REQ HUM	Select one course from Humanities		MAT 109	College Algebra with Modeling	3
	listing on page B-3	3	or	Conege Aigeora with Modeling	J
	Tota	I 15	MAT 110	College Algebra	3
Computer F	Programming Career Path Elective	ς .	or	Conege Migeora	J
CPT 238	Internet Scripting	3	MAT 120	Probability and Statistics	3
CPT 262	Advanced Web Page Publishing	3	WII 120	Total	
CPT 283	PHP Programming I	3		10001	
IST 235	Handheld Computer Programming		Third Seme	ester – Summer	
CPT 244	Data Structures	3	CPT 209	Computer Systems Management	3
IST 272	Relational Databases	3	CPT 268	Computer End-User Support	3
IST 274	Database Administration	3	ELE CPT	Computer Technology Elective	3
IST 290	Special Topics in Information	3		Tota	19
151 270	Sciences	3			
ARV 229	Advanced Multimedia	3		nester – Fall	
CPT 114	Computers and Programming*	3	CPT 270	Advanced Microcomputer	
CWE	Cooperative Work Experience	3		Applications	3
	ho previously completed CPT 167 wi		IST 190	Linux Essentials	3
	grade of C will not receive credit tow		MGT 270	Managerial Communication	3
graduation f		uru	ELE CPT	Computer Technology Elective	3
graduation	OI CI I 117.		ELE CPT	Computer Technology Elective	3
				Total	15

Fifth Semes	ter – Spring		ARV 227	Website Design 1 3
CPT 264	Systems and Procedures	3	ARV 229	Advanced Multimedia 3
ECO 210	Macroeconomics	3	Cooperative	e Work Experience / Internship
or			CWE	Cooperative Work Experience 3
ECO 211	Microeconomics	3	IST 286	Technical Support Internship I 3
ELE CPT	Computer Technology Elective	3		
ELE CPT	Computer Technology Elective	3	Manag	jement
ELE HUM	Humanities Elective	3	Manag	Jennent
	Total	15	Associate in	n Applied Science
Computer T	echnology Electives		Business In	formation Systems Career Path
	Programming			iirements: 69 Semester Credit Hours
CPT 167	Introduction to Programming Logic	3		ness Information Systems career path
CPT 187	Object-Oriented Logic and Design	3		dents with the skills to be competitive in
CPT 237	Advanced Java Programming	3		g technologies and advances in business
CPT 244	Data Structures	3		systems and processes. The program
	uter Expert User			dents with a broad overview of various
CPT 174	Microcomputer Spreadsheets	3		d information technologies needed in
CPT 179	Microcomputer Word Processing	3	the 21st cent	tury business environment.
CPT 290	Microcomputer Multimedia Concept	ts	Pasamman	ded Sequence of Courses
	and Applications	3	First Semes	
Internet Pro			CPT 101	Introduction to Computers 3
CPT 283	PHP Programming I	3	or	introduction to Computers 3
IST 239	Datum and JavaScript	3	CPT 102	Basic Computer Concepts 3
CPT 262	Advanced Web Page Publishing	3	ENG 101	English Composition I 3
CPT 238	Internet Scripting	3	MAT 120	Probability and Statistics 3
Database A	dministration		or	1 Tobability and Statistics 3
IST 272	Relational Database	3	MAT 155	Contemporary Mathematics 3
IST 274	Database Administration	3	MGT 101	Principles of Management 3
<b>UNIX Syster</b>	ns Operations		WIGT 101	Total 12
IST 166	Network Fundamentals	3		100112
IST 191	Linux Systems Administration	3	Second Sen	nester – Spring
IST 192	Linux Network Applications	3	ACC 101	Accounting Principles I 3
Cisco Routi	ng		BUS 101	Introduction to Business 3
IST 201	Cisco Internetworking Concepts	3	BUS 121	Business Law I 3
IST 202	Cisco Router Configuration	3	CPT 174	Microcomputer Spreadsheets 3
IST 203	Advanced Cisco Router		REQ HUM	Select one course from Humanities
	Configuration	3		listing on page B-3 3
IST 204	Cisco Troubleshooting	3		Total 15
A+			Third Como	ster – Summer
CPT 210	Computer Resource Management	3	BUS 220	Business Ethics 3
IST 166	Network Fundamentals	3	ECO 210	Macroeconomics 3
IST 293	IT and Data Assurance I	3		Macroeconomics 3
Network Se			or ECO 211	Microeconomics 3
CPT 282	Information Systems Security	3	MGT 230	Microeconomics 3 Managing Information Resources 3
IST 268	Computer Forensics	3	MKT 101	Marketing 3
IST 269	Digital Forensics	3	WIKT 101	Total 12
IST 294	IT and Data Assurance II	3		Iotal 12
Other				
IST 162	Introduction to Workstation			
	Networking Administration	3		
IST 235	Handheld Computer Programming	3		
IST 290	Special Topics in Information			
	Sciences	3		

Fourth Sem	nester – Fall		Third Seme	ster – Summer	
CPT 179	Microcomputer Word Processing	3	MGT 250	Situational Supervision	3
MGT 201	Human Resource Management	3	MGT 255	Organizational Behavior	3
MGT 240	Management Decision Making	3	ELE MGF	Nine hours of SCFA credit	9
MGT 255	Organizational Behavior	3			Total 15
MGT 270	Managerial Communication	3			
	Tota	115	Fourth Sem	ester – Fall	
			ECO 210	Macroeconomics	3
Fifth Seme	ster – Spring		or		
BAF 101	Personal Finance	3	ECO 211	Microeconomics	3
CPT 172	Microcomputer Database	3	MGT 270	Managerial Communication	3
CPT 270	Advanced Microcomputer		*ELE MGF	Nine hours of SCFA credit	9
	Applications	3			Total 15
CPT 282	Information Systems Security	3			
ELE BMT	Select one course from Business/		Fifth Semes	ter – Spring	
LLL DIVIT	Management Electives on page B-2	3 3	BUS 121	Business Law I	3
	Tota		MKT 101	Marketing	3
	100		*ELE MGF	Six hours of SCFA credit	6
					Total 12

# Management

# Associate in Applied Science Fire Service Career Path

#### Credit Requirements: 69 Semester Credit Hours

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

Introduction to Computers

#### Recommended Sequence of Courses First Semester – Fall

CPT 101

or

CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
	Total	12
Second Sem	ester – Spring	
Second Sem ACC 101	nester – Spring Accounting Principles I	3
		3
ACC 101	Accounting Principles I	-
ACC 101 BAF 101	Accounting Principles I Personal Finance	3
ACC 101 BAF 101 BUS 101	Accounting Principles I Personal Finance Introduction to Business	3
ACC 101 BAF 101 BUS 101 BUS 220	Accounting Principles I Personal Finance Introduction to Business Business Ethics	3

## Management – Fire Service Career Path Electives

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

# Management

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

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

#### Recommended Sequence of Courses First Semester – Fall

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

Total 15

3

	<<<<<	<<<<<<	IE	CHNOLOG	Y >>>>>>>	>
Second Semester – Spring			Recommended Sequence of Courses			
	ACC 101	Accounting Principles I	3	First Semes	ter – Fall	
	BUS 101	Introduction to Business	3	CPT 101	Introduction to Computers	3
	ECO 210	Macroeconomics	3	or		
	or			CPT 102	Basic Computer Concepts	3
	ECO 211	Microeconomics	3	ENG 101	English Composition I	3
	MGT 101	1 &	3	REQ HUM	Select one course from Humanities	
	MKT 101	Marketing	3		listing on page B-3	3
		Total 15	5	MAT 120	Probability and Statistics	3
	Third Same	ster – Summer		or		
	CPT 282	Information Systems Security	3	MAT 155	Contemporary Mathematics	3
	MGT 210	Employee Selection and Retention			Total	12
	MGT 235	1 2	3	Second Sen	nester – Spring	
	MGT 270	•	3	ACC 101	Accounting Principles I	3
	11101 270	Total 12		BUS 101	Introduction to Business	3
			_	ECO 210	Macroeconomics	3
	Fourth Sem			or		
	ACC 150	Payroll Accounting		ECO 211	Microeconomics	3
	BAF 101	Personal Finance		MGT 101	Principles of Management	3
	BUS 121		3	MKT 101	Marketing	3
	MGT 201	Human Resource Management	3		Total	15
	ELE BMT	Select one course from Business/			_	
		Management Electives on page B-23			ster – Summer	_
		Total 15	5	CPT 282	Information Systems Security	3
	Fifth Semes	ter – Spring		MGT 210	Employee Selection and Retention	3
	BUS 136	Compensation and Benefits Analysis 3	3	MGT 270	Managerial Communication	3
	BUS 220		3	QAT 101	Introduction to Quality Assurance	3
	MGT 240		3		Total	12
	MGT 255		3	Fourth Sem	ester – Fall	
	ELE BMT	Select one course from Business/		BAF 101	Personal Finance	3
		Management Electives on page B-23	3	BUS 121	Business Law I	3
		Total 15	5	MGT 201	Human Resource Management	3
				MGT 250	Situational Supervision	3
	Manag	iomont		ELE BMT	Select one course from Business/	
	Manay	jement			Management Electives on page B-23	3
	Associate in	Applied Science			Total	15
		Development Career Path		Fifth Comes	tou Coulon	
Credit Requirements: 69 Semester Credit Hours			BUS 220	ster – Spring Business Ethics	2	
The Leadership Development career path			MGT 235	Production Management	3	
develops leadership skills and provides students				MGT 233 MGT 240	Management Decision Making	3
with an understanding of the basic functions of			MGT 240 MGT 255	Organizational Behavior	3	
management. The program prepares students with				ELE BMT	Select one course from Business/	3
a foundation to build personal skills, develop			ELE DIVII	Scient one course from business/		

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.

Management Electives on page B-23 3

Total 15

3 Total 15

# Management

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

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

Introduction to Computers

## **Recommended Sequence of Courses** First Semester – Fall

CPT 101

or

or		
CPT 102	Basic Computer Concepts	3
ENG 101	English Composition I	3
REQ HUM	Select one course from Humanities	3
	listing on page B-3	3
MAT 120	Probability and Statistics	3
or		
MAT 155	Contemporary Mathematics	3
	Tota	l 12
Second Sem	nester – Spring	
ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	
ECO 210	Macroeconomics	3
or		
ECO 211	Microeconomics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	3
	Tota	l 15
Third Semes	ster – Summer	
CPT 282	Information Systems Security	3
LOG 125	Transportation Logistics	3
LOG 215	Supply Chain Management	3
MGT 270	Managerial Communication	3
	Tota	l 12
Fourth Sem	ester – Fall	
BAF 101	Personal Finance	3
BUS 121	Business Law I	
LOG 240	Purchasing Logistics	3
MGT 201	Human Resources Management	3
MGT 235	Production Management	3

# Fifth Semester - Spring

BUS 220	Business Ethics	3
LOG 235	Traffic 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

# Management

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

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

#### **Recommended Sequence of Courses** First Semester - Fall

Introduction to Computers	3			
Basic Computer Concepts	3			
English Composition I	3			
Probability and Statistics	3			
Contemporary Mathematics	3			
Principles of Management	3			
	Total 12			
	Basic Computer Concepts English Composition I Probability and Statistics Contemporary Mathematics			

#### Second Semester - Spring

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

#### Third Semester - Summer

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

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

#### Fifth Samester - Spring

· · · · · · · · · · · · · · · · · · ·	ci spinig	
BUS 121	Business Law I	3
CPT 282	Information Systems Security	3
MGT 270	Managerial Communication	3
TRL 106	Export/Import	3
ELE BMT	Select one course from Business/	
	Management Electives on page B-23	3

#### Total 15

#### **Business/Management Electives**

	5	
ACC 102	Accounting Principles II	3
CPT 172	Microcomputer Database	3
CPT 174	Microcomputer Spreadsheets	3
CPT 179	Microcomputer Word Processing	3
CWE 113	Cooperative Work Experience	3
CHN 101	Elementary Chinese I	4
CHN 102	Elementary Chinese II	4
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
GER101	Elementary German I	4
GER102	Elementary German II	4
IDS 201	Leadership Development	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
Behavioral/S	ocial Sciences Electives on page B-3	3
Humanities E	Electives on page B-3	3
Math/Natura	l Sciences Electives on page B-4 3	3-4

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

### Network Systems Management

TRL

### Associate in Applied Science Credit Requirements: 69 Semester Credit Hours

The Network Systems Management program prepares students for entry-level or higher positions as help desk and PC support, network administrators, network managers, network designers, network engineers, system administrators, routing and switching specialists, Linux/UNIX system administrators or network

security specialists. Students have the option of acquiring a set of basic skills in a number of information technology disciplines or focusing in one discipline (for example, Cisco, Cybersecurity, Cloud, Linux or Microsoft System Administration) to acquire the higher-level skill sets of a specialist in one or more of these concentrations. With six department electives, students can design the degree program which best fits their job requirements or their own goals and ambitions. Most courses help students prepare for an individual IT vendor or vendor-neutral certification exam. TTC is a Cisco Networking Academy for the Cisco Certified Network Associate academic program. The Network Systems Management department is an academy partner with Cisco, Microsoft, VMware, CompTIA, NetApp and The Linux Professional Institute (LPI).

#### Recommended Sequence of Courses First Semester

CPT 102	Basic Computer Concepts	3
CPT 209	Computer Systems Management	3
CPT 210	Computer Resource Management	3
ENG 101	English Composition I	3
IST 220	Data Communications	3

#### Total 15

Total 15

#### **Second Semester**

IST 161	Introduction to Network	
	Administration	3
IST 190	Linux Essentials	3
IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
IST 293	IT and Data Assurance I	3
	Tot	tal 15

#### Third Semester

Computers and Programming	3
Implementing and Administering	
Windows Directory Services	3
College Algebra	3
Probability and Statistics	3
Contemporary Mathematics	3
Select one course from Network	
Systems Management Electives on	
page B-25	3
Select one course from Network	
Systems Management Electives on	
page B-24	3
	Implementing and Administering Windows Directory Services College Algebra  Probability and Statistics  Contemporary Mathematics Select one course from Network Systems Management Electives on page B-25 Select one course from Network Systems Management Electives on

Fourth Sen			-	rity and Forensics Career Path	
REQ HUM			Electives		_
	listing on page B-3	3	CPT 282	Information Systems Security	3
ELE NSM	Select one course from Network		CRJ 233	Cyber Crimes and the Law	3
	Systems Management Electives on		IST 268	Computer Forensics	3
	page B-24	3	IST 269	Digital Forensics	3
ELE NSM	Select one course from Network		IST 291	Fundamentals of Network Security I	
	Systems Management Electives on		IST 292	Fundamentals of Network Security I	I 3
	page B-24	3	IST 294	IT and Data Assurance II	3
ELE NSM	Select one course from Network		Viutuslinsti	ion and Cloud Commuting Caroor Pa	46
	Systems Management Electives on		Electives	ion and Cloud Computing Career Pa	un
	page B-24	3		Claud Starage Fundamentals	2
	Total	12	IST 196	Cloud Storage Fundamentals	3
F:(4)- C	-1		IST 198	Cloud Essentials	3
Fifth Seme		2	IST 253	LAN Service and Support	3
ECO 210	Macroeconomics	3	IST 250	Network Management	3
or		2	IST 298	Advanced Cloud Computing	3
ECO 211	Microeconomics	3	Work Expe	rience and Internship Career Path	
IST 260	Network Design	3	Electives		
MGT 270	Managerial Communication	3	CWE 113	Cooperative Work Experience	3
ELE NSM	Select one course from Network		CWE 123	Cooperative Work Experience	3
	Systems Management Electives on		IST 286	Technical Support Internship I	3
	page B-25	3	IST 287	Technical Support Internship II	3
	Total	12	101 207	recimiear support interniship ir	,
Cisco Netw	ork Administration Career Path		Other Elect	tives	
Electives			CPT 220	e-Commerce	3
IST 203	Advanced Cisco Router		CPT 172	Microcomputer Database	3
151 205	Configuration	3	CPT 242	Database	3
IST 204	Cisco Troubleshooting	3	IST 162	Introduction to Workstation	
IST 205	Cisco Advanced Routing	3		Networking Administration	3
151 203	cisco ravaneca reating	5	IST 206	Cisco Remote Access	3
CompTIA S	ystems Specialist Career Path		IST 207	Cisco Multilayer Switching	3
Electives			IST 208	Cisco Internetworking	
IST 166	Network Fundamentals	3		Troubleshooting	3
			IST 209	Fundamentals of Wireless LANs	3
-	em Administration Career Path		MKT 135	Customer Service Techniques	3
Electives		2			
IST 191	Linux System Administration	3	D I-I-	•	
IST 192	Linux Network Applications	3	ROOKK	eeping	
IST 193	Linux Security Administration	3			
Microsoft N	Network Solutions Associate Career			in Applied Science	
Path Electiv				uirements: 27 Semester Credit Hour	S
IST 164				gram prepares you for entry-level	
101 10.	Implementing windows Network				g.
	Implementing Windows Network Infrastructure Services	3		positions with basic skills in accounting	
IST 263	Infrastructure Services	3	individual ta	ax and payroll. Training in computerize	
IST 263	Infrastructure Services Designing Windows Network		individual ta	ax and payroll. Training in computerize and electronic spreadsheets utilizing	ed
IST 263	Infrastructure Services	3	individual to accounting a	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program	ed
	Infrastructure Services Designing Windows Network	3	individual to accounting a accounting a	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of	ed
	Infrastructure Services Designing Windows Network Security	3	individual to accounting a accounting a Admission	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of graduation (or GED) and qualifying	ed
Microsoft N	Infrastructure Services Designing Windows Network Security	3	individual to accounting a accounting a Admission	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of	ed
Microsoft N Electives	Infrastructure Services Designing Windows Network Security Network Solutions Expert Career Pa	3	individual to accounting a accounting a Admission	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of graduation (or GED) and qualifying	ed
Microsoft N Electives	Infrastructure Services Designing Windows Network Security  Network Solutions Expert Career Pa  Introduction to Server Networking	3 <b>th</b>	individual to accounting a accounting a Admission	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of graduation (or GED) and qualifying	ed
Microsoft N Electives IST 163	Infrastructure Services Designing Windows Network Security  Network Solutions Expert Career Pa  Introduction to Server Networking Configuration Administration	3 <b>th</b>	individual to accounting a accounting a Admission	ax and payroll. Training in computerize and electronic spreadsheets utilizing applications is included in the program on into this program requires proof of graduation (or GED) and qualifying	ed

#### **Recommended Sequence of Courses First Semester**

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

#### Second Semester

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

## **Business Information** Systems

#### Certificate in Applied Science **Credit Requirements: 24 Semester Credit Hours**

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

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

#### **Recommended Sequence of Courses** First Semester - Fall

CPT 102	Basic Computer Concepts	3
CPT 172	Microcomputer Database	3
CPT 179	Microcomputer Word Processing	3
	Tot	al 9

#### Second Semester - Spring

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

#### Third Semester – Summer

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

### **Cisco Certified Network Associate**

#### **Certificate in Applied Science Credit Requirements: 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. Students learn the fundamentals of networking and internetworking, basic router and switch configuration, and troubleshooting in a diverse learning environment that includes instructor-led, web-based and hands-on lab settings.

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

#### **Recommended Sequence of Courses** First Semester

IST 201	Cisco Internetworking Concept	
IST 202	Cisco Router Configuration	3
IST 220	Data Communications	3
		Total 9

#### Second Semester

	Total 6
Cisco Troubleshooting	3
Configuration	3
Advanced Cisco Router	
	Configuration

### 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. Basic knowledge of networking technology and practices is covered. This program helps prepare students for the Comp TIA Security+, A+, Network+ and Linux+ certification exams. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

#### **Recommended Sequence of Courses** Second Semester **First Semester** IST 191 Linux Systems Administration 3 CPT 102 **Basic Computer Concepts** 3 IST 291 Fundamentals of Network Security I 3 **CPT 209** Computer Systems Management 3 IST 294 IT and Data Assurance II 3 **CPT 210** Computer Resource Management 3 IST 269 Digital Forensics 3 Data Communications Fundamentals of Network Security II 3 IST 220 3 IST 292 Total 12 Total 15

#### **Second Semester**

IST 161	Introduction to Network	
	Administration	3
IST 166	Network Fundamentals	3
IST 190	Linux Essentials	3
IST 293	IT and Data Assurance I	3
		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. It is designed to provide expertise in information assurance and cybersecurity to prepare you for employment in the fast growing field of cybersecurity. It is ideal if you are employed or are pursuing employment in a business that includes a cybersecurity workforce as part of the organization. This program presents the knowledge and skills needed to develop and implement security of systems and infrastructure in business and industry. This program will help you prepare for COMPTIA Linux+, Security +, EC-Council Certified Ethical Hacking, as well as a number of other certification exams.

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

#### Recommended Sequence of Courses First Semester

CPT 282	Information Systems Security	3
IST 165	Implementing and Administer	ing
	Windows Directory Services	3
IST 190	Linux Essentials	3
IST 268	Computer Forensics	3
IST 293	IT and Data Assurance I	3
		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. Starting with a basic computer class, students progress course by course to a skill level where they can work in any database environment. The curriculum uses both MS Access and SQL Server to teach students how to design, build, manipulate and maintain business database management systems.

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

### Recommended Sequence of Courses First Semester

CPT 102	Basic Computer Concepts	3
CPT 114	Computers and Programming	3
or		
CPT 167	Introduction to Programming Logic	3
CPT 172	Microcomputer Database	3
	Tota	19
Second Ser	nester	
Second Ser CPT 242	<b>nester</b> Database	3
		3 <b>I 3</b>
	Database <b>Tota</b>	3 <b>13</b>
CPT 242	Database <b>Tota</b>	3 1 <b>3</b>

### Enterprise Network Administrator

## Certificate in Applied Science Credit Requirements: 27 Semester Credit Hours

Total 6

This program prepares you for network technician jobs. It is designed for students who are employed in businesses that use or plan to use a computer network and need on-site primary support.

Total 12

	on into this program requires proof graduation (or GED) and qualify	
_	AT, ACT or the TTC placement te	_
	•	
	nded Sequence of Courses	
First Seme	ster	
CPT 102	Basic Computer Concepts	3
IST 161	Introduction to Network	
	Administration	3
IST 165	Implementing and Administering	ng
	Windows Directory Services	3
IST 190	Linux Essentials	3
IST 220	Data Communications	3
	T	otal 15
Second Se	mester	
IST 164	Implementing Windows Netwo	rk
	Infrastructure Services	3
IST 166	Network Fundamentals	3

Linux System Administration

LAN Service and Support

### **International Business**

IST 191

IST 253

#### **Certificate in Applied Science** Credit Requirements: 26 Semester Credit Hours

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

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

#### **Recommended Sequence of Courses** First Semester – Fall

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

Second Sen	nester – Spring	
BUS 220	Business Ethics	3
PSC 220	Introduction to International	
	Relations	3
ELE FLG1	Select a foreign language elective	4
	Total	10
Third Seme	ster – Summer	
BUS 176	International Marketing	3
ELE FLG1	Select a foreign language elective	4
	Total	al 7
ELE FLG1/F	oreign Language Electives	
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 102 GER 101	Elementary French II Elementary German I	4 4
GER 101	Elementary German I	4
GER 101 GER 102	Elementary German I Elementary German II	4
GER 101 GER 102 SPA 101	Elementary German I Elementary German II Elementary Spanish I	4 4 4

#### **Certificate in Applied Science** Credit Requirements: 21 Semester Credit Hours

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

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

#### **Recommended Sequence of Courses First Semester**

CPT 102	Basic Computer Concepts 3
CPT 162	Introduction to Web Page Publishing 3
CPT 114	Computers and Programming 3
or	
CPT 167	Introduction to Programming Logic 3
	Total 9

#### Second Semester

CPT 262	Advanced Web Page Publishing	3
IST 239	Datum and JavaScript	3

Total 6

#### Third Semester 3 CPT 238 Internet Scripting **First Semester** 3 **CPT 283** PHP Programming I

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 decisionmaking 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

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

#### Second Semester - Spring

Second Se	mester spring	
MGT 210	Employee Selection and Retention	3
MGT 250	Situational Supervision	3
MGT 255	Organizational Behavior	3
	Tota	al 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**

		Total 9
IST 220	Data Communications	3
IST 190	Linux Essentials	3
CPT 102	<b>Basic Computer Concepts</b>	3

#### Second Semester

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

#### Third Semester

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

### **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
	Tota	l 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 Conce	epts
	and Applications	3
	Tota	l 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

#### 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	ء ا د

#### 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
	Tota	19

#### Second Semester

CPT 187 Object-Oriented Logic and Design 3

#### Third Semester

3 CPT 237 Advanced Java Programming 3 **CPT 244** Data Structures

Total 6

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

### Microsoft Network **Solutions Associate**

#### Certificate in Applied Science Credit Requirements: 15 Semester Credit Hours

This program prepares you for system administration and server management specialist jobs. It is ideal if you are employed or are pursuing employment in a business that uses the Microsoft Windows Server operating system in a LAN and/ or WAN environment. This program is designed to prepare you for the Microsoft Certified Solutions Associate (MCSA) certification exam.

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 165	Implementing and Administerin	g
	Windows Directory Services	3
IST 220	Data Communications	3
		Takal O

#### Second Semester

IST 164	Implementing Windows Netwo	rk
	Infrastructure Services	3
IST 263	Designing Windows Network	
	Security	3
	•	Total 6

### Microsoft Network **Solutions Expert**

#### Certificate in Applied Science Credit Requirements: 9 Semester Credit Hours

This program prepares you for Advanced System Administration and Server Management specialist jobs. It is ideal if you have attained the Microsoft Certified Solutions Administrator (MCSA) Certification or have completed the Microsoft Network Solutions Associate Certificate. This program is designed to prepare you for the Microsoft Certified Solutions Expert (MCSE) Certification Exam.

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

IST 163 Introduction to Server Networking Configuration Administration

Total 3

#### Second Semester

ICT 265

		Total 6
IST 286	Technical Support Internship I	3
	Services Infrastructure	3
151 205	Designing a windows Director	y

Decigning a Windows Directory

### **Network Security**

#### **Certificate in Applied Science** Credit Requirements: 27 Semester Credit Hours

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

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

#### **Recommended Sequence of Courses First Semester** IST 220 Data Communications 3 or IST 166 Network Fundamentals 3 **CPT 209** Comp Systems Management 3 IST 293 IT and Data Assurance I 3 IST 165 Implementing and Administering Windows Directory Services 3 IST 190 Linux Essentials 3 Total 15

#### Second Semester

IST 201	Cisco Internetworking Concepts	3
IST 191	Linux System Administration	3
IST 202	Cisco Router Configuration	3
IST 294	IT and Data Assurance II	3
or		
IST 268	Computer Forensics	3
or		
IST 291	Fundamentals of Network Security I	3
	T-4-14	4.0

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 First Semester

ACC 124	Individual Tax Procedures	3
ACC 201	Intermediate Accounting I	3
ACC 226	Tax Audit and Research	3
		Total 9
Second Sen	nester	
ACC 202	Intermediate Accounting II	3
ACC 221	Corporate Taxation	3
ACC 260	Auditing	3
		Total 9

#### Third Semester

ACC 203	Intermediate Accounting III	3
ACC 245	Accounting Applications	3
ACC 265	Not-for-Profit Accounting	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.

### 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

		Total 9
MGT 120	Small Business Management	3
CPT 282	Information Systems Security	3
BUS 112	Service Management Systems	3

#### Second Semester - Spring

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

#### Third Semester - Summer

MKT 240	Advertising	3
		Total 6

### Transportation and Logistics

### Certificate in Applied Science Credit Requirements: 24 Semester Credit Hours

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

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

### Recommended Sequence of Courses

First Semester – Fall			
LOG 125	Transportation Logistics	3	
MMT 135	Shipping Operations	3	
TRL 101	Introduction to Transportation	3	
	•	Total 9	
Second Sen	nester – Spring		
LOG 235	Traffic Management	3	
MMT 110	Inventory Management	3	
TRL 105	Warehousing	3	
		Total 9	
Third Semester – Summer			
TRL 106	Export/Import	3	
TRL 107	Commercial Motor Carrier	3	
		Total 6	

# Virtualization and Cloud Computing

#### Certificate in Applied Science Credit Requirements: 33 Semester Credit Hours

This certificate program is designed for individuals who have some experience or training in systems and network operations. It is designed to provide expertise in virtualization and cloud computing technologies to prepare you for employment in the fast growing fields of virtualization and cloud computing. It is ideal if you are employed or are pursuing employment in a business that includes a virtualization and/or cloud infrastructure and an information technology focus as part of the organization. This program presents the knowledge and skills needed to develop and implement virtualization and cloud computing systems and infrastructure for business and industry. This program will help you prepare for COMPTIA Cloud Essentials and Cloud +, VMware VCA and VCP certification exams.

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

### Recommended Sequence of Courses First Semester

		Total 9
IST 253	LAN Service and Support	3
IST 198	Cloud Essentials	3
IST 190	Linux essentials	3

#### **Second Semester**

IST 250	Network Management	3 <b>Total 9</b>
TOTE OF O	NT / 1 N /	2
IST 191	Linux Systems Administration	3
	Windows Directory Services	3
IST 165	Implementing and Administering	ng

#### **Third Semester**

		Total 6
IST 298	Advanced Cloud Computing	3
IST 196	Cloud Storage Fundamentals	3

#### **Fourth Semester**

IST 192	Linux Network Applications	3
IST 193	Linux Security Administration	3
IST 265	Designing a Windows Directory	
	Services Infrastructure	3
	То	tal 9

# 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

#### **Certificate Programs**

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

Human Services Generalist

### **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 heath, 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.

Introduction to Computers

Creative Experiences

Introduction to Early Childhood

3

3

3

4

3

3

3

3

Total 16

### Recommended Sequence of Courses First Semester

CPT 101

ECD 101

ECD 132

Creative Emperionees	
Science and Math Concepts	3
Total	12
ostov	
ester	
Growth and Development I	3
Language Arts	3
Health, Safety and Nutrition	3
Growth and Development II	3
English Composition I	3
Total	15
ter	
Observation of Young Children	3
Exceptional Children	3
Family and Community Relations	3
Administration and Supervision	3
Total	12
ster	
Guidance-Classroom Management	3
Diversity Issues in Early Care/	
	Science and Math Concepts  Total  Sester Growth and Development I Language Arts Health, Safety and Nutrition Growth and Development II English Composition I  Total  Ster Observation of Young Children Exceptional Children Family and Community Relations Administration and Supervision  Total  ster Guidance-Classroom Management Diversity Issues in Early Care/

Schools in Communities

Probability and Statistics

Contemporary Mathematics

Select one course from Humanities

College Algebra

listing on page B-3

#### Eifth Samactar

EDU 230

MAT 110

MAT 120

MAT 155

REQ HUM

or

Fifth Semes	er	
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 1	12

<<<<<	<<<<<< COMMUNITY, FA	MILY	AND CHIL	.D STUDIES >>>>>>>	>>>>
Sixth Seme	ster	Fifth Seme	ster		
ECD 243	Supervised Field Experience I	3	ECD 201	Principles of Ethics/Leadership	in
	Tota	al 3		Early Care/Education	3
			ECD 237	Methods and Materials	3
Child Car	re Professional		EDU 241	Learners and Diversity	4
Cilla Cal	re Professional		PSY 201	General Psychology	3
Career P	ath				otal 13
Credit Rea	uirements: 71 Semester Credit Hou	rs	Sixth Seme	ester	
			ECD 243	Supervised Field Experience I	3
	gram prepares students to work as a child care centers or as teacher assista			•	Total 3
		nts			
	school early childhood program. Irn to teach children birth through age		Infant a	nd Toddler Care Career P	Path
	relop knowledge and skills required		muntu	na rodaici care career i	utii
to promote of	optimal development for all children,		Credit Req	uirements: 63 Semester Credit H	lours
including al	l backgrounds and abilities.			gram prepares students to work wi	
Recommen	ded Sequence of Courses			m birth to two years of age. Topic	
First Semes	-			wth and development, curriculum	
ECD 101	Introduction to Early Childhood	3		xceptionality and early interventio	
ECD 132	Creative Experiences	3		periences, safety, health and nutriti	on,
ECD 133	Science and Math Concepts	3	and socializ	cation.	
ECD 138	Movement and Music for Children	3	Recommen	nded Sequence of Courses	
	Total	12	First Seme		
Second Ser	mostor		ECD 101	Introduction to Early Childhood	1 3
CPT 101	Introduction to Computers	3	ECD 138	Movement and Music for Child	
ECD 102	Growth and Development I	3	ECD 135	Health, Safety and Nutrition	3
ECD 102 ECD 131	Language Arts	3	ENG 101	English Composition I	3
ECD 203	Growth and Development II	3		Te	otal 12
ENG 101	English Composition I	3	C		
	Total		Second Ser		2
			ECD 102 ECD 203	Growth and Development I Growth and Development II	3
Third Seme			ECD 203 ECD 132	Creative Experiences	3
ECD 105	Guidance-Classroom Management	3	ECD 132 ECD 131	Language Arts	3
ECD 107	Exceptional Children	3	CPT 101	Introduction to Computers	3
ECD 135	Health, Safety and Nutrition	3	C1 1 101	-	otal 15
ECD 239	Assessment and Program Planning	3		•	otu. 15
ECD 252	Diversity Issues in Early Care/ Education	3	Third Semo		
	Total		ECD 133	Science and Math Concepts	3
	lotai	13	ECD 107	Exceptional Children	3
Fourth Sem	nester		PSY 201	General Psychology	3
EDU 201	Classroom Inquiry with Technology	7 3	MAT 110	College Algebra	3
EDU 230	Schools in Communities	4	0r	Doub 1:11:	2
REQ HUM	Select one course from Humanities		MAT 120	Probability and Statistics	3
	listing on page B-3	3	or MAT 155	Contemporary Methametics	3
MAT 110	College Algebra	3	MAI 133	Contemporary Mathematics	د otal 12
or	5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Į(	otal IZ
MAT 120	Probability and Statistics	3			
or	0.4	2			
MAT 155	Contemporary Mathematics	3			
	Total	13			

<<<<<	<<<<<< COMMUNITY, FA	MILY	AND CHILI	D STUDIES >>>>>>>>>
Fourth Sem	ester		Third Seme	ster
ECD 200	Curriculum Issues in Infant and		ECD 105	Guidance-Classroom Management 3
	Toddler Development	3	ECD 252	Diversity Issues in Early Care/
ECD 205	Socialization and Group Care of			Education 3
	Infants and Toddlers	3	SAC 202	Administration of School-Age and
ECD 207	Inclusive Care for Infants and			Youth Programs 3
	Toddlers	3	SAC 205	Guiding Behavior, Violence
ECD 246	Designing Quality Infant and Todd	ler		Prevention and Classroom
	Environments	3		Management Strategies 3
	Tota	l 12	SAC 206	Human Relationships for Children,
				Staff and Families 3
Fifth Semes				Total 15
ECD 243	Supervised Field Experience I	3		
ECD 201	Principles of Ethics/Leadership in		Fourth Sem	
	Early Care/Education	3	EDU 230	Schools in Communities 4
ECD 108	Family and Community Relations	3	SAC 209	Introduction to Special Education for
REQ HUM	Select one course from Humanities			School-Age Children and Youth 3
	listing on page B-3	3	REQ HUM	Select one course from Humanities
	Tota	l 12		listing on page B-3 3
			MAT 110	College Algebra 3
School-A	ge Care and Youth		or	
Development Career Path			MAT 120	Probability and Statistics 3
Developi	nem Career Path		or	
Credit Requirements: 71 Semester Credit Hours			MAT 155	Contemporary Mathematics 3
				Total 13
	ram prepares students to work with		Fifth Semes	ter
	routh ages five to 17 years of age, in		SAC 204	Safety, Health and Nutrition for
	r after school settings as well as faith	1-	2112 211	School-Age Children and Youth 3
	development programs and summer		SAC 203	Designing Model Environments for
	career path does not lead to teacher		5110 205	School-Age Child Care 3
certification	for public school teachers.		EDU 241	Learners and Diversity 4
Recommen	ded Sequence of Courses		PSY 201	General Psychology 3
First Semes			151 201	Total 13
ECD 101	Introduction to Early Childhood	3		10141.15
SAC 101	Best Practices in School-Age and	5	Sixth Seme	ster
5110 101	Youth Care Skills	3	SAC 208	Supervised Field Experience for
SAC 200	Introduction to School-Age and	5		School-Age and Youth Care 3
2.10 200	Youth Care	3		Total 3

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 A	rts
	in School-Age and Youth Programs	3
	Total	12

#### Second Semester

occoma ocm	CStCI	
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

### 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.

#### **Recommended Sequence of Courses First Semester** ASL 101 4 American Sign Language I ECD 101 Introduction to Early Childhood 3 Creative Experiences ECD 132 3 ECD 133 Science and Math Concepts 3 Total 13 Second Semester **ASL 102** American Sign Language II 4 ECD 102 Growth and Development I 3 ECD 131 3 Language Arts ECD 203 Growth and Development II 3 Total 13 Third Semester Introduction to Computers CPT 101 3 3 ECD 107 **Exceptional Children** 3 ECD 135 Health, Safety and Nutrition 3 ENG 101 English Composition I General Psychology 3 PSY 201 Total 15 **Fourth Semester** ECD 255 Activity Therapy for Early Childhood Special Education 3 Counseling Techniques in Early ECD 256 Childhood Special Education 3 College Algebra 3 MAT 110 placement test. MAT 120 Probability and Statistics 3 ۸r MAT 155 Contemporary Mathematics 3 REQ HUM Select one course from Humanities listing on page B-3 3 Total 12 Fifth Semester ECD 201 Principles of Ethics/Leadership in Early Care/Education 3 ECD 259 Behavior Management for Special Needs 3

Methods of Teaching Special Needs

ECD 260

EDU 241

Sixth Semester ECD 243

Students

Learners and Diversity

Supervised Field Experience I

### **Human Services**

### **Associate in Applied Science** Credit Requirements: 61-62 Semester Credit

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

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

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

3

4

3 Total 3

# Addictions/Substance Abuse Career Path

### Credit Requirements: 61/62 Semester Credit Hours

This career path prepares students with the knowledge, skillsets and professional ethics required to assist individuals, families or communities dealing with issues related to drug and/or alcohol addiction. Since addiction is linked to multiple social, economic and familial issues, graduates work in agencies/institutions serving a wide range of individuals with problems in living as well as addiction-specific settings.

### Recommended Sequence of Courses First Semester

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

#### **Second Semester**

HUS 209	Case Management	3
HUS 219	Psychopharmacology	3
HUS 230	Interviewing Techniques	3
HUS 235	Group Dynamics	3
	• •	Total 12

#### **Third Semester**

	Total	al 13-14
	listing on page B-4	3-4
MAT/SCI	Select one course from Math/S	Science
REQ		
PSY 201	General Psychology	3
HUS 113	Orientation to Addictions	1
HUS 217	Addictions Counseling	3
CPT 101	Introduction to Computers	3

#### **Fourth Semester**

HUS 218	Addictions Counseling II	3
HUS 221	Counseling	3
HUS 237	Crisis Intervention	3
HUS 252	Field Placement for Addictions I	4
	Tota	al 13

#### Fifth Semester

HUS 223	Program Planning	3
HUS 253	Field Placement for Addictions II	4
REQ HUM	Select one course from Humanities	
	listing on page B-3	3

Total 10

### Human Services Generalist Career Path

### Credit Requirements: 61-62 Semester Credit Hours

This career path prepares students with the knowledge, skillsets and professional ethics required to assist individuals, families or communities in need. Graduates work in agencies/institutions serving children, adolescents and adults dealing with mental health issues, developmental disabilities, family violence, issues related to aging, homelessness, poverty or reintegrating back into the community from prison.

#### Recommended Sequence of Courses First Semester

HUS 208	Alcohol and Drug Abuse	3
HUS 103	Writing for Human Services	1
	Development in Helping Profession	ne 3
HUS 102	Personal and Professional	
HUS 101	Introduction to Human Services	3
ENG 101	English Composition I	3

#### Second Semester

HUS 209	Case Management	3
HUS 230	Interviewing Techniques	3
HUS 203	Human Behavior and Social	
	Environment	3
HUS 235	Group Dynamics	3
		Total 12

#### **Third Semester**

Introduction to Computers	3
Orientation to Human Services	1
Diversity Issues in Human Services	
Practice	3
General Psychology	3
Select one course from Math/Science	e
listing on B-4	-4
Total 13-	14
	Orientation to Human Services Diversity Issues in Human Services Practice General Psychology  Select one course from Math/Science listing on B-4  3

#### **Fourth Semester**

HUS 231	Counseling Techniques		3
HUS 237	Crisis Intervention		3
HUS 250	Supervised Field Placement	1	4
SOC ELE	SOC 101/102/205/210/230		3
		-	F-4-143

#### Fifth Semester 3 HUS 223 Program Planning Supervised Field Placement II 4 HUS 251 Select one course from Humanities REQ HUM listing on page B-3 Total 10 Electives SOC 101 3 Introduction to Sociology SOC 102 Marriage and the Family 3 3 SOC 205 Social Problems SOC 210 3 Juvenile Delinguency 3 SOC 230 Introduction to Gerontology

# 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. The program prepares students to build on their current skills by focusing on coursework and field experience related to the treatment of those who have addictions related issues. Students who enter this program will gain skills that will allow them to advance in the addictions field.

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

**HUS 208** 

HUS 209

HUS 219	Psychopharmacology	3		
HUS 230	Interviewing Techniques	3		
HUS 113	Orientation to Addictions	1		
	To	tal 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		

Alcohol and Drug Abuse

Case Management

**Child Care Management** 

#### Certificate in Applied Science Credit Requirements: 39 Semester Credit Hours

The Child Care Management certificate program prepares students to work in supervisory, management or administrative positions in early childhood development.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards.

A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

### Recommended Sequence of Courses First Semester

ECD 102	Growth and Development I	3
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 203	Growth and Development II	3
Total 15		

#### Second Semester

	Tota	۱9
	Students	3
ECD 260	Methods of Teaching Special Needs	
ECD 107	Exceptional Children	3
ECD 105	Guidance-Classroom Management	3

#### **Third Semester**

mira Semes	ler	
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

Total 13

3

3

### 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

	Total 12
Science and Math Concepts	3
Creative Experiences	3
Growth and Development I	3
Introduction to Early Childho	od 3
	Growth and Development I Creative Experiences

#### **Second Semester**

		Total 15
ECD 203	Growth and Development II	3
ECD 135	Health, Safety and Nutrition	3
ECD 131	Language Arts	3
ECD 107	Exceptional Children	3
ECD 105	Guidance-Classroom Manager	ment 3

# 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	1 3
ECD 102	Growth and Development I	3
ECD 200	Curriculum Issues in Infant and	
	Toddler Development	3
		Total 9

#### **Second Semester**

Second Sem	ESTEI	
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 Toddle	r
	Environments	3

#### <><<<<<<COMMUNITY, FAMILY AND CHILD STUDIES >>>>>>>>>>

Total 3

## Third Semester ECD 243 Supervised Field Experience I 3 SAC 202 Adminis

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
	To	otal 9

	Tota	9
	School-Age Children and Youth	3
SAC 209	Introduction to Special Education fo	r
	School-Age Child Care	3
SAC 203	Designing Model Environments for	
	Youth Programs	3
SAC 202	Administration of School-Age and	

#### **Fourth Semester**

i oui tii seii	Cotter	
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
	Tota	ıl 9

#### Fifth Semester

SAC 208	Supervised Field Experience for	or
	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

#### <><<<<<<<COMMUNITY, FAMILY AND CHILD STUDIES >>>>>>>>>>

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**

ASL 101	American Sign Language I	4
ECD 107	Exceptional Children	3
ECD 207	Inclusive Care for Infants and	
	Toddlers	3
ECD 259	Behavior Management for Special	
	Needs	3
	Total	13

#### Second Semester

Second Seni	iestei	
ASL 102	American Sign Language II	4
ECD 255	Activity Therapy for Early Childhood	d
	Special Education	3
ECD 256	Counseling Techniques for Early	
	Childhood Special Education	3
ECD 260	Methods of Teaching Special Needs	
	Students	3
	Total 1	3

#### Third Semester

ECD 243 Supervised Field Experience I 3 Total 3

# Culinary Institute of Charleston

#### **Overview**

The Culinary Institute of Charleston (CIC) responds to the expanding educational needs of one of the area's largest industries. The \$5.7 billion economic impact of tourism in the greater Charleston area includes 105,000 related jobs, according to the Center for Business Research of the Metro Charleston Chamber of Commerce. Within South Carolina, hospitality and culinary employment is significant. The economic impact of this industry continues to increase nationally and internationally. Education within this field offers a range of employment opportunities and career progression.

In culinary arts studies, CIC offers an associate degree in Culinary Arts Technology with career paths in Baking and Pastry, and Sports and Health Nutrition, and certificates in Culinary Arts, Baking and Pastry, Advanced Cake and Chocolate, Artisanal Foods, Culinary Manager and Restaurant Cooks. The culinary studies are accredited by the American Culinary Federation Accrediting Commission.

In hospitality and tourism studies, CIC offers an associate degree in Hospitality and Tourism Management and certificate programs in Event Management, Food and Beverage Operations, Advanced Beverage Service Management and Hotel Operations. The Associate in Applied Science degree in Hospitality and Tourism Management is accredited by the Accreditation Commission for Programs in Hospitality Administration.

Classes focus on quality in product and service. Hands-on training takes place within the modern CIC laboratories and through cooperative industry work experiences.

#### **CIC Mission**

The Culinary Institute of Charleston at TTC provides students with the technical skill sets needed by our industry and community partners, and gives students viable options when seeking employment in this highly competitive field.

### **General Information**

Students interested in culinary or hospitality and tourism programs should consult with a faculty advisor to discuss requirements and other details of scheduling. For more information, call 843.820.5090 or visit www.CulinaryInstituteofCharleston.com.

### **Cancellation Policy**

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

### **Programs of Study**

#### **Associate Degree Programs**

Culinary Arts Technology
Baking and Pastry
Sports and Health Nutrition
Hospitality and Tourism Management

#### **Certificate Programs**

Advanced Chocolate and Cake
Baking and Pastry
Advanced Baking and Pastry
Artisanal Foods
Culinary Arts
Culinary Manager
Advanced Beverage Service Management
Event Management
Food and Beverage Operations
Hotel Operations
Restaurant Cooks
Sports and Health Nutrition

### **Culinary Arts Technology**

### Associate in Applied Science Credit Requirements: 69 Semester Credit Hours

The Culinary Arts degree program prepares students for positions as professional cooks in food service operations including hotels, motels, resort restaurants and catering operations. Students study both theory and practical kitchen applications of the requirements of quality food preparation.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. The degree program is accredited by the American Culinary Federation (ACF). Graduates are eligible for ACF certification.

#### Recommended Course Sequence First Semester – Fall

BKP 101	Introduction to Baking	3
CPT 101	Introduction to Computers	3
CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 112	Classical Foundations of Cooking	3
	_ :	

<<<<<	<<<<<< CULINARY INST	TUTI	E OF CHAI	RLESTON >>>>>>	>>>>
Second Sen	nester – Spring		accredited b	y the American Culinary Federa	ition
BKP 102	Introduction to Pastries	3	(ACF). Grad	luates are eligible for ACF Culir	narian
CUL 118	Nutritional Cooking	3	Certification	l.	
CUL 123	American Bistro	3	_		
CUL 129	Storeroom and Purchasing	3		ded Course Sequence	
CUL 135	Introduction to Dining Room Service	ce 3	First Semes		
	Total		BKP 101	Introduction to Baking	3
			BKP 102	Introduction to Pastries	3
	ster – Summer		CPT 101	Introduction to Computers	3
REQ COM	Select one from Communication		CUL 104	Introduction to Culinary Arts	3
	listing on page B-3	3	CUL 105	Kitchen Fundamentals	3
REQ HUM	Select one course from Humanities				Total 15
	listing on page B-3	3	Second Sen	nester – Spring	
REQ MAT	Select one math course from		BKP 109	Introduction to Cakes and	
	Mathematics/Natural Sciences listing	-	DK1 107	Decorating	3
	on page B-4	3	BKP 181	Candies and Confectionaries	3
REQ SSC	Select one course from Behavioral/		BKP 182	Artisan Breads	3
	Social Sciences listing on page B-3		CUL 118	Nutritional Cooking	3
	Total	12	CUL 118	Storeroom and Purchasing	3
Fourth Sem	ostor Fall		COL 129		Total 15
CUL 128	Culinary Management and Human				iotai 13
CUL 128	Resources	3	Third Seme	ster – Summer	
CUL 171	Food and Beverage Controls	3	REQ COM	Select one from Communicati	on
CUL 215	Cuisine of the Americas	3		listing on page B-3	3
CUL 213	International Cuisine	3	REQ HUM	Select one course from Human	nities
COL 210	Total	-		listing on page B-3	3
	iotai	12	REQ MAT	Select one math course from	
Fifth Semes	ster – Spring			Mathematics/Natural Sciences	slisting
CUL 236	Restaurant Capstone	3		on page B-4	3
CUL 238	Culinary Marketing	3	REQ SSC	Select one course from Behav	ioral/
CUL 277	SCWE in Culinary Arts	3		Social Sciences listing on page	e B-3 3
CUL 280	Butchery and Charcuterie	3			Total 12
*CUL	Culinary Elective	3			
	Total	15	Fourth Sem		
			BKP 210	Advanced Cakes	3
*Any course	with a CUL/BKP prefix		BKP 216	International Desserts	3
			CUL 128	Culinary Management and Hu	
Baking a	ınd Pastry Career Path			Resources	3
Associate in	n Applied Science		CUL 171	Food and Beverage Controls	3
Credit Requ	irements: 69 Semester Credit Hou	'S	ELE BKP	Baking and Pastry Elective	3
m					Total 15
The Culinary Arts degree Baking and Pastry			ster – Spring		
career path prepares students for positions as			BKP 183	Plated Desserts	3
	bakers and patissiere in food service		BKP 236	Baking and Pastry Capstone	3
	ncluding hotels, bakeries, confections	ary	CUL 238	Culinary Marketing	3
	restaurants and catering operations.				3
Students study both theory and practical kitchen  CUL 277 SCWE in Culinary Arts					Total 12
application i	n the kitchens, bakeshops and				iotal 12

application in the kitchens, bakeshops and restaurants of the Culinary Institute of Charleston at Trident Technical College and in foodservice establishments throughout the Charleston area as part of their externship. The degree program is

3

3

3

3 **5** 

# Sports and Health Nutrition Career Path

### Associate in Applied Science Credit Requirements: 69 Semester Credit Hours

The Culinary Arts degree program with a career path in Sports and Health Nutrition prepares students for positions as professional cooks, chefs and dietary managers for health care facilities, sports clubs, hospitals and schools. Students will learn how to start and operate their own businesses as personal and private chefs and to develop menus for individuals who have personal dietary needs. Students study both theory and practical kitchen applications to include proper sanitary handling of food and ethical practices of managing a business.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. Upon completing the program students can apply for the Dietetic Management certificate and a Sports Nutrition certificate.

#### Recommended Course Sequence First Semester – Fall

	c u	
BKP 101	Introduction to Baking	
CPT 101	Introduction to Computers	
CUL 104	Introduction to Culinary Arts	
CUL 105	Kitchen Fundamentals	
CUL 112	Classical Foundations of Cooking	
	Total 1	1

#### Second Semester - Spring

BKP 102	Introduction to Pastries	3
CUL 118	Nutritional Cooking	3
CUL 123	American Bistro	3
CUL 127	History of Diets in World Cultures	3
CUL 129	Storeroom and Purchasing	3
	Total	15

#### Third Semester - Summer

REQ COM	Select one 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	g
	on page B-4	3
REQ SSC	Select one course from Behavioral/	
	Social Sciences listing on page B-3	3
	Total	12

#### Fourth Semester - Fall

CUL 128	Culinary Management and Huma	n
	Resources	3
CUL 171	Food and Beverage Controls	3
CUL 242	Vegetarian and Vegan Cuisine	3
HOS 241	Sports Nutrition	3
	Tot	tal 12

#### Fifth Semester - Spring

i ii dii Scilics	ici Spring	
CUL 186	Mediterranean Cuisine	3
CUL 238	Culinary Marketing	3
CUL 250	Health and Culinary Non-Profit	
	Organizations	3
CUL 277	SCWE in Culinary Arts	3
HOS 230	Therapeutic Nutrition	3
	· T	otal 15

### Hospitality and Tourism Management

### Associate in Applied Science

#### Credit Requirements: 69 Semester Credit Hours

The Hospitality and Tourism Management degree program prepares students for career paths within the hospitality industry including lodging, food and beverage service, tourism, and event segments.

The Hospitality and Tourism Management degree is accredited by the Accreditation Commission for Programs in Hospitality Administration.

#### **Program Learning Outcomes**

Students graduating from the Hospitality and Tourism Management A.A.S. program will be able to:

- Apply critical thinking skills to achieve effective outcomes in industry-specific areas
- Exhibit effective management, leadership and interpersonal skills throughout the program
- Demonstrate communication skills appropriate to the hospitality and tourism industry
- Develop and apply effective customer service skills
- Demonstrate proficiency in the use of industryspecific technologies.

#### Recommended Sequence of Courses First Semester – Fall

ENG 101	English Composition I	3
HOS 140	The Hospitality Industry	3
HOS 157	Hospitality Service	3
HOS 164	Travel and Tourism	3
ELE HTM	Select one 100-level course from	
	Hospitality and Tourism Managem	ent
	Electives	3

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Second Sen	nester – Spring		HOS 267	Destination Wedding Planning	3
HOS 132	Hospitality Communications and		HOS 298	Special Topics in Hospitality and	
	Leadership	3		Tourism	3
HOS 146	Restaurant Operations	3	SPA 155	Technical Spanish I	3
HOS 262	Hospitality Software Applications	3	*Other elec	tive courses may be used with	
REQ MAT	Select one math course from Math/		permission	of department head.	
	Natural Sciences listing on page B-4	3			
ELE HTM	Select one 100-level course from		Daldin	a and Dastan	
	Hospitality and Tourism Managemen	t	Baking	g and Pastry	
	Electives	3	Cortificato	in Applied Science	
	Total 1	5		in Applied Science uirements: 18 Semester Credit Hol	ırc
Third Como	ster – Summer			ing and Pastry certificate program	AI 2
HOS 159	Hospitality Accounting Applications	2		idents for baking and pastry positions	e in
HOS 272	SCWE in Hospitality/Tourism	3		settings including fine dining restaut	
1103 272	Management	3		akeries. Students study both theory a	
SPC 205	Public Speaking	3		plications of baking and cake decora	
or	Tuble Speaking	5		courses are presented in culinary the	
SPC 209	Interpersonal Communication	3		ation in kitchens of the Culinary Insti	
or	morporadi Communication	-		on at Trident Technical College.	
ENG 102	English Composition II	3		on into this program requires proof o	f
	Total	9		graduation (or GED) and qualifying	
				AT, ACT or the TTC placement test.	
Fourth Sem				•	
HOS 160	Purchasing for Hospitality	3		ided Sequence of Courses	2
HOS 245	Hospitality Marketing	3	BKP 101	Introduction to Baking	3
HOS 250	Beverage Service Management	3	BKP 102	Introduction to Pastries	3
HOS 265	Hotel, Restaurant and Travel Law	3	BKP 109	Introduction to Cakes and	2
ELE HTM	Select one 200-level course from		CIII 104	Decorating	3
	Hospitality and Tourism Managemen		CUL 104	Introduction to Culinary Arts Kitchen Fundamentals	3
	Electives	3	CUL 105 CUL 129		3
	Total 1	5	CUL 129	Storeroom and Purchasing	د al 18
Fifth Semes	ster – Spring			1016	11 10
HOS 256	Hospitality Management Concepts	3			
HOS 294	Hospitality Business Development	3	Advan	ced Baking	
ELE HTM	Select one 200-level course from		/ tu vu ii	cea baking	
	Hospitality and Tourism Managemen	t	and Pa	astrv	
	Electives	3		y	
REQ HUM	Select one course from Humanities			in Applied Science	
	listing on page B-3	3		uirements: 18 Semester Credit Ho	urs
REQ SSC	Select one course from Behavioral/			anced Baking and Pastry certificate	
	Social Sciences listing on page B-3	3		idents for fast-track baking and pastr	y
	Total 1	5	_	restaurants, hotels, catering, retail	
			halveries and	d other foodservice operations Stude	nte

#### Hospitality and Tourism Management Flectives

nospitality and fourism Management Electives			
HOS 150	Hotel Management	3	
HOS 161	Event Management	3	
HOS 174	Introduction to Recreation	3	
HOS 251	Introduction to Wine	3	
HOS 253	Beer Basics	3	
HOS 258	Convention Management	3	
HOS 261	Distilled Spirits and Related		
	Products	3	
HOS 264	Food and Beverage Pairing	3	

The Advanced Baking and Pastry certificate prepares students for fast-track baking and pastry positions in restaurants, hotels, catering, retail bakeries and other foodservice operations. Students study theory and practice hands-on applications in the college's fine dining restaurant. This program meets advanced standards of education for the American Culinary Federation certification levels in baking and pastry.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test, as well as completion of a Baking and Pastry

certificate, culmination of baking and pastry courses totaling 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

**Recommended Sequence of Courses** 

BKP 113	Laminated Doughs and Pastries	3
BKP 181	Candies and Confectionaries	3
BKP 182	Artisan Breads	3
BKP 183	Plated Desserts	3
BKP 216	International Desserts	3
BKP 224	Jams, Jellies, Chutneys and Tarts	3
	Tota	l 18

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 BKP 182** 3 Artisan Breads ۸r **BKP 224** Jams, Jellies, Chutneys and Tarts 3 3 **CUL 178** Farm to Plate SCWE in Culinary Arts 3 **CUL 277** 3 CUL 280 Butchery and Charcuterie **CUL 297** Advanced Stagerie 3

Special Topics in Culinary Studies

Total 18

3

### Advanced Cake and Chocolate

#### Certificate in Applied Science Credit Requirements: 15 Semester Credit Hours

The Advanced Chocolate and Cake certificate prepares students for entry-level positions as professional cake decorators and chocolatiers in food service operations including hotels, restaurants, catering, retail bakeries, fine dining, resorts and supermarket bakeries. Students study theory and practical kitchen applications to fulfill the requirements of baking and pastry food preparation.

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**

3
3
3
3
3

Total 15

### **Artisanal Foods**

## Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours

The Artisanal Foods certificate prepares students for entry-level positions as artisanal butchers, cooks, and bread bakers in specialty restaurants, food service operations and supermarkets that imbue the farm to fork philosophy in their daily operation. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College.

### **Culinary Arts**

**CUL 299** 

## Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours

The Culinary Arts certificate prepares students for entry-level cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food. This program meets the minimum standards for the American Culinary Federation certification level of Certified Culinarian.

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

#### **Recommended Sequence of Courses**

BKP 101	Introduction to Baking	3
CPT 101	Introduction to Computers	3
CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 112	Classical Foundations of Cooking	3
CUL 129	Storeroom and Purchasing	3
	Tota	i 1Ω

### **Culinary Manager**

## Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours

The Culinary Manager certificate prepares students for positions as entry-level managers in fine dining, hotels, clubs and resorts. Students study both theory and practical management applications while demonstrating their skills in school restaurants.

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College. The degree program is accredited by the American Culinary Federation (ACF). Graduates are eligible for ACF certification.

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

	T/	atal 10
*ELE CMB	Beverage Elective	3
CUL 277	SCWE in Culinary Arts	3
CUL 238	Culinary Marketing	3
CUL 171	Food and Beverage Controls	3
	Service	3
CUL 135	Introduction to Dining Room	
	Resources	3
CUL 128	Culinary Management and Hum	an

Total 18

### **Event Management**

#### Certificate in Applied Science Credit Requirements: 24 Semester Credit Hours

The Event Management certificate program provides an overview of the event management industry to prepare students for entry-level positions in event management. Students will learn the process of planning events from the initial conception phase through delivery including sales, transportation, logistics, food and beverage management, and service, and gain general competency in providing support for delivery and management of such events.

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

#### **Recommended Sequence of Courses** First Semester - Fall

HOS 140	The Hospitality Industry	3
HOS 157	Hospitality Service	3
HOS 161	Event Management	3
HOS 164	Travel and Tourism	3
		Total 12

Second Sem	ester – Spring	
HOS 250	Beverage Service Management	3
HOS 258	Convention Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
HOS 267	Destination Wedding Planning	3
or		
HOS 298	Special Topics in Hospitality and	
	Tourism	3

Total 12

### Advanced Beverage Service Management

#### **Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours**

The Advanced Beverage Service Management program is designed for students interested in acquiring advanced knowledge of the beverage management industry through study of history, origins, product identification, purchase, storage, sales and service of wines, beers, distilled spirits and related products. The program also addresses legal requirements and the achievement of industry credentials for safe, legal service of alcoholic

Admission into this program requires completion of at least one other hospitality/tourism management program or department head approval. In addition, students must have proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

#### **Recommended Sequence of Courses** First Semester - Fall

HOS 250	Beverage Service Management	3
HOS 251	Introduction to Wine	3
HOS 253	Beer Basics	3
		Total 9

#### Second Semester - Spring

HOS 261	Distilled Spirits and Related	
	Products	3
HOS 264	Food and Beverage Pairing	3
HOS 265	Hotel, Restaurant and Travel Law	3
	Total	al 9

### Food and Beverage **Operations**

#### **Certificate in Applied Science Credit Requirements: 18 Semester Credit Hours**

The Food and Beverage Operations certificate is designed for students interested in the development of food and beverage management skills for professional development, career enhancement and personal enrichment.

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

<sup>\*</sup>Beverage Elective: choose from one of the following: HOS 250, 251, 253 or 261.

## Recommended Sequence of Courses First Semester – Fall

HOS 140	The Hospitality Industry	3
HOS 146	Restaurant Operations	3
HOS 157	Hospitality Service	3
	To	tal 9
HOS 160	Purchasing for Hospitality	3
HOS 250	Beverage Service Management	3
HOS 265	Hotel, Restaurant and Travel Law	3
	To	tal 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

		Total 12
HOS 164	Travel and Tourism	3
HOS 157	Hospitality Service	3
HOS 150	Hotel Management	3
HOS 140	The Hospitality Industry	3

#### 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.

#### **Recommended Sequence of Courses**

#### First Semester - Fall

BKP 101	Introduction to Baking	3
CPT 101	Introduction to Computers	3
CUL 104	Introduction to Culinary Arts	3
CUL 105	Kitchen Fundamentals	3
CUL 112	Classical Foundations of Cooking	3
CUL 127	History of Diets in World Cultures	3

#### Total 18

#### Second Semester - Spring

Second Sem	ester spring	
BKP 102	Introduction to Pastries	3
CUL 118	Nutritional Cooking	3
CUL 129	Storeroom and Purchasing	3
HOS 230	Therapeutic Nutrition	3
HOS 241	Sports Nutrition	3
CUL 242	Vegetarian and Vegan Cuisine	3
or		
CUL 186	Mediterranean Cuisine	3

### 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

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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.

	ded Sequence of Courses		Electro	nics Engineering	
First Semest				ines Inginicating	
CET 120	Construction Materials	3 4	Techno	loav	
CET 204	Fundamentals of Surveying		icciiii	nogy	
EGT 151	Introduction to CAD	3	Associate in	Applied Science	
ENG 101	English Composition I	3		irements: 68 Semester	
MAT 170	Algebra, Geometry and		Credit Hour		
	Trigonometry I	3	Day	-	
		Total 16	•	ronics Engineering Technology	
Second Sem	ester – Spring		program pre	pares students for a broad range of job	os
EGR 110	Introduction to Computer		in the electri	cal and electronic fields. Graduates of	
LGK 110	Environment	3	the program	may become employed as broadcast	
EGR 290	Numerical Applications in	3	technicians,	business machine technicians,	
EGK 290	Engineering Technology	3	customer ser	rvice representatives, computer service	e
ECT 152	Fundamentals of CAD	3		engineering technicians, laboratory	
EGT 152		3		field engineering technicians,	
PSY 201	General Psychology	3		aides, electrical sales technicians,	
SPC 205	Public Speaking			iters and electrical instrument	
		Total 15	technicians.		
Third Semes	ster – Summer				
EGR 194	Statics and Strength of Materi	als 4		ded Sequence of Courses	
CWE	Cooperative Work Experience	4	First Semes		
	•	Total 8	EGR 104	Engineering Technology Foundations	3
Fourth Sem	ester – Fall		EGR 110	Introduction to Computer	
CET 215	Soil Mechanics Fundamentals	2		Environment	3
CET 218	Hydraulics	3	ENG 101	English Composition I	3
EGT 257	Advanced Civil CAD	3	MAT 170	Algebra, Geometry and	
ELE CET	Select one course from the Ci	vil 2-4		Trigonometry I	3
	Engineering Technology Elec	tives		Total	12
		al 10-12			
			Second Sen	nester – Spring	
Fifth Semes	ter – Spring		EGR 290	Numerical Applications in	
CET 247	Introduction to Structural Des	ign 3		Engineering Technology	3
CET 246	Environmental Systems Techn	nology 3	EET 113	Electrical Circuits I	4
CET 251	Highway Design	3	EET 145	Digital Circuits	4
ELE CET	Select one course from the Ci	vil 2-4	EGT 151	Introduction to CAD	3
	Engineering Technology Elec	tives		Total	14
REQ HUM	Select one course from Huma				
	listing on page B-3	3		ster – Summer	
		al 14-16	EET 131	Active Devices	4
			EGR 234	Control Principles	3
<b>Civil Engine</b>	ering Technology Electives		EET 274	Selected Topics	3
CET 127	Building Construction and Pri	nt	REQ HUM	Select one course from Humanities	
	Reading	4		listing on page B-3	3
CET 135	Construction Contracts	2		Total	13
CET 205	Surveying II	4			
CET 230	Construction Management	3	Fourth Sem		
CET 238	Construction Planning and	-	MET 237	Fluids: Principles and Applications	4
	Scheduling	2	EEM 251	Programmable Controllers	3
CET 245	Cost Estimating	3	EEM 252	Programmable Controller	
CWE CWE	Cooperative Work Experience			Applications	3
CIVE	Cooperative work Experience	, <u>~</u>	MET 233	Applied Thermal Principles	4
				Total	14

#### <><<<<<<<<<< e>Holder of the control of the control

Fifth Come	atau Cuning		Third Come	orton Communication	
	ster – Spring			ster – Summer	
EGR 255	Engineering Technology Senior	2	EGR 290	Numerical Applications in	2
EET 242	Systems Project	2	EET 112	Engineering Technology Electrical Circuits I	3
EET 243	Data Communications	4	EET 113		
REQ SSC	Select one course from Behavioral/	2		101	tal 7
CDC 205	Social Sciences listing on page B-3	3	Fourth Sem	ester – Fall	
SPC 205	Public Speaking	3	EET 145	Digital Circuits	4
or	10 : :	2	EGT 151	Introduction to CAD	3
SPC 209	Interpersonal Communication	3	201 101		tal 7
ELE EET	Technical Elective	3			
	Total	15	Fifth Semes	ter – Spring	
			EET 131	Active Devices	4
	<b>Engineering Technology Electives</b>		EGR 234	Control Principles	3
Technical E				To	tal 7
EGT 152	Fundamentals of CAD	3	Sivth Samo	ster – Summer	
EEM 221	AC/DC Drives	3	EET 274		3
CWE 113	Cooperative Work Experience	3		Selected Topics Select one course from humanities	
MAT 120	Probability and Statistics	3	REQ HUM		
EVT 101	Man and His Environment	3		listing on page B-3	3 <b>tal 6</b>
				101	taio
Elactro	poice Engineering		Seventh Sei	mester – Fall	
ciecui	onics Engineering		MET 237	Fluids: Principles and Applications	s 4
Tachn	alogy.		EEM 251	Programmable Controllers	3
Techno	ology			_	tal 7
Associate i	n Applied Science				
	uirements: 68 Semester		_	ster – Spring	
Credit Hou			EEM 252	Programmable Controller	
Evening	13			Applications	3
_	tronics Engineering Technology		MET 233	Applied Thermal Principles	4
	epares students for a broad range of job	ne		Tot	tal 7
	ical and electronic fields. Graduates of		Ninth Same	ster – Summer	
	may become employed as broadcast		EGR 255	Engineering Technology Senior	
	business machine technicians,		LGR 233	Systems Project	2
	rvice representatives, computer service	٩	EET 243	Data Communications	4
	engineering technicians, laboratory	C	LLI 243		tal 6
	field engineering technicians,			10	iui o
	aides, electrical sales technicians,		Tenth Seme	ster – Fall	
	riters and electrical instrument		REQ SSC	Select one course from social scien	nces
technicians.				listing on Page B-3	3
			SPC 205	Public Speaking	3
Recommen	ded Sequence of Courses		or		
First Semes	ster – Fall		SPC 209	Interpersonal Communications	3
MAT 170	Algebra, Geometry and		ELE EET	Technical Elective	3
	Trigonometry I	3		To	tal 9
EGR 110	Introduction to Computer		T. d. 1 1 - 1		
	Environment	3	Technical El		2
	Tota	l 6	EGT 152	Fundamentals of CAD	3
			EEM 221	AC/DC Drives	3
	mester – Spring		CWE 113	Cooperative Work Experience	3
EGR 104	Engineering Technology	2	MAT 120	Probability and Statistics	3
EMC 101	Foundations	3	EVT 101	Man and His Environment	3
ENG 101	English Composition I	3			
	Tota	10			

### **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 Curricu	ılum 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 Pat	h	
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 F	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
	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 Semes	ter – Fall	
EGR 275	Introduction to Engineering/Computer	er
	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

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

Total 12

#### 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 265	CAD/CAM Applications	3 <b>Total 12</b>
		2
EGT 257	Advanced Civil CAD	3
PSY 201	General Psychology	3
or		
ECO 210	Macroeconomics	3
EGT 251	Principles of CAD	3

#### 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
2012,0	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.

# Mechanical Engineering Technology

Associate in Applied Science Credit Requirements: 71 Semester Credit Hours Dav

The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

#### Recommended Sequence of Courses First Semester – Fall

MAT 170	Algebra, Geometry and	
	Trigonometry I	3
EGR 110	Introduction to Computer	
	Environment	3
EGR 104	Engineering Technology	
	Foundations	3
ENG 101	English Composition I	3
EGT 151	Introduction to CAD	3
		Total 15

#### Second Semester - Spring

		Total 14
EGR 170	Engineering Materials	3
EET 145	Digital Circuits	4
EET 113	Electrical Circuits I	4
	Engineering Technology	3
EGR 290	Numerical Applications in	

#### Third Semester - Summer

EET 131	Active Devices	4
EGR 234	Control Principles	3
EGR 194	Statics and Strength of Materials	4
REQ HUM	Select one course from Humanities	
	listing on page B-3	3
	Total	14

#### Fourth Semester - Fall

MET 237	Fluids: Principles and Applications	4
EEM 251	Programmable Controllers	3
MET 233	Applied Thermal Principles	4
REQ SSC	Select one course from Behavioral/	
	Social Sciences listing on page B-3	3
	Total	14

#### Fifth Semester - Spring

EGR 255	Engineering Technology Senio	or
	Systems Project	2
EGT 130	Geometric Dimensioning and	
	Tolerancing	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
ELE MET	Technical Elective	3
EGR 175	Manufacturing Processes	3
		Total 14

#### **Technical Electives**

ACR 210	Heat Pumps	4
EEM 252	Programmable Controllers	
	Applications	3
EGT 152	Fundamentals of CAD	3

### **Architectural Drafting**

#### Certificate in Applied Science Credit Requirements: 19 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to move into architectural graphics. The certificate includes learning computer applications, exploration of construction methods, knowledge of construction materials and a study of architectural history.

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

#### Recommended Sequence of Courses First Semester – Fall

AET 202	Architectural History	3
CET 120	Construction Materials	3
EGT 151	Introduction to CAD	3
EGT 152	Fundamentals of CAD	3
		Total 12

#### Second Semester – Spring

AET 221	Architectural Computer Graphics II	4
	Total	

### Basic Electronic Journeyman I

#### Certificate in Applied Science Credit Requirements: 20 Semester Credit Hours

The curriculum for this certificate teaches basic electrical/electronics fundamentals needed to enter the electronics technician workforce. Courses combine a mixture of classroom and lab instruction using the classroom to present basic theory and the lab to reinforce that theory with hands-on practical experiments.

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

#### Recommended Sequence of Courses First Semester

		Total 6
	Trigonometry I	3
*MAT 170	Algebra, Geometry and	
	Foundations	3
EGR 104	Engineering Technology	

### \*\*EET 113 Electrical Circuits I

**EET 113	Electrical Circuits I	4
***ENG 150	Basic Communications	3
		Total 7

#### **Third Semester**

EEM 129	Solid State Devices I	2
EEM 130	Solid State Devices II	2
QAT 101	Introduction to Quality Assurance	3
	Tota	al 7

\*Or MAT 110 College Algebra

Communications; or ENG 101 English Composition I and SPC 209 Interpersonal

Communication

# Chemical 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 chemical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

#### **Recommended Sequence of Courses**

CHM 111	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
EGR 266	Engineering Thermodynamics	
	Fundamentals	3
EGR 270	Introduction to Engineering	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4

Total 38

2

4

3

Total 7

### **Civil Drafting**

### Certificate in Applied Science Credit Requirements: 13 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to work with land development drawings. The certificate includes an introduction to land surveying and GIS software.

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

Introduction to CAD

#### **Recommended Sequence of Courses**

#### First Semester - Fall

EGT 151

**CET 204** 

EGT 257

LG1 131	introduction to CAD	Total 3	
Second Se	mester – Spring		
EGT 152	Fundamentals of CAD	3	
		Total 3	
Third Semester – Fall			

Fundamentals of Surveying

Advanced Civil CAD

<sup>\*\*</sup>Alternate Sequence, EEM 113 DC Circuits I

<sup>\*\*\*</sup>Alternate Sequences, ENG 101 English Composition I and ENG 260 Advanced Technical

# 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

### Civil/Mechanical Engineering Transfer (USC)

## Certificate in Applied Science Credit Requirements: 38 Semester Credit Hours

This certificate allows you to select course work to transfer into the University of South Carolina's bachelor of science in either civil or mechanical engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

#### **Recommended Sequence of Courses**

ECE 221	Introduction to Electrical	
	Engineering I	3
EGR 260	Engineering Statics	3
EGR 262	Engineering Dynamics	3
EGR 264	Introduction to Engineering	
	Mechanics of Solids	3

EGR 266	Engineering Thermodynamics	
	Fundamentals	3
EGR 275	Introduction to Engineering/	
	Computer Graphics	3
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
or		
CHM 111	College Chemistry II	4
or		
BIO 101	Biological Science I	4
or		
BIO 102	Biological Science II	4
	Total 3	38

### Computer Aided Design I

#### Certificate in Applied Science Credit Requirements: 9 Semester Credit Hours

This program introduces you to the computer and how it can be used to generate 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.

Introduction to CAD

#### Recommended Sequence of Courses First Semester – Fall

EGT 151

 Total 3

 Second Semester – Spring

 EGT 152
 Fundamentals of CAD
 3

 EGT 252
 Advanced CAD
 3

 Total 6

3

### **Computer Aided Design II**

#### Certificate in Applied Science Credit Requirements: 12 Semester Credit Hours

This program is designed for students desiring advanced computer aided design skills to generate engineering drawings. Topics include three-dimensional CAD, feature-based modeling and CAD/CAM applications.

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

Completion of the Computer Aided Design I certificate is required for admission into this program.

Recommended Sequence of Courses			
First Semester – Fall			
EGT 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	<b>Building Construction and Print</b>	
	Reading	4
	_	

#### Total 7

#### Second Semester - Spring

CET 135	Construction Contracts	2
CET 245	Cost Estimating	3
		Total 5

#### Third Semester – Summer

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 Ser	nester – 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

#### <<<<<<<<<<<<<<<<<<<<<Tr><<<<<<<<<<<<<<Tr><</td>

PHY 221	University Physics I	4
PHY 222	University Physics II  Total:	4 <b>31</b>

### **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	Callaga Chamiatur, I	4	
	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 3	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.

First Semester – Fall					
EGR 170	0 Engineering Materials				
or					
EGR 175	Manufacturing Processes	3			
EGT 151	Introduction to CAD	3			
EGT 152	Fundamentals of CAD	3			
		Total 9			

**Recommended Sequence of Courses** 

#### Second Semester - Spring

DCC0114 DC111	cotc. opinig	
EGT 115	Engineering Graphics II	4
EGT 130	Geometric Dimensioning and	
	Tolerancing Applications	3
		Total 7

## **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			
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 3	32		

### Surveying

\*FGT 151

# Certificate in Applied Science Credit Requirements: 20 Semester Credit Hours

This certificate prepares you for a career in the land surveying job market. It is designed for those individuals having little or no surveying experience and for those who presently hold a position with a surveying firm and desire to move into another position.

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

Introduction to CAD

#### Recommended Sequence of Courses First Semester – Summer

LO1 131	introduction to CAD	Total 3
		iotai 3
Second Ser	nester – Fall	
CET 204	Fundamentals of Surveying	4
MAT 110	College Algebra	3
		Total 7
Third Seme	ster – Spring	
CET 205	Surveying II	4
EGT 152	Fundamentals of CAD	3
MAT 111	College Trigonometry	3
		Total 10

<sup>\*</sup>Allowable alternate: EGR 275

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

# Transfer Engineering Programs

### In preparation for transfer to The Citadel

This is a transfer opportunity for students wanting to transfer into The Citadel in selected programs.

An articulation agreement between The Citadel and TTC allows students to enroll at TTC with the following courses approved for transfer to The Citadel. The purpose of this agreement is to provide courses at TTC equivalent to the lower division requirements of The Citadel's Department of Engineering to promote access to and facilitate the transfer of TTC's students into The Citadel's engineering programs.

# Recommended Sequence of Courses A. Civil Engineering

BIO 101	Biological Science I	4
CHM 111	College Chemistry II	4
EGR 270	Introduction to Engineering	3
EGR 260	Engineering Statics	3
EGR 282	Introduction to Civil Engineering	2
EGR 285	Engineering Surveying I	3
EGR 286	Engineering Surveying II	3
EGR 295	Engineering Surveying Lab I	1
EGR 296	Engineering Surveying Lab II	1

#### Total 24

4

#### B. Electrical Engineering

CHM 111

3

C11111	conege chemistry in	
ECE 201	Electrical and Computer Engineering	1g
	Seminar	1
ECE 205	Electrical and Computer Lab I	3
ECE 221	Introduction to Electrical	
	Engineering I	3
ECE 222	Introduction to Electrical	
	Engineering II	3
EGR 270	Introduction to Engineering	3
EGR 273	Problem Solving for Engineers	2
PHY 222	University Physics II	4
	Tota	23

College Chemistry II

#### C. Mechanical Engineering

	3 3	
BIO 101	Biological Science I	4
ECE 201	Electrical and Computer Engineer	ing
	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 273	Problem Solving for Engineers	2
PHY 222	University Physics II	4
	<b>-</b> .	

#### Total 23

#### Required Humanities/Social Sciences Courses

Required Humanities/Social Sciences Courses				
ENG 101	English Composition I	3		
ENG 102	English Composition II			
ENG 205	English Literature I	3		
ENG 260	Advanced Technical			
	Communications	3		
*HIS 101	Western Civilization to 1689	3		
*HIS 102	Western Civilization Post 1689	3		
PSY 201	General Psychology			
or				
PSC 201	American Government	3		
or				
SOC 101	Introduction to Sociology	3		

Total 21

#### Math/Science General Engineering Requirements

CHM 110	College Chemistry I	4
EGR 275	Introduction to Engineering/	
	Computer Graphics	3
MAT 140	Analytic Geometry and Calculus I	4
MAT 141	Analytic Geometry and Calculus II	4
MAT 240	Analytic Geometry and Calculus III	4
MAT 242	Differential Equations	4
PHY 221	University Physics I	4
	Total 1	7

Total 27

Students who complete each 2+2 program course at TTC with a grade of C or higher and who maintain a cumulative GPA of at least 2.0 are eligible to apply for admission to The Citadel Graduate College Civil Engineering, Electrical Engineering or Mechanical Engineering programs. This application must be accompanied by a letter of transmittal from TTC's 2+2 advisor. Formal application must be made through The Citadel Graduate College.

Upon completion of the above program, the student will have earned an associate in science degree as well as the appropriate engineering transfer certificate.

### In preparation for transfer to the University of South Carolina, College of Engineering

This is a transfer opportunity for students wanting to transfer into the University of South Carolina's College of Engineering in selected programs.

An articulation agreement between the University of South Carolina and TTC allows students to enroll at TTC in courses approved for transfer to USC. This agreement provides courses at TTC equivalent to specific lower division requirements of USC's College of Engineering to promote access to and facilitate the transfer of TTC's students into USC's engineering programs. Upon completion, students will have satisfied the majority of USC's lower division requirements. Please see the appropriate Engineering Transfer advisor for specific course information.

### In preparation for transfer to Clemson University, College of Engineering and Science

This is a transfer opportunity for students wanting to transfer into Clemson University's College of Engineering and Science in selected programs.

An articulation agreement between Clemson and TTC allows students to enroll at TTC in courses approved for transfer to Clemson. This agreement provides courses at TTC equivalent to specific lower division requirements of Clemson's College of Engineering and Science to promote access to and facilitate the transfer of TTC's students into Clemson's engineering programs. Upon completion, students will have satisfied the majority of Clemson's lower division requirements. Please see the appropriate engineering transfer advisor for specific course information. In addition, TTC students earning an associate in science degree (with math and chemistry bias) may transfer into the bachelor of science in polymer and textile chemistry or in textile management. Please see the appropriate advisor in TTC's Science and Mathematics Division for specific course information.

<sup>\*</sup>Students may take HIS 104 and HIS 105 in lieu of HIS 101 and HIS 102



## Film, Media and Visual Arts

**Overview** 

The Film, Media and Visual Arts programs are designed to prepare students for entry-level positions in broadcasting, radio production, film production, graphic design, computer graphics, digital media, photography, website design, illustration, multimedia, post production and animation. The various associate degree and certificate programs combine academic theory with hands-on training using state-of-the-art equipment.

#### **General Information**

As with all TTC programs, students interested in Film, Media and Visual Arts programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. To contact the Film, Media and Visual Arts Division office, call 843.574.6852.

### **Cancellation Policy**

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

### **Programs of Study**

Accord	ota l	Dograa	Programs

Commercial Graphics Animation Digital Media Graphic Design Photography

Media Arts Production Film Production Post Production

TV and Media Production

#### **Certificate Programs**

Art Foundations Basic Digital Production Computer Animation Computer Graphics

Advanced Film Production

Digital Media Software

Digital Photography Film Production

Illustration

Multimedia Design

Online Media Production Photography

Post Production Radio Production Website Design

### **Commercial Graphics**

### Associate in Applied Science Animation Career Path

Credit Requirements: 72 Semester Credit Hours

The Animation program provides training in animation, modeling, character rigging, texture painting, camera tracking, compositing and other artistry skills necessary for working in the electronic arts industry. Students will build a knowledge base necessary for creating work for special effects productions within the defense, education, game, commercial and film industries.

### 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 Sem	nester – Spring	Total 15	
Second Sem ARV 123	nester – Spring Composition and Color	<b>Total 15</b>	
	, ,	<b>Total 15</b> 3 3	

#### MAP 192 Character Animation 3 MAP 193 Animation Workflow 3 Total 15

### Third Semester – Summer

ART 105	Film as Art	3
or		
ART 210	History of Graphic Design	3
ARV 125	Drawing for Animators	
or		
FLM 230	Animation Production	3
MAP 194	Gaming Animation	3
REQ MAT	Select one math course from	
	Mathematics/Natural Sciences li	sting
	on page B-4.	3

#### Fourth Semester - Fall

		Tatal 15
SPC 205	Public Speaking	3
MAP 298	Animation Projects II	3
MAP 198	Animation Projects I	3
MAP 195	Special Effects	3
MAP 110	Editing 1	3

Total 15

Total 12

Fifth Semes			Diaital N	ledia Career Path	
ARV 279	Portfolio Preparation	3		uirements: 72 Semester Credit Hou	urs
ARV 280	Visual Arts Exit Portfolio	3			
ELE CGA	Select one course from Animation		Recommen	ded Sequence of Courses	
	Electives	3	First Semes		
ELE CGA	Select one course from Animation		ARV 110	Computer Graphics I	3
	Electives	3	ARV 121	Design	3
REQ SSC	Select one course from Behavioral/		ARV 217	Computer Imagery	3
	Social Sciences listing on page B-3	3	ARV 219	Multimedia Techniques	3
	Total	15	ARV 221	Interactive Media Design	3
Animation I	Electives			Tota	al 15
ARV 164	Digital Print Production	3	Second Ser	nester – Spring	
ARV 191	Media Arts Study Abroad	3	ARV 123	Composition and Color	3
ARV 192	Special Topics in Media Arts I	1	ARV 211	Digital Media Design	3
ARV 193	Special Topics in Media Arts II	1	ARV 227	Website Design I	3
ARV 194	Special Topics in Media Arts III	1	CGC 106	Typography I	3
ARV 205	Graphic Illustration	3	ENG 101	English Composition I	3
ARV 227	Website Design I	3	EIVO IVI	Tota	
ARV 230	Visual Arts Business Procedures	3		1000	
CGC 106	Typography I	3	Third Seme	ester – Summer	
CGC 100	Electronic Publishing	3	ARV 136	Motion Graphics I	3
*CPT 101	Introduction to Computers	3	ARV 228	Website Design II	3
CWE	Cooperative Work Experience	3	ELE CGD	Select one course from Digital Me	dia
EGT 151	Introduction to CAD	3		Electives	3
MAP 101	Audio Techniques I	3	REQ MAT	Select one math course from	
MAP 120	Image Production I	3		Mathematics/Natural Sciences list	ing
MAP 126	Media Arts Photography	3		on page B-4.	3
MAP 130	Lighting Fundamentals	3			al 12
	tute CPT 102	5			
muy suosiii	ute C1 1 102			nester – Fall	
			ART 210	History of Graphic Design	3
Comm	ercial Graphics		or		
	ercial Grapines		ART 105	Film as Art	3
Associate in	Applied Science		or		
	ia Career Path		ART 107	History of Early Western Art	3
	irements: 72 Semester Credit Hour	s	or		
Digital m	edia is an exciting new field of		ART 108	History of Western Art	3
	ectronic communication. Employmen	t	ARV 212	Digital Photography	3
	s are on the increase due to rapid grow		ARV 229	Advanced Multimedia	3
	ding industry: production managemen		ARV 230	Visual Arts Business Procedures	3
	ation, web design, presentation		MAP 110	Editing 1	3
	ve authoring for entertainment and			Tota	al 15
	formation delivery and electronic		Eifth Como	stor Enring	
	ions. These are just a few areas where		ARV 279	ster – Spring  Portfolio Preparation	2
	nd has arisen for talented digital medi		ARV 279 ARV 280	Visual Arts Exit Portfolio	3
	Graduates will be able to qualify for				
	positions in diverse industries such		ELE CGD	Select one course from Digital Me Electives	3 a
	nent, publishing, electronic games,		REQ SSC	Select one course from Social Scie	
	arketing, e-commerce, corporate		KEQ SSC	listing on page R-3	3

SPC 205

listing on page B-3

Public Speaking

3

3

Total 15

communication and consumer information delivery.

Distribution						
Digital Med		2		ester – Summer	2	
ART 111	Basic Drawing 1	3	ARV 205	Graphic Illustration	3	
ARV 125	Drawing for Animators	3	CGC 210	Advanced Electronic Publishing	3	
ARV 164	Digital Print Production	3	REQ MAT	Select one math course from		
ARV 191	Media Arts Study Abroad			Mathematics/Natural Sciences listing	1g 3	
ARV 192 ARV 193	Special Topics in Media Art Special Topics in Media Art		ELE CGG	on page B-4.	3	
ARV 193 ARV 194	Special Topics in Media Art		ELE COO	Select one course from Graphic Design Electives	3	
ARV 194 ARV 205	Graphic Illustration	3		Total		
ARV 203	Computer Graphics II	3		Total	112	
ARV 218	Computer Imagery II	3	Fourth Sem	nester – Fall		
ARV 210 ARV 232	Digital Photography II	3	ART 210	History of Graphic Design	3	
CGC 110	Electronic Publishing	3	ARV 162	Graphic Reproduction I	3	
CPT 220	e-Commerce	3	ARV 219	Multimedia Techniques	3	
CWE	Cooperative Work Experience		ARV 230	Visual Arts Business Procedures	3	
MAP 120	Image Production I	3	ARV 261	Advertising Design I	3	
MAP 126	Media Arts Photography	3		Total	15	
MAP 130	Lighting Fundamentals	3	Fifth Comme	-t		
MAP 190	Introduction to Animation	3		ster – Spring Portfolio Preparation	2	
MAP 191	3D Modeling	3	ARV 279 ARV 280	Visual Arts Exit Portfolio	3	
	Č		SPC 205		3	
			ELE CGG	Public Speaking Select one course from Graphic	3	
Commo	ercial Graphics		ELE COO	Design Electives	3	
	-		REQ SSC	Select one course from Behavioral/		
	Applied Science		KEQ 55C	Social Sciences listing on page B-3		
	ign Career Path			Total		
	irements: 72 Semester Cred					
	nic Design program prepares		Graphic De	sign Electives		
	s commercial artists. Commer		ART 112	Basic Drawing II	3	
	volved in developing ideas int		ARV 114	Photography I	3	
	a variety of methods and med		ARV 115	Aesthetics of Photography	3	
	c skills and techniques in con		ARV 125	Drawing for Animators	3	
	ous principles of graphic desi		ARV 136	Motion Graphics I	3	
various clien	sual products to meet the need	us 01	ARV 164	Digital Print Production	3	
various chen	15.		ARV 191	Media Arts Study Abroad	3	
Recommend	ded Sequence of Courses		ARV 192	Special Topics in Media Arts I	1	
First Semest	ter – Fall		ARV 193	Special Topics in Media Arts II	1	
ART 111	Basic Drawing I	3	ARV 194	Special Topics in Media Arts III	1	
ARV 110	Computer Graphics I	3	ARV 211	Digital Media Design	3	
ARV 121	Design	3	ARV 213 ARV 214	Lighting Photography II	3	
ARV 123	Composition and Color	3	ARV 214 ARV 216	Photography II Lighting II		
ARV 217	Computer Imagery	3	ARV 218	Computer Imagery II	3	
		Total 15	ARV 216 ARV 221	Interactive Media Design	3	
Socond Som	nester – Spring		ARV 227	Website Design I	3	
ARV 210		2	ARV 228	Website Design II	3	
ARV 210 ARV 212	Computer Graphics II Digital Photography	3 3	ARV 229	Advanced Multimedia	3	
CGC 106	Typography I	3	ARV 232	Digital Photography II	3	
CGC 106	Electronic Publishing	3	ARV 264	Special Projects in Graphic Arts	3	
ENG 101	English Composition I	3	*CPT 101	Introduction to Computers	3	
L110 101	English Composition i	Total 15	CWE	Cooperative Work Experience	-	
		1014115	MAP 110	Editing I	3	
			MAP 190	Introduction to Animation	3	

\*May substitute CPT 102

### **Commercial Graphics**

#### **Associate in Applied Science Photography Career Path**

#### **Credit Requirements: 72 Semester Credit Hours**

The Photography program prepares students for a wide range of careers in the field of professional photography. Employment opportunities include event, portrait, product and food photography as well as positions in studios, magazines, ad agencies or stock photo houses. Students in this career path will study various types of cameras, composition, lighting, darkroom processes and digital imaging. The program will emphasize both the artistry and technical requirements necessary to be successful in this highly creative and competitive field.

#### **Recommended Sequence of Courses** First Semester - Fall

i ii at aeiiiea	i ii st Seinestei – I aii				
ARV 114	Photography I	3			
ARV 121	Design	3			
ARV 212	Digital Photography	3			
ARV 217	Computer Imagery	3			
ENG 101	English Composition I	3			
		Total 15			

#### Second Semester – Spring

ARV 115	Aesthetics of Photography	3
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 214	Photography II	3
ARV 216	Lighting II	3
	-	Total 15

#### Third Semester – Summer

i i i i i a sciii c	cci Summer	
ARV 164	Digital Print Production	3
ARV 219	Multimedia Techniques	3
REQ MAT	Select one math course from	
	Mathematics/Natural Sciences	listing
	on page B-4	3
SPC 205	Public Speaking	3
		Total 12

#### Fourth Semester - Fall

ART 210	History of Graphic Design	3
or		
ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
or		
ART 108	History of Western Art	3
ARV 215	Photography III	3
ARV 230	Visual Arts Business Procedures	3
ARV 232	Digital Photography II	3
ARV 233	Portrait Photography	3
	Total 1	15

#### Fifth Samostar - Spring

i ii dii Seilles	ici – Spring	
ARV 116	Food Photography	3
ARV 279	Portfolio Preparation	3
ARV 280	Visual Arts Exit Portfolio	3
ELE CGP	Select one course from Photography	
	Electives	3
REQ SSC	Select one course from Behavioral/	
	Social Sciences listing on page B-3	3
	Total 1	15

Photography Electives				
ART 111	Basic Drawing I	3		
ART 290	Photojournalism	3		
ARV 110	Computer Graphics	3		
ARV 191	Media Arts Study Abroad	3		
ARV 192	Special Topics in Media Arts I	1		
ARV 193	Special Topics in Media Arts II	1		
ARV 194	Special Topics in Media Arts III	1		
ARV 205	Graphic Illustration	3		
ARV 218	Computer Imagery II	3		
ARV 227	Website Design I	3		
ARV 267	Special Projects in Photography	3		
CGC 110	Electronic Publishing	3		
*CPT 101	Introduction to Computers	3		
CWE	Cooperative Work Experience			
FLM 240	Insert Stage Techniques	3		
MAP 110	Editing I	3		
MAP 120	Image Production I	3		
MAP 126	Media Arts Photography	3		
MAP 130	Lighting Fundamentals	3		

### Media Arts Production

#### Associate in Applied Science **Film Production Career Path**

#### **Credit Requirements 72 Semester Credit Hours**

The Film Production career path provides students with a general education experience as well as operational training in the use of industrystandard cameras, lighting equipment, sound equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field.

#### **Recommended Sequence** First Semester – Fall

FLM 101	Filmmaking Fundamentals	3
MAP 101	Audio Techniques I	3
MAP 120	Image Production I	3
MAP 126	Media Arts Photography	3
MAP 130	Lighting Fundamentals	3
		Total 15

#### Second Semester - Spring

		Total 15
MAP 110	Editing I	3
FLM 155	Film Production I	3
FLM 152	Film Equipment	3
FLM 150	Pre-Production	3
ENG 101	English Composition I	3

#### Third Semester - Summer

ART 105 FLM 269	Film as Art Film Production Practicum	3 6
MAP 140	Writing for Media Production	v
WIZ II 140	0	Total 12

rourth Seme	ester – Fall	
FLM 153	Film Lighting	3
FLM 156	Film Production II	3
MAP 208	Location Sound Recording	3
REQ MAT	Select one math course from	
	Mathematics/Natural Sciences	slisting
	on page B-4	3
ELE MAP	Select one course from MAP	
	Electives	3
		Total 15

#### Fifth Semester - Spring

		Total 15
	Electives	3
ELE MAP	Select one course from MAP	
SPC 209	Interpersonal Communication	3
or		
SPC 205	Public Speaking	3
SOC 101	Introduction to Sociology	3
or		
PSY 201	General Psychology	3
MAP 280	Media Arts Exit Portfolio	3
or		
MAP 265	Media Arts Business Procedu	res 3
FLM 157	Set Construction/Props/Art	3
	, ,	

#### Total 15

#### MAP Electives:

Any FLM or MAP course not used to meet the requirements of the degree may be used as a MAP Elective.

### **Media Arts Production**

#### **Associate in Applied Science Post Production Career Path**

#### **Credit Requirements 72 Semester Credit Hours**

The Post Production career path provides students with a general education experience as well as training in editing software, motion graphics, special effects, sound and animation. Students can pursue careers in film and television postproduction, including editing, sound design, motion graphic design and color grading.

### **Recommended Sequence**

#### First Semester - Fall

		Total 15
MAP 130	Lighting Fundamentals	3
MAP 120	Image Production I	3
MAP 110	Editing I	3
MAP 101	Audio Techniques I	3
ENG 101	English Composition I	3

ester – Spring	
Film Editing I	3
Media Graphics I	3
Sound for Picture	3
Editing II	3
Select one math course from	
Mathematics/Natural Sciences li	sting
on page B-4	3
	Media Graphics I Sound for Picture Editing II Select one math course from Mathematics/Natural Sciences Ii

Total 15

<<<<<	<<<<<< <b>FILM, N</b>	MEDIA AN	ID VISUAL	<b>ARTS</b> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	·>
Third Seme	ster – Summer		Recommen	ded Sequence	
ART 105	Film as Art	3	First Semes	ster – Fall	
ELE MAP	Select one course from MAP		ENG 101	English Composition I	3
	Electives	3	MAP 101	Audio Techniques I	3
FLM 238	Film Editing II	3	MAP 110	Editing I	3
MAP 140	Writing for Media Production	3	MAP 120	Image Production I	3
		Total 12	MAP 160	Introduction to Media Arts and	
Farreth Cam	anton Fall			Ethics	3
Fourth Sem ELE MAP	Select one course from MAP			Total	15
ELE MAF	Electives	3	Second Ser	nester – Spring	
MAP 190	Introduction to Animation	3	ART 105	Film as Art	3
	3D Modeling	3	MAP 112	Media Graphics I	3
MAP 191 MAP 212	e e	3		*	3
SPC 209	Motion Graphics I Interpersonal Communication		MAP 130 MAP 140	Lighting Fundamentals Writing for Media Production	3
	interpersonal Communication	1 3	MAP 150	Studio Production I	3
or SPC 205	Dublic Charling	3	MAP 130	Total	-
SPC 203	Public Speaking	Total 15		iotai	15
		IOLAI 13	Third Seme	ester – Summer	
Fifth Semes	ster - Spring		MAP 122	Field Production I	3
ELE MAP	Select one course from MAP		MAP 208	Location Sound Recording	3
	Electives	3	MAP 210	Editing II	3
FLM 239	Color Grading	3	PSY 201	General Psychology	3
MAP 213	Motion Graphics II	3	or		
MAP 280	Media Arts Exit Portfolio	3	SOC 101	Introduction to Sociology	3
PSY 201	General Psychology	3		Total	12
or	3 23		Farreth Cam	anton Fall	
SOC 101	Introduction to Sociology	3		nester – Fall	
		Total 15	ELE MAP	Select one course from MAP Electives	3
MAP Electiv	ves:		ELE MAP	Select one course from MAP	
	r MAP course not used to meet	the		Electives	3
	s of the degree may be used as		MAP 104	Radio Production I	3
MAP Electiv			or		
			MAP 207	Sound for Picture	3
			MAP 271	SCWE in Media Arts Production I	3
Media	<b>Arts Production</b>		REQ MAT	Select one math course from	
				Mathematics/Natural Sciences listin	g
Associate ii	n Applied Science			on page B-4	3
TV and Med	dia Production Career Path			Total	15
Credit Requ	ıirements 72 Semester Credit	Hours	Fifth Comm	-t Custom	
	gram provides educational oppo			ster - Spring Select one course from MAP	
	who will pursue careers in radi		ELE MAP	Electives	2
	on, online media production, an		MAD 222	Field Production II	3
	deo production, as audio techni		MAP 222		3
	tors, videographers, video edito		MAP 250	Studio Production II	3
studio production assistants, and freelance media			MAP 272	SCWE in Media Arts Production II	3
producers. The program provides instruction in			SPC 209	Interpersonal Communication	3
	ction, studio camera operation,		or SPC 205	Public Speeking	2
	ration, studio and field lighting,	moving	SFC 203	Public Speaking <b>Total</b>	3 <b>15</b>
	a and writing for madia			IOLAI	13

#### **MAP Electives:**

Any FLM or MAP course not used to meet the requirements of the degree may be used as a MAP Elective.

image editing, and writing for media.

### Advanced Film Production

#### Certificate in Applied Science **Credit Requirements: 34 Semester Credit Hours**

The Advanced Film Production certificate program provides students who have previous film production experience with additional training in cinematography, lighting and directing techniques. Graduates from this program will be able to create independent media for the rapidly growing online content 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

FLM 265	Documentary Filmmaking	3
FLM 275	The Camera and the Actor	3
FLM 290	Contemporary Film Issues	3
MAP 243	Script Writing	3
		Total 12

#### Second Semester - Spring

*FLM 180	Special Topics in Film I	1
FLM 240	Insert Stage Techniques	3
FLM 252	Cinematography	3
FLM 272	Directing for the Camera	3
MAP 207	Sound for Picture	3
		Total 13

#### Third Semester - Summer

FLM 238	Film Editing II	3
FLM 255	Film Production III	3
or		
FLM 256	Film Production IV	3
MAP 280	Media Arts Exit Portfolio	3
		Total 9

<sup>\*</sup>May substitute FLM 181, 182 or 183

### **Art Foundations**

#### **Certificate in Applied Science Credit Requirements: 30 Semester Credit Hours**

This certificate is designed for students who are currently enrolled in either the Associate in Arts or Associate in Science program and who want to create an academic placement portfolio that demonstrates a variety of advanced skills to be competitive for admission to a four-year college art program.

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

#### **Recommended Sequence of Courses** First Semester - Fall

ART 105	Film as Art	3
or		
ART 107	History of Early Western Art	3
ART 111	Basic Drawing I	3
ARV 121	Design	3
	-	Total 9

#### Second Semester - Spring

ART 108	History of Western Art	3
or		
ART 210	History of Graphic Design	3
ART 211	Introduction to Painting	3
ART 112	Basic Drawing II	3
ARV 123	Composition and Color	3
		Total 12

#### Third Semester - Summer

0 1 3	3
1	3
VISUAL ALIS EXIL FOLLIOIIO	Total 9
	Photography I Portfolio Preparation Visual Arts Exit Portfolio

### **Basic Digital Production**

#### **Certificate in Applied Science** Credit Requirements: 15 Semester Credit Hours

This certificate program provides training in basic lighting, video, audio and editing. It is designed for students who wish to acquire the fundamental skills of digital production. Graduates will be able to produce program material for the web and small non-broadcast productions.

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

#### **Recommended Sequence of Courses First Semester**

MAP 101	Audio Techniques I	3
MAP 110	Editing I	3
MAP 120	Image Production I	3
MAP 130	Lighting Fundamentals	3
MAP 140	Writing for Media Production	3
		Total 15

Total 15

A DX7 110

### **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

		Total 15
MAP 191	3D Modeling	3
MAP 190	Introduction to Animation	3
ARV 217	Computer Imagery	3
ARV 121	Design	3
ART 111	Basic Drawing I	3

#### Second Semester - Spring

ARV 123	Composition and Color	3
MAP 110	Editing 1	3
MAP 192	Character Animation	3
MAP 193	Animation Workflow	3
		Total 12

#### Third Semester – Summer

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

### **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 Se	mester – 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 Seme	ester – Summer	
ARV 162	Graphic Reproduction I	3
ARV 261	Advertising Design I	3

	Tot	al 15
CGC 210	Advanced Electronic Publishing	3
ARV 280	Visual Arts Exit Portfolio	3
ARV 279	Portfolio Preparation	3
ARV 261	Advertising Design I	3
AKV 102	Graphic Reproduction I	3

### **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.

Computer Graphics I

#### **Recommended Sequence of Courses** First Semester - Fall

ARV 110

ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
		Total 9
Second Se	mester – Spring	
ARV 136	Motion Graphics	3
ARV 164	Digital Print Production	3
ARV 211	Digital Media Design	3
		Total 9

# **Digital Photography**

#### Certificate in Applied Science **Credit Requirements: 33 Semester Credit Hours**

This certificate is designed for students who want to pursue a career in digital photography. The purpose of the program is to provide training in digital image capture and production.

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 Samostar - Fall

riist Seillestei – raii			
ARV 121	Design	3	
ARV 123	Composition and Color	3	
ARV 212	Digital Photography	3	
ARV 217	Computer Imagery	3	
		Total 12	

#### Second Semester – Spring

		Total 9
ARV 232	Digital Photography II	3
ARV 216	Lighting II	3
ARV 213	Lighting	3

#### Third Semester - Summer

ARV 115	Aesthetics of Photography	3
ARV 230	Visual Arts Business Procedures	3
ARV 279	Portfolio Preparation	3
ARV 280	Visual Arts Exit Portfolio	3
	Tota	al 12

### Film Production

#### **Certificate in Applied Science Credit Requirements: 39 Semester Credit Hours**

This certificate program provides instruction in a broad spectrum of film production skills including lighting, cinematography, sound and equipment maintenance and handling. These courses will be combined with practical experience to enhance the learning process.

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

#### **Recommended Sequence of Courses** First Semester - Fall

FLM 101	Filmmaking Fundamentals	3
FLM 150	Pre-Production	3
MAP 101	Audio Techniques I	3
MAP 120	Image Production I	3
MAP 130	Lighting Fundamentals	3
		Total 15
Second Ser	nester – Spring	
FLM 152	Film Equipment	3
FLM 153	Film Lighting	3
FLM 155	Film Production I	3
MAP 208	Location Sound Recording	3
		Total 12
Third Semester – Summer		
FLM 156	Film Production II	3
FLM 269	Film Production Practicum	6

### Illustration

Editing 1

MAP 110

#### **Certificate in Applied Science** Credit Requirements: 30 Semester Credit Hours

3

Total 12

This certificate is for students who would like to work in the field of graphic illustration. It allows the students to learn both traditional and digital illustration techniques that can be used to create imagery for business, advertising, entertainment and educational applications.

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

#### **Recommended Sequence of Courses** First Semester - Fall

Cocond Cou	mastar Carina	
		Total 12
ARV 217	Computer Imagery	3
ARV 121	Design	3
ARV 110	Computer Graphics I	3
ART 111	Basic Drawing I	3

#### Second Semester – Spring ART 112 Basic Drawing II 3 3 ART 211 Introduction to Painting ARV 123 Composition and Color 3 Total 9

<<<<<	<<<<< <b>FILM</b> ,	MEDIA AN	ID VISUAL	ARTS >>>>>>>>>	>>>>
Third Semester – Summer			Recommer	nded Sequence of Courses	
ARV 205	Graphic Illustration	3	First Seme		
ARV 279	Portfolio Preparation	3	ARV 212	Digital Photography	3
ARV 280	Visual Arts Exit Portfolio	3	MAP 110	Editing I	3
		Total 9	MAP 120	Image Production I	3
			MAP 130	Lighting Fundamentals	3
14-142	!! D!			T	otal 12
Muitir	nedia Design		C		
C1:C1-	: A I' I C I			mester – Spring	2
	in Applied Science	dia Unive	MAP 101 MAP 122	Audio Techniques I Field Production I	3
	uirements: 36 Semester Cred				3
	timedia Design certificate prog		MAP 140	Writing for Media Production	3
	ining for teachers, media tech		MAP 160	Introduction to Media Arts and	2
	esiring work in the field of into		MAD 222	Ethics	3
	rses cover the design, develop		MAP 222	Field Production II	
	of educational and business in	teractive		I I	otal 15
	applications.		Third Seme	ester – Summer	
	on into this program requires p		ARV 227	Website Design I	3
	graduation (or GED) and qua		MAP 112	Media Graphics I	3
scores on S	AT, ACT or the TTC placemer	it test.	MAP 210	Editing II	3
Recommer	nded Sequence of Courses		MAP 265	Media Arts Business Procedure	
First Seme			or		
ARV 110	Computer Graphics I	3	ARV 230	Visual Arts Business Procedure	s 3
ARV 121	Design	3		T	otal 12
ARV 217	Computer Imagery	3			
ARV 221	Interactive Media Design	3	Dhoto	aranhu	
	C	Total 12	PHOLO	graphy	
			Certificate	in Applied Science	
	mester – Spring	•		uirements: 39 Semester Credit F	lours
ARV 123	Composition and Color	3		tography certificate program is des	
ARV 211	Digital Media Design	3		students with basic skills in tradition	
ARV 219	Multimedia Techniques	3		darkroom techniques as well as li	
ARV 227	Website Design I	3		manipulation. The purpose of the	giitiiig
		Total 12		to provide educational opportuniti	es for
Third Same	ester – Summer			shing to obtain entry-level position	
ARV 136	Motion Graphics I	3		dios, media production facilities or	
ARV 229	Advanced Multimedia	3		tablishments.	photo
ARV 279	Portfolio Preparation	3		on into this program requires proof	f of
ARV 280	Visual Arts Exit Portfolio	3		graduation (or GED) and qualifyi	
AIX 200	visuai Arts Exit i ortiono	Total 12		AT, ACT or the TTC placement te	
			scores on b	71, 7101 of the 110 placement to	St.
Online	e Media Product	ion	Recommer	nded Sequence of Courses	
• • • • • • • • • • • • • • • • • • • •			First Seme	ster – Fall	
	in Applied Science		ARV 114	Photography I	3
<b>Credit Req</b>	uirements: 39 Semester Cred	dit Hours	ARV 121	Design	3
	ificate is designed for students		ARV 212	Digital Photography	3
wish to pur	sue a career in conceiving, wri	iting	ARV 217	Computer Imagery	3

high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

and producing video and audio program material

Admission into the program requires proof of

Total 12

primarily for web-based applications.

Second Sen	iester – Spring	
ARV 123	Composition and Color	3
ARV 213	Lighting	3
ARV 214	Photography II	3
ARV 216	Lighting II	3
	T	otal 12
Third Semes	ster – Summer	
ARV 115	Aesthetics of Photography	3
ARV 215	Photography III	3
ARV 230	Visual Arts Business Procedure	s 3
ARV 279	Portfolio Preparation	3
ARV 280	Visual Arts Exit Portfolio	3
	Т	otal 15

### **Post Production**

Consul Compater Curing

#### **Certificate in Applied Science Credit Requirements: 36 Semester Credit Hours**

This certificate is designed to train students in post-production techniques with industry standard hardware and software currently used by filmmaking professionals. Additionally, students will learn skills in visual storytelling through editing images and designing sound and motion effects around those images.

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

First Seme	ster – Fall	
MAP 101	Audio Techniques I	3
MAP 110	Editing I	3
MAP 112	Media Graphics I	3
MAP 190	Introduction to Animation	3
		Total 12
Second Sei	mester – Spring	
FLM 138	Film Editing I	3
MAP 207	Sound for Picture	3
MAP 210	Editing II	3
MAP 212	Motion Graphics I	3
		Total 12
Third Seme	ester – Summer	
FLM 238	Film Editing II	3
FLM 239	Color Grading	3
MAP 213	Motion Graphics II	3
MAP 280	Media Arts Exit Portfolio	3
		Total 12

### **Radio Production**

#### **Certificate in Applied Science** Credit Requirements: 27 Semester Credit Hours

This certificate is designed for students who wish to pursue a career in radio production primarily as board operators and production assistants but also in some cases as on-the-air talent.

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

#### **Recommended Sequence of Courses** First Semester - Fall

		Total 9
MAP 140	Writing for Media Production	3
MAP 104	Radio Production I	3
MAP 101	Audio Techniques I	3

#### Second Semester - Spring

MAP 160	Introduction to Media Arts and	
	Ethics	3
MAP 204	Radio Production II	3
MAP 271	SCWE in Media Arts Production I	3
	Tota	ıl 9

#### Third Semester – Summer

MAP 205	Radio Production III	3
MAP 272	SCWE in Media Arts Production II	3
MAP 280	Media Arts Exit Portfolio	3
	Tota	19

### **Website Design**

#### **Certificate in Applied Science** Credit Requirements: 33 Semester Credit Hours

The Website Design program provides training for teachers, media technicians and those desiring work in the field of Internet design. Courses cover the design, development and production of interactive websites for distribution on the Internet.

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

#### **Recommended Sequence of Courses** First Semester - Fall

rirst semes	iter – raii	
ARV 121	Design	3
ARV 217	Computer Imagery	3
ARV 219	Multimedia Techniques	3
ARV 221	Interactive Media Design	3
		Total 12

Total 12

Second Semester – Spring				
ARV 123	Composition and Color	3		
ARV 211	Digital Media Design	3		
ARV 227	Website Design I	3		
		Total 9		
Third Seme	ester – Summer			
ARV 136	Motion Graphics I	3		
ARV 228	Website Design II	3		
ARV 279	Portfolio Preparation	3		
ARV 280	Visual Arts Exit Portfolio	3		
		Total 12		

### **Health Sciences**

#### **Overview**

To meet the ever-expanding demand for qualified health sciences professionals, TTC's Division of Health Sciences offers a wide array of associate degree, diploma and certificate programs.

These programs combine classroom instruction, laboratory experience and clinical practice to assure that students obtain the most current and the highest-level skills in their chosen health 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.

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

### **Course Progression**

For all Health Sciences programs, students must earn a C or better in all required courses.

### Criminal Background Check/ Drug Screening

All students enrolled in 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.
- 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.
- 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.
- 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	1 0	
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
	Tota	al 14

#### Second Semester – Summer

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		
		T-4-143		

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

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.

	ded Sequence of Courses			ster – Spring	
First Semes			EMS 233	Paramedical Emergency Medical	
BIO 210	Anatomy and Physiology I	4		Care I	2
CPT 101	Introduction to Computers	3	EMS 235	Paramedical Emergency Medical	
EMS 102	Principles of Emergency Medical			Care III	2
	Care I	2	EMS 214	Advanced Clinical Experience II	3
EMS 103	Principles of Emergency Medical		EMS 218	EMS Management Seminar	2
	Care II	3	EMS 222	Paramedic Internship III	3
EMS 212	EMS Field Internship	2		Total	15
ENG 101	English Composition I	3			
	Total	17	Canan	al Takhnalawy	
Cocond Com	acetor Enring		Genera	al Technology	
	nester – Spring	4	A i - t - i -	- Annied Caiones	
BIO 211	Anatomy and Physiology II	4		n Applied Science	
EMS 107	Advanced Emergency Care I	2		Duty Dental Assisting Career Path	_
EMS 108	Advanced Emergency Care II	3		uirements: 70 Semester Credit Hour	5
EMS 115	International Trauma Life Support	1		ciate degree in Occupational	
EMS 219	Advanced EMS Field Internship II	2		- General Technology is designed to	
MAT 120	Probability and Statistics	3		tion program for students who hold a	
PSY 201	General Psychology	3		Expanded Duty Dental Assisting. For	
	Total	18		equirements, see the Expanded Duty	
Third Seme	ster – Summer			sting diploma program page. Students	
EMS 116	Advanced Cardiac Life Support	1		hold this diploma should consult with	l
EMS 120	Pharmacology	3	the program	advisor.	
EMS 217	Introduction to Electrocardiography		Recommen	ded Sequence of Courses	
EMS 220	Paramedic Internship I	3	First Semes		
SPC 205	Public Speaking	3	CPT 101	Introduction to Computers	3
or	Tublic Speaking	3	DAT 114	Dental Emergencies and Medicine	3
SPC 209	Interperanal Communication	3	DAT 114 DAT 115	Ethics and Professionalism	1
SI C 209	Interpersonal Communication  Total		DAT 113	Dental Morphology	2
	Iotai	12	DAT 118 DAT 123	Oral Medicine/Oral Biology	3
Fourth Sem	ostor - Fall		DAT 123 DAT 154	Clinical Procedures I	4
EMS 117	Pediatric Advanced Life Support	1	DHG 244	Dental Materials	3
EMS 117	Emergency Medical Services	1	DIIG 244	Total	
EWIS 119	Operations	2		Iotai	כו
EMS 211	Advanced Clinical Experience I	3	Second Sen	nester – Spring	
EMS 234	Paramedical Emergency Medical	3	DAT 121	Dental Health Education	2
EMB 254	Care II	3	DAT 121 DAT 122	Dental Office Management	2
EMS 236	Paramedical Emergency Medical	3	DAT 122 DAT 124	Expanded Functions/Specialties	1
EWIS 250	Care IV	3	DAT 124 DAT 127	Dental Radiography	4
EMC 221	Paramedic Internship II	3			5
EMS 221		3	DAT 185 ENG 101	Dental Specialties English Composition I	3
REQ HUM		3		English Composition i	3
	listing on page B-3 <b>Total</b>		or ENG 150	Basic Communications	2
	Iotai	17	ENG 130	Total	3
				Iotai	17
			Third Sama	ester – Summer	
			DAT 177	Dental Office Experience	7
			PSY 201	General Psychology	3
			101 201	Total	
				iotai	·

# 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**

College Algebra	3
Probability and Statistics	3
Public Speaking	3
Interpersonal Communication	3
Select one course from Humanities	
listing on page B-3	3
	Probability and Statistics Public Speaking  Interpersonal Communication Select one course from Humanities

#### **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 Physiolog	y 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

second ser	ilestei – raii	
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

	10. Jpg	
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

### **Fitness Specialist Career Path**

**General Technology** 

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 Mat	h/
	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	d
	behavioral or social science	
	page B-3	3
HUM	Select one course from Humanities l	ist
	page B-3	3
	Total	24

Total 3

### **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.

Medical Vocabulary/Anatomy

# Recommended Sequence of Courses Prerequisites

First Semester - Summer

AHS 104

MED 142

Third Semester - Spring

AHS 114 Basic First Aid 1 AHS 121 2 Basic Pharmacology AHS 142 Phlebotomy 2 AHS 170 Fundamentals of Disease 3 MED 102 Introduction to the Medical 2 Assisting Profession MED 131 Administrative Skills of the Medical Office I 2 Medical Office Insurance I 2 MED 135 Total 14 Second Semester - Fall AHS 105 Medical Ethics and Law 2 3 CPT 101 Introduction to Computers MED 122 Medical Assisting Lab Procedures I Medical Office Clinical Skills I MED 141 MED 125 Medical Assisting Advanced Laboratory 2 MED 134 Medical Assisting Financial Management 2 MED 136 Medical Office Insurance II 2

# CPT 179 Microcomputer Word Processing ENG 101 English Composition I or \*ENG 150 Basic Communications

Medical Office Clinical Skills II

\*ENG 150 Basic Communications 3
MED 151 Medical Assisting Clinical I
MED 152 Medical Assisting Clinical II
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.

Anatomy and Physiology I	4
Anatomy and Physiology II	4
Select one course from Humanities	
listing on page B-3	3
College Algebra	3
Probability and Statistics	3
Human Growth and Development	3
Public Speaking	3
Interpersonal Communication	3
Principles of Management	3
Small Business Management	3
Marketing	3
Abnormal Psychology	3
Technical Spanish I	3
Total	26
	Anatomy and Physiology II Select one course from Humanities listing on page B-3 College Algebra  Probability and Statistics Human Growth and Development Public Speaking  Interpersonal Communication Principles of Management Small Business Management Marketing  Abnormal Psychology Technical Spanish I

### **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.

Total 17

3

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Recommen	Recommended Sequence of Courses			
Prerequisit	e			
AHS 121	Basic Pharmacology	2		
PHM 103	Pharmacy Law and Ethics	2		
First Semes	ter – 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		
	To	tal 17		
Second Sen	nester – Spring			
PHM 109	Applied Pharmacy Practice	2		
PHM 111	Applied Pharmacy Practice			
	Laboratory	2		

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

Tillia Sellies	itel – Julillilei	
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 degree in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

CPT 101	Introduction to Computers	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
REQ MAT	Select from the list of approved M	ath/
	Natural Science listing on page B-	4 3
	Tota	al 20

# Health Information Management

# Associate in Applied Science Credit Requirements: 78 Semester Credit Hours

Health Information Management is a health care profession that ensures the quality of health records by verifying their completeness, accuracy, and proper entry into computer systems; uses computer applications to collect and analyze patient data for the purpose of improving patient care, controlling costs, ensuring legal and ethical compliance and mitigating risk associated with inaccurate data. Students develop competencies in diagnosis and procedure coding for reimbursement and research; health information privacy and security and healthcare quality and performance improvement.

#### **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 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 Health Information Management 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 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,
- Complete MAT 101 with a minimum grade of C,
- Omplete 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.

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
	Tot	al 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	on 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

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HIM 120	Health Information Science II	3
HIM 163	Supervised Clinical Practice I	3
HIM 235	Law and Ethics in Health Information	cs
	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, firstadmitted basis.

#### **General College Admission Requirements**

- Achieve admission to the college by meeting TTC's requirements for associate degree programs.
- Provide proof of high school graduation or completion of a GED.
- \*Complete the TTC placement testing C. procedure.
- 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
- **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 MLTprefix 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

College Algebra

CPT 101

MAT 110

ENG 101

	l l	iotai 6
First Semes	ster – Fall	
AHS 142	Phlebotomy	2
*BIO 112	Basic Anatomy and Physiology	4
CHM 110	College Chemistry I	4

English Composition I

Introduction to Computers

Total 13

3

3

3

2 2

2

3

5

4

1

2

3

3

Total 13

<<<<<	<<<<<< TEALI	
Second Semester – Spring		
MLT 102	Medical Lab Fundamentals	
MLT 106	Urinalysis and Body Fluids	
MLT 109	Hematology I	
MLT 111	Hematology II	
MLT 219	Clinical Instrumentation	
PSY 201	General Psychology	
	Total 1	
Third Sem	ester – Summer	
MLT 105	Medical Microbiology	
MLT 107	Clinical Experience in Urinalysis and	
	Body Fluids	

\*\*SPC 209 Interpersonal Communication

Introduction to Parasitology

Immunology

#### Fourth Semester – Fall

MLT 112

MLT 115

MLT 120	Immunohematology	4
MLT 131	Clinical Chemistry	3
MLT 151	Clinical Experience in Phlebotomy	1
MLT 206	Advanced Microbiology I	2
MLT 207	Advanced Microbiology II	2
MLT 211	Advanced Hematology I	2
MLT 212	Advanced Hematology II	2
	Total	16

#### Fifth Semester – Spring

MLT 270	Clinical Applications	12
REQ HUM	Select one course from Humanities	
	listing on page B-3	3
	Total	15

<sup>\*</sup>May substitute BIO 210 and BIO 211 for BIO 112
\*\*May substitute SPC 205

# Occupational Therapy Assistant

#### Associate in Applied Science Credit Requirements: 76 Semester Credit Hours

Occupational Therapy is a health sciences specialty that employs the use of purposeful activity, occupations and exercise for individuals who are limited by physical injury or illness, psychosocial dysfunction, cognitive dysfunction, developmental or learning disabilities, or the aging process, in order to maximize independence, prevent disability and maintain health. Practice encompasses evaluation, treatment and consultation.

The Occupational Therapy Assistant program is accredited by ACOTE, c/o American Occupational

Therapy Association 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, 301.652.2682. Status: Accredited. www.acoteonline.org

Graduates of the program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy Inc. (NBCOT) www.nbcot.org. Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist. Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

# Program Admission and Course Progression Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all TTC and OTA program requirements. Classes begin Summer Semester of each year.

# APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

General College Admission Requirements Achieve admission to TTC by meeting the college's requirements for associate degree programs. See college admission procedures. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

#### II. Program Progression Requirements

Applicants should ensure that each of the following progression requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College Admissions Office, AM-M (Student Center, Bldg. 410, Room 110) P.O. Box 118067 Charleston, SC 29423-8067

A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores. 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
- 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 OTAprefix courses.
- Submit proof of minimum of 40 hours of observation/volunteer work performed in two different occupational therapy settings. The applicant is responsible for arranging the observation/volunteer time.
- H. 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
- At the time of entry to the program, I. 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 firstqualified, 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

PSY 201	General Psychology	3
MAT 120	Probability and Statistics	3
ENG 101	English Composition I	3
BIO 210	Anatomy and Physiology I	4
AHS 104	Medical Vocabulary/Anatomy	y 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

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#### Third Semester – Summer OTA 101 Fundamentals of Occupational 3 Therapy OTA 105 Therapeutic Analysis in Occupational 3 OTA 142 OTA Clinical Introduction I 1 OTA 203 Kinesiology for Occupational 3 OTA 213 Group Process and Dynamics 2 Total 12 Fourth Semester - Fall OTA Clinical Introduction II **OTA 144** 1 OTA 155 2 Gerontology OTA 159 Psychosocial Dysfunction I 1 OTA 161 Psychosocial Dysfunction II 2 OTA 164 Physical Dysfunction 6 OTA 176 Pediatric Development and 4 Dysfunction OTA 245 Occupational Therapy Departmental Management Total 18 Fifth Semester – Spring

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

### **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.

#### **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

**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.

#### **Program Admission Requirements** II.

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

- 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.
- 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.

> Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

- D. Earn a grade of C or better in all courses required for the program. Laboratory sciences and AHS 104 must have been completed within five years of admission date.
- E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.
- F. 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

Secona Sem	ester – 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

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#### Third Semester - Summer Physical Therapy Professional PTH 101 Preparation 2 PTH 202 Physical Therapy Modalities 4 PTH 205 Physical Therapy Functional Anatomy 4 PTH 235 Interpersonal Dynamics 2 Clinical Practice PTH 252 2 Total 14

#### Fourth Semester - Fall

PTH 221	Pathology I	2
PTH 240	Therapeutic Exercises/Applications	5
PTH 244	Rehabilitation	4
PTH 266	Physical Therapy Practicum I	6
	Total	17

#### Fifth Semester - Spring

PTH 222	Pathology II	2
PTH 230	Clinical Electrotherapy	3
PTH 242	Orthopedic Management	4
PTH 245	Pediatric Physical Therapy	2
PTH 275	Advanced Professional Preparation	1
PTH 276	Physical Therapy Practicum II	6
	Total	18

### Radiologic Technology

# Associate in Applied Science Credit Requirements: 86 Semester Credit Hours

The Radiologic Technology program 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.

# 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:

#### Algebra

1. MAT 110 College Algebra with a minimum grade of C,

OR

 Complete a college algebra course equivalent to MAT 110 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

#### Biology

Complete BIO 210 or its equivalent with minimum grade of C from an approved, regionally accredited postsecondary institution. Must be completed within five years of the admission date.

#### Chemistry

1. One year of high school chemistry with a C average,

OR

2. CHM 100 Introductory Chemistry with a minimum grade of C,

OR

- Complete three semester credit hours of chemistry with a minimum grade of C from an approved, regionally accredited postsecondary institution.
- E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.
- G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
- H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

#### III. General Admission Procedures for the Radiologic Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record with documentation of current required immunizations and titer. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Radiologic Technology program.

#### IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:

- 1. Earn a grade of C or better in all courses required for the program.
- 2. Earn a satisfactory grade of S on professional development evaluation.
- 3. Maintain a minimum 2.0 cumulative GPA throughout the program.
- 4. Successfully meet a stringent clinical attendance policy.

#### Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Radiologic Technology program. Readmission to the program is not automatic. See the Health Sciences overview.

#### Recommended Sequence of Courses Prerequisite

BIO 210	Anatomy and Physiology I	4
MAT 110	College Algebra	3
		Total 7

#### First Semester - Summer

BIO 211	Anatomy and Physiology II	4
RAD 102	Radiology Patient Care Procedures	2
RAD 121	Radiographic Physics	4
RAD 101	Introduction to Radiography	2
	Total	12

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<<<<<<	:<<<<<<<	1EALIH
Second Sen	nester – Fall	
CPT 101	Introduction to Computers	3
RAD 127	Procedures in Radiography I	2
RAD 128	Procedures in Radiography II	1
RAD 155	Applied Radiography I	5
RAD 180	Introduction to Radiographic	
	Imaging I	1
RAD 280	Advanced Imaging I	2
		Total 14
Third Seme	ster – Spring	
ENG 101	English Composition I	3
RAD 129	Radiographic Positioning I	2
RAD 139	Radiographic Positioning II	1
RAD 165	Applied Radiography II	5
RAD 181	Imaging Principles I	1
RAD 281	Advanced Imaging II	2
		Total 14
F 41.6		
	ester – Summer	2
PSY 201	General Psychology	3
RAD 150 RAD 201	Clinical Applications I	4 2
RAD 201 RAD 236	Radiation Biology Radiography Seminar II	2
REQ HUM	Select one course from Huma	
KEQ HUM	listing on page B-3	3
	fishing off page D-5	Total 14
		1014114
Fifth Semes		
RAD 205	Radiographic Pathology	2
RAD 230	Radiographic Procedures III	3
RAD 257	Advanced Radiography I	7
		Total 12
Sixth Seme	ster – Spring	
RAD 225	Selected Radiographic Topics	2
RAD 235	Radiography Seminar I	1
RAD 267	Advanced Radiography II	7
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	
		Total 14

### **Respiratory Care**

#### Associate in Applied Science Credit Requirements: 83-84 Semester Credit Hours

Respiratory care is a health sciences specialty that focuses on the treatment, management, control, diagnostic evaluation and care of patients with deficiencies and abnormalities associated with the cardiopulmonary system.

TTC's Respiratory Care program prepares students for employment as advanced-level respiratory care practitioners. The Respiratory Care program housed on Main Campus, awards an Associate in Applied Science, and is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244; telephone: 817-283-2835; website: www.coarc.com. Graduates are eligible to take the certification and registry examinations administered by the National Board for Respiratory Care, Inc.

#### **Admission Requirements**

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes in this program begin Summer Semester.

# APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements Achieve admission to TTC by meeting the college's requirements for associate degree programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Respiratory Care program.

#### II. Program Admission Requirements

Applicants should ensure that documentation of each of the following admission requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:

Trident Technical College Admissions Office, AM-M (Student Center, Bldg. 410, Room 110) P.O. Box 118067 Charleston, SC 29423-8067

- A. Achieve qualifying scores on the college's placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
- **B.** Complete a Health Sciences application for the Respiratory Care program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

- 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:
  - 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.
- Provide proof of high school graduation E. or equivalent by submitting a copy of high school transcript, diploma or GED.
- Provide proof of a minimum 2.75 GPA F. 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 firstqualified, 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**

BIO 210

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

MAT 110	College Algebra	3	
First Semes	ster – 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			

Anatomy and Physiology I

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

4

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	. 5	
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
Equith Com	ester – Summer	
roul til Selli	estei – Suillillei	
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

Third Semester - Spring

BIO 115	Basic Microbiology
or	
BIO 225	Microbiology
RES 235	Respiratory Diagnostics
RES 253	Advanced Clinical Studies I
	Total 13 or 1

#### Sixth Semester - Spring

REQ HUM	Select one course from Human	ities
	listing on page B-3	3
RES 205	Neonatal Respiratory Care	2
RES 249	Comprehensive Applications	2
RES 254	Advanced Clinical Studies II	7
	1	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

 Achieve the appropriate score on the SAT, ACT or TTC's placement test.

OR

Complete MAT 101 Beginning
 Algebra with a minimum grade of
 C

OR

 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

 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**

- Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.
- E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one

- of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.
- G. Provide proof of completion for the following courses with a minimum grade of C: VET 105, BIO 101, CPT 101, ENG 101. BIO 101 must have been taken within the last five years. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.
- H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
- I. Submit a completed observation/
  volunteer form showing evidence of a
  minimum of 20 hours of observation/
  volunteer work in an animal care facility
  with a veterinarian present. Contact
  the program faculty at 843.899.8011 or
  843.899.8086 for assistance in meeting
  this requirement. Forms can be obtained
  from and should be returned to the
  Admissions office.
- J. A rabies vaccination (optional) must be completed by the first day of class. Students who have already been vaccinated must provide proof of adequate blood titer (within previous two years). If a student elects not to receive rabies immunization, he/she must sign a waiver. Call the program coordinator at 843.899.8011.
- K. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

### III. General Admission Procedures for the Veterinary Technology Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences—Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

Note: Falsification of any information submitted Fourth Semester - Fall will make a student ineligible for admission to or VET 152 Clinical Pathology continuation in the Veterinary Technology program. Small Animal Diseases, Zoonosis and **VET 203** Client Education 3 Readmission to a Program **VET 207** Large Animal Clinical Practice 3 Students who receive a W, D or F in a Clinical Techniques III VET 250 3 prerequisite or corequisite Veterinary Technology Total 13 course may request consideration for readmission to the Veterinary Technology program. Readmission Fifth Semester – Spring to the program is not automatic. See the Health Probability and Statistics 3 MAT 120 Sciences overview. 3 SPC 209 Interpersonal Communication Veterinary Technician Externship VET 170 6 **Course Progression** Clinical Techniques IV **VET 260** 3 To progress to the next Veterinary Technology VET 280 Senior Seminar 1 course the student must: Total 16 Earn a C or better in all courses required for the program. **Part Time** 2. Earn a satisfactory grade of S on all professional development evaluations. Recommended Sequence of Courses **Prerequisites Full Time** BIO 101 Biological Science I 4 CPT 101 Introduction to Computers 3 **Recommended Sequence of Courses** English Composition I 3 ENG 101 **Prerequisites** Orientation to Veterinary Technology 1 VET 105 BIO 101 Biological Science I 4 Total 11 CPT 101 Introduction to Computers 3 ENG 101 English Composition I First Semester - Spring **VET 105** Orientation to Veterinary Technology 1 VET 112 Veterinary Terminology and Total 11 Calculations 2 **VET 117** Animal Nutrition 2 First Semester – Fall Total 4 3 3 Second Semester - Summer 3 PHI 110 Ethics 3 PSY 201 General Psychology 3 2 6 2

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 1	3

### Second Semester - Spring

		Total 13
VET 180	Preceptorship	2
VET 160	Clinical Techniques II	3
VET 142	Veterinary Anesthesia	3
VET 140	Veterinary Pharmacology	2
PSY 201	General Psychology	3

### 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
	Tot	al 11

151 201	Ochciai i sychology	J	
		Total 6	
Third Semes	ster – Fall		
BIO 115	Basic Microbiology	3	
VET 101	Animal Breeds and Husbandry	3	
VET 104	Veterinary Anatomy and Physic	logy 3	
		Total 9	
Fourth Semester – Spring			
VET 140	Veterinary Pharmacology	2	
VET 142	Veterinary Anesthesia	3	
VET 160	Clinical Techniques II	3	

### Fifth Semester - Summer

VET 116	Radiology and Parasitology	3
VET 180	Preceptorship	2
<b>VET 215</b>	Laboratory Animal Medicine	2

Total 8

Total 7

### Sixth Semester - Fall

VET 152	Clinical Pathology	4
<b>VET 203</b>	Small Animal Diseases, Z	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

3

### Eighth Semester - Summer

VET 240	Office Management and Client	
	Education	
		_

Total 3

### Ninth Semester - Fall

VET 170	Veterinary Technician Externship	6
<b>VET 207</b>	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

**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 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

- 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.
- 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.

- Attend an advising session and obtain a signed statement from a program faculty member verifying attendance.
- Provide proof of high school graduation Ε. 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**

Recommer	ided Sequence of Courses	
First Seme	ster – 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 Sei	mester – 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	S - F - F	
ENG 150	Basic Communications	3
	Total	17
	ester – Summer	
DAT 177	Dental Office Experience	7
	Dental Office Experience General Psychology	3
DAT 177	Dental Office Experience	3
DAT 177	Dental Office Experience General Psychology Total	3
DAT 177 PSY 201	Dental Office Experience General Psychology  Total	3
DAT 177 PSY 201  Part Tim	Dental Office Experience General Psychology  Total	3
Part Time Recommer First Semes	Dental Office Experience General Psychology  Total  Me  Ided Sequence of Courses  ster – Spring	3 <b>10</b>
Part Time Recommer First Seme: CPT 101	Dental Office Experience General Psychology  Total	3 <b>10</b>
Part Time Recommer First Seme: CPT 101 DAT 123	Dental Office Experience General Psychology  Total	3 <b>10</b>
Part Time Recommer First Seme: CPT 101	Dental Office Experience General Psychology  Total	3 10 3 3
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101 or	Dental Office Experience General Psychology  Total  Delta Sequence of Courses ster - Spring Introduction to Computers Oral Medicine/Oral Biology English Composition I	3 10 3 3
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101	Dental Office Experience General Psychology  Total	3 10 3 3 3
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101 or ENG 150	Dental Office Experience General Psychology  Total  Me  Idea Sequence of Courses Ster - Spring Introduction to Computers Oral Medicine/Oral Biology English Composition I  Basic Communications  Total	3 10 3 3 3
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101 or ENG 150 Second Ser	Dental Office Experience General Psychology  Total	3 10 3 3 3 3
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101 or ENG 150 Second Set DAT 114	Dental Office Experience General Psychology  Total  Delta Sequence of Courses Ster - Spring Introduction to Computers Oral Medicine/Oral Biology English Composition I  Basic Communications  Total  mester - Summer Dental Emergencies and Medicine	3 10 3 3 3 3 3 3
Part Time Recommer First Semes CPT 101 DAT 123 ENG 101 or ENG 150 Second	Dental Office Experience General Psychology  Total  Define Sequence of Courses Ster - Spring Introduction to Computers Oral Medicine/Oral Biology English Composition I  Basic Communications  Total  mester - Summer Dental Emergencies and Medicine Ethics and Professionalism	3 3 3 3 3 3 1
Part Time Recommer First Seme: CPT 101 DAT 123 ENG 101 or ENG 150 Second Set DAT 114	Dental Office Experience General Psychology  Total  Delta Sequence of Courses Ster - Spring Introduction to Computers Oral Medicine/Oral Biology English Composition I  Basic Communications  Total  mester - Summer Dental Emergencies and Medicine	3 10 3 3 3 3 1 3

Third Semes	ster – Fall	
DAT 118	Dental Morphology	2
DAT 124	Expanded Functions/Specialties	1
DAT 154	Clinical Procedures I	4
DHG 244	Dental Materials	3
	Tota	al 10
Fourth Sem	ester – Spring	
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
	Tota	al 13
Fifth Semes	ter – Summer	
DAT 177	Dental Office Experience	7
	То	tal 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:

0001000 00 11	neer career goars.	
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

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

**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

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

 Complete MAT 101 Beginning Algebra or MAT 152 Elementary Algebra or MAT 155 Contemporary Mathematics with a minimum grade of C.

OR

- 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.
- 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.

### 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 1. required for the program.
- 2. Earn a satisfactory grade of S on professional development evaluation.
- Maintain a minimum 2.0 cumulative GPA 3 throughout the program.
- Successfully meet a stringent clinical 4. 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 Medic	al
	Office I	2
MED 135	Medical Office Insurance I	2
	Tota	l 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 Process	ing 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 BIO 211	Anatomy and Physiology I Anatomy and Physiology II	4 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

<sup>\*</sup>Students who intend to pursue a degree in General Technology should select ENG 101.

Total 26

## **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
  - 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.
- **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:

- 1. Earn a grade of C or better in all courses required for the program.
- 2. Earn a satisfactory grade of S on professional development evaluations.
- 3. Maintain a minimum 2.0 cumulative GPA throughout the program.
- 4. Successfully meet a stringent clinical attendance policy.

### Readmission to a Program

Students who receive a W, D or F in a prerequisite, corequisite or PHM course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic. See the Health Sciences overview.

### **Recommended Sequence of Courses**

### Prerequisite

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 1	7

### Second Semester - Spring

Second Seni	ester 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

required for graduation.

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

		Total 20
PSY 201	General Psychology	3
PHM 250	Special Topics in Pharmacy	3
PHM 201	Pharmacy Management	2
PHI 110	Ethics	3
MGT 250	Situational Supervision	3
MGT 270	Managerial Communication	3
MGT 101	Principles of Management	3

Total 20

## Emergency Medical Technology Certificate Programs

### **Program Admission Requirements**

Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis.

- **A.** Achieve qualifying scores on the college's placement test, SAT or ACT.
- **B.** Complete a Health Sciences application for the Emergency Medical Technology program.
- **C.** Attend an official advising session with a program faculty member.
- D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.
- E. Earn a grade of C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date.
- F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.
- G. Submit proof of a minimum of 12 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time for the Emergency Medical Technician certificate only.
- H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
- I. Provide evidence of completion of the criminal background check and drug screen required by the college. EMT faculty will provide information and necessary forms at the advising session.
- J. Provide the TTC program coordinator with a completed, current Health Student Health Record. EMT faculty will provide information and necessary forms at the advising session.
- **K.** Provide proof of current CPR, EMT-B, and/or EMT-I certifications.

# Emergency Medical Technician

### Certificate in Applied Science Credit Requirements: 11 Semester Credit Hours

This certificate is designed for students who want to begin their careers in EMS or expand their skills in the fire services.

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

### First Semester - Fall

i ii st scilicst	Ci iuli	
BIO 210	Anatomy and Physiology I	4
EMS 102	Principles of Emergency Medical	
	Care I	2
EMS 103	Principles of Emergency Medical	
	Care II	3
EMS 212	EMS Field Internship	2
	Total	11

## Advanced Emergency Medical Technician

## Certificate in Applied Science Credit Requirements: 12 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

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test as well as successful completion of the Emergency Medical Technician certificate or be a current Emergency Medical Technician. College-approved Anatomy and Physiology (BIO 210) with a grade of C or better within the last five years is also required.

### First Semester - Spring

BIO 211	Anatomy and Physiology II	4
EMS 107	Advanced Emergency Care I	2
EMS 108	Advanced Emergency Care II	3
EMS 115	International Trauma Life Support	1
EMS 219	Advanced EMS Field Internship II	2

Total 12

## **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
	Tota	il 14

## **Fitness Specialist**

### Certificate in Applied Science Credit Requirements: 37 Semester Credit Hours

The Fitness Specialist certificate provides entrylevel 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 Physiolog	y 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 1	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

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.

- 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
	T	otal 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,

Complete English 100 (Introduction to Composition) with a minimum grade of C,

٥r

Complete an introductory English composition course with a minimum grade of C.

**F.** Complete a Health Sciences application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

G. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. (Advising

- session schedules are posted on the bulletin board located on the second floor of Building 630, Room 206.)
- H. Provide proof of graduation from an accredited high school or equivalent by submitting a copy of your high school transcript, diploma or GED.
- I. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA
- I. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

### K. Criminal Background Check/Drug Screening

All students applying to programs in the Health Sciences Division are required to have completed a criminal background check and drug screening. Results of the criminal background check and drug screening could affect the student's ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation). Faculty advisors will provide information about the criminal background check and drug screening procedures at the program open advising.

Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

### III. General Admission Procedures for the Pharmacy Technician Program

Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. See college Catalog for course progression requirements.

### IV. Readmission to the Pharmacy Technician **Program**

Students who receive a W, D or F in a prerequisite, corequisite or PHT course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.

### **Recommended Sequence of Courses** First Semester - Fall

PHM 101	Introduction to Pharmacy	
	Technician	3
PHM 102	Computer Applications for	
	Pharmacy	2
PHM 112	Pharmacy Math	2
PHM 113	Pharmacy Technician Math	3
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Technician Practicum	2
	To	tal 15

### Second Semester – Spring

PHM 109	Applied Pharmacy Practice	2
PHM 111	Applied Pharmacy Technician Lab	2
PHM 124	Therapeutic Agents II	3
PHM 164	Pharmacy Technician Practicum II	4
PHM 201	Pharmacy Management	2
	Total	13

### **622 Clock Hours**

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.

<sup>\*\*</sup>Experiential Credit



## **Humanities** and **Social Sciences**

### **Overview**

The Humanities and Social Sciences (HSS) Division offers the Associate in Arts (AA) degree and the certificate in Professional Writing and provides general education and support courses for most other programs at TTC. The AA degree, while emphasizing communication, social sciences and humanities, can provide students with the first two years of baccalaureate course work. The AA program is designed to prepare students for fouryear (baccalaureate) majors in fields such as:

- **Business Administration**
- Accounting
- Communication
- Management
- English
- Foreign Language
- Education
- Music
- Political Science
- Psychology
- History
- Pre-Law
- Sociology
- Other Humanities, Fine Arts and Social Sciences

AA students should consult with their academic advisors to discuss program requirements. Academic advisors are assigned through the college orientation process conducted in the Orientation centers on each campus. Your AA advisor will work closely with you to pick courses that not only fulfill curriculum requirements for the AA degree, but also, in most cases, fulfill the general education requirements at a four-year institution if you plan to transfer.

The certificate in Professional Writing provides students with fundamental writing skills for use in a variety of disciplines including business writing, creative writing, journalism, technical writing and writing for electronic media.

### General Information

For general information on the Humanities and Social Sciences Division, the AA degree, and/or the Professional Writing certificate, call 843.574.6034.

### **Cancellation Policy**

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

### **Programs of Study**

### Associate Degree Program

Associate in Arts

### Certificate Program

Professional Writing Introductory University Studies University Studies

### **Associate in Arts**

### **Credit Requirements: 60 Semester Credit Hours Program Credit Requirements**

The Associate in Arts degree is designed for students planning to transfer to four-year programs and students who wish to broaden their general knowledge. The degree stresses communication, social sciences and humanities

### **Program Requirements** (60 credits required)

### Communication

ENG 101	English Composition I	3
		5
ENG 102	English Composition II	3
Select three	ee semester credit hours from the	
following:		
ENG 242	Advanced Creative Writing	3
ENG 260	Advanced Technical	
	Communications	3
ENG 263	Writing for Social Media	3
ENG 265	Advanced Professional	
	Communication	
SPC 205	Public Speaking	3
SPC 209	Interpersonal Communication	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theater	3

### **Computer Technology**

CPT 101	Introduction to Compt	ıters
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### Social Science

Select three semester credit hours from the following:

ANT 101	General Anthropology	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
GEO 102	World Geography	3
PSC 201	American Government	3
PSC 215	State and Local Government	3

3

	COCCONTRIBUTES A	IND.	OCIAL 3C	IENCES ///////////	
PSC 220	Introduction to International Relations	3	Communica Requirement	ation, Humanities and Social Scienc	ce
PSY 201	General Psychology	3	•	semester credit hours from the followi	na:
SOC 101	Introduction to Sociology	3		ents also may select from extra course	
30C 101	introduction to sociology	3			25
Mathemati	cs			cation, Social Science and History.)	
	ree semester credit hours from the		Communica		2
following:	or somester ground mount mount und		ENG 242	Advanced Creative Writing	3
MAT 109	College Algebra with Modeling	3	ENG 260	Advanced Technical	
MAT 110	College Algebra	3		Communications	3
MAT 120	Probability and Statistics	3	ENG 263	Writing for Social Media	3
MAT 123	Contemporary College Mathematics		ENG 265	Advanced Professional	
MAI 123	Contemporary Conege Wathematics	3		Communication	
History			JOU 101	Introduction to Journalism	3
Select six	s semester credit hours from the		SPC 205	Public Speaking	3
following:			SPC 209	Interpersonal Communication	3
HIS 101	Western Civilization to 1689	3	SPC 210	Oral Interpretation of Literature	3
HIS 102	Western Civilization Post 1689	3	SPC 225	Introduction to Communication	
HIS 104	World History I	3		Theory	3
HIS 105	World History II	3			
HIS 201	American History: Discovery		Foreign Lar		
	to 1877	3	CHN 101	Elementary Chinese I	4
HIS 202	American History: 1877 to Present	3	CHN 102	Elementary Chinese II	4
		5	CHN 201	Intermediate Chinese I	3
	cs or Natural Sciences		CHN 202	Intermediate Chinese II	3
	semester credit hours from the		*FLG 001		
following:			*FRE 001		
AST 101	Solar System Astronomy	4	FRE 101	Elementary French I	4
AST 102	Stellar Astronomy	4	FRE 102	Elementary French II	4
BIO 101	Biological Science I	4	FRE 201	Intermediate French I	3
BIO 102	Biological Science II	4	FRE 202	Intermediate French II	3
BIO 210	Anatomy and Physiology I	4	*GER 001		
BIO 211	Anatomy and Physiology II	4	GER 101	Elementary German I	4
BIO 225	Microbiology	4	GER 102	Elementary German II	4
CHM 110	College Chemistry I	4	GER 201	Intermediate German I	3
CHM 111	College Chemistry II	4	GER 202	Intermediate German II	3
CHM 211	Organic Chemistry I	4	*SPA 001		
CHM 212	Organic Chemistry II	4	SPA 101	Elementary Spanish I	4
MAT 109	College Algebra with Modeling	3	SPA 102	Elementary Spanish II	4
MAT 110	College Algebra	3	SPA 201	Intermediate Spanish I	3
MAT 111	College Trigonometry	3	SPA 202	Intermediate Spanish II	3
MAT 112	Precalculus	5	Humanities		
MAT 120	Probability and Statistics	3	ART 101	Art History and Appreciation	2
MAT 123	Contemporary College Mathematics	3	ART 101 ART 107	History of Early Western Art	3
MAT 130	Elementary Calculus	3		History of Western Art	3
MAT 140	Analytic Geometry and Calculus I	4	ART 108	,	3
MAT 141	Analytic Geometry and Calculus II	4	ART 208	Art History Study Abroad	3
MAT 240	Analytic Geometry and Calculus III	4	ART 214	Art History Study Abroad American Literature Survey	3
MAT 242	Differential Equations	4	ENG 203		3
PHY 201	Physics I	4	ENG 205	English Literature I	3
PHY 202	Physics II	4	ENG 206	English Literature II World Literature I	3
PHY 221	University Physics I	4	ENG 208		
PHY 222	University Physics II	4	ENG 209	World Literature II	3
PHY 223	University Physics III	4	ENG 214	Fiction	3
			ENG 236	African-American Literature	3

<<<<<	<<<<<<<	AND	SOCIAL SCIENCES >>>>>>>>>	>>>>
ENG 238	Creative Writing	3	Strongly Recommended: Students shoul-	d
ENG 299	Special Topics in English	3	choose courses that transfer to their chosen	
HIS 106	Introduction to African History	3	four-year college or university. See your tran	ısfer
HIS 108	Introduction to East Asian		advisor for help in selecting appropriate elec	
	Civilization	3	<b>Exceptions:</b> These courses cannot be coursed to the course of the cours	
HIS 130	African-American History to 1877	3	toward the nine hours of electives: MAT 155	
HIS 131	African-American History: 1877	5	PSY 110, ENG 150 and any course listed in	
1110 151	to Present	3	Catalog as a nondegree course.	uiic
HIS 226	Black History and Culture of the	5	No more than 15 hours of courses with the	e same
1110 220	South Carolina Sea Islands	3	prefix may apply toward the AA degree.	c surre
HSS 110	History of Ideas	3	No course can count more than once.	
MUS 105	Music Appreciation	3	The course can count more than once.	
MUS 110	Music Fundamentals	3		
PHI 101	Introduction to Philosophy	3	Associate in Arts	
PHI 105	Introduction to Logic	3		
PHI 110	Ethics	3	Associate in Arts	
REL 101	Introduction to Religion	3		
REL 202	The Jewish Tradition	3	Sample Degree Plan	
THE 101	Introduction to Theater	3	The AA program allows flexibility in cour	rse
THE 225	Theater Production	3	selection and sequencing. The following sam	
111L 223	Theater Froduction	5	may be a helpful guide for students who are	•
Social Scie	nces		planning to transfer but are unsure where or	for
ANT 101	General Anthropology	3	what major. If you already know where you	
ECO 210	Macroeconomics	3	transfer and/or for which major, see your ass	igned
ECO 211	Microeconomics	3	advisor. This degree plan may not be suited t	.0
GEO 102	World Geography	3	your goal.	
PSC 201	American Government	3		
PSC 215	State and Local Government	3	Recommended Sequence of Courses	
PSC 220	Introduction to International		First Semester	
	Relations	3	English Composition I (ENG 101)	3
PSY 201	General Psychology	3	College Algebra with Modeling (MAT 109)	3
PSY 203	Human Growth and Development	3	or	
PSY 212	Abnormal Psychology	3	College Algebra (MAT 110)	3
SOC 101	Introduction to Sociology	3	or	
SOC 102	Marriage and the Family	3	Probability and Statistics (MAT 120)	3
SOC 205	Social Problems	3	Social Sciences	3
SOC 210	Juvenile Delinquency	3	**Foreign Language	4
SOC 230	Introduction to Gerontology	3	Introduction to Computers (CPT 101)	3
			Total	16
Electives			Second Semester	
ELE AA	Select up to nine hours in Associate		English Composition II (ENG 102)	3
	in Arts Electives	9	*Math or Lab Science	3-4
*Hours var	12		Social Science	3-4
mons var	y•			3
Associate i	n Arts Electives		History	3 4
These ele	ectives are for the Associate in Arts		Foreign Language Total	4 16-17
nrogram on	lv		IULAI	10-1/

required in Communication, Social Science, Mathematics, History, Natural Sciences, Foreign Languages and Humanities categories will count toward the nine elective hours. Up to nine hours of nonequivalent transfer credit also may be used.

Select up to nine hours of college-level credit from the current Catalog. Hours beyond the number

program only.

Third Semester	
***Elective	3
*Math or Lab Science	3-4
*Communication (ENG 260, SPC 205, SPC 2	09,
SPC 210 or THE 101)	3
Foreign Language	3
History	3
Total	15-16

 Total
 15-16

 Fourth Semester
 3

 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:**

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

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.

## **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

ENG 101 ENG 102 JOU 101	English Composition I English Composition II Introduction to Journalism	3 3		
	introduction to Journalism	3		
or				
ENG 238	Creative Writing	3		
	Č	Total 9		
Second Semester – Spring				
ENG 242	Advanced Creative Writing	3		

ENG 242	Advanced Creative Writing	3
or		
MAP 243	Script Writing	3
or		
ENG 263	Writing Skills for Social Media	3
ENG 260	Advanced Technical	
	Communications	3
ENG 265	Advanced Professional	
	Communication	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 1F	10

### Total 15-16

### Second Semester

Second Sem	ester	
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	1 6

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.

I

CPT 101

## Air Conditioning/Refrigeration Mechanics Course Display

### **Credit Requirements: 65 Semester Credit Hours**

This program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field. Students are taught refrigeration fundamentals, tools and service, gas and electric heat, heat pumps, air conditioning, and basic sheet metal skills for duct fabrication.

Introduction to Computers

<b>Core Curriculum</b>	n Requirements
Core	

**CPT 101** 

	r	
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 listin	g
	on page B-4	3
ECO 210	Macroeconomics	3
or		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
	_	

## **Primary Path**

ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service Techniques II	2
ACR 111	Gas Heating Principles	3
ACR 120	Basic Air Conditioning	4
ACR 150	Basic Sheet Metal	2
ACR 210	Heat Pumps	4
ACR 224	Codes and Ordinances	2
IT 124	Pumps	2
IMT 151	Piping Systems	3

### Secondary Path

MKT 130

(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.) MGT 101 Principles of Management MGT 120 Small Business Management MKT 101 Marketing

### **Additional Requirements**

ELE BUS	Select two courses from Business
	Electives

## Air Conditioning/Refrigeration **Mechanics Career Path**

**Credit Requirements: 65 Semester Credit Hours** 

### **Recommended Sequence of Courses** First Semester - Fall

ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service Techniques II	2
	Total	al 5

### Second Semester - Spring

			Total 7
ACR 111 Gas Heating Principals 3	non iii	Gus Heuting I Intelpuls	Total 7
	ACR 106	Basic Electricity for HVAC/R	4

Basic Air Conditioning

Basic Sheet Metal

4

2

3

Total 12

Total 12

Total 6

## Fourth Samester - Spring

ACR 120

ACR 150

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

### Fifth Semester - Fall

MT 151	Piping Systems	3
MT 124	Pumps	2
		Total 5

Introduction to Computers

### Sixth Semester - Spring

		_
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	Macroeconomic	3
or		
PSY 201	General Psychology	3

### Seventh Semester – Summer

MGT 101	Principles of Management	3
MGT 120	Small Business Management	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3

Customer Service Principles

3

3 3

3

6

<b>Eighth Sem</b>	ester - Fall		Third Seme	ster – Summer	
REQ MAT	Select one math course from		ACR 150	Basic Sheet Metal	2
	Mathematics/Natural Sciences listing	ıg	ACR 210	Heat Pumps	4
	on page B-4	3	ACR 224	Codes and Ordinances	2
MKT 130	Customer Service Principles	3		Tot	al 8
ELE GBS	Select two courses from Business		F	Fall	
	Electives	6	Fourth Sem		2
	Total	12	CPT 101 <b>or</b>	Introduction to Computers	3
General Bu	siness Small Business/		EGR 110	Introduction to Computer	
Entreprene	urship Career Path Electives			Environment	3
BAF 215	Money and Banking	3	ENG 101	English Composition I	3
CPT 172	Microcomputer Database	3	REQ HUM	Select one course from Humanities	
CPT 174	Microcomputer Spreadsheets	3		listing on page B-3	3
CPT 179	Microcomputer Word Processing	3	ECO 210	Macroeconomics	3
CWE	Cooperative Work Experience		or		
ENG 102	English Composition II	3	PSY 201 Ge	neral Psychology	3
MGT 230	Managing Information Resources	3		Total	12
MGT 235	Production Management	3			
MGT 240	Management Decision Making	3		ster – Spring	_
MKT 130	Customer Service Principles	3	MGT 101	Principles of Management	3
MKT 135	Customer Service Techniques	3	MGT 120	Small Business Management	3
MKT 250	Consumer Behavior	3	SPC 205	Public Speaking	3
PSY 201	General Psychology	3	or		
QAT 101	Introduction to Quality Assurance	3	SPC 209	Interpersonal Communication	3
QAT 105	Total Quality Systems	3		Total	112
QAT 240	Advanced Quality Concepts	3	Sixth Seme	ster – Summer	
SPA 101	Elementary Spanish I	4	REQ MAT	Select one math course from	
SPA 102	Elementary Spanish II	4	1111	Mathematics/Natural Sciences listin	าย
TRL 106	Export/Import	3		on page B-4	3
*Tl	L L L		MKT 130	Customer Service Principles	3
	rses may be substituted as a group for echnical subject area of at least 12		ELE GBS	Select two courses from Business	
	echnical subject area of al least 12 edit hours, which must be approved by			Electives	6
your advisor		V		Tota	12
,			General Bus	siness Small Business/	
Air Cond	itioning/Pofrigoration		Entrenrene	urship Career Path Electives	
			-iiiii cpi ciic		
	itioning/Refrigeration		BAF 215	Money and Banking	3
Mechani	ics Career Path			-	3
Mechani		rs	BAF 215	Money and Banking	
Mechani	ics Career Path	rs	BAF 215 CPT 172	Money and Banking Microcomputer Database	3
<i>Mechani</i> Credit Requ Evening	ics Career Path uirements: 65 Semester Credit Hou	rs	BAF 215 CPT 172 CPT 174	Money and Banking Microcomputer Database Microcomputer Spreadsheets	3
Mechani Credit Requ Evening Recommen	ics Career Path uirements: 65 Semester Credit Hou ded Sequence of Courses	rs	BAF 215 CPT 172 CPT 174 CPT 179	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing	3
Mechani Credit Requ Evening Recommen First Semes	ics Career Path uirements: 65 Semester Credit Hou ded Sequence of Courses ster – Fall		BAF 215 CPT 172 CPT 174 CPT 179 CWE	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience	3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106	ics Career Path uirements: 65 Semester Credit Hounded Sequence of Courses ster – Fall Basic Electricity for HVAC/R	4	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II	3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108	ics Career Path Lirements: 65 Semester Credit Hour  ded Sequence of Courses Ster - Fall  Basic Electricity for HVAC/R Refrigeration Fundamentals	4 3	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources	3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108	ded Sequence of Courses ster – Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II	4 3 2	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management	3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108	ics Career Path Lirements: 65 Semester Credit Hour  ded Sequence of Courses Ster - Fall  Basic Electricity for HVAC/R Refrigeration Fundamentals	4 3 2	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235 MGT 240	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques	3 3 3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108 ACR 109	ded Sequence of Courses ster - Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II	4 3 2	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235 MGT 240 MKT 130 MKT 135 MKT 250	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques Consumer Behavior	3 3 3 3 3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108 ACR 109	ded Sequence of Courses ster – Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II	4 3 2	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235 MGT 240 MKT 130 MKT 135 MKT 250 PSY 201	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques Consumer Behavior General Psychology	3 3 3 3 3 3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108 ACR 109 Second Sen ACR 111 G	ded Sequence of Courses ster – Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II Tota mester – Spring as Heating Principles	4 3 2 al 9	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235 MGT 240 MKT 130 MKT 135 MKT 250 PSY 201 QAT 101	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques Consumer Behavior General Psychology Introduction to Quality Assurance	3 3 3 3 3 3 3 3 3 3 3 3 3
Mechanic Credit Requ Evening Recommen First Semes ACR 106 ACR 108 ACR 109 Second Ser ACR 111 G ACR 120 B	ded Sequence of Courses ster - Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II Tota	4 3 2 <b>al 9</b>	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 235 MGT 240 MKT 130 MKT 135 MKT 250 PSY 201 QAT 101 QAT 105	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques Consumer Behavior General Psychology Introduction to Quality Assurance Total Quality Systems	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Mechani Credit Requ Evening Recommen First Semes ACR 106 ACR 108 ACR 109 Second Ser ACR 111 G ACR 120 B	ded Sequence of Courses ster - Fall Basic Electricity for HVAC/R Refrigeration Fundamentals Tools and Service Techniques II Tota mester - Spring as Heating Principles asic Air Conditioning ping Systems	4 3 2 al 9	BAF 215 CPT 172 CPT 174 CPT 179 CWE ENG 102 MGT 230 MGT 235 MGT 240 MKT 130 MKT 135 MKT 250 PSY 201 QAT 101	Money and Banking Microcomputer Database Microcomputer Spreadsheets Microcomputer Word Processing Cooperative Work Experience English Composition II Managing Information Resources Production Management Management Decision Making Customer Service Principles Customer Service Techniques Consumer Behavior General Psychology Introduction to Quality Assurance	3 3 3 3 3 3 3 3 3 3 3 3 3

### SPA 102 Elementary Spanish II 4 **AUT 252** Advanced Automatic Transmission 3 TRL 106 Export/Import **AUT 263** Advanced Automotive Machining 4 **Evolving Technologies** 4 **AUT 299** \*These courses may be substituted as a group for a different technical subject area of at least 12 Secondary Path semester credit hours, which must be approved by MGT 101 Principles of Management 3 vour advisor. MGT 120 Small Business Management 3 MKT 101 Marketing 3 3 MKT 130 Customer Service Principles **Automotive Technology Course Display Automotive Technology Credit Requirements: 81 Semester** Career Path **Credit Hours** This program introduces students to the highly **Credit Requirements: 81 Semester** technical automotive industry. Employers today **Credit Hours** are looking for technicians with strong mechanical, Dav analytical and reading comprehension skills. **Recommended Sequence of Courses** Students develop the basic skills required for the First Semester - Fall diagnosis, maintenance and repair of passenger cars **AUT 101 Engine Fundamentals** 3 and light trucks through theory and shop instruction. 3 Brakes AUT 111 In addition, they are introduced to essential Electrical Systems 3 **AUT 131** management and customer service principles. 3 Electrical Fundamentals **AUT 133** Total 12 **Core Curriculum Requirements** CPT 101 Introduction to Computers 3 Second Semester - Spring or AUT 103 Engine Reconditioning 4 EGR 110 Introduction to Computer **AUT 145 Engine Performance** 3 3 Environment **AUT 149** Ignition and Fuel Systems 4 3 ENG 101 English Composition I **AUT 241** Automotive Air Conditioning 4 Select one course from Humanities REO HUM Total 15 listing on page B-3 3 Third Semester - Summer REQ MAT Select one math course from **AUT 116** Manual Transmission and Axle 4 Mathematics/Natural Sciences listing **AUT 122** Suspension and Alignment 4 on page B-4 **AUT 152** Automatic Transmission 4 ECO 210 Macroeconomics 3 3 CPT 101 Introduction to Computers or PSY 201 General Psychology 3 3 EGR 110 Introduction to Computer SPC 205 Public Speaking Environment 3 Total 15 SPC 209 3 Interpersonal Communication Total 18 Fourth Semester - Fall Select one math course from Math/ REQ MAT **Primary Path** Natural Sciences listing on page B-4 3 3 **AUT 101 Engine Fundamentals** SPC 205 Public Speaking 3 **AUT 103** Engine Reconditioning 4 or 3 **AUT 111** Brakes Interpersonal Communication 3 SPC 209 **AUT 116** Manual Transmission and Axle 4 English Composition I 3 ENG 101 **AUT 122** Suspension and Alignment 4 General Psychology 3 PSY 201 3 **AUT 131** Electrical Systems 3 or **AUT 133 Electrical Fundamentals** ECO 210 Macroeconomics 3 3 **AUT 145** Engine Performance Total 12 **AUT 149** Ignition and Fuel Systems 4 **AUT 152** Automatic Transmission 4 **AUT 241** Automotive Air Conditioning

<<<<<	<<<<< < < < INDUS	TRIAL	<b>TECHNOLO</b>	GY >>>>>>	<b>&gt;&gt;&gt;</b>
Fifth Seme	ster – Spring		Fifth Semes	ster – Spring	
AUT 252	Advanced Automatic Transmiss	ion 4	AUT 145	Engine Performance	3
*MGT 101	Principles of Management	3	AUT 149	Ignition and Fuel Systems	4
*MKT 101	Marketing	3		To	tal 7
REQ HUM			Sivth Sama	ster – Summer	
	listing on page B-3	3	AUT 103	Engine Reconditioning	4
	To	otal 13	AUT 263	Advanced Automotive Machining	
Sivth Same	ester – Summer		AU1 203		tal 7
*MKT 130		3		10	tai 7
*MGT 120		3	Seventh Se	mester – Fall	
AUT 263	Advanced Automotive Machinin		REQ MAT	Select one math course from	
AUT 299	Evolving Technologies	4		Mathematics/Natural Sciences list	ting
1101 2))		otal 14		on page B-4	3
	, and the second	tui 14	*MKT 101	Marketing	3
*These com	rses may be substituted as a group	for a	ENG 101	English Composition I	3
	hnical subject area of at least	jor u	SPC 205	Public Speaking	3
	rmical subject area of at teast credit hours, which must be appro	oved	or		
by your adv		reu	SPC 209	Interpersonal Communication	3
	e course from this group.			Tot	al 12
50,000 0.1	e com se ji oni inis gi oup.		Eighth Com	ester – Spring	
Automo	tivo Tochnology		AUT 152	Automatic Transmission	4
Automo	tive Technology		AUT 252	Advanced Automatic Transmission	
Career P	ath		*MGT 101	Principles of Management	3
Credit Rea	uirements: 81 Semester		*MKT 130	Customer Service Principles	3
Credit Hou			WIKI 130		ر al 14
Evening				100	ui 17
-			Ninth Seme	ester – Summer	
	ided Sequence of Courses		AUT 299	Evolving Technologies	4
First Seme			*MGT 120	Small Business Management	3
AUT 101	Engine Fundamentals	3	ECO 210	Macroeconomics	3
AUT 133	Electrical Fundamentals	3	or		
	1	Total 6	PSY 201	General Psychology	3
Cocond Co.	mastar Enring		REQ HUM	Select one course from Humanitie	ès
AUT 122	nester – Spring Suspension and Alignment	4		listing on page B-3	3
AUT 122 AUT 131	Electrical Systems	3			al 13
AU1 131		э Г <b>otal 7</b>	<i></i> ₩ <i>m</i> 1	1 1 1	
	'	iotai /		ses may be substituted as a group fo	or
Third Seme	ester – Summer			echnical subject area of at least 12	,
AUT 111	Brakes	3		edit hours, which must be approved	by
AUT 241	Automotive Air Conditioning	4	your advisor		
		Total 7	**Select one	e course from this group.	
Equith Con	nester – Fall		C	l C N'1	
CPT 101		3		logy Course Display	
or	Introduction to Computers	3		irements: 60 Semester Credit Ho	urs
	Introduction to Computer			gram is designed for students who	
EGR 110	Introduction to Computer		plan to work	in the industry as cosmetologists,	

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.

3

Total 8

Environment

Manual Transmission and Axle

AUT 116

Core Curriculum Requirements: 15 credit hours			Secondary	Secondary Path Requirements: 12 credit hours	
CPT 101	Introduction to Computers	3	MGT 101	Principles of Management	
REQ COM	Select one course from		MGT 120	Small Business Management	
	Communication listing on page B-3	3	MGT 121	Small Business Operations	
REQ HUM	Select one course from Humanities		MGT 210	Employee Selection and Retention	
	listing on Page B-3	3			
REQ MAT	Select one math course from Mathematics/Natural Sciences listing on page B-4	g 3	Select a r	Requirements: minimum of five credit hours of COS used in the Primary Path.	
REQ SSC	Select one course from Behavioral/ Social Sciences Listing on page B-3	3	or Esthetics	rses from a current Cosmetology, Nails certificate program, following the	
			recommend	ed seauence of courses for that program	

### Primary Path: Select a minimum of 28 credit hours from the list of COS courses\* COS 101 Fundamentals of Cosmetology

nours nom	are rist or cos courses	
COS 101	Fundamentals of Cosmetology	3
COS 106	Facials and Makeup	3
COS 108	Nail Care	3
COS 110	Scalp and Hair Care	3
COS 112	Shampoo and Rinses	4
COS 114	Hair Shaping	4
COS 116	Hair Styling I	4
COS 120	Manikin Practice	3
COS 131	Bacteria and Other Infectious Agents	
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail	
	Application	4
COS 137	Fundamentals of Nail Art	1
COS 151	Dermatology	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Electric Current Facial Treatments	1
COS 162	Hair Removal	1
COS 164	Basic Makeup and Application	3
COS 167	Professional Practices for	
	Estheticians	1
COS 172	Infection Control for Estheticians	1
COS 173	Human Anatomy for Estheticians	2
COS 206	Chemical Hair Waving	3
COS 210	Hair Coloring	3
COS 220	Cosmetology Clinical Practice I	3
COS 221	Facial Practice I	3 2 3
COS 222	Cosmetology Clinical Practice II	
COS 223	Facial Practice II	2
COS 224	Nail Practice I	4
COS 225	Advanced Spa Services	1
COS 251	Advanced Dermatology	3
COS 262	Advanced Hair Removal	1

etology, Nails wing the recommended sequence of courses for that program.

3

3

3

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## **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. Students develop advanced skills in electrical circuit analysis, power systems, line construction and safety. This path expands knowledge in the areas of first aid, CPR, advanced studies in electricity, supervisory skills, accounting and leadership training.

## **Core Curriculum Requirements: 15-18**

credit hours	<b>i</b>	
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 listin	g
	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

<<<<<	<<<<<< < INDUSTR	IALT	ECHNOLO	OGY >>>>>>>>	>>	
Primary Path: 28-30 credit hours Primary Path Requirements (31 credit hours)						
ELW 111	Introduction to Electrical Line		EEM 113	DC Circuits I	2	
	Worker	3	EEM 114	DC Circuits II	2	
ELW 112	Introduction to Electricity	3	EEM 119	AC Circuits I	2	
ELW 114	Overhead Line Construction I	3	EEM 120	AC Circuits II	2	
ELW 211	Underground Line Construction I	3	EEM 129	Solid State Devices I	2	
ELW 231	Electrical Power Systems	3	EEM 130	Solid State Devices II	2	
ELW 115	Overhead Line Construction II	3	EEM 218	AC/DC Machines with Electrical		
ELW 116	Overhead Line Construction III	3		Codes I	2	
ELW 117	Overhead Line Construction IV	3	EEM 219	AC/DC Machines with Electrical		
ELW 212	Underground Line Construction II	3		Codes II	2	
ELW 221	Advanced Line Construction	3	EEM 221	DC/AC Drives	3	
			EEM 251	Programmable Controllers	3	
	Path: 12 credit hours	,	EEM 252	Programmable Controllers		
*CWE	Cooperative Work Experience	4		Applications	3	
AHS 106	Cardiopulmonary Resuscitation	1	EIT 110	Principles of Instrumentation	3	
AHS 114	Basic First Aid	1	EIT 244	Computers and PLCs in		
EEM 165	Residential/Commercial Wiring	4		Instrumentation	3	
IMT 102	Industrial Safety	2				
Additional	Requirements: five credit hours			Path Requirements (15 credit hour		
ELW 110	Electrical Computations	2	EEM 167	Commercial/Industrial Wiring I	2	
ELW 113	National Electrical Safety Code	3	EEM 168	Commercial/Industrial Wiring II	2	
	•		EEM 151	Motor Controls I	4	
	ay substitute four credit hours from th	e	IMT 132	Hydraulics	2	
	e listings for CWE. Any CWE must be		IMT 133	Pneumatics	2	
	n conjunction with the ELW program	to	IMT 163	Problem Solving for Mechanical		
count towar	d program graduation requirements.			Applications	3	
Elo atui ai	an Automation and		Additional	Requirements (6 credit hours)		
Electricio	an: Automation and		EEM 107	Industrial Computer Techniques	2	
Industri	al Course Display		EEM 108	Basic Industrial Skills I	2	
	irements: 67 Semester Credit Hour	'S	EEM 110	Basic Industrial Skills II	2	
	s of this program are employed as	-				
	ontrols technicians, electrical and		Elactrici	an: Automation and		
	tion technicians, or robotics and			ctrician: Automation and		
	technicians at manufacturing plants,		Industri	al Career Path		
	ants, food and beverage plants, water					
	l energy generation facilities. Job duti	es	_	uirements: 67 Semester Credit Hou	rs	
	alling, maintaining and repairing vario		Day			
	etro-mechanical automation equipmen		Recommen	ided Sequence of Courses		
C		-1	First Semes	-		
	ulum Requirements (15 credit hour	S)	EEM 107	Industrial Computer Techniques	2	
REQ COM	Select one course from	2	EEM 113	DC Circuits I	2	
DEO III M	Communication listing on page B-3	5	EEM 113	DC Circuits II	2	
REQ HUM	Select one course from Humanities	2	EEM 167	Commercial/Industrial Wiring I	2	
DEO MAT	listing on page B-3	3	EEM 168	Commercial/Industrial Wiring II	2	
REQ MAT	Select one math course from	_	REQ MAT	Select one math course from	2	
	Mathematics/Natural Sciences listin	.g 3	141 X 141111	Mathematics/Natural Sciences listing	1σ	
DEO OTH	on page B					
REQ OTH	listed on pages B-3 and B-4	s 3		Total	13	
	nsieu on pages D-3 and D-4	3		10441		

Select one course from Behavioral/ Social Sciences listing on page B-3 3

REQ SSC

Second Semester – Spring			Electricio	an: Automation and	
EEM 119	AC Circuits I	2	Inductri	al Career Path	
EEM 120	AC Circuits II	2	mustri	ui Cureei Futii	
EEM 129	Solid State Devices I	2	Credit Regu	uirements: 67 Semester Credit Hou	rs
EEM 130	Solid State Devices II	2	Evening		
REQ COM	Select one course from	2	•		
REQ OTH	Communication listing on page B-3 Select one course from other course	S	First Semes		
	listed on pages B-3 and B-4	3	EEM 167	Commercial/Industrial Wiring I	2
	Total	14	EEM 168	Commercial/Industrial Wiring II	2
Third Seme	ster – Summer		REQ MAT		
EEM 108	Basic Industrial Skills I	2		Mathematics/Natural Sciences listing	_
EEM 110	Basic Industrial Skills II	2		on page B-4	3
EEM 218	AC/DC Machines with Electrical			Tot	al 7
	Codes I	2	Second Sen	nester - Spring	
EEM 219	AC/DC Machines with Electrical		EEM 113	DC Circuits I	2
	Codes II	2	EEM 113 EEM 114	DC Circuits II	2
EEM 221	DC/AC Drives	3	REQ COM		2
EEM 251	Programmable Controllers	3	KEQ COM	Communication listing on page B-3	2 2
	Total	14			າ
				100	ai /
Fourth Sem			Third Seme	ster – Summer	
EEM 151	Motor Controls I	4	EEM 107	Industrial Computer Techniques	2
EEM 252	Programmable Controllers		EEM 119	AC Circuits I	2
	Applications	3	EEM 120	AC Circuits II	2
EIT 110	Principles of Instrumentation	3		Tot	al 6
IMT 132	Hydraulics	2		"	
IMT 133	Pneumatics	2	Fourth Sem		
	Total	14	EEM 218	AC/DC Machines with Electrical Codes I	2
	ster – Spring		EEM 219	AC/DC Machines with Electrical	
EIT 244	Computers and PLCs in			Codes II	2
	Instrumentation	3	EEM 129	Solid State Devices I	2
IMT 163	Problem Solving for Mechanical		EEM 130	Solid State Devices II	2
	Applications	3		Tot	al 8
REQ HUM	Select one course from Humanities		F:6:1 6		
DEO 222	listing on page B-3	3		ster – Spring	4
REQ SSC	Select one course from Behavioral/	2	EEM 151	Motor Controls I	4
	Social Sciences listing on page B-3		EEM 251	Programmable Controllers	3
	Total	12		100	al 7
			Sixth Seme	ster – Summer	
			EEM 221	DC/AC Drives	3
			EEM 252	Programmable Controllers	
				Applications	3
					al 6
				mester – Fall	_
			IMT 132	Hydraulics	2
			IMT 133	Pneumatics	2
			REQ OTH	Select one course from other course	
				listed on pages B-3 and B-4	3
				Tot	al 7

### 2 EEM 139 National Electrical Code II Eighth Semester - Spring 2 Principles of Instrumentation 3 EEM 167 Commercial/Industrial Wiring I EIT 110 Commercial/Industrial Wiring II **EIT 244** Computers and PLCs in **EEM 168** 2 Instrumentation 3 **EEM 218** AC/DC Machines with Electrical Total 6 Codes I 2 **EEM 219** AC/DC Machines with Electrical Ninth Semester - Summer 2 Codes II **EEM 108** Basic Industrial Skills I 2 3 EEM 221 DC/AC Drives Basic Industrial Skills II 2 EEM 110 EEM 251 Programmable Controllers 3 REO HUM Select one course from Humanities Secondary Path Requirements (12 credit hours) listing on page B-3 3 Total 7 EEM 108 Basic Industrial Skills I 2 2 EEM 110 Basic Industrial Skills II Tenth Semester - Fall EEM 163 Residential Wiring I 2 Problem Solving for Mechanical IMT 163 EEM 164 Residential Wiring II 2 **Applications** 3 Electrical Installation I 2 EEM 173 REO SSC Select one course from Behavioral/ EEM 174 Electrical Installation II 2 Social Sciences listing on page B-3 Additional Requirements (6 credit hours) Total 6 2 EEM 107 **Industrial Computer Techniques** Motor Controls I EEM 151 4 Electrician: Industrial and **Construction Course Display** Electrician: Industrial and Construction Career Path **Credit Requirements: 63 Semester Credit Hours** This program prepares students for employment **Credit Requirements: 63 Semester Credit Hours** in the electrical construction and maintenance Day electrician trades. Emphasis is placed on electrical/ electronic theory, electrical equipment (motors, **Recommended Sequence of Courses** transformers, motor control and drive systems. First Semester - Fall programmable controllers, etc.), wiring techniques EEM 107 Industrial Computer Techniques 2 in accordance with the National Electric Code, and 2 DC Circuits I EEM 113 troubleshooting. DC Circuits II 2 EEM 114 EEM 163 Residential Wiring I 2 Core Curriculum Requirements (15 credit hours) EEM 164 Residential Wiring II 2 REO COM Select one course from REO MAT Select one math course from Communication listing on page B-3 3 Mathematics/Natural Sciences listing REQ HUM Select one course from Humanities on page B-4 3 listing on page B-3 3 Total 13 REQ MAT Select one math course from Mathematics/Natural Sciences listing Second Semester - Spring on page B-4 3 EEM 119 AC Circuits I 2 REQ SSC Select one course from Behavioral/ EEM 120 AC Circuits II 2 Social Sciences listing on page B-3 3 2 EEM 129 Solid State Devices I REQ OTH Select one course from other courses 2 EEM 130 Solid State Devices II listed on page B-4 3 2 EEM 173 Electrical Installation I EEM 174 Electrical Installation II 2 Primary Path Requirements (30 credit hours) Total 12 DC Circuits I 2 EEM 113 EEM 114 DC Circuits II 2 2 EEM 119 AC Circuits I EEM 120 2 AC Circuits II EEM 129 Solid State Devices I 2 2 EEM 130 Solid State Devices II

2

National Electrical Code I

**EEM 138** 

<<<<<	<<<<<< < INDUSTRI	AL 1	<b>TECHNOLO</b>	GY >>>>>>>	>>
Third Seme	ster – Summer		Third Seme	ster – Summer	
EEM 108	Basic Industrial Skills I	2	EEM 107	Industrial Computer Techniques	2
EEM 110	Basic Industrial Skills II	2	EEM 119	AC Circuits I	2
EEM 218	AC/DC Machines with Electrical		EEM 120	AC Circuits II	2
	Codes I	2		Tot	tal 6
EEM 219	AC/DC Machines with Electrical				
	Codes II	2	Fourth Sem		
EEM 221	DC/AC Drives	3	EEM 129	Solid State Devices I	2
EEM 251	Programmable Controllers	3	EEM 130	Solid State Devices II	2
	Total	14	EEM 218	AC/DC Machines with Electrical	
				Codes I	2
Fourth Sem	iester – Fall		EEM 219	AC/DC Machines with Electrical	
EEM 151	Motor Controls I	4		Codes II	2
EEM 167	Commercial/Industrial Wiring I	2		Tot	tal 8
EEM 168	Commercial/Industrial Wiring II	2	Fifth Comes	tou Curina	
REQ COM	Select one course from			ster – Spring	4
	Communication listing on page B-3	3	EEM 151	Motor Controls I	4
REQ HUM	Select one course from Humanities		EEM 251	Programmable Controllers	ა tal 7
	listing on page B-3	3		101	tai /
	Total	14	Sixth Seme	ster – Summer	
Eifth Como	ster – Spring		EEM 108	Basic Industrial Skills I	2
EEM 138	National Electric Code I	2	EEM 110	Basic Industrial Skills II	2
EEM 139	National Electric Code II	2	EEM 221	DC/AC Drives	3
REQ OTH	Select one course from other course	_		Tot	tal 7
KEQ OTTI	listed on page B-4	3			
REQ SSC	Select one course from Behavioral/	3		mester – Fall	
KEQ 55C	Social Sciences listing on page B-3	3	EEM 167	Commercial/Industrial Wiring I	2
	Total		EEM 168	Commercial/Industrial Wiring II	2
	iotai	10	REQ SSC	Select one course from Behavioral	
				Social Sciences listing on page B-3	
Electricio	an: Industrial and			Tot	tal 7
Construe	tion Career Path		Fighth Sem	ester – Spring	
Construc	tion career rath		EEM 138	National Electrical Code I	2
Cuadit Dam	ivensents 63 Semester Credit Herry	_	EEM 139	National Electrical Code II	2
_	uirements: 63 Semester Credit Hour	5	REQ HUM		_
Evening			TEQ HOM	listing on page B-3	3
Recommen	ded Sequence of Courses		REQ OTH	Select one course from other cours	
First Semes	ter – Fall		1112 0 111	listed on page B-4	3
EEM 173	Electrical Installation I	2			al 10
EEM 174	Electrical Installation II	2		1000	
REQ COM	Select one course from		Industria	al Maintenance Mechanic	ς
	Communication listing on page B-3	3			
REQ MAT Select one math course from			Course D	ispiay	
	Mathematics/Natural Sciences listin	g	C 411 B		
	on page B-4	3	-	uirements: 65-67 Semester	
	Total	10	Credit Hour		ngo

## Credit Hours

This program prepares students for a broad range of employment within the industrial maintenance field. The program is designed to develop multiskilled 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,

2

2 2

2

Total 8

DC Circuits I

DC Circuits II

Residential Wiring I

Residential Wiring II

Second Semester - Spring

EEM 113

EEM 114

EEM 163

EEM 164

piping systems, and machinery preventive and predictive maintenance. As part of the associate degree program students choose a secondary path in a technical field of study. Students can choose air conditioning and refrigeration, welding, industrial electrical and automation controls or machine tool technology. See your advisor for more information.

**Core Curriculum Requirements** 

CPT 101	Introduction to Computers	3
or		
EGR 110	Introduction to Computer	
	Environment	3
ENG 101	English Composition I	3
REQ MAT	Select one math course from	
	Mathematics/Natural Sciences listing	3
	on page B-4	3
SPC 205	Public Speaking	3
or		
SPC 209	Interpersonal Communication	3
REQ SSC	Select one course from Behavioral/	
	Social Sciences listing on page B-3	3
REQ HUM	Select one course from Humanities	
	listing on page B-3	3

### **Primary Path**

Primary Pati	1
IMT 105	Mechanical Sketching
IMT 124	Pumps
IMT 132	Hydraulics
IMT 133	Pneumatics
IMT 151	Piping Systems
IMT 160	Preventive Maintenance
IMT 161	Mechanical Power Applications
IMT 163	Problem Solving for Mechanical
	Applications
IMT 210	Basic Industrial Skills I
IMT 211	Basic Industrial Skills II
MGT 101	Principles of Management

### **Secondary Path**

Select one group of courses\* from Secondary Path options, minimum of 12 credit hours:

Arc Welding I

### Welding WLD 111

WLD 118 WLD 132	Gas Metal Arc Welding Ferrous I Inert Gas Welding Ferrous	4
Air Conditi	oning/Refrigeration Mechanics	
ACR 106	Basic Electricity for HVAC/R	4
ACR 108	Refrigeration Fundamentals	3
ACR 109	Tools and Service Techniques II	2
ACR 111	Gas Heating Principles	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.

EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
EEM 151	Motor Controls I	4
EEM 218	AC/DC Machines with Electrical	
	Codes I	2
EEM 219	AC/DC Machines with Electrical	
	Codes II	2
Machine Too	ol .	
MTT 111	Machine Tool Theory and Practice I	5
MTT 112	Machine Tool Theory and Practice II	5
MTT 143	Precision Measurements	2
A 1 11:01 1 1 1		

### **Additional Requirements**

Select one group of courses from Additional Requirements (match to Secondary Path group), minimum of five credit hours:

### Welding

2

2 2 3

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4

WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
WLD 201	Welding Metallurgy	2

### Air Conditioning/Refrigeration Mechanics

ACR 107	Wiring Diagrams	2
ACR 120	Basic Air Conditioning	4

### **Electrical and Automated Technology**

EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
EEM 251	Programmable Controllers	3

### Machine Tool Technology

	,	
IET 223	Industrial Safety	3
MTT 145	Machining of Metals	3

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

# 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

	ei iwii	
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

### Total 9

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

### Fourth Semester - Fall

i oui tii sei	i oui tii Seillestei – i uli			
IMT 132	Hydraulics	2		
IMT 133	Pneumatics	2		
IMT 160	Preventive Maintenance	3		
		Total 7		

### Fifth Semester - Spring

riidi Jeilles	tei – spring	
MGT 101	Principles of Management	3
IMT 163	Problem Solving for Mechanic	al
	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.

Introduction to Computers

3

### **Core Curriculum Requirements**

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	g
	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 Pat	h	

### Primary Path

CPT 101

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

<<<<<	<<<<<<<< </th <th>KIAL I</th> <th>ECHNOLO</th> <th>GY &gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;&gt;</th> <th>&gt;&gt;</th>	KIAL I	ECHNOLO	GY >>>>>>>>>	>>
Additional Requirements			Fifth Semester – Spring		
MGT 101	Principles of Management	3	EGT 251	Principles of CAD	3
or			SPC 205	Public Speaking	3
QAT 101	Introduction to Quality Assurance		or		
MTT 143	Precision Measurements	2	SPC 209	Interpersonal Communication	3
			REQ SSC	Select one course from Behavioral/	
Machine	Tool Technology			Social Sciences listing on page B-3	3
			REQ MAT	Select one math course from	
Career Pa	ath			Mathematics/Natural Sciences listing	-
Credit Requ	irements: 63 Semester Credit Ho	urs		on page B-4	3 <b>I 12</b>
Evening					
Recommend	ded Sequence of Courses		Welding	Course Display	
First Semes	ter – Fall		-	• •	
CPT 101	Introduction to Computers	3	-	irements: 70-71 Semester	
or			Credit Hour		
EGR 110	Introduction to Computer			ing career path prepares students for	
	Environment	3		mployment in the welding career	
EGT 106	Print Reading and Sketching	3		includes manufacturing, construction	1,
IET 223	Industrial Safety	3		n, fabrication, inspection and sales.	c
MTT 111	Machine Tool Theory and Practice	e I 5		provides students with an overview	
	Total	al 14		ling processes and applications as we	
Second Sen	nester – Spring		_	e in the areas of welding metallurgy,	
EGT 151	Introduction to CAD	3	werd quarity	, print reading and welding safety.	
MTT 112	Machine Tool Theory and Practice		Core Currico	ulum Requirements	
MTT 143	Precision Measurements	2	CPT 101	Introduction to Computers	3
MTT 145	Machining of Metals	3	or	•	
		al 13	EGR 110	Introduction to Computer	
				Environment	3
	ster – Summer		ENG 101	English Composition I	3
EGT 152	Fundamentals of CAD	3	ECO 210	Macroeconomics	3
MTT 250	Principles of CNC	3	or		
MTT 251	CNC Operations	3	PSY 201	General Psychology	3
MTT 253	CNC Programming and Operation		SPC 205	Public Speaking	3
	Tot	al 12	or		
Fourth Sem	ester – Fall		SPC 209	Interpersonal Communication	3
ENG 101	English Composition I	3	REQ HUM	Select one course from Humanities	
EGT 252	Advanced CAD	3	DD0	listing on page B-3	3
MGT 101	Principles of Management	3	REQ MAT	Select one math course from	
or	1 morphos of management	2		Mathematics/Natural Sciences listing	
QAT 101	Introduction to Quality Assurance	3		on page B-4	3
REQ HUM	Select one course from Humanitie		Primary Pat	h: Select any two concentration	
`	listing on page B-3	3	groups		
		al 12		on Group 1: Shielded Metal Arc	
			WLD 101	Cutting Processes	1
			WLD 111	Arc Welding I	4
			WLD 113	Arc Welding II	4
			WLD 114	Advanced Arc Welding	1
			WLD 145	Field Welding	2
			WLD 170	Qualification Welding	4
				-	

Concentration Group 2: Gas Tungsten Arc			Second Semester – Spring	
WLD 132	Inert Gas Welding Ferrous	4	EGT 117	Welding Print Principles 2
WLD 133	Inert Gas Welding Ferrous Tubing	1	*WLD 152	Tungsten Arc Welding 4
WLD 135	Inert Gas Welding of Aluminum	4	*WLD 153	Tungsten Arc Welding Stainless Steel
WLD 137	Inert Gas Welding Aluminum Tubing	g 1		Tubing 1
WLD 152	Tungsten Arc Welding	4	WLD 201	Welding Metallurgy 2
WLD 153	Tungsten Arc Welding Stainless			Total 9
	Steel Tubing	1		
	-			ster – Summer
Concentration Group 3: Gas Metal Arc and Flux				Inert Gas Welding of Aluminum 4
Cored Arc				Inert Gas Welding Aluminum Tubing 1
WLD 118	Gas Metal Arc Welding Ferrous I	4	CPT 101	Introduction to Computers 3
WLD 119	Gas Metal Arc Welding Ferrous II	1	0r	
WLD 120	Flux Cored Arc Welding I	4	EGR 110	Introduction to Computer
WLD 121	Flux Cored Arc Welding II	1		Environment 3
WLD 122	Gas Metal Arc Welding			Total 8
	Non-Ferrous I	4	Fourth Sem	ester – Fall
WLD 123	Gas Metal Arc Welding		EGT 151	Introduction to CAD 3
	Non-Ferrous II	1	*WLD 118	
			*WLD 118	Gas Metal Arc Welding Ferrous II 1
Secondary P	ath		WLD 119	Total 8
EGT 114	Welding Print Basics	2		TOTAL 8
EGT 117	Welding Print Principles	2	Fifth Semes	ter – Spring
EGT 151	Introduction to CAD	3	EGT 152	Fundamentals of CAD 3
EGT 152	Fundamentals of CAD	3		Flux Cored Arc Welding I 4
EGT 252	Advanced CAD	3	*WLD 121	Flux Cored Arc Welding II
				Total 8
Additional Requirements				_
WLD 110	Welding Safety and Health	1		ster – Summer
WLD 141	Weld Quality	2	EGT 252	Advanced CAD 3
WLD 201	Welding Metallurgy	2	*WLD 122	Gas Metal Arc Welding
WLD 240	Robotic Welding and Manufacturing	4		Non-Ferrous I 4
			*WLD 123	Gas Metal Arc Welding
Wolding	Caroor Dath			Non-Ferrous II 1
Welding Career Path Total 8				
Credit Requirements: 70-71 Semester				nester – Fall
Credit Hours			ENG 101	English Composition I 3
Evening			ECO 210	Macroeconomics 3
			or	Tractocconomics 5
Recommended Sequence of Courses			PSY 201	General Psychology 3
First Semest			SPC 205	Public Speaking 3
EGT 114	Welding Print Basics	2	or	Tublic Speaking 5
WLD 110	Welding Safety and Health	1	SPC 209	Interpersonal Communication 3
*WLD 132	Inert Gas Welding Ferrous	4	51 C 207	Total 9
*WLD 133	Inert Gas Welding Ferrous Tubing	1		Total y
WLD 141	Weld Quality	2	<b>Eighth Sem</b>	ester – Spring
	Total 1	10	WLD 240	Robotic Welding and Manufacturing 4
			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 3-4
				Total 10-11

\*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

. II St Stilles	cci i uli	
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

Second Sen	iestei spinig	
HRT 107	Woody Ornamentals	2
HRT 171	Landscape Business Techniques	3
*ELE HRT	Select one course from Horticultu	re
	Electives	2-3
REQ MAT	Select one math course from	
	Mathematics/Natural Sciences lis	ting
	on page B-4	3
	Total 1	1-12

#### 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 Horticultur	re
	Electives	2-3
*ELE HRT	Select one course from Horticultur	re
	Electives	2-3
	Total 1	1-13

#### Fifth Semester – Spring

i ii tii Jeilles	tei – 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

	Tota	18-9
**HRT 212	Commercial Landscape Design	3
	Electives	2-3
*ELE HRT	Select one course from Horticultu	re
HK1 121	Commercial Irrigation	3

#### **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

<sup>\*</sup>A total of seven horticulture electives is required.

# 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.

<sup>\*\*</sup>Can substitute ENG 260 Advanced Technical Communications, SPC 205 Public Speaking or SPC 209 Interpersonal Communication

<<<<<<< < INDUSTRIAL T	<b>ECHNOLOGY</b> >>>>>>>>>>>>>>
For entry into the program, you must be at least	Fourth Semester – Spring

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
	To	tal 9

#### Second Semester - Spring

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

#### Third Semester - Fall

71010130	Busic Blicet Metal	Total 9
ACR 150	Basic Sheet Metal	2
ACR 120	Basic Air Conditioning	4

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

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

#### Second Semester - Spring

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

#### 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.

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

2
3
4

Second Semester – Spring			
HRT 240	Pesticides	4	
HRT 107	Woody Ornamentals	3	
		Total 7	

#### Third Semester – Summer

HRT 150	Arboriculture I	3
HRT 121	Commercial Irrigation	3
CWE 113	Cooperative Work Experience	3
		Total 9

# Athletic Field Maintenance

### **Certificate in Applied Science** Credit Requirements: 20 Semester Credit Hours

This certificate addresses current needs for the maintenance of athletic fields, including football, baseball and soccer. Students would be trained to maintain turf in addition to the specialty skills required of athletic fields.

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

	ici i uii	
HRT 125	Soils	4
HRT 144	Plant Pests	3
HRT 241	Turf Management	3
		Total 10

#### Second Semester – Spring

LIDT 240

HRT 121

CWE 113

Dogtioid

HRT 240	Pesticides	4
		Total 4
Third Seme	ster – Summer	

Commercial Irrigation

Cooperative Work Experience

Total 6

# **Automotive Servicing**

# Certificate in Applied Science **Credit Requirements: 39 Semester Credit Hours**

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

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT or TTC's placement test. High school graduation is not required if you are at least 18 years old.

#### **Recommended Sequence of Courses** First Semester - Fall

		Total 12
AUT 133	Electrical Fundamentals	3
AUT 131	Electrical Systems	3
AUT 111	Brakes	3
AUT 101	Engine Fundamentals	3

#### Second Semester - Spring

AUT 103	Engine Reconditioning	4
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
AUT 241	Automotive Air Conditioning	4
		Total 15

#### Third Semester - Summer

AUT 116	Manual Transmission and Axle	4
AUT 122	Suspension and Alignment	4
AUT 152	Automatic Transmission	4

Total 12

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

# **Automotive Servicing**

### **Certificate in Applied Science Credit Requirements: 39 Semester Credit Hours** Evening

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

3

3

#### 

Admission into this program requires a valid driver's license and qualifying scores on SAT, ACT				nded Sequence of Courses ster – Summer	
	acement test. High school gradua		IMT 102	Industrial Safety	2
	if you are at least 18 years old.		IMT 161	Mechanical Power Applications	_
	, , ,		11.11 101		Total 6
Recommen	ded Sequence of Courses				iotai o
First Semes	ter – Fall		Second Se	mester – Fall	
AUT 101	Engine Fundamentals	3	IMT 210	Basic Industrial Work Skills I	3
AUT 133	Electrical Fundamentals	3	IMT 211	Basic Industrial Skills II	3
		Total 6		•	Total 6
Second Semester – Spring			Third Sem	ester – Spring	
AUT 122	Suspension and Alignment	4	ENG 150	Basic Communications	3
AUT 131	Electrical Systems	3	CPT 101	Introduction to Computers	3
	•	Total 7			Total 6
Third Seme	ster – Summer		Fourth Sen	nester – Summer	
AUT 111	Brakes	3	IMT 160	Preventive Maintenance	3
AUT 241	Automotive Air Conditioning	4	OAT 110	Manufacturing Methods	3
	Č	Total 7	IMT 105	Mechanical Sketching	2
				_	Total 8
Fourth Sem	iester – Fall				
AUT 116	Manual Transmission and Axle	4	Important inf	formation about the educational debt, ear	rnings,
AUT 152	Automatic Transmission	4		on rates of students who attended this pr	

AUT 152 **Automatic Transmission** 4

Total 8

Fifth Seme	ster – Spring	
AUT 145	Engine Performance	3
AUT 149	Ignition and Fuel Systems	4
		Total 7

#### Civth Comoctor Cummor

SIX (III Sellie	stei – Julilliei	
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.

# **Basic Machining and CNC Fundamentals**

can be found in section D.

### **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 metalworking 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

IET 223 Industrial Safety	
a commutate and a training at the state of t	3
MTT 111 Machine Tool Theory and Practice I	5

Total 11

<<<<<	<<<<<< < <	IAL T	ECHNOLO	IGY >>>>>>>	·>
Second Sen	nester – Spring  Machine Tool Theory and Practice	II 5	Cosme	etology	
MTT 112 MTT 143	Precision Measurements	2			
MTT 145	Machining of Metals	3		in Applied Science	
141111143	Total	-	-	uired: 39 Semester Credit Hours	
		10	Evening The Cost	metology program prepares students fo	).r
	ster – Summer			ne cosmetology career field by providing	
MTT 250	Principles of CNC	3			ng
MTT 251	CNC Operations	3		in basic skills and theory.	
MTT 253	CNC Programming and Operations			on into this program requires proof of graduation (or GED) and qualifying	
	Tot	al 9		AT, ACT or the TTC placement test.	
	ormation about the educational debt, earning n rates of students who attended this programmer.			condence schools)	
can be found i	n section D.		Recommer	nded Sequence of Courses	
			First Seme		
Cosme	tology		COS 112	Shampoo and Rinses	4
COSITIC	tology		COS 120	Manikin Practice	3
Certificate i	n Applied Science			Tota	al 7
	irements: 39 Semester Credit Hou	rs			
Day				mester – Spring	
This certi	ficate prepares students for entry		COS 210	Hair Coloring	3
into the cosr	netology career field by providing		COS 206	Chemical Waving	3
instruction i	n basic skills and theory.			Tota	l 6
	n into this program requires proof of		Third Seme	ester – Summer	
	graduation (or GED) and qualifying		COS 101	Fundamentals of Cosmetology	3
	AT, ACT or the TTC placement test. (	No	COS 110	Scalp and Hair Care	3
corresponde	nce schools)		000110	Tota	al 6
Recommen	ded Sequence of Courses			"	
First Semes	•			nester – Fall	
COS 101	Fundamentals of Cosmetology	3	COS 114	Hair Shaping	4
COS 108	Nail Care	3		Tota	11 4
COS 112	Shampoo and Rinses	4	Fifth Seme	ster – Spring	
COS 120	Manikin Practice	3	COS 116	Hair Styling I	4
	Total	13		Tota	ıl 4
Second Sen	nester – Spring		Sixth Seme	ester – Summer	
COS 110	Scalp and Hair Care	3	COS 108	Nail Care	3
COS 210	Hair Coloring	3	COS 106	Facial and Makeup	3
COS 220	Cosmetology Clinical Practice I	3		Tota	l 6
	Total	al 9		"	
Third Seme	ster – Summer			emester – Fall	2
COS 106	Facials and Makeup	3	COS 220	Cosmetology Clinical Practice I	3
COS 100	Hair Styling I	4	COS 222	Cosmetology Clinical Practice II	3
200110	Tot	-		Tota	11 6

Note: For spring start sequence, see your advisor.

Total 7

4

3

e II 3 **Total 10** 

Fourth Semester - Fall

COS 114

COS 206

COS 222

Hair Shaping

Chemical Hair Waving

Cosmetology Clinical Practice II

# **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	
Soils	4
Plant Pests	3
Edible Landscaping	3
	Total 9
	Soils Plant Pests

#### Second Semester - Spring

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

#### Third Semester - Summer

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

# 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
	Tota	l 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 Semest	ter – Fall	
EEM 107	Industrial Computer Techniqu	ies 2
EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
		Total 6
Second Sem	ester – Spring	
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
EEM 129	Solid State Devices I	2
EEM 130		2
		Total 8
Third Semes	ster – Summer	
EEM 221	DC/AC Drives	3
		3
EEM 251	Programmable Controllers	Total 6
		iotai o
Fourth Sem	ester – Fall	
EEM 252	Programmable Controllers	
	Applications	3
EIT 110	Principles of Instrumentation	3
IMT 132	Hydraulics	2
IMT 133	Pneumatics	2
		Total 10
Fifth Semes	ter – Spring	
EIT 244	Computers and PLCs in	

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

Problem Solving for Mechanical

Instrumentation

**Applications** 

IMT 163

# 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 Technique	es 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 Mechanic Applications	cal 3

Total 3

3

3

Total 6

### 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 Dav

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
	Tota	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

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

#### Fourth Semester - Fall

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

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 Evenina

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

#### Second Semester - Summer

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

#### Third Semester - Fall

EEM 168	Commercial/Industrial Wiring I Commercial/Industrial Wiring II	2
EEM 100	C	al 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

4
2
2

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

# **Electrician: Industrial**

### Certificate in Applied Science Credit Requirements: 36 Semester Credit Hours Dav

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

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

#### **Recommended Sequence of Courses** First Semester - Fall

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
	Tot	al 10

### 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 218	AC/DC Machines with Electr	ical
	Codes I	2
EEM 219	AC/DC Machines with Electr	rical
	Codes II	2
EEM 221	DC/AC Drives	3
EEM 251	Programmable Controllers	3
		Total 10

#### Fourth Semester - Fall

		Total 8
EEM 151	Motor Controls I	4
EEM 139	National Electrical Code II	2
EEM 138	National Electrical Code I	2

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

# **Electrician: Industrial**

### **Certificate in Applied Science** Credit Requirements: 36 Semester Credit Hours Evenina

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

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

# Pacammandad Saguanca of Courses

Recommen	ded Sequence of Courses	
First Semes	ster – Spring	
EEM 113	DC Circuits I	2
EEM 114	DC Circuits II	2
	То	tal 4
Second Ser	mester – Summer	
EEM 107	Industrial Computer Techniques	2
EEM 119	AC Circuits I	2
EEM 120	AC Circuits II	2
	To	otal 6
Third Seme	ester – 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
	To	otal 8
Fourth Sem	nester – Spring	
EEM 138	National Electrical Code I	2
EEM 139	National Electrical Code II	2
EEM 151	Motor Controls I	4
	To	otal 8
Fifth Seme	ster – Summer	
EEM 221	DC/AC Drives	3
	To	otal 3

#### Sixth Semester - Fall

EEM 167	Commercial/Industrial Wiring I	2
EEM 168	Commercial/Industrial Wiring II	2
EEM 251	Programmable Controllers	3

Total 7

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
	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

Pesticides

HRT 240

		Total 4
Third Seme	ster – Summer	
CWE 112	Cooperative Work Experience	2
HRT 121	Commercial Irrigation	3
	_	Total 5

4

# **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
	То	tal 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** Dav

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

Litar Seille:	oter – ran	
AUT 101	Engine Fundamentals	3
AUT 133	Electrical Fundamentals	3
		Total 6
Second Ser	mester – Spring	
AUT 111	Brakes	3
AUT 131	Electrical Systems	3
		Total 6
Third Seme	ester – Fall	
AUT 103	Engine Reconditioning	4
AUT 149	Ignition and Fuel Systems	4
		Total 8
Fourth Sen	nester – 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 Ornamantala

HK1 100	Offiamentals	
HRT 153	Landscape Construction	3
	· ·	Total 5
Second Se	mester – Spring	
HRT 102	Landscape Design	4
HRT 107	Woody Ornamentals	2
		Total 6

IIDT 106

COS 224

#### Third Semester – Summer **Recommended Sequence of Courses** 2 HRT 108 Annuals and Perennials **First Semester**

3

HRT 212 Commercial Landscape Design Total 5

# **Landscape Management**

### **Certificate in Applied Science Credit Requirements: 17 Semester Credit Hours**

The Landscape Management certificate is ideal if you want to take courses in a specific area of landscape maintenance and management. The objective of this certificate is to create confidence and professionalism in the landscaper and nursery worker by broadening his or her horticultural knowledge and increasing exposure to modern techniques and materials used in landscape management.

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

### **Recommended Sequence of Courses** First Semester - Fall

HRT 101	Introduction to Horticulture	3
HRT 106	Ornamentals	2
HRT 241	Turf Management	3
		Total 8

#### Second Semester – Spring

HRT 107 MGT 120	Woody Ornamentals Small Business Management	3
14101 120	Sman Business Management	Total 5

#### Third Samester - Summer

illia Jelliestei – Jullilliei		
HRT 108	Annuals and Perennials	2
HRT 254	Landscape Maintenance	2
		Total 4

# **Nail Technology**

### Certificate in Applied Science **Credit Requirements: 18 Semester Credit Hours** Dav

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools.)

COS 131	Bacteria and Other Infectious Agents	2
COS 132	Science of Nail Technology	2
COS 133	Basic Procedures	3
COS 135	The Business of Nail Technology	2
COS 136	Fundamentals of Artificial Nail	
	Application	4
COS 137	Fundamentals of Nail Art	1

Total 18

# **Welding Gas Metal Arc and** Flux Cored Arc

Nail Practice I

### **Certificate in Applied Science** Credit Requirements: 24 Semester Credit Hours Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

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

#### **Recommended Sequence of Courses** First Semester - Fall

EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 118	Gas Metal Arc Welding Ferrous I	4
WLD 119	Gas Metal Arc Welding Ferrous II	1
WLD 141	Weld Quality	2
	Total	10

#### Second Semester - Spring

EGT 117	Welding Print Principles	2
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
WLD 201	Welding Metallurgy	2
	-	Total 0

#### Thind Comments of Comments

inira Semester – Summer		
WLD 122	Gas Metal Arc Welding	
	Non-Ferrous I	4
WLD 123	Gas Metal Arc Welding	
	Non-Ferrous II	1
		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 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
	_	otal 6
Second Sen	nester – Summer	
WLD 120	Flux Cored Arc Welding I	4
WLD 121	Flux Cored Arc Welding II	1
	1	otal 5
Third Seme	ster – 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
	1	otal 9
Fourth Sem	ester – Spring	
EGT 117	Welding Print Principles	2
WLD 201	Welding Metallurgy	2
	1	otal 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 Metal Arc and** Flux Cored Arc

### **Certificate in Applied Science** Credit Requirements: 24 Semester Credit Hours Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

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

#### **Recommended Sequence of Courses** First Semester – Summer

WLD 119	Gas Metal Arc Welding Ferrous II	1
	Tota	15

#### 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	
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	
		Total

# 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

		Total 6
	Welding Pipe II	2
WLD 232	Gas Metal Arc/Flux Cored Arc	
	Welding Pipe I	4
WLD 231	Gas Metal Arc/Flux Cored Arc	

#### 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

	6 63	Total 4
WLD 201	Welding Metallurgy	2
EGT 117	Welding Print Principles	2

# **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

1

2

3

2

2

<<<<<	<<<<<< <b>INDUS</b>	TRIAL 1	rechnolo	GY >>>>>>
Second Ser	nester – Spring		Fourth Sen	nester – Spring
EGT 117	Welding Print Principles	2	EGT 117	Welding Print Principles 2
WLD 152	Tungsten Arc Welding	4	WLD 201	Welding Metallurgy 2
WLD 153	Tungsten Arc Welding Stainless	Steel		Total 4
	Tubing	1	T	
WLD 201	Welding Metallurgy	2 <b>Total 9</b>		ormation about the educational debt, earnings, on rates of students who attended this program in section D.
Third Seme	ester – Summer		W-14:	C T A
WLD 135	Inert Gas Welding of Aluminum	4	welali	ng Gas Tungsten Arc
WLD 137	Inert Gas Welding Aluminum Tu	abing 1 <b>Total 5</b>		in Applied Science uirements: 24 Semester Credit Hours
Important infe	ormation about the educational debt, ear	ninge	_	emester Start
	on rates of students who attended this pr		This cert	ificate teaches beginning and e welding students the principles and gas tungsten arc welding carbon steel,
Weldii	ng Gas Tungsten A	rc	aluminum a tubing.	nd stainless steel sheet metal, plate and
Certificate	in Applied Science			on into this program requires qualifying
	uirements: 24 Semester Credit H	ours		AT, ACT or TTC's placement test. High
_	nester Start		school grad	uation is not required if you are at least
	ificate teaches beginning and		18 years old	1.
	e welding students the principles a	nd	Students	can enter the certificate program in any
	gas tungsten arc welding carbon s		semester.	
aluminum a	nd stainless steel sheet metal, plate	e and	Recommen	ded Sequence of Courses
tubing.				ster – Summer
	on into this program requires quality		WLD 132	Inert Gas Welding Ferrous 4
	AT, ACT or TTC's placement test.	-	WLD 133	Inert Gas Welding Ferrous Tubing 1
_	uation is not required if you are at	least		Total 5
18 years old				
	can enter the certificate program in	n any		nester – Fall
semester.			EGT 114	Welding Print Basics 2
Recommen	ded Sequence of Courses		WLD 110	Welding Safety and Health
	ster – Spring		WLD 141 WLD 152	Weld Quality 2 Tungsten Arc Welding 4
WLD 110	Welding Safety and Health	1	WLD 152 WLD 153	Tungsten Arc Welding Stainless Steel
WLD 132	Inert Gas Welding Ferrous	4	W LD 133	Tuning 1
WLD 133	Inert Gas Welding Ferrous Tubir	ng 1		Total 10
	_	Total 6		
				ester – Spring
	nester – Summer		EGT 117	Welding Print Principles 2
WLD 152	Tungsten Arc Welding	4	WLD 135	Inert Gas Welding of Aluminum 4
WLD 153	Tungsten Arc Welding Stainless	Steel	WLD 137	Inert Gas Welding Aluminum Tubing 1

WLD 152	Tungsten Arc Welding	4
WLD 153	Tungsten Arc Welding Stainless St	teel
	Tubing	1

Total 5

### Third Semester - Fall

EGT 114	Welding Print Basics	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubing	g 1
WLD 141	Weld Quality	2

Total 9

EGT 117	Welding Print Principles	2
WLD 135	Inert Gas Welding of Aluminum	4
WLD 137	Inert Gas Welding Aluminum Tubin	ng 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 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 are 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.

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#### Recommended Sequence of Courses First Semester – Fall

WI D 220

WLD 228	Inert Gas Welding Pipe I	4
WLD 229	Inert Gas Welding Pipe II	2
		Total 6
Second Ser	mester – Spring	
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 3
Third Seme	ester – Fall	
EGT 114	Welding Print Basics	2
WLD 141	Weld Quality	2
		Total 4
Fourth Sen	nester – 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
	0 1	
WLD 229	Inert Gas Welding Pipe II	2
		Total 6
Second Ser	nester – Fall	
EGT 114	Welding Print Basics	2
WLD 110	Welding Safety and Health	1
WLD 141	Weld Quality	2
		Total 5
Third Seme	ester – 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

WLD 170	Qualification Welding	4
WLD 145	Field Welding	2
WLD 141	Weld Quality	2
EGT 114	Welding Print Basics	2

#### 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

		Total 5
WLD 111	Arc Welding I	4
WLD 101	Cutting Processes	1

#### Second Semester - Fall

		Total 10
WLD 141	Weld Quality	2
WLD 114	Advanced Arc Welding	1
WLD 113	Arc Welding II	4
WLD 110	Welding Safety and Health	1
EGT 114	Welding Print Basics	2

#### Third Semester - Spring

iiiii a sciiic	ster 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.

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# Welding Shielded Metal Arc Advanced

### Certificate in Applied Science Credit Requirements: 15 Semester Credit Hours Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process.

Requirements for entry into this program are prerequisite courses WLD 170 and WLD 145; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC

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

Students can enter the certificate in Fall or Spring semesters

#### Recommended Sequence of Courses First Semester – Spring

WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	
WLD 227	Arc Welding Pipe III	
		Total (
Second Se	mester – Fall	
EGT 114	Welding Print Basics	,

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 Advanced

#### Certificate in Applied Science Credit Requirements: 15 Semester Credit Hours Fall Semester Start

This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process.

Requirements for entry into this program are prerequisite courses WLD 170 and WLD 145; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC.

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

Students can enter the certificate in Fall or Spring semesters.

#### Recommended Sequence of Courses First Semester – Fall

i ii st scilic.	occi i ali	
WLD 225	Arc Welding Pipe I	4
WLD 226	Arc Welding Pipe II	1
WLD 227	Arc Welding Pipe III	1
	0 1	Total 6
Second Ser	mester – Spring	
WLD 110	Welding Safety and Health	1
WLD 201	Welding Metallurgy	2
		Total 3
Third Seme	ester – Fall	
WLD 141	Weld Quality	2
EGT 114	Welding Print Basics	2
		Total 4
Fourth Sen	nester – Spring	
EGT 117	Welding Print Principles	2
	· •	Total 2

# **Law-Related Studies**

#### **Overview**

The Division of Law-Related Studies offers students the education needed to enter the 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

#### 

3

Total 15

3 3

3 **Total 12** 

officers and investigators; and in homeland and corporate security departments as investigators, risk analysis officers, and loss prevention and emergency planners where a degree is required. The degree also positions employees for pay raises and promotion eligibility.

eligibility.	
Recommended Sequence of Courses First Semester – Fall	
rirst Semester – ran	

CPT 101	Introduction to Computers	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
CRJ 126	Criminal Justice Research Methods	3
ENG 101	English Composition I	3
	Total	15

Second Sem	nester – Spring
CRJ 140	Criminal Justice Report Writing

or		
ENG 102	English Composition II	3
CRJ 220	The Judicial Process	3
or		
BUS 121	Business Law I	3
CRJ 115	Criminal Law I	3
ELE CRJ	Select three credit hours from	
	Criminal Justice Electives	3
REQ SSC	Select three credit hours from	
	Behavioral/Social Sciences listing on	l

page B-3

Third Semester – Summer	
CRJ 222	Ethics in Criminal Justice
CRJ 230	Criminal Investigation I
CRJ 242	Correctional Systems
ELE CRJ	Select three credit hours from
	Criminal Justice Electives

### Fourth Semester – Fall

CRJ 236	Criminal Evidence	3
REQ MAT/	Select one course from Math/	
SCI	Natural Sciences listing on page B-4	3
ELE CRJ	Select three credit hours from	
	Criminal Justice Electives	3
ELE CRJ	Select three credit hours from	
	Criminal Justice Electives	3
	Total 1	12

#### Fifth Semester - Spring

<b>REQ HUM</b>	Select one course from Humanities	
	listing on page B-3	3
CRJ 130	Police Administration	3
ELE CRJ	Select three credit hours from Criminal Justice Electives	3

ELE CRJ Select three credit hours from Criminal Justice Electives

Total 12

Note: Discuss course selection with your advisor regarding transferability to four-year colleges. Some courses may not transfer.

#### **Criminal Justice Electives**

Select from the list below. At least four courses must have CRJ prefix.

must mave Ci	As piciix.	
CRJ 102	Introduction to Security	3
CRJ 110	Police Patrol	3
CRJ 120	Constitutional Law	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 202	Criminalistics	3
CRJ 210	The Juvenile and the Law	3
CRJ 212	Protection Management	3
CRJ 218	Crisis Intervention	3
CRJ 224	Police Community Relations	3
CRJ 232	White Collar Crime Investigation	3
CRJ 233	Cyber Crimes and the Law	3
CRJ 235	Practical Crime Scene Investigation	3
CRJ 243	Criminal Profiling	3
CRJ 244	Probation, Pardon and Parole	3
CRJ 246	Special Problems in Criminal	
	Justice	3
CRJ 250	Criminal Justice Internship I	3
HSM 104	Terrorism and Homeland Security	3
HSM 202	Transportation and Border Security	3
HSM 203	Intelligence Analysis and Security	
	Management	3
CWE 113	Cooperative Work Experience	
CWE 123	Cooperative Work Experience	

Any additional three-hour college-level course from the Catalog except ENG 150, COL 103 and courses labeled nondegree credit in the course description can be used as a criminal justice general elective.

# Homeland Security Management

# Associate in Applied Science Credit Requirements: 66 Semester Credit Hours

The Homeland Security associate in applied science prepares students for an education in homeland security through the development of the knowledge, skills and abilities needed for leadership in homeland security including international and domestic terrorism, infrastructure protection, strategic planning for security, international relations, intelligence operations and evaluation and

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program management. These disciplines include but are not limited to police, fire, emergency medical, public health and emergency management. These positions can include but are not limited to the following: transportation security officer, mission support specialist, information technology specialist, border patrol agent, program analyst, contract specialist, supervisory transportation officer, security officer screener, program analyst, human resources specialist and lead transportation security officer screener.

#### **Recommended Sequence of Courses** First Semester - Fall

CPT 101	Introduction to Computers	3
CRJ 126	Criminal Justice Research Methods	3
ENG 101	English Composition I	3
HSM 101	Introduction to Homeland Security	3
HSM 104	Terrorism and Homeland Security	3
	Total	15

#### Second Semester - Spring

	. 3	
CRJ 120	Constitutional Law	3
ENG 102	English Composition II	3
HSM 103	Introduction to Emergency	
	Management	3
HSM 201	Critical Incident Management	3
ELE	Select from Criminal Justice,	
	Emergency Medical or Fire Service	
	Track	3
	Total 1	15

#### Third Competer Cummer

ster – Summer	
Ethics in Criminal Justice	3
Public Health Emergency	
Preparedness	3
Terrorism and Weapons of Mass	
Destruction	3
Select three credit hours from	
Humanities Electives listing on	
page B-3	3
	Public Health Emergency Preparedness Terrorism and Weapons of Mass Destruction Select three credit hours from Humanities Electives listing on

#### Total 12

Fourth Seme	ester – Fall	
ELE	Select from Criminal Justice,	
	Emergency Medical or Fire Science	
	Track	3
HSM 203	Intelligence Analysis and Security	
	Management	3
ELE	Select one course from Math/	
MAT/SCI	Natural Science Electives	3
ELE	Select from Criminal Justice,	
	Emergency Medical or Fire Service	
	Track	3
	Total 1	12

#### Fifth Semester - Spring

HSM 202	Transportation and Border Security	3
PSC 201	American Government	3
or		
PSC 215	State and Local Government	3
ELE	Select from Criminal Justice,	
	Emergency Medical or Fire Service	
	Track	3
ELE	Select from Criminal Justice,	
	Emergency Medical or Fire Service	
	Track	3

#### Total 12

# Paralegal Program

This program is approved by the American Bar Association (ABA) and is an institutional member of the American Association for Paralegal Education (AAFPE).

## **Program Goals**

- Provide a well-rounded program of education for students who wish to seek employment as paralegals in a variety of settings.
- Provide students with the knowledge, skills and understanding of legal ethics necessary to work under the supervision of attorneys to assist in the delivery of legal services.

# **Program Objectives**

- Prepare students to apply principles of legal
- Prepare students to draft legal documents
- Prepare students to perform legal research
- Prepare students to enter legal profession as entry level paralegals

#### **UNAUTHORIZED PRACTICE OF LAW (UPL)** STATEMENT

#### S.C. Code Ann. § 40-5-310

Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina.

# **Paralegal**

### Associate in Applied Science Credit Requirements: 69 Semester Credit Hours

The Paralegal associate degree program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor's approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. See your advisor prior to registration.

# Recommended Sequence of Courses

st scinest	CI I UII	
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
	Т	otal 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 o	n
	page B-3	3
	Total	15

#### Third Semester - Summer

IIIII a Sciiii	ester summer	
BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
		Total 9

#### Fourth Semester - Fall

	Total	15
	Paralegal Electives	3
ELE LEG	Select three credit hours from	
MAT 155	Contemporary Mathematics	3
or		
MAT 120	Probability and Statistics	3
or		
MAT 110	College Algebra	3
or		
MAT 109	College Algebra with Modeling	3
LEG 233	Wills, Trusts and Probate	3
LEG 214	Property Law	3
LEG 244	Special Projects for Paralegals	3
or		
CRJ 101	Introduction to Criminal Justice	3

#### Fifth Semester - Spring

CPT 179	Microcomputer Word Process	ing 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

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.

<sup>\*</sup>May be taken in Fall or Spring of second year, but not prior to that time

<sup>\*\*</sup> 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.

# Criminal Justice: Corrections

# Certificate in Applied Science Credit Requirements: 30 Semester Credit Hours

This certificate provides instruction on issues and techniques encountered in detention facilities, local jails, state prisons, juvenile facilities, and probation and parole agencies as support staff to agents where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

### Recommended Sequence of Courses First Semester – Fall

CRJ 125	Criminology	3
CRJ 244	Probation, Pardon and Parole	3
	Tot	tal 9

### Second Semester - Spring

Second Seni	iester spring	
**CRJ 115	Criminal Law I	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	The Judicial Process	3
or		
BUS 121	Business Law I	3
*CRJ 202	Criminalistics	3
	Total	9-12

#### Third Semester - Summer

**CPT 101	Introduction to Computers	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
*CRJ 230	Criminal Investigation I	3
		Total 9-12

\*Students may choose either CRJ 202 or CRJ 230. CRJ 230 is only offered in summer. Students are not required to take both CRJ 202 and CRJ 230 and should discuss this choice with their advisors.

# Criminal Justice: Law Enforcement

# Certificate in Applied Science Credit Requirements: 30 Semester Credit Hours

This certificate provides instruction on issues and techniques encountered for law enforcement and security positions where a degree is not required, focusing on such areas as patrol officers, civilian support staff positions, communications officers, community service officers, private security officers and investigators.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC's placement test. See your advisor for reading and writing placement.

#### Recommended Sequence of Courses First Semester – Fall

		Total 9
or *CRJ 102	Introduction to Security	3
*CRJ 224	Police Community Relations	3
CRJ 125	Criminology	3
CRJ 101	Introduction to Criminal Justic	e 3

#### Second Semester - Spring

CRJ 110	Police Patrol	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 220	The Judicial Process	3
or		
BUS 121	Business Law I	3
*CRJ 202	Criminalistics	3
	Tota	l 9-12

#### Third Semester - Summer

		Total 9-12
*CRJ 230	Criminal Investigation I	3
CRJ 222	Ethics in Criminal Justice	3
**CRJ 115	Criminal Law I	3
**CPT 101	Introduction to Computers	3

<sup>\*</sup>Students may take either CRJ 202 or CRJ 230. Students may take CRJ 102 or CRJ 224. However, students do not have to take all four courses.

<sup>\*\*</sup>Course is offered every semester.

<sup>\*\*</sup>Course is offered every semester.

# **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

		Total 9
or CRJ 233	Cyber Crimes and the Law	3
*CRJ 250	Criminal Justice Internship I	3
CRJ 202	Criminalistics	3
CRJ 140	Criminal Justice Report Writin	g 3

#### Third Semester – Summer

CPT 101	Introduction to Computers	3
CRJ 230	Criminal Investigation I	3
CRJ 243	Criminal Profiling	3
		Total 9

 $<sup>*</sup>Approval\ from\ advisor\ is\ required.$ 

# 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
	1	Total 9

### Second Semester – Spring

Secona Sem	ester – 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

IIIII a Seiii	estei – Sullilliei	
CRJ 218	Crisis Intervention	3
CRJ 140	Criminal Justice Report Writing	3
CRJ 102	Introduction to Security	3
	T	otal 9

<sup>\*</sup>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

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following the recommended course sequence is very important. Seating is limited, so early registration is recommended. See your faculty advisor prior to registration.

For course sequences for Spring and Summer Semester starts, students should see their advisors.

# **Recommended Sequence of Courses**

First Semest	er – Fall	
LEG 135	Introduction to Law and Ethics	3
LEG 201	Civil Litigation I	3
LEG 214	Property Law	3
	Tota	ıl 9
Sacand Sam	ester – Spring	
		2
LEG 120	Torts	3
LEG 132	Legal Bibliography	3
LEG 230	Legal Writing	3
*LEG 234	Title Examination Procedures I	3
	Total 9	12
Third Semes	ster – Summer	
BUS 121	Business Law I	3
LEG 213	Family Law	3
LEG 240	Claims Investigation	3
	Tota	ıl 9
Fourth Semo	ostor – Fall	
		2
*CRJ 115	Criminal Law I	3
LEG 233	Wills, Trusts and Probate	3
LEG 242	Law Practice Workshop	3
	Total (	٠.

<sup>\*</sup>Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.



# The Learning Center

### **Overview**

The Learning Center Division provides instruction in developmental studies English, reading, math and critical reading (RDG 100), and offers academic support and tutoring through Learning Assistance. It also offers 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

Conviction of a crime (other than a minor traffic violation) could make the student ineligible to take the licensing exam required by the profession upon graduation. Early notification to the appropriate board is suggested.

# Nursing Program Admission Requirement Changes

Admission requirements for the Nursing program are subject to change. Students should visit https://my.tridenttech.edu/academic/nursing at the beginning of each semester for changes in admission requirements.

# **Cancellation Policy**

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

# **Admission to the Nursing Programs**

In order to apply for admission to the Nursing programs, students must first be accepted to TTC. Please note that admission to TTC does not guarantee admission to the Nursing programs.

Students are admitted to the Nursing programs on a first-qualified, first-admitted basis to the next-available space. Dates for the next-available spaces in the Nursing programs are posted on the student portal at https://my.tridenttech.edu/academic/nursing.

# General Nursing Admission Requirements

All students applying to a Nursing program must meet the following General Nursing Admission Requirements:

- Submit official transcripts from all postsecondary institutions, colleges and universities previously attended. Laboratory sciences must be taken within five years of the entry date to the program.
  - a. Achieve a minimum cumulative GPA of a 2.0 on each transcript
  - Complete ten (10) semester hours and achieve a grade of C or better in each course with at least one (1) of the courses being either BIO 210, BIO 211, or equivalent.
- Meet the Program Specific Admission Requirements identified under each program.

## **Application Process**

Students applying to one of the nursing programs must meet the General Nursing Admission Requirements prior to submitting an application. Once these requirements are complete students may submit an online *Nursing Application* to the Nursing Admissions Coordinator

After acceptance, return the form accepting the seat in the nursing program either in person or by certified mail to the address in the acceptance letter and pay the \$100 seat reservation fee to the Business office in Building 410 by the deadline stated in the acceptance letter.

## **Additional Requirements**

Prior to enrolling in the first clinical nursing course, all students must:

- Have a minimum cumulative GPA of 2.0 for courses taken at TTC and NOT be on academic or disciplinary suspension at the time of admission and date of entry into the program.
- Show evidence of a criminal background check and drug screen completed within six months prior to starting the Nursing program. Only criminal background checks and drug screens that are conducted through the agency designated by the college will be accepted.

Important Note: Instructions for obtaining criminal background checks and drug screens will be given to students the semester before the date of entry to the Nursing program. Students will be assessed a processing fee.

Important Note: Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current South Carolina licensure as a practical nurse prior to applying for progression to the ADN program.

Reminder: Prerequisites for clinical courses may change based on clinical affiliation agreement requirements. Students are responsible for meeting all prerequisites to clinical courses throughout the program.

Falsification of any information submitted will make a student ineligible for admission to or continuation in the Nursing program.

## **Nursing Merit Placement**

Merit Placement is an opportunity for students already admitted to the generic Associate Degree Nursing (ADN) program to be considered for an earlier start date. Students who request consideration for Merit Placement will be awarded points based on the published criteria and ranked according to the total number of earned points. Students with the highest number of earned points will be selected to move their start date forward as space becomes available. To see the criteria for Merit Placement, go to the student portal page at https://my.tridenttech.edu/academic/nursing.

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.
- 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
- 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.
- 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.

Prior to progressing to ADN level course Complex Health Problems (NUR 210), students must successfully demonstrate proficiency in dosage calculations by registering for Health Calculations II (AHS 129) and either successfully completing the ADN Dosage Proficiency Placement Exam with a grade of 100 percent or successfully completing the course.

As nondegree courses, Health Calculations (AHS 126) and Health Calculations II (AHS 129) may not qualify for some forms of financial aid. Students should speak with a financial aid counselor if they have any questions.

## **Repeat Policy and Termination**

Practical Nursing and Associate Degree Nursing students may have no more than two unsuccessful attempts in clinical nursing courses. LPN-ADN students may have no more than one unsuccessful attempt in clinical nursing courses. Students enrolled in the following non-clinical courses may have no more than three unsuccessful attempts: Health Calculations (AHS 126), Health Calculations II (AHS 129), Transition Nursing (NUR 201), Nursing Seminar (NUR 216), Pharmacology for Nurses (NUR 105) and Basic Concepts of Pharmacology (NUR 161). An unsuccessful attempt is defined as receiving a W, D, F or U.

### Readmission

Students enrolled in any Nursing program who do not progress in the curriculum sequence for any reason (academic or personal) must seek readmission to progress to another clinical course. Readmission is not automatic. Criteria for readmission are outlined in the *Student Nurses Handbook*.

## **Graduation Requirements**

All general education requirements must be completed prior to or during the final semester to ensure eligibility to take the National Council Licensure Examination (NCLEX) upon graduation. Prior to graduation, students are required to demonstrate proficiency on a standardized national examination

# **Programs of Study**

#### **Associate Degree Programs**

Nursing (ADN) Nursing (ADN) – LPN to ADN Option

### **Diploma Programs**

Practical Nursing

#### **Certificate Programs**

Pre-Nursing

# **Nursing (ADN)**

### Associate in Applied Science Credit Requirements: 68 Semester Credit Hours Students entering Fall Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has two options for student completion: the Generic Option and the LPN-to-ADN Option.

#### **Admission Requirements**

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

#### **Program-Specific Admission Requirements**

- Meet *one* of the following three admission options.
  - a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

#### OR

 Achieve the required score on the National League for Nursing Pre-Admission Exam (PAX). Scores are valid for two years from date of testing. Students can register at https:// ondemand.questionmark.com/400030/ ext/nlntesting. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

OR

Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than three of the six courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission

#### **Recommended Sequence of Courses** First Semester - Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
PSY 201	General Psychology	3
		Total 18

#### Second Semester – Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 161	Basic Concepts of Pharmacology	2
NUR 195	Patient Centered Nursing Care I	4
PSY 203	Human Growth and Development	3

#### Total 17

#### Third Semester – Summer

		Total 5
NUR 206	Clinical Skills Application	2
	listing on pages B-3 and B-4	3
REQ GEN	Select one additional course fr	om the

#### Fourth Semester - Fall

BIO 225	Microbiology	4
NUR 105	Pharmacology for Nurses	1
NUR 205	Patient Centered Nursing Care II	4
NUR 208	Health Promotion for Families II	4
	Tota	l 13

Fifth Semester – Spring			
MAT 110	College Algebra	3	
or			
MAT 120	Probability and Statistics	3	
**NUR 210	Complex Health Problems	5	
***NUR 219	Nursing Management and		
	Leadership	4	
REQ HUM	Select one course from the Hu	ımanities	
	listing on page B-3	3	
		Total 15	

\*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).

\*\*Prior to enrolling in NUR 210, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).

\*\*\*Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219

# Nursing (ADN)

### **Associate in Applied Science Credit Requirements: 68 Semester Credit Hours** Students entering Spring Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has two options for student completion: the Generic Option and the LPN-to-ADN Option.

#### **Admission Requirements**

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

#### **Program-Specific Admission Requirements**

- Meet *one* of the following three admission options.
  - Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

#### OR

Achieve the required score on the National League for Nursing Pre-Admission Exam (PAX). Scores are valid for two years from date of testing. Students can register at https:// ondemand.questionmark.com/400030/ ext/nlntesting. Students must have a

minimum cumulative GPA of 2.0 at TTC at time of admission.

#### OR

Complete the Pre-Nursing certificate c. with a minimum GPA for the certificate of 2.75. No more than three of the six courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission

# **Recommended Sequence of Courses**

First Semester – Spring		
BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
PSY 201	General Psychology	3
		Total 18

#### Second Semester - Fall

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BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 161	Basic Concepts of Pharmacology	2
NUR 195	Patient Centered Nursing Care I	4
PSY 203	Human Growth and Development	3
	Total	17

#### Third Semester - Spring

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4

#### Fourth Semester - Summer

NUR 206	Clinical Skills Application	2
REO GEN	Select one additional course fr	om the
	listing on pages B-3-B-4	3
		Total 5

#### -----

Fifth Semester – Fall			
MAT 110	College Algebra	3	
or			
MAT 120	Probability and Statistics	3	
**NUR 210	Complex Health Problems	5	
***NUR 219	Nursing Management and		
	Leadership	4	
REQ HUM	Select one course from the Humaniti	es	
	listing on page B-3	3	

\*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).

\*\*Prior to enrolling in NUR 210, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).

\*\*\*Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219

# **Nursing (ADN)**

## Associate in Applied Science **LPN to ADN Option Career Path** Credit Requirements: 68-70 Semester Credit

#### Students entering Summer Semester

Applicants who are Licensed Practical Nurses from another program or who have been out of TTC's PN program two or more years are eligible to be considered for admission to the LPN-to-ADN Option. Students in this option will be required to complete a transition course with a grade of C or better before entering the third program level Nursing courses.

Note: Spring Semester includes non-nursing courses only. These courses are prerequisites for Transition Nursing (NUR 201) and must be completed prior to enrolling in NUR 201.

Students who have completed these non-nursing courses, you may enroll in NUR 201 entering Summer, which is the second semester.

Applicants who have graduated from TTC's PN program less than two years before application must meet Associate Degree Nursing Admission Requirements. These students are not required to take the transition course

#### **Admission Requirements**

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Total 15

#### **Program-Specific Admission Requirements**

- 1. Earn a minimum of eight (8) points from the following categories:
  - a. ADN admission option
  - b. BIO 210 grade (within 5 years)
  - c. BIO 211 grade (within 5 years)
  - d. PN Comprehensive Predictor Score
    To see the points for each category, go to the
    student portal page at https://my.tridenttech.
    edu/academic/nursing
- Provide proof of graduation from a practical nursing program by submitting official transcripts.
- Verify that name appears on the S.C. Board of Nursing website as having a current, unencumbered S.C. license as a practical nurse.
- 4. LPNs from another program or who have been out of TTC's PN program for two years or more must provide an *Employment Verification* form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a LPN within three years prior to admission to the program. Employment through an agency does not meet this requirement.

# Recommended Sequence of Courses First Semester – Spring

BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
ENG 101	English Composition I	3
PSY 201	General Psychology	3
PSY 203	Human Growth and Development	3
	Total	17

#### Second Semester - Summer

NUR 201	Transition Nursing	3
NUR 206	Clinical Skills Application	2
REQ GEN	Select one additional course fi	om the
	listing on pages B-3-B-4	3
		Total 8

#### Third Semester - Fall

BIO 225	Microbiology	4
NUR 208	Health Promotion for Families II	4

Total 8

#### Fourth Semester - Spring

MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
**NUR 210	Complex Health Problems	5
***NUR 219	Nursing Management and	
	Leadership	4
REQ HUM	Select one course from the	
	wHumanities listing on page B-3	3
	Total	al 15

+Automatic credit for courses in the Practical Nursing program will be awarded after successful completion of the first clinical nursing course:
Basic Nursing Care Skills (NUR 102), Nursing Care Management I (NUR 104), Pharmacology for Nurses (NUR 105), Health Promotion for Families I (NUR 158), Patient Centered Nursing Care I (NUR 195), Basic Concepts of Pharmacology (NUR 161), Patient Centered Nursing Care II (NUR 205).

\*\* Prior to enrolling in NUR 210, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam

\*\*\*Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219

# **Practical Nursing**

or Health Calculations II (AHS 129).

### Diploma in Applied Science Credit Requirements: 43 Semester Credit Hours Students entering Fall Semester

The Practical Nursing program is a threeand-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice. Students who complete the Practical Nursing program may qualify to apply for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

#### **Admission Requirements**

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

#### **Program-Specific Admission Requirements**

- 1. Meet *one* of the following three admission options (a, b or c):
  - a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

#### OR

b. Achieve the required score on the National League for Nursing Pre-Admission Exam (PAX). Scores are valid for two years from date of testing. Students can register at https://ondemand.questionmark.com/400030/ext/nlntesting. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission

#### OR

c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than three of the six courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission

#### **Important Note:**

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to applying for progression to the ADN program.

#### Recommended Sequence of Courses First Semester – Fall

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
NUR 102	Basic Nursing Care Skills	4
*NUR 104	Nursing Care Management I	4
PSY 201	General Psychology	3
	* **	

Total 18

#### Second Semester - Spring

BIO 211	Anatomy and Physiology II	4
NUR 158	Health Promotion for Families I	4
NUR 161	Basic Concepts of Pharmacology	2
NUR 195	Patient Centered Nursing Care I	4
PSY 203	Human Growth and Development	3

Total 17

#### Third Semester - Summer

	То	tal 8
NUR 205	Patient Centered Nursing Care II	4
NUR 105	Pharmacology for Nurses	1
	listing on pages B-3-B-4	3
REQ GEN	Select one additional course from the	

\*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations (AHS 126).

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

# **Pre-Nursing**

### Certificate in Applied Science Credit Requirements: 20 Semester Credit Hours

The Pre-Nursing Certificate is a curriculum program, which offers 20 hours of college credit. Pending admission to one of the Nursing programs, students may complete the certificate program. While completion of this certificate may not be the selected admission option, it will provide the student with knowledge prior to entering one of the Nursing programs.

The curriculum incorporates classroom and laboratory instruction.

#### Recommended Sequence of Courses First Semester

BIO 210	Anatomy and Physiology I	4
ENG 101	English Composition I	3
PSY 201	General Psychology	3

Total 10

#### 

#### Second Semester

BIO 211	Anatomy and Physiology II	4
MAT 110	College Algebra	3
or		
MAT 120	Probability and Statistics	3
PSY 203	Human Growth and Development	3
	Total	10

*Note:* Completion of the Pre-Nursing certificate alone does not meet the Pre-Nursing Certificate option for admission to the Nursing program. Students using the Pre-Nursing Certificate as their admission option must complete all courses in the Pre-Nursing Certificate with a grade of C or better and minimum cumulative GPA of 2.75. No more than three of the six required courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.



### Science and Mathematics

### **Overview**

TTC's Division of Science and Mathematics provides the first two years of a four-year degree as well as general education and support courses for TTC programs. Students who plan to earn a degree from a four-year college or university can take freshman- and sophomore-level transfer courses through the Associate in Science degree program or through one of the specialty 2+2 programs.

Students who are fulfilling requirements for admission into one of TTC's Health 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

### **Cancellation Policy**

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

#### Note

As with all TTC programs, students should consult with an academic advisor to discuss program requirements. Please note that you must have a separate advisor for this program, even if enrolled in more than one program at TTC. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. Associate in Science advisors are selected based upon the college or university and upon the program to which you intend to transfer, including programs at TTC. Please refer to New Student Orientation for more details

### **Programs of Study**

#### **Associate Degree Programs**

Associate in Science General Technology Environmental Technology

#### **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 Ed	iucation nequirements.	
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 109	College Algebra with Modeling	3
or		
MAT 110	College Algebra	3
or		
MAT 112	Precalculus	5
or		
MAT 120	Probability and Statistics	3
or		

### 

MAT 130	Elementary Calculus	3		ties, Languages and Social Science	
or			Requireme	nts	
MAT 140 Analytic Geometry and Calculus I		4	Select nii	ne semester credit hours from the	
PSY 201	General Psychology	3	following (r	nust include at least one Humanities	
or			course):		
ECO 210	Macroeconomics	3	ART 101	Art History and Appreciation	3
SPC 205	Public Speaking	3	ART 105	Film as Art	3
or			ART 107	History of Early Western Art	3
SPC 209	Interpersonal Communication	3	ART 108	History of Western Art	3
or			ART 210	History of Graphic Design	3
SPC 210	Oral Interpretation of Literature	3	ENG 203	American Literature Survey	3
or	•		ENG 205	English Literature I	3
ENG 260	Advanced Technical Communication	1 3	ENG 206	English Literature II	3
or			ENG 208	World Literature I	3
THE 101	Introduction to Theater	3	ENG 209	World Literature II	3
			ENG 214	Fiction	3
II. Math/Lal	Science Requirements		HIS 101	Western Civilization to 1689	3
Select 21	semester credit hours from the		HIS 102	Western Civilization Post 1689	3
following (n	nust include another math course and a	ıt	HIS 104	World History I	3
least one lab	science course.):		HIS 105	World History II	3
AST 101	Solar System Astronomy	4	HIS 201	American History: Discovery	
AST 102	Stellar Astronomy	4	1110 201	to 1877	3
BIO 101	Biological Science I	4	HIS 202	American History: 1877 to Present	3
BIO 102	Biological Science II	4	HSS 110	History of Ideas	3
BIO 210	Anatomy and Physiology I	4	MUS 105	Music Appreciation	3
BIO 211	Anatomy and Physiology II	4	PHI 101	Introduction to Philosophy	3
BIO 225	Microbiology	4	PHI 105	Introduction to Logic	3
CHM 110	College Chemistry I	4	PHI 110	Ethics	3
CHM 111	College Chemistry II	4	REL 101	Introduction to Religion	3
CHM 211	Organic Chemistry I	4	THE 101	Introduction to Rengion  Introduction to Theater	3
CHM 212	Organic Chemistry II	4	THE TOT	introduction to Theater	5
MAT 109	College Algebra with Modeling	3	Languages	/Social Sciences:	
MAT 110	College Algebra	3	ANT 101	General Anthropology	3
MAT 111	College Trigonometry	3	CHN 101	Elementary Chinese I	4
MAT 112	Precalculus	5	CHN 102	Elementary Chinese II	4
MAT 120	Probability and Statistics	3	CHN 201	Intermediate Chinese I	3
MAT 130	Elementary Calculus	3	CHN 202	Intermediate Chinese II	3
MAT 132	Discrete Mathematics	3	ECO 210	Macroeconomics	3
MAT 140	Analytic Geometry and Calculus I	4	ECO 211	Microeconomics	3
MAT 141	Analytic Geometry and Calculus II	4	FRE 101	Elementary French I	4
MAT 240	Analytic Geometry and Calculus III		FRE 102	Elementary French II	4
MAT 242	Differential Equations	4	FRE 201	Intermediate French I	3
PHY 201	Physics I	4	FRE 202	Intermediate French II	3
PHY 202	Physics II	4	GER 101	Elementary German I	4
PHY 221	University Physics I	4	GER 101	Elementary German II	4
PHY 222	University Physics II	4	GER 102 GER 201	Intermediate German I	3
PHY 223	University Physics III	4	GER 201 GER 202	Intermediate German II	3
SCI 207	Special Topics in Science	3	PSC 201	American Government	3
501201	Special Topics in Science	J	PSC 215	State and Local Government	3
			PSC 220	Introduction to International	J
			1 50 220	Relations	3
			PSY 201	General Psychology	3
			PSY 201 PSY 203	Human Growth and Development	3
			101203	Tamun Growth and Development	J

<<<<<<<<<<<<<<<<<<<<<<>>>>>>>>>>>>>>>>					
PSY 212	Abnormal Psychology	3	EGR 286	Engineering Surveying II	3
SOC 101	Introduction to Sociology	3	EGR 295	Engineering Surveying Lab I	1
SOC 102	Marriage and the Family	3	EGR 296	Engineering Surveying Lab II	1
SOC 205	Social Problems	3	EVT 101	Man and His Environment	3
SOC 230	Introduction to Gerontology	3	EVT 110	Introduction to Treatment Facilities	3
SPA 101	Elementary Spanish I	4	EVT 251	Health Effects of Hazardous	
SPA 102	Elementary Spanish II	4		Materials	3
SPA 201	Intermediate Spanish I	3	EVT 254	Industrial Safety and Emergency	
SPA 202	Intermediate Spanish II	3		Response	3
			EVT 256	Hazardous Waste	3
	ing Requirement		EVT 265	Introduction to Biotechnology	4
*	ne from the following.)		GEO 102	World Geography	3
CPT 101	Introduction to Computers	3	HIS 106	Introduction to African History	3
CPT 102	Basic Computer Concepts	3	HIS 130	African-American History to 1877	3
EGR 270	Introduction to Engineering	3	HIS 131	African-American History, 1877 to	
W =1				Present	3
V. Electives			JOU 101	Introduction to Journalism	3
Select 12 credits from the following courses:			MAT 123	Contemporary College Mathematics	
	ents may also select from courses		MGT 101	Principles of Management	3
in Mathematics and Lab Science requirements			MGT 201	Human Resource Management	3
and Humanities, Languages and Social Sciences			MKT 101	Marketing	3
requirements above.)			No cours	se can count more than once.	
ACC 101	Accounting Principles I	3	No cours	se can count more than once.	
ACC 102	Accounting Principles II	3			
BIO 205	Ecology	3	Associ	ate in Science	
BIO 206	Ecology Lab	•	1133011	ate in sticile	
		3	Associate i	n Science	
BUS 121 Business Law I			Credit Requ	uirements: 60 Semester Credit Hours	5
CHM 201 CRJ 101	CHM 201 Survey of Organic Chemistry 3 Sample Degree Plan			gree Plan	
CKJ 101 CWE		3	The Associate in Science program allows		
F			flexibility in course selection and sequencing. The		
ECE 201 Electrical and Computer Engineering		ıg			

The Associate in Science program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor for the Associate in Science program. This degree plan may not be suited to your goal.

#### First Semester

	Total 16
Lab Science	4
College Algebra (MAT 110)	3
Introduction to Computers (CPT 101)	3
Macroeconomics (ECO 210)	3
or	
General Psychology (PSY 201)	3
English Composition I (ENG 101)	3

	INCE AND I	MAINEMAI	103 ////////////////////////////////////	_
Second Semester		15 credits n	ninimum	
English Composition II (ENG 102)	3	ENG 101	English Composition I	3
Probability and Statistics (MAT 120)	3	CPT 101	Introduction to Computers	3
Lab Science	4	or		
Languages/Social Science	3	CPT 102	Basic Computer Concepts	3
*Elective	3	MAT 170	Algebra, Geometry and	
	Total 16		Trigonometry I	3
Third Semester		REQ HUM	Select one course from Humanities	
Math or Lab Science	4		listing on page B-3	3
Math or Lab Science	4	REQ SSC	Select one course from Behavioral/	
Humanities	3		Social Sciences listing on page B-3)	3
*Elective	3	Primary Tec	hnical Specialty (All three program	
	Total 14		the same primary technical	
		specialty):	the same primary technical	
Fourth Semester		29 credit ho	ours	
Math or Lab Science	4	EVT 101	Man and His Environment	3
Communication (SPC 205, SPC 209, SP		EVT 110	Introduction to Treatment Facilities	3
THE 101 or ENG 260)	3	EVT 115	Environmental Chemistry	3
Humanities/Languages/Social Sciences *Electives	3 4-6	EVT 154	Chemistry of Hazardous Materials	4
	4-0 Total 14-16	EVT 205	Introduction to Environmental	
	10tai 14-10		Technology	4
Minimum semester credit hours requi	red: 60	EVT 206	Introduction to Environmental	
*D 1 11:0 1 1/11 1			Compliance	3
* Recommend additional math/lab scient		EVT 251	Health Effects of Hazardous	
humanities/languages/social sciences co	urses as		Materials	3
electives		EVT 254	Industrial Safety and Emergency	
All courses must be selected from the Associate			Response	3
in Science display.		EVT 256	Hazardous Waste	3
Lighter semester loads may be accom	plished by	Secondary	Technical Specialty	
attending Summer Semester(s).		Secondary Technical Specialty Choose 12 credit hours to include at least one		
		SPC	ireart mours to include at least one	
Compression of the compression o		EVT 225	Best Management Practices (BMP)	
General Technology		2,1220	Applications	3
Associate in Applied Science		EVT 250	Solid Waste Management	3
Associate in Applied Science		EVT 253	Occupational, Environmental, Safety	V
Environmental Technology			and Health Concepts	3
Environmental Technology		EVT 260	Air Pollution Control Systems	3
Career Path		EVT 263	Introduction to Safety Management	3
Credit Requirements: 60 Semester Cre	dit Hours	SPC 205	Public Speaking	3
Environmental engineering technician		or		
the effects of pollution using applied ma		SPC 209	Interpersonal Communication	3

Environmental engineering technicians examine the effects of pollution using applied math and the scientific method. This program prepares the student for employment in positions related to air quality, water quality, solid waste management, hazardous materials, hazardous waste and emergency response. Career opportunities include treatment facility operator, safety and health manager in industry, and laboratory technician in environmental monitoring labs.

BIO 101

Other Requirements 4 credit hours

Biological Sciences I

4

Recommended Sequence of Courses First Semester			Environmental Technology		
		2			
ENG 101	English Composition I	3		in Applied Sciences	
MAT 170	Algebra, Geometry, and	2	-	uirements: 21 Semester Credit Hours	
EVE 101	Trigonometry I	3		ironmental Technology Certificate	
EVT 101	Man and His Environment	3		e students to enter the workforce as	
CPT 101	Introduction to Computers	3		, to expand their current job skills,	
0r	D : G G	2		ue their education in pursuit of an	
CPT 102	Basic Computer Concepts	3	Associate in	n Applied Science degree in General	
	Total	12	Technology	, Environmental Technology career path.	
Second Semester			The program provides preparation or continued		
EVT 115	Environmental Chemistry	3	development for careers in industrial hygiene,		
BIO 101	Biological Sciences I	4	industrial safety and health, risk management,		
EVT 206	Introduction to Environmental	4	public healt	h, regulatory compliance, and	
E V I 200	Compliance	3	occupationa	al health.	
EVT 256	Hazardous Waste	3	-		
EVI 230	Total			nded Sequence of Courses	
	Iotai	13	First Seme		
Third Seme	ster		EVT 101	Man and His Environment 3	
EVT 110	Introduction to Treatment Facilities	3	EVT 110	Introduction to Treatment Facilities 3	
EVT 154	Chemistry of Hazardous Materials	4		Total 6	
ELE EVT	Secondary Technical Specialty		Second Ser	mostor	
	Elective	3	EVT 206	Introduction to Environmental	
REQ SSC	Select one course from Behavioral/		EVI 200	Compliance 3	
	Social Sciences listing on page B-3)	3	EVT 251	Health Effects of Hazardous	
	Total		EVI 231	Materials 3	
				Total 6	
Fourth Sem				iotaro	
EVT 205	Introduction to Environmental		Third Seme	ester	
	Technology	4	EVT 254	Safety and Emergency Response 3	
EVT 251	Health Effects of Hazardous		EVT 256	Hazardous Waste 3	
	Materials	3	ELE EVT	Certificate Technical Elective 3	
EVT 254	Industrial Safety and Emergency			Total 9	
	Response	3			
ELE EVT	Secondary Technical Specialty		EVT Certific	cate Technical Electives	
	Elective	3	BIO 101	Biological Science I 4	
	Total 1	13	EVT 225	Best Management Practices (BMP)	
				Applications 3	
	ster – Spring		EVT 250	Solid Waste Management 3	
ELE EVT	Secondary Technical Specialty		EVT 253	Occupational, Environmental, Safety	
	Elective	3		and Health Concepts 3	
SPC 205	Public Speaking	3	EVT 260	Air Pollution Control Systems 3	
or			EVT 263	Introduction to Safety Management 3	
SPC 209	Interpersonal Communication	3	MAT 170	Algebra, Geometry and	
REQ HUM	Select one course from Humanities			Trigonometry I 3	
	listing on page B-3	3			
	Tota	19			



### **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.

# 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.

Prereg: 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.

Prereg: 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.

Prereg: 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* 

### 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. *Prereg: 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

# 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.

Prereg: 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

# 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.

Prereg: 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 biomedical 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.

Prereg: 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 corrosionresistant 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 avionic systems, and warning systems. (This course is not FAA Part 147 approved.)

# AMF 147 Lec: 2.5 Lab: 1.5 Cred: 3 AR Aviation Electrical Systems

This course covers the fundamentals of electricity including DC and AC circuits, design and installation practices of aircraft electrical systems including circuit components, power distribution systems, and circuit protection devices. (This course is not FAA Part 147 approved.)

Prereq: MAT 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.

Prereg: AMT 105

# AMT 209 Lec: 2.5 Lab: 1.5 Cred: 3 IT Automation Networks – Ethernet

This course provides a study and implementation of Ethernet transmission protocol in automation networks. It includes PLC interfacing to Ethernet cabling and Ethernet capable instrumentation. Additional topics include the OSI model and distributed BUS networking.

### Prereq: EIT 244 and EEM 252

Anthropology (ANT)

### ANT 101 Lec: 3 Lab: 0 Cred: 3 HS General Anthropology

This course studies physical and cultural anthropology and explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

# Administrative Office Technology (AOT)

#### AOT 001 Lec: Lab: Cred:

Indicates credit given for office systems course work transferred from another college for which there is no equivalent course at TTC.

# AOT 105 Lec: 3 Lab: 0 Cred: 3 BT Keyboarding

This course focuses on the mastery of keyboarding and formatting principles.

# AOT 110 Lec: 3 Lab: 0 Cred: 3 BT Document Formatting

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

Prereq: AOT 105 or equivalent

# AOT 134 Lec: 3 Lab: 0 Cred: 3 BT Office Communications

This course develops proficiency in specialized applications of communications in the office environment.

Prereq: ENG 100 with a minimum grade of C or appropriate test scores and AOT 105 or equivalent

Coreq: AOT 110, CPT 179

# AOT 137 Lec: 3 Lab: 0 Cred: 3 BT Office Accounting

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

Prereq: MAT 032 or appropriate test scores

# AOT 161 Lec: 3 Lab: 0 Cred: 3 BT Records Management

This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.

Prereq: AOT 105 or AOT 110

# AOT 212 Lec: 3 Lab: 0 Cred: 3 BT Medical Document Production

This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

Prereg: AOT 110, CPT 179 and AHS 104

# AOT 234 Lec: 3 Lab: 0 Cred: 3 BT Administrative Office Communication

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills. *Prereg: AOT 110, AOT 134 and CPT 179* 

# AOT 251 Lec: 3 Lab: 0 Cred: 3 BT Administrative Systems and Procedures

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills. *Prereg: AOT 110, AOT 134, AOT 161 and CPT 179* 

# AOT 252 Lec: 3 Lab: 0 Cred: 3 BT Medical Systems and Procedures

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

Prereq: AOT 110, AOT 134, CPT 179 and AHS 104 or BIO 110

# AOT 256 Lec: 3 Lab: 0 Cred: 3 BT Office Management Skills

This course emphasizes skills relative to managing office functions with emphasis on conflict resolution, confidentiality and security of records, and supervisory/leadership skills.

# AOT 265 Lec: 3 Lab: 0 Cred: 3 BT Office Desktop Publishing

This course covers the integration of text and graphics using computer software to design, edit and produce a variety of documents.

Prereg or Coreg: CPT 179

# AOT 267 Lec: 3 Lab: 0 Cred: 3 BT Integrated Information Processing

This course covers the application of integrated computer software.

Prereg: 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.

Prereg: 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.

# 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. *Prereg: 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.

Prereg: 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.

Prereg or Coreg: 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  ${\it C}$ 

# ARV 211 Lec: 2 Lab: 3 Cred: 3 FV Digital Media Design

This course is an introduction to the core concepts of digital media design and a survey of digital media trends. Students will produce and format raster and vector graphics for digital media.

Prereq: ARV 219

# ARV 212 Lec: 2 Lab: 3 Cred: 3 FV Digital Photography

This course is a study of the principles, terminology, techniques, tools and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. It is recommended that students enrolling in ARV 212 be familiar with basic computer functions and computer file management.

# ARV 213 Lec: 2 Lab: 3 Cred: 3 FV Lighting

This course introduces the fundamentals of photographic lighting techniques.

Prereg: ARV 212 with a minimum grade of C

# ARV 214 Lec: 2 Lab: 3 Cred: 3 FV Photography II

This course covers advanced projects in photography including studio work. Medium format cameras will be used.

Prereq: ARV 114 with a minimum grade of C

Coreq: ARV 213

# ARV 215 Lec: 2 Lab: 3 Cred: 3 FV Photography III

This course incorporates advanced projects in photography, including studio and lab work. Large format cameras will be used.

Prereq: ARV 213 and ARV 214 with a minimum grade of C

# ARV 216 Lec: 2 Lab: 3 Cred: 3 FV Lighting II

This course covers advanced projects in photographic lighting techniques used in the studio and on location.

Prereg: ARV 213 with a minimum grade of C

# ARV 217 Lec: 2 Lab: 3 Cred: 3 FV Computer Imagery

This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Adobe Photoshop software is used. It is recommended that students enrolling in ARV 217 be familiar with basic computer functions and computer file management.

# ARV 218 Lec: 2 Lab: 3 Cred: 3 FV Computer Imagery II

This course covers advanced computer techniques in creating images for visual communications such as presentations, print, graphics, etc. Editorial illustration will be the focus.

Prereq: ARV 217 with a minimum grade of C

# ARV 219 Lec: 2 Lab: 3 Cred: 3 FV Multimedia Techniques

This course introduces the production of current interactive multimedia. It is recommended that students enrolling in ARV 219 be familiar with basic computer functions and computer file management.

# ARV 221 Lec: 2 Lab: 3 Cred: 3 FV Interactive Media Design

This course introduces techniques and concepts used to develop proposals, treatments, production scripts and design documents that act as templates for interactive media applications.

# ARV 227 Lec: 2 Lab: 3 Cred: 3 FV Website Design I

This course introduces the production of an interactive website.

Prereq: ARV 217 or MAP 112

# ARV 228 Lec: 2 Lab: 3 Cred: 3 FV Website Design II

This course covers a study of advanced website design techniques culminating in an interactive website.

Prereq: ARV 217 and ARV 227 with a minimum grade of C

### ARV 229 Lec: 2 Lab: 3 Cred: 3 FV Advanced Multimedia

This course covers a study of advanced multimedia techniques. It is recommended that students enrolling in ARV 229 be familiar with basic computer functions and computer file management. *Prereg or Coreg: ARV 211* 

# ARV 230 Lec: 3 Lab: 0 Cred: 3 FV Visual Arts Business Procedures

This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.

Prereq: ENG 100 and MAT 032 or appropriate test scores

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

This course 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 nonmanual behaviors, all focusing on conversational skills.

Prereq: ASL 101

### **Astronomy (AST)**

# AST 101 Lec: 3 Lab: 3 Cred: 4 SM Solar System Astronomy

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects of the solar system. Related topics of current interest are included. Laboratory exercises supplement lectures.

Prereq: MAT 101 or MAT 152 or appropriate test scores. The prerequisite for this course should have been completed within the last five years.

### AST 102 Lec: 3 Lab: 3 Cred: 4 SM Stellar Astronomy

This course is a descriptive survey of the universe with emphasis on basic physical concepts and on galactic and extragalactic objects. Related topics of current interest are included. Laboratory exercises supplement lectures.

Prereq: AST 101. The prerequisite for this course should have been completed within the last five years.

### **Automotive Technology (AUT)**

#### AUT 001 Lec: Lab: Cred:

Indicates credit given for automotive course work transferred from another college for which there is no equivalent course at TTC.

# AUT 101 Lec: 2 Lab: 3 Cred: 3 IT Engine Fundamentals

This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems also are included.

Prereq: ENG 100, MAT 032 or appropriate test scores

# AUT 103 Lec: 2 Lab: 6 Cred: 4 IT Engine Reconditioning

This course is a review of engine fundamentals and overhaul procedures, including engine block preparation, cleaning, specifications, measurements with micrometers, assembly and operation.

Prereq: AUT 101, AUT 131 or departmental approval

### AUT 111 Lec: 1.5 Lab: 4.5 Cred: 3 IT Brakes

This course is a study of the fundamentals of hydraulics and brake components and their application to automotive brake systems. Prereq: AUT 101, AUT 131 or departmental approval

# AUT 116 Lec: 2 Lab: 6 Cred: 4 IT Manual Transmission and Axle

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Prereq: AUT 101, AUT 131 or departmental approval

# AUT 122 Lec: 2 Lab: 6 Cred: 4 IT Suspension and Alignment

This course is a continued study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles. The student becomes familiar with the use and application of balancing and alignment equipment.

Prereq: AUT 101, AUT 131 or departmental approval

# AUT 131 Lec: 1.5 Lab: 4.5 Cred: 3 IT Electrical Systems

This course is a study of the individual systems and components that form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems, as well as instruction in the proper use of electrical schematics.

Prereq: AUT 101, AUT 133 or departmental approval

# AUT 133 Lec: 1.5 Lab: 4.5 Cred: 3 IT Electrical Fundamentals

This course is a study of the theories of electricity including magnetism, series and parallel circuits, Ohm's Law, and an introduction to the use of various types of electrical test equipment.

Prereq: ENG 100, MAT 032 or appropriate test scores

### AUT 145 Lec: 2 Lab: 3 Cred: 3 IT Engine Performance

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking also is included in the course. *Prereq: AUT 149* 

### AUT 149 Lec: 2 Lab: 6 Cred: 4 IT Ignition and Fuel Systems

This course is a study of ignition system operation and how it relates to fuel systems for proper engine performance.

Prereq: AUT 101, AUT 131 or departmental approval

# AUT 152 Lec: 2 Lab: 6 Cred: 4 IT Automatic Transmission

This course is a basic study of power flow and hydraulics, including the study of the torque converter operation.

Prereq: AUT 116 or departmental approval

# AUT 241 Lec: 2 Lab: 6 Cred: 4 IT Automotive Air Conditioning

This course is a study in the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures. *Prereq: AUT 101, AUT 131 or departmental approval* 

# AUT 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

# AUT 263 Lec: 2 Lab: 6 Cred: 4 IT Advanced Automotive Machining

This advanced course covers proper procedures in the use of auto machine shop equipment, including cylinder block reboring, align boring, head and block resurfacing, and cylinder head reconditioning. Prereq: AUT 103 or departmental approval

# AUT 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

# 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.

Prereg: AVT 115

### 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. *Prereg: 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.

Prerea: 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.

### 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.

### 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.

Prereg: 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.

Prereg or Coreg: 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.

Prereg: 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

# 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.

Prereg: 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 B1 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.

Prereg: 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 hierachy. *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.

### CHM 201 Lec: 3 Lab: 0 Cred: 3 SM Survey of Organic Chemistry

This course is a one-semester survey of the nomenclature, structure, reactions and reaction mechanisms of basic organic chemistry.

Prereq: CHM 111 or departmental approval

Students who receive credit for CHM 201 may not receive credit for CHM 211 or CHM 212.

#### CHM 211 Lec: 3 Lab: 3 Cred: 4 SM Organic Chemistry I

This course is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of organic chemistry.

Prereq: CHM 111 with a grade of C or higher
The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 201 and CHM 211.

# CHM 212 Lec: 3 Lab: 3 Cred: 4 SM Organic Chemistry II

This course is a continuation of organic chemistry. Topics include nomenclature, structure, properties and reaction mechanisms of organic chemistry, biochemistry and spectroscopy.

Prereq: CHM 211 with a grade of C or higher The prerequisite for this course should have been completed within the last five years. Students may not receive credit for both CHM 201 and CHM 212.

### **Chinese (CHN)**

# CHN 101 Lec: 4 Lab: 0 Cred: 4 HS Elementary Chinese I

This course introduces Mandarin Chinese, emphasizing the sound system and grammatical structure. Elements of Chinese culture and basic Chinese character writing are included.

Prereq: ENG 100 with a minimum grade of C

# CHN 102 Lec: 4 Lab: 0 Cred: 4 HS Elementary Chinese II

This course emphasizes the fundamental communication skills of speaking and listening, as well as the reading and writing of Chinese characters, along with some exploration of Chinese culture.

Prereg: CHN 101 with a minimum grade of C

## CHN 201 Lec: 3 Lab: 0 Cred: 3 HS Intermediate Chinese I

This course further develops skills in all facets of communication in Mandarin Chinese with a more extensive emphasis on writing Chinese characters. *Prereq: CHN 102 with a minimum grade of C* 

### CHN 202 Lec: 3 Lab: 0 Cred: 3 HS Intermediate Chinese II

This course continues the examination and development of communication skills in Mandarin Chinese with extensive emphasis placed on understanding Chinese culture. Outside reading is required.

Prereg: CHN 201 with a minimum grade of C

# Computer Integrated Manufacturing (CIM)

CIM 001 Lec: Lab: Cred: ET
Indicates credit given for computer integrated
manufacturing course work transferred from another
college for which there is no equivalent course at
TTC.

### **College Orientation (COL)**

# COL 103 Lec: 3 Lab: 0 Cred: 3 LC College Skills

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.

Prereq: Students may not receive credit for both COL 103 and COL 104.

### **Communication (COM)**

#### COM 001 Lec: Lab: Cred:

Indicates credit given for communication course work transferred from another college for which there is no equivalent course at TTC.

### **Cosmetology (COS)**

# COS 101 Lec: 1 Lab: 6 Cred: 3 IT Fundamentals of Cosmetology

This course introduces the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

# COS 106 Lec: 1 Lab: 6 Cred: 3 IT Facials and Makeup

This course introduces the procedures for various skin treatments, including anatomy, chemistry and safety.

#### COS 108 Lec: 1 Lab: 6 Cred: 3 IT Nail Care

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

# COS 110 Lec: 1 Lab: 6 Cred: 3 IT Scalp and Hair Care

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

# COS 112 Lec: 1.5 Lab: 7.5 Cred: 4 IT Shampoo and Rinses

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

# COS 114 Lec: 0 Lab: 12 Cred: 4 IT Hair Shaping

This course introduces the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning and various techniques used in hair design in relationship to body structure.

Prereq: COS 120 or approval of program coordinator

### COS 116 Lec: 0 Lab: 12 Cred: 4 IT Hair Styling I

This course is a study of the fundamentals of hair design, including principles, molding, pin curl techniques, safety precautions and chemistry.

Prereq: COS 120 or approval of program coordinator

### COS 120 Lec: 0 Lab: 9 Cred: 3 IT Manikin Practice

This course covers cosmetology applications, including hair shaping, chemical waving, hair styling and hair coloring.

### COS 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

# COS 156 Lec: 0 Lab: 6 Cred: 2 IT Fundamentals of Massage

coordinator

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

# 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 Corea: 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

#### Cred: 1 IT COS 225 Lec: 0 Lab: 3 Advanced Spa Services

This course includes the study of several different types of body treatments and wraps, including their purposes and effects. Through demonstration and practice, students will explore the preparation of clients, treatment tables and products using methods that ensure safety.

Prereg: COS 251, COS 172, COS 158 and COS 160 or approval of program coordinator Coreg: COS 221 or approval of program

coordinator

#### COS 251 Lec: 3 Lab: 0 Cred: 3 IT Advanced Dermatology

This course includes advanced information on skin pigmentation, inflammation, the aging process, hormonal issues affecting skin, identifying and controlling enemies of the skin, as well as an introduction to clinical esthetics.

Prereq: COS 151 or approval of program coordinator

#### COS 262 Lec: 0 Lab: 3 Cred: 1 IT **Advanced Hair Removal**

This course includes the demonstration and practice of advanced hair removal services. Specialty waxes and techniques will be demonstrated. Supplies needed for waxing, contraindications and safety during all phases of service will be stressed. Prereg: COS 251, COS 172, COS 160 and COS 162 or approval of program coordinator Coreg: COS 223 or approval of program

coordinator

### Computer Technology (CPT)

CPT 001 Lec: Lab:

Indicates credit given for computer course work transferred from another college for which there is no equivalent course at TTC.

#### CPT 101 Lec: 3 Cred: 3 Introduction to Computers

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. Presentation graphics will be covered as well. Computer technology majors and those students who desire a more comprehensive computer literacy course should take CPT 102.

#### CPT 102 Lec: 3 Lab: 0 Cred: 3 BT **Basic Computer Concepts**

This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications. This course is required for Computer Technology and Network Systems Management majors and is open to any student who desires a more comprehensive computer literacy course. Credit toward graduation is not given for both CPT 101 and CPT 102.

Prereg: MAT 032

#### CPT 114 Lec: 3 Cred: 3 BT Lab: 0 Computers and Programming

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level language. The course includes understanding how computer programs work and the role of the programmer in a business environment. The course starts with assembly language, then scripting language, then finishes with object-oriented programming. No previous programming knowledge is needed. Restrictions apply for Programming majors. See advisor. Prereq: MAT 032

#### CPT 162 Lec: 3 Lab: 0 Cred: 3 BT Introduction to Web Page Publishing

This course is a study of the fundamentals of web page design and implementation. Prereg: MAT 032

#### CPT 167 Lec: 3 Lab: 0 Cred: 3 RT Introduction to Programming Logic

This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudo code and flowcharting is emphasized. Solutions are developed using the basic control structures of sequential, decision and iteration.

Prereg: CPT 102 nd MAT 101 or MAT 152

#### CPT 172 Lec: 3 Lab: 0 Cred: 3 BT Microcomputer Database

This course introduces microcomputer database concepts, including generating reports from databases and creating, maintaining and modifying databases using Microsoft Access.

Prereq: MAT 032

#### 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.

Prereg: 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. Prereg: 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.

Prereg: CPT 167 with a minimum grade of C

#### CPT 209 Lec: 3 Lab: 0 Cred: 3 **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 BT Cred: 3 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.

Prereg: 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 multidimensional tables of objects, variable record length files, pointers and complex programs that reuse functions.

Prereg: 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. Prereg: (CPT 162 or ARV 227) and (CPT 114 or

CPT 167)

# 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. *Prereg: 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.

Prereg: 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.

## 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.

Prereg: 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.

### 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.

Prereg: 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.

Prereg: 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* 

### 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. *Prereg: 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.

Prereg: 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.

Prereg: 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.

Prereg: CUL 118, CUL 123

### CUL 236 Lec: 0 Lab: 9 Cred: 3 CI Restaurant Capstone

This course includes capstone competencies for culinary arts students. Students manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis, and expedite food from the kitchen to the dining room in the student-run restaurant.

Prereq: CUL 215, CUL 216

# CUL 238 Lec: 3 Lab: 0 Cred: 3 CI Culinary Marketing

This course is a study of marketing strategies to promote the chef, menu and restaurant or foodservice establishment.

Prereq: CUL 128

### CUL 242 Lec: 2 Lab: 3 Cred: 3 CI Vegetarian and Vegan Cuisine

This course is the study of vegetarian and vegan cuisines. Students will prepare recipes and develop menus that represent specific dietary requirements of these cuisines to include lacto, lacto-ovo, microand macrobiotic. Natural dietary supplements are included as part of a healthy eating regimen that excludes animal proteins.

Prereg: CUL 112

## CUL 243 Lec: 2 Lab: 3 Cred: 3 CI Food Competition Fundamentals

This course is the study of techniques and procedures for food competitions. Special attention is given to menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competitions.

Prereq: CUL 215, CUL 216

### CUL 250 Lec: 2 Lab: 3 Cred: 3 CI Health and Culinary Non-Profit Organizations

This course introduces students to health and culinary non-profit organizations, including topics associated with grant-writing, management and marketing, and the requirements of governmental regulations.

Prereq: CUL 128

# CUL 277 Lec: 0 Lab: 12 Cred: 3 CI SCWE in Culinary Arts

This course integrates culinary skills at an approved worksite related to the culinary industry.

Prereq: Departmental approval

## CUL 280 Lec: 2 Lab: 3 Cred: 3 CI Butchery and Charcuterie

This course develops advanced skills in butchering of meat and poultry products. Students will learn to turn lesser-used cuts into artisan charcuteries, sausages and cured meats, and to break down primal cuts of beef, lamb, veal, pork and wild game, turning pieces into retail or restaurants cuts.

Prereq: CUL 112

# CUL 297 Lec: 0 Lab: 9 Cred: 3 CI Advanced Stagerie

This advanced externship provides students the opportunity to work in a restaurant with a selected chef.

Prereq: Permission of department head

### CUL 299 Lec: 2 Lab: 3 Cred: 3 CI Special Topics in Culinary Studies

This course focuses on a specific purpose for, issue in or type of cooking such as regional world cuisines, food history or current trends in culinary or baking pastry arts.

Prereq: Departmental approval

### **Cooperative Work Experience (CWE)**

Courses for Cooperative Work Experience are available in various programs. Call your academic advisor to discuss prerequisites and enrollment approvals. Credit and contact hours are distributed in the following manner:

	1st	2nd	3rd	4th	
	Exp.	Exp.	Exp.	Exp.	
1 credit	CŴE 111	CŴE 121	CŴE 131	CŴE 211	(5 hours)
2 credits	CWE 112	CWE 122	CWE 132	CWE 212	(10 hours)
3 credits	CWE 113	CWE 123	CWE 133	CWE 213	(15 hours)
4 credits	CWE 114	CWE 124	CWE 134	CWE 214	(20 hours)
	visor for specific co		CWE 134	CWE 214	(20 hou

### **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.

Prereg: 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.

Prereg: 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.

Prereg or Coreg: 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

Coreg: ENG 150 or ENG 101

### **Dental Hygiene (DHG)**

# DHG 111 Lec: 2 Lab: 0 Cred: 2 AH Orofacial Embryology

This course provides a study of the histological and embryonic development of the head, face, and hard and soft tissues of the oral cavity to include developmental abnormalities.

Prereq: DHG 125

# DHG 121 Lec: 2 Lab: 3 Cred: 3 AH Dental Radiography

This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed. *Prereq: DHG 111, DHG 125, DHG 151* 

# DHG 125 Lec: 2 Lab: 0 Cred: 2 AH Tooth Morphology and Histology

This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.

Prereq: Admission to the Dental Hygiene program

# DHG 140 Lec: 2 Lab: 0 Cred: 2 AH General and Oral Pathology

This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck also are discussed.

Prereq: Admission to the Dental Hygiene program

# DHG 141 Lec: 2 Lab: 0 Cred: 2 AH Periodontology

This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.

Prereg: DHG 121, DHG 140, DHG 165

# DHG 143 Lec: 1 Lab: 0 Cred: 1 AH Dental Pharmacology

This course provides a study of drugs used in dentistry. It emphasizes the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, and indications and contraindications for the use of drugs. A study of dental anesthetics is included.

Prereq: DHG 165

# DHG 151 Lec: 3 Lab: 6 Cred: 5 AH Dental Hygiene Principles

This course is a study of the principles of infection control and hazardous waste communication, instrumentation, instrumentation design, operator patient positioning, operation of basic dental equipment, patient evaluation and medical history review.

Prereq: Admission to the Dental Hygiene program

### DHG 165 Lec: 2 Lab: 9 Cred: 5 AH Clinical Dental Hygiene I

This course introduces the clinical setting for application of dental hygiene skills for patient care. *Prereq: DHG 151, CPR certification, major medical insurance and Hepatitis B vaccine series* 

# DHG 175 Lec: 1 Lab: 12 Cred: 5 AH Clinical Dental Hygiene II

This course provides for the continued development of skills necessary to perform dental hygiene care. Emphasis is placed on treatment of the patient with disabilities, total patient care and treatment planning.

Prereq: DHG 165

# DHG 230 Lec: 3 Lab: 0 Cred: 3 AH Public Health Dentistry

This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, and on planning, implementation and evaluation of community programs. Nutrition and research also are studied.

Prereq: DHG 165

# DHG 231 Lec: 1 Lab: 0 Cred: 1 AH Dental Health Education

This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.

Prereq: DHG 230, DHG 175

# DHG 241 Lec: 0.5 Lab: 1.5 Cred: 1 AH Integrated Dental Hygiene I

This course provides for the integration of basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.

Prereq: DHG 165

## DHG 244 Lec: 2 Lab: 3 Cred: 3 AH Dental Materials

This course is a study of physical and chemical properties, identification, characteristics and manipulation of dental materials.

Prereq: Admission to the Dental Hygiene or Expanded Duty Dental Assisting program

# DHG 255 Lec: 1 Lab: 12 Cred: 5 AH Clinical Dental Hygiene III

This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient's oral health needs

Prereg: DHG 175

# DHG 265 Lec: 1 Lab: 12 Cred: 5 AH Clinical Dental Hygiene IV

This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance. *Prereq: DHG 255* 

# Early Childhood Development (ECD)

## ECD 101 Lec: 3 Lab: 0 Cred: 3 CF Introduction to Early Childhood

This course gives an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety and nutrition standards. Course content highlights the importance of professionalism, family cultural values and practical applications based on historical and theoretical models in early care and education.

# ECD 102 Lec: 3 Lab: 0 Cred: 3 CF Growth and Development I

This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course. *Prereq: ECD 101* 

# ECD 105 Lec: 3 Lab: 0 Cred: 3 CF Guidance-Classroom Management

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed. *Prereq: ECD 101, ENG 100* 

# ECD 106 Lec: 3 Lab: 0 Cred: 3 CF Observation of Young Children

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

Prereq: ECD 101

# ECD 107 Lec: 3 Lab: 0 Cred: 3 CF Exceptional Children

This course includes an overview of children with special needs and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and federal legislation affecting exceptional children.

Prereq: ECD 102 or departmental approval

# ECD 108 Lec: 3 Lab: 0 Cred: 3 CF Family and Community Relations

This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.

Prereq: ECD 101

# ECD 109 Lec: 3 Lab: 0 Cred: 3 CF Administration and Supervision

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on monetary matters; space management; curriculum; health and food services; and relations among the public, staff and parents.

Prereq: ECD 203

# ECD 131 Lec: 3 Lab: 0 Cred: 3 CF Language Arts

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods to select, evaluate and present children's literature are included.

Prereg: ECD 101

#### 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. Prereg: Departmental approval for nondegreeseeking students

#### Cred: 3 ECD 133 Lec: 3 Lab: 0 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.

Prereg: 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. Prereg: 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.

Prereg: 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.

Prereg: 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. Prereg: 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.

Prereg: 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.

Prereg: ECD 131, ECD 203

#### CF ECD 239 Lec: 3 Lab: 0 Cred: 3 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.

Prereg: ECD 203, MAT 032

#### ECD 243 Lec: 1 Cred: 3 CF Lab: 6 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.

Prereg: 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. Prereg: 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**

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.

Prereg: 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.

Prereg: 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.

Prerea: 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 Cred: 1 ET **Electrical and Computer Engineering Seminar**

This course covers professionalism, ethics, safety and career planning.

Prereg: MAT 102 or MAT 153

#### ECE 205 Lec: 2 Cred: 3 ET Lab: 3 **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

#### Lab: 0 ECE 211 Lec: 3 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.

Prereg: MAT 140

# ECE 212 Lec: 3 Lab: 0 Cred: 3 ET Introduction to Computer Engineering II

This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.

Prereg: 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. *Prerea: ECD 203* 

### EDU 241 Lec: 3 Lab: 3 Cred: 4 CF Learners and Diversity

This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university. *Prereq: ECD 203* 

### Industrial Electricity/ Electronics (EEM)

#### EEM 001 Lec: Lab: Cred:

Indicates credit given for industrial electricity/ electronics course work transferred from another college for which there is no equivalent course at TTC.

#### EEM 107 Lec: 2 Lab: 0 Cred: 2 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 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.)

Prereg: ENG 032 and MAT 031 or appropriate test scores

### EEM 110 Lec: 1.5 Lab: 1.5 Cred: 2 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 handson skills with hand tools, power tools, blueprints and craft skills math. (Note: Course is aligned with NCCER Core Curriculum.)

Prereg: 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. Prereg: 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.

Prereg: 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.

Prereg: 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. Prereg: 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).

Prereg: 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

## 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.

Prereg: 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.

## EET 113 Lec: 2 Lab: 6 Cred: 4 ET Electrical Circuits I

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm's Law, Kirchhoff's laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

Prereq: EGR 104 or advisor approval Coreq: MAT 110 or MAT 170

## EET 131 Lec: 3 Lab: 3 Cred: 4 ET Active Devices

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors and transistor circuits, and other components. Circuits are modeled, constructed and tested.

Prereq: EET 113

# EET 145 Lec: 2 Lab: 6 Cred: 4 ET Digital Circuits

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

Prerea: EGR 104 or EEM 114

### EET 243 Lec: 2 Lab: 3 Cred: 3 ET Data Communications

This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.

Prereq: EET 145

### EET 274 Lec: 2 Lab: 3 Cred: 3 ET Selected Topics in Electrical/Electronics Technology

This course is a current study of current topics related to electrical electronics engineering technology. Technical aspects of practical applications are discussed.

Prereq: EET 145

### **Engineering Technology (EGR)**

#### EGR 001 Lec: Lab: Cred:

Indicates credit given for engineering technology course work transferred from another college for which there is no equivalent course at TTC.

### EGR 104 Lec: 2 Lab: 3 Cred: 3 ET Engineering Technology Foundations

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course.

Prereq: MAT 032 or equivalent test score

# EGR 110 Lec: 2 Lab: 3 Cred: 3 ET Introduction to Computer Environment

This course provides an overview of computer hardware, available software, operating systems and applications.

Prereq: MAT 032 or appropriate test scores

# EGR 170 Lec: 2 Lab: 3 Cred: 3 ET Engineering Materials

This course is a study of properties, material behaviors and applications.

Prereg: MAT 170

# EGR 175 Lec: 2 Lab: 3 Cred: 3 ET Manufacturing Processes

This course includes processes, alternatives and operations in the manufacturing environment. Key elements of manufacturing processes such as quality, materials management, personnel issues and industrial economics will be covered.

Prereg: MAT 170, ENG 101

# EGR 194 Lec: 3 Lab: 3 Cred: 4 ET Statics and Strength of Materials

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers stress – strain relationships in materials.

Prereg: EGR 290

# EGR 234 Lec: 3 Lab: 0 Cred: 3 ET Control Principles

This course is a study of fundamental control process, analogous system of units, first and second order response, the fundamentals computer control systems, and applications of a typical process.

Prerequisite: EGR 290

### EGR 255 Lec: 2 Lab: 0 Cred: 2 ET Engineering Technology Senior Systems Project

This course includes an instructor-approved project which is designed, specified, constructed and tested. *Prereq: EET 131, EET 145, EGR 234 and MET 237* 

#### 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. Prereg: 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. Prereg: EGR 260

#### EGR 266 Lec: 3 Lab: 0 Cred: 3 FT **Engineering Thermodynamics Fundamentals**

This course introduces the first and second laws of thermodynamics as applied to engineering systems. Prereg: MAT 240

#### EGR 270 Lec: 2 Cred: 3 Lab: 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.

Prereg: 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.

Prereg: EGR 270, ECE 221

Coreq: ECE 221

#### EGR 275 Lec: 2 Lab: 3 Cred: 3 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

Coreg: 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.

Prereg: 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. Coreg: EGR 285

# EGR 296 Lec: 0 Lab: 3 Cred: 1 ET Engineering Surveying Lab II

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map and staking out a horizontal curve. In addition, it covers Global Positioning Systems (GPS) mapping controls, Geographic Information Systems (GIS) applications and application of principles introduced in EGR 286.

Coreq: EGR 286

# Engineering Graphics Technology (EGT)

#### EGT 001 Lec: Lab: Cred:

Indicates credit given for engineering graphics course work transferred from another college for which there is no equivalent course at TTC.

# EGT 106 Lec: 3 Lab: 0 Cred: 3 ET Print Reading and Sketching

This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.

# EGT 114 Lec: 2 Lab: 0 Cred: 2 ET Welding Print Basics

This course covers the fundamentals of print reading for welding applications.

# EGT 115 Lec: 2 Lab: 6 Cred: 4 ET Engineering Graphics II

This course in engineering graphics science includes additional drawing techniques for industrial applications. Mechanical detail and assembly drawings will be emphasized. Topics include section views, descriptive geometry, developments, threads and fasteners.

Prereg or Coreg: EGT 152

Prereg: EGR 275 or EGT 151 with a minimum

grade of C

# EGT 117 Lec: 2 Lab: 0 Cred: 2 ET Welding Print Principles

This course covers welding symbols and their application to pipe fabrication.

Prereg: EGT 114

### EGT 130 Lec: 2 Lab: 3 Cred: 3 ET Geometric Dimensioning and Tolerancing Applications

This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts and analyzing the concepts of geometric control.

Prereq: EGT 151 or EGR 275 or departmental approval

## EGT 151 Lec: 2 Lab: 3 Cred: 3 ET Introduction to CAD

This course covers the operation of a computeraided drafting system. The course includes interaction with a CAD station to produce technical drawings.

Prereq or Coreq: MAT 101 or MAT 155 or MAT 170 or appropriate test scores

# EGT 152 Lec: 2 Lab: 3 Cred: 3 ET Fundamentals of CAD

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.

Prereg: EGR 275 or EGT 151

# EGT 172 Lec: 1 Lab: 3 Cred: 2 ET Electronic Drafting

This course provides a familiarization with a system to create electronic schematics and wiring diagrams. *Prereq: EGT 152* 

# EGT 220 Lec: 3 Lab: 3 Cred: 4 ET Structural and Piping Application

This advanced drawing course covers structural steel and process piping applications.

Prereq or Coreq: EGT 252

# EGT 245 Lec: 2 Lab: 3 Cred: 3 ET Principles of Parametric CAD

This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software

Prereg: EGT 252 or departmental approval

# EGT 251 Lec: 2 Lab: 3 Cred: 3 ET Principles of CAD

This course includes the additional use of CAD software for production of technical drawings and related documentation.

Prereq: EGT 252 or departmental approval

#### 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 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.

Prereg: EGT 251

#### EGT 265 Lec: 2 Lab: 3 Cred: 3 FT **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.

Prereg: 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 ET Cred: 3 **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.

Prereg: 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.

Prereg: EIT 110

### **Electrical Line Worker (ELW)**

#### ELW 110 Lec: 1 Lab: 3 Cred: 2 **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.

Prereg: 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.

Prereg: ELW 110

#### ELW 113 Lec: 2 Lab: 3 Cred: 3 ET **National Electrical Safety Code**

This course covers the use of the current National Electrical Safety Code. Topics include terms, basic components meters, overhead and underground line construction and maintenance procedures.

Prereq: ELW 112

#### ELW 114 Lec: 2 Lab: 3 Cred: 3 ET Overhead Line Construction I

This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole-climbing techniques. Prereq: ELW 111

### ELW 115 Lec: 2 Lab: 3 Cred: 3 ET Overhead Line Construction II

This course introduces overhead line maintenance, construction, and framing as well as the safe working practices and procedures for working off a pole using hooks.

Prereq: ELW 114

# ELW 116 Lec: 2 Lab: 3 Cred: 3 ET Overhead Line Construction III

This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.

Prereq: ELW 115

#### ELW 117 Lec: 2 Lab: 3 Cred: 3 ET Overhead Line Construction IV

This course introduces regulators, transformer connections, reclosures, fuses, lightning arresters and troubleshooting of primary and secondary outages.

Prereq: ELW 116

## ELW 211 Lec: 2 Lab: 3 Cred: 3 ET Underground Line Construction I

This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.

Prereq: ELW 111

# ELW 212 Lec: 2 Lab: 3 Cred: 3 ET Underground Line Construction II

This course covers troubleshooting of underground systems and associated equipment including fault locating, single and three-phase enclosures, and overhead/underground terminations.

Prereg: ELW 211

## ELW 221 Lec: 2 Lab: 3 Cred: 3 ET Advanced Line Construction

This course introduces advanced line construction concepts, including worksite safety practices, excavations, digital paneling for regulators and reclosure, lightning protection and traffic control devices.

Prereg: ELW 117 and ELW 212

# ELW 231 Lec: 2 Lab: 3 Cred: 3 ET Electrical Power Systems

This course covers the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams, and performance of per unit calculations for circuit performance analysis.

Prereg: ELW 112

# Emergency Medical Technology (EMS)

### EMS 101 Lec: 2 Lab: 3 Cred: 3 AH Emergency Care for First Responder

This course is a study of emergency care procedures for the first persons responding to an emergency incident. It includes basic skills related to patient assessment, fractures, airway and trauma management. (Nondegree credit)

# EMS 102 Lec: 1 Lab: 3 Cred: 2 AH Principles of Emergency Medical Care I

This course is a study of emergency medical care procedures for the emergency medical technician. It is designed to cover topics related to the preparation of an emergency medical technician, the human body and body systems, EMS operations and patient assessment.

Prereq: Program coordinator approval

### EMS 103 Lec: 2 Lab: 3 Cred: 3 AH Principles of Emergency Medical Care II

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

Prereq: EMS 102 Coreq: EMS 212

### EMS 107 Lec: 1 Lab: 3 Cred: 2 AH Advanced Emergency Care I

This course is a study of emergency medical care procedures for the advanced emergency medical technician. It is designed to cover topics related to the preparation of an advanced emergency medical technician, the human body and body systems, operations and patient assessment.

Prereq: EMS 103 or NREMT EMT certification, Bio

210

### 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.

Prereg: 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.

Prepar RIO 211 FMS 108 or NREMT 4FMT

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.

Prereg: 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.

Coreg: 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.

Prereg: EMS 120

# EMS 219 Lec: 0 Lab: 6 Cred: 2 AH Advanced EMS Field Internship II

This course builds in the knowledge and skills of advanced emergency medical practice in the pre-hospital environment. Focus is on situations involving complex patient problems including trauma, surgical and medical emergencies and the treatment modalities.

Prereq: EMS 212 Coreq: EMS 108

## EMS 220 Lec: 0 Lab: 9 Cred: 3 AH Paramedic Internship I

This course includes experiences with advanced life support emergency medical service providers.

Prereq: BIO 211, EMS 108 or NREMT AEMT certification

# EMS 221 Lec: 0 Lab: 9 Cred: 3 AH Paramedic Internship II

This course builds on the experiences gained in Paramedic Internship I. Focus is on the students and their ability to apply knowledge gained in the classroom during emergency situations while treating a wide variety of patients in different situations.

Prereg: EMS 220

# EMS 222 Lec: 0 Lab: 9 Cred: 3 AH Paramedic Internship III

This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

Prereq: EMS 221

# EMS 233 Lec: 2 Lab: 0 Cred: 2 AH Paramedic Emergency Medical Care I

This course is an introduction to the study of emergency medical care procedures for the paramedic provider. It is designed to cover topics related to the preparation of a paramedic, the human body and body systems, operations and patient assessment.

Prereq: EMS 116, EMS 120, EMS 217, EMS 220

Coreg: EMS 211, EMS 221, EMS 119

# EMS 234 Lec: 2 Lab: 3 Cred: 3 AH Paramedic Emergency Medical Care II

This course is a study of emergency medical care procedures for the paramedic provider, including concepts and skills related to medical emergencies. Emphasis is on pathophysiology and treatment modalities related to the major systems of the body such as the respiratory and cardiovascular systems.

Prereq: EMS 233

Coreq: EMS 211, EMS 221, EMS 117

# EMS 235 Lec: 1 Lab: 3 Cred: 2 AH Paramedic Emergency Medical Care III

This course is a study of emergency medical care procedures for the paramedic provider, including special population emergencies. Emphasis is on pathophysiology and treatment modalities related to special needs patients such as geriatric, and neonatal patients with special challenges.

Prereq: EMS 234, EMS 221, EMS 211

Coreg: EMS 214, EMS 222

# EMS 236 Lec: 2 Lab: 3 Cred: 3 AH Paramedic Emergency Medical Care IV

This course is a study of emergency medical care procedures for the paramedic provider covering topics related to traumatic injuries. Emphasis is on pathophysiology and treatment modalities related to the patient who has experienced a traumatic injury.

Prereq: EMS 235, EMS 221, EMS 218

Coreq: EMS 214, EMS 222

### **English (ENG)**

### ENG 032 Lec: 3 Lab: 0 Cred: 3 LC Developmental English

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. (Nondegree credit)

Prereq: Appropriate test score

# ENG 100 Lec: 3 Lab: 0 Cred: 3 HS Introduction to Composition

This course is a study of basic writing and may include a review of usage. Appropriate literary selections serve as the basis for writing assignments. (Nondegree credit)

Prereq: Appropriate test scores, writing sample or satisfactory completion of ENG 032

# ENG 101 Lec: 3 Lab: 0 Cred: 3 HS English Composition I

This course is a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. It also reviews standard usage and presents basic research techniques.

Prereq: ENG 100 with a minimum grade of C, appropriate test 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.

Prerea: 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.

Prereg: 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

### 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.

### 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.

Prereg: 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 SN 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 SN 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.

### 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. *Prereg: 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

## 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.

Prereg: 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.

### French (FRE)

#### FRE 001 Lec: Lab: Cred:

Indicates credit given for French course work transferred from another college for which there is no equivalent course at TTC.

### FRE 101 Lec: 4 Lab: 0 Cred: 4 HS Elementary French I

This course consists of a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to French culture.

Prereq: ENG 100 with a minimum grade of C

# FRE 102 Lec: 4 Lab: 0 Cred: 4 HS Elementary French II

This course continues the development of basic language skills and includes a study of French culture.

Prereq: FRE 101 with a minimum grade of C or specified French placement test scores

## FRE 201 Lec: 3 Lab: 0 Cred: 3 HS Intermediate French I

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

Prereq: FRE 102 with a minimum grade of C or specified French placement test scores

## FRE 202 Lec: 3 Lab: 0 Cred: 3 HS Intermediate French II

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prereq: FRE 201 with a minimum grade of C or specified French placement test scores

### **Geography (GEO)**

# GEO 102 Lec: 3 Lab: 0 Cred: 3 HS World Geography

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment; natural resources; and social, cultural, economic and political systems.

### **German (GER)**

#### GER 001 Lec: Lab: Cred:

Indicates credit given for German course work transferred from another college for which there is no equivalent course at TTC.

# GER 101 Lec: 4 Lab: 0 Cred: 4 HS Elementary German I

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture. *Prereq: ENG 100 with a minimum grade of C* 

# GER 102 Lec: 4 Lab: 0 Cred: 4 HS Elementary German II

This course continues the development of the four basic language skills and the study of German culture.

Prereq: GER 101 with a minimum grade of C

## GER 201 Lec: 3 Lab: 0 Cred: 3 HS Intermediate German I

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

Prereq: GER 102 with a minimum grade of C

## GER 202 Lec: 3 Lab: 0 Cred: 3 HS Intermediate German II

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prereq: GER 201 with a minimum grade of C

### Health Information Management (HIM)

# HIM 101 Lec: 1 Lab: 0 Cred: 1 AH Introduction to Health Information

This course provides an introduction to the health information science profession. It is an overview of health information career choices including specialty credentials and structure of health care in the United States.

Prereq: Admission to the HIM or MRC program

# HIM 110 Lec: 2 Lab: 3 Cred: 3 AH Health Information Science I

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

Prereq: HIM 101

### HIM 120 Lec: 2 Lab: 3 Cred: 3 AH Health Information Science II

This course covers quality assurance and health information management.

Prereg: HIM 110

#### Cred: 3 HIM 130 Lec: 3 Lab: 0 AΗ **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.

Prereg: 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. Prereg: Acceptance into the HIM or Coding

program, HIM 110 Pre or Coreg: AHS 170

#### HIM 141 Lec: 2 Lab: 3 Cred: 3 AΗ **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.

Prereg: HIM 140

#### HIM 163 Lec: 0 Lab: 9 Cred: 3 AΗ Supervised Clinical Practice I

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

Pre or Coreg: 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. Prereg: HIM 163

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

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

Prerea: MAT 120

#### HIM 216 Lec: 2 Cred: 3 Lab: 3 AH Coding and Classification I

This course includes a study of disease, procedural coding and classification systems.

Prereg: 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.

Prereg: HIM 216

#### HIM 227 Lec: 3 AH Lab: 0 Cred: 3 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 AΗ 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.

Prerea: HIM 216

#### HIM 265 Lec: 3 Lab: 0 Cred: 3 AΗ **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 Coreg: HIM 120

# 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

#### 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.

Prereg or Coreg: 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.

Prereg or Coreg: 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.

# HOS 174 Lec: 3 Lab: 0 Cred: 3 CI Introduction to Recreation

This course provides an introduction to the field of recreation with an emphasis on career areas, service delivery systems, and current trends in the industry.

# HOS 230 Lec: 3 Lab: 0 Cred: 3 CI Therapeutic Nutrition

This is an introductory course to the study of diet therapy of an individual with a health problem, the etiology of the disease and the necessary diet modifications to aid in restoring the individual's health.

# HOS 241 Lec: 2 Lab: 3 Cred: 3 CI Sports Nutrition

This course emphasizes the importance of food and specific diets to enhance athletic performance. Students will use their knowledge of nutrition and anatomy and physiology to create menus geared for the training tables of various sports.

Prereg: CUL 118

# HOS 245 Lec: 3 Lab: 0 Cred: 3 CI Hospitality Marketing

This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.

Prereq: HOS 140

### HOS 250 Lec: 3 Lab: 0 Cred: 3 CI Beverage Service Management

This course addresses the principles of beverage service. This course is designed to prepare students for management responsibilities in the culinary and hospitality industries.

Prereq: HOS 140 or CUL 104

## HOS 251 Lec: 3 Lab: 0 Cred: 3 CI Introduction to Wine

This course is a study of the basic wine production process with focus on the different styles of wine, countries of origin, terroir and related flavor characteristics. The course will include best practices and industry trends.

Prereq: CUL 104 or HOS 140. Students must be 21 years of age by date of first class meeting and provide proof of current TIPS or NRA ServSafe Alcohol Certification.

### HOS 253 Lec: 3 Lab: 0 Cred: 3 CI Beer Basics

This course explores the production, sales and service of domestic and imported beers, including ales, pilsners, stout and microbreweries, as well as best practices and industry trends.

Prereq: CUL 104 or HOS 140. Students must be 21 years of age by date of the first class meeting and provide proof of current TIPS or NRA ServSafe Alcohol Certification.

# HOS 256 Lec: 3 Lab: 0 Cred: 3 CI Hospitality Management Concepts

This course is a study of the theory and principles of management as applied to the hospitality industry. Prereq: HOS 140

# HOS 258 Lec: 3 Lab: 0 Cred: 3 CI Convention Management

This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

Prereq: HOS 140

# HOS 261 Lec: 3 Lab: 0 Cred: 3 CI Distilled Spirits and Related Products

This course explores the production and service of distilled spirits, including key components, procurement, service, sales and storage of distilled products and related products. Current industry trends, best practices and legal requirements for sales and service will be addressed.

Prereq: CUL 104 or HOS 140. Students must be 21 years of age by date of the first class meeting and provide proof of current TIPS or NRA ServSafe Alcohol Certification.

# HOS 262 Lec: 3 Lab: 0 Cred: 3 CI Hospitality Software Applications

This course includes using microcomputer software to manage various areas of the hospitality industry. *Prereg: HOS 140* 

# HOS 264 Lec: 3 Lab: 0 Cred: 3 CI Food and Beverage Pairing

This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on enhancing sales, service and profitability.

Prereq: CUL 104 or HOS 140, HOS 251. Students must be 21 years of age by date of the first class meeting and provide proof of current TIPS or NRA ServSafe Alcohol Certification.

## 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.

\*Prereg: HOS 140, HOS 161

### HOS 272 Lec: 0 Lab: 12 Cred: 3 Cl 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 Cl 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.

# 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 anther 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.

# 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. *Prereg: 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.

## 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.

Prereg: 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. *Prereg: 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. *Prereg: 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.

Prereg: 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

# HUS 230 Lec: 3 Lab: 0 Cred: 3 CF Interviewing Techniques

This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later in their supervised field placements.

Prereg: ENG 101, HUS 101, HUS 102

# HUS 231 Lec: 3 Lab: 0 Cred: 3 CF Counseling Techniques

This course is a study of a variety of counseling techniques necessary to assist qualified therapists in a variety of therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling theories and techniques related to human services

Prereq: HUS 110 or HUS 113, HUS 230 with a minimum grade of C

# HUS 235 Lec: 3 Lab: 0 Cred: 3 CF Group Dynamics

This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services. *Prereq: HUS 209, HUS 230* 

### HUS 237 Lec: 3 Lab: 0 Cred: 3 CF Crisis Intervention

This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.

Prereq: HUS 209, HUS 230 HUS 110 or HUS 113 with a minimum grade of C

# HUS 250 Lec: 1 Lab: 9 Cred: 4 CF Supervised Field Placement I

This course includes work experience assignments by students in selected human services agencies. Prereq: HUS 110 with a minimum grade of C and departmental approval

# HUS 251 Lec: 1 Lab: 9 Cred: 4 CF Supervised Field Placement II

This course includes work assignments in selected human services agencies.

Prereq: HUS 250 with a minimum grade of C and departmental approval

## HUS 252 Lec: 1 Lab: 9 Cred: 4 CF Field Placement for Addictions I

This course includes field placement in a community setting working with individuals and their families who are dealing with substance abuse and addictions issues.

Prereq: HUS 113 with a minimum grade of C, HUS 209, HUS 219, HUS 230, HUS 235 and departmental approval

## HUS 253 Lec: 1 Lab: 9 Cred: 4 CF Field Placement for Addictions II

This course includes field placement in a community setting working with individuals and their families who are dealing with substance abuse and addictions issues.

Prereq: HUS 252 with a minimum grade of C and departmental approval

### **Interdisciplinary Studies (IDS)**

# IDS 109 Lec: 3 Lab: 0 Cred: 3 BT First Year Experience Seminar

This course introduces students to interdisciplinary thinking, academic integrity and the philosophy of the liberal arts and sciences education. Students develop skills to be academically successful: connecting to campus resources, improving information literacy and practicing integrative learning.

Prereq: ENG 100 with a minimum grade of C or appropriate test score

# IDS 201 Lec: 3 Lab: 0 Cred: 3 BT Leadership Development

This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. The course aids students in increasing their understanding of themselves, and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. This includes a major emphasis in the development of group and individual competencies in oral communication skills.

### Industrial Engineering Technology (IET)

## IET 223 Lec: 3 Lab: 0 Cred: 3 IT Industrial Safety

This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health Act (OSHA) is included. This course emphasizes hazard recognition and safety requirements for machining operation.

### **Industrial Mechanics (IMT)**

#### IMT 001 Lec: Lab: Cred:

Indicates credit given for industrial mechanics course work transferred from another college or through other approved documented methods, for which there is no equivalent course at TTC.

# IMT 102 Lec: 2 Lab: 0 Cred: 2 IT Industrial Safety

This course covers safety awareness and practices found in industry. Course topics include positive attitude, personal safety, the proper use of equipment, fire prevention, lockout/tagout, electrical safety and OSHA.

# IMT 105 Lec: 1 Lab: 3 Cred: 2 IT Mechanical Sketching

This course provides hands-on instruction in blueprint reading and sketching so the student will be able to utilize analytical and visualization skills in the development of sketching techniques and understanding blueprints.

# IMT 124 Lec: .5 Lab: 4.5 Cred: 2 IT Pumps

This course covers packing, seals, couplings, alignment, bearings and rebuilding pumps. *Corea: IMT 151* 

# IMT 132 Lec: 1 Lab: 3 Cred: 2 IT Hydraulics

This course is a study of basic hydraulic terminology and principles of hydraulics and pneumatics.

### IMT 133 Lec: 1 Lab: 3 Cred: 2 IT Pneumatics

This course is a study of basic pneumatic terminology and principles for industrial applications.

Prereg: IMT 132

# IMT 151 Lec: 3 Lab: 0 Cred: 3 IT Piping Systems

This course covers plumbing and piping systems used in industrial, commercial and/or residential construction. Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. This course will also include pump technology and valve maintenance.

Coreq: IMT 124

## IMT 160 Lec: 2 Lab: 3 Cred: 3 IT Preventive Maintenance

This course covers preventive maintenance techniques, lubrication, bearing, mechanical troubleshooting and the use of computers in maintenance.

# IMT 161 Lec: 3 Lab: 3 Cred: 4 IT Mechanical Power Applications

This course covers mechanical transmission devices, including procedures for installation, removal and maintenance. Emphasis is placed on drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

# IMT 163 Lec: 2 Lab: 3 Cred: 3 IT Problem Solving for Mechanical Applications

This course covers troubleshooting techniques such as critical thinking in mechanical situations, practical problem-solving techniques, root-cause analysis, and mechanical procedures with heavy emphasis on computational and analytical problem-solving skills.

Prereq: IMT 132, IMT 133

# IMT 210 Lec: 2.5 Lab: 1.5 Cred: 3 IT Basic Industrial Skills I

This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101, 00102 and 00103.)

### IMT 211 Lec: 2.5 Lab: 1.5 Cred: 3 IT Basic Industrial Skills II

This course is designed to give students an introduction to power tools, blueprints and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104, 00105, 00106, 00107 and 00108.)

### **Information Systems** Technology (IST)

#### IST 161 Lec: 3 Lab: 0 Cred: 3 Introduction to Network Administration

This course is an introductory study of networking operating system administration. Techniques of installation and administration of a networking operating system will be included. This course will focus on Microsoft Desktop Administration. This course covers the objectives of the associated Microsoft certification exam

#### IST 162 Lec: 3 Lab: 0 Cred: 3 BT **Introduction to Workstation Networking** Administration

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup. This course covers the objectives of the associated Microsoft certification exam. Prereg: IST 161

#### IST 163 Lec: 3 Lab: 0

#### Cred: 3 BT Introduction to Server Networking **Configuration Administration**

This course is a study of installing and configuring a local area network (LAN). Tasks include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), internet service and compatibility issues will be introduced. This course covers the objectives of the associated Microsoft certification exam.

Prereg: IST 165, IST 263

#### IST 164 Lec: 3 Cred: 3 Lab: 0 Implementing Windows Network Infrastructure Services

This course is a study of the fundamentals of installing, configuring and utilizing Windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course covers the objectives of the associated Microsoft certification. Prereq: IST 165

#### IST 165 Lec: 3 Lab: 0 Cred: 3 BT Implementing and Administering Windows **Directory Services**

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure. This course covers the objectives of the associated Microsoft certification exam

#### IST 166 Lec: 3 Lab: 0 Cred: 3 BT **Network Fundamentals**

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. This course covers the content included in the CompTIA Network + certification exam.

#### IST 190 Lec: 3 Lab: 0 Cred: 3 BT Linux Essentials

This course provides students with the fundamental knowledge and concepts of the Linux operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. This course helps students prepare for the CompTIA Linux+ certification exam.

#### IST 191 Lec: 3 Lab: 0 Cred: 3 BT **Linux System Administration**

This course provides students with the skills necessary to administer a Linux system, including hardware/software configuration, user and group administration, Linux network configuration, and file system management. This course helps students prepare for the RedHat Certified Systems Administrator (RHCSA) certification exam. Prereq: IST 190

#### IST 192 Lec: 3 Lab: 0 Cred: 3 BT **Linux Network Applications**

This course provides students with the skills necessary to deploy and administer the core networking services in a Linux system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS and others. This course helps students prepare for the RedHat Certified Engineer (RHCE) certification exam.

Prereg: IST 191

# IST 193 Lec: 3 Lab: 0 Cred: 3 BT Linux Security Administration

This course will provide students with the skills necessary to implement and administer basic LINUX security policies, including authentication, securing network applications, system monitoring, encryption, and others. This course covers Linux security and introduces the student to open-source Cloud computing solutions.

Prereq: IST 192

# IST 196 Lec: 3 Lab: 0 Cred: 3 BT Cloud Storage Fundamentals

This course is the study of network and cloud based storage technologies, cloud computing networks, and data management processes in a storage environment. The course prepares students to provide network and cloud based storage support to businesses. This course will also help students prepare for the EMC Proven Professional Certification (EMCISA) exam.

Prereq: IST 220 or IST 166

## IST 198 Lec: 3 Lab: 0 Cred: 3 BT Cloud Essentials

This course is a study of Cloud computing as a framework for providing network access to shared computing resources including storage, network, server and virtualization infrastructures.

Coreq: IST 253

# IST 201 Lec: 3 Lab: 0 Cred: 3 BT Cisco Internetworking Concepts

This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI model, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards. This helps prepare students for the Cisco Certified Entry Network Technician (CCENT) credential.

Prereg: IST 220 or IST 166

# IST 202 Lec: 3 Lab: 0 Cred: 3 BT Cisco Router Configuration

This course is a study of LANs, WANs, OSI model, Ethernet, token ring, FDDI, TCP/IP protocol, dynamic routing, and the network administrator's role and function. This helps prepare students for the Cisco Certified Entry Network Technician (CCENT) credential.

Prereq: IST 201

# IST 203 Lec: 3 Lab: 0 Cred: 3 BT Advanced Cisco Router Configuration

This course is a study of configuring Cisco routers. This helps prepare students for the Cisco Certified Network Associate in Routing and Switching (CCNA/RS) credential.

Prereq: IST 202

# IST 204 Lec: 3 Lab: 0 Cred: 3 BT Cisco Troubleshooting

This course is a study of troubleshooting network problems. This helps prepare students for the Cisco Certified Entry Network Associate in Routing and Switching (CCNA/RS) credential.

Prereq: IST 203

# IST 205 Lec: 3 Lab: 0 Cred: 3 BT Cisco Advanced Routing

This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable Internetworks. The course puts emphasis on expanding network capabilities. The course focuses on learning using technologies such as wireless networks, advanced routing, and network redundancy to ensure high availability in enterprise networks. This helps prepare students for the Cisco Certified Network Professional (CCNP) in Routing and Switching.

Prereq: IST 204

## IST 206 Lec: 3 Lab: 0 Cred: 3 BT Cisco Remote Access

This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site and maximize bandwidth utilization over the remote links. This helps prepare students for the Cisco Certified Network Associate (CCNA) Security credential.

Prereq: IST 202

# 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. *Prereg: 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.

\*\*Property CPT 162 or APV 237) and CPT 114 or

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.

Prereg: 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

#### 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.

Prereg: 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.

Prereg: 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.

Prereg: 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.

Prereg: 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

### 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.

Prereg: 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.

Prereg or Coreg: 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.

Prereg: 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.

Prereg or Coreg: 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.

Prereg or Coreg: 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

#### LEG 233 Lec: 3 Lab: 0 Cred: 3 LR Wills, Trusts and Probate

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of trust, and probate administration. *Prereg or Coreg: ENG 101, LEG 135, LEG 201* 

### LEG 234 Lec: 3 Lab: 0 Cred: 3 LR Title Examination Procedures I

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indexes and documents in the appropriate city and county offices.

Prereq or Coreq: LEG 135 Prereq: ENG 101, LEG 214

# LEG 240 Lec: 3 Lab: 0 Cred: 3 LR Claims Investigation

This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, and assembling and presenting evidence.

Prereq or Coreq: LEG 201 Prereq: ENG 101, LEG 120

#### LEG 242 Lec: 0 Lab: 9 Cred: 3 LR Law Practice Workshop

This course includes the application of substantive knowledge in a practical situation as a paralegal. *Prereq: ENG 101, LEG 132, LEG 135, LEG 201* 

# LEG 244 Lec: 3 Lab: 0 Cred: 3 LR Special Projects for Paralegals

This course provides specialized paralegal training with an update on changes in laws and procedures. *Prereq: ENG 101, LEG 135, LEG 201* 

#### Literature (LIT)

#### LIT 001 Lec: Lab: Cred:

Indicates credit given for literature course work transferred from another college for which there is no equivalent course at TTC.

#### **Logistics (LOG)**

### LOG 125 Lec: 3 Lab: 0 Cred: 3 BT Transportation Logistics

This course is the study of the role that various modes of transportation play in products and services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, and understand environmental and economic impact.

# LOG 215 Lec: 3 Lab: 0 Cred: 3 BT Supply Chain Management

This course is the study of all activities between suppliers, producers and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.

# LOG 235 Lec: 3 Lab: 0 Cred: 3 B1 Traffic Management

This course examines the flow of various traffic activities within an organization's supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

# LOG 240 Lec: 3 Lab: 0 Cred: 3 BT Purchasing Logistics

This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

#### **Media Arts Production (MAP)**

# MAP 101 Lec: 2 Lab: 3 Cred: 3 FV Audio Techniques I

This course covers an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. It is recommended that students enrolling in MAP 101 be familiar with basic computer functions and computer file management.

Prereq: Departmental approval for nondegreeseeking students

### MAP 104 Lec: 2 Lab: 3 Cred: 3 FV Radio Production I

This course includes an introduction to radio production techniques.

Prereg: MAP 101

# MAP 110 Lec: 2 Lab: 3 Cred: 3 FV Editing I

This course is an introduction to basic digital editing. Logical sequencing, technical correctness and creative storytelling will be emphasized. It is recommended that students enrolling in MAP 110 be familiar with basic computer functions and computer file management.

### 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 nondegreeseeking 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 nondegreeseeking 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. *Coreg: ARV 217 or MAP 112* 

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

This course covers techniques used in creating rigidbody, 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.

Prereg: 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.

### 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.

Prereg: 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. *Prerea: 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.

Prereg: 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.

Prereg: 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.

Prereg: MAP 110 and MAP 120

### 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.

Prereg: 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 1.

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)

Prereg: 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* 

# 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

#### 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. *Prereg: 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.

Coreg: MED 102

### 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. *Prereg: 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.

Prereg: 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, psychometry, 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.

### 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.

# MKT 240 Lec: 3 Lab: 0 Cred: 3 BT Advertising

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

## MKT 245 Lec: 3 Lab: 0 Cred: 3 BT Promotional Strategies

This course is a study of promotion activities, focusing on coordinating an effective marketing campaign for a product or business, with promotion strategies planned and used to influence consumers, trade intermediaries, and sales forces.

### MKT 250 Lec: 3 Lab: 0 Cred: 3 BT Consumer Behavior

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items

Prereg: MKT 101

# MKT 260 Lec: 3 Lab: 0 Cred: 3 BT Marketing Management

This course is a study of the marketing system from the decision-maker's view, including how marketing strategies are planned and utilized in the marketplace. *Prereq: MKT 101, ACC 101* 

# Medical Laboratory Technology (MLT)

### MLT 102 Lec: 2 Lab: 3 Cred: 3 AH Medical Lab Fundamentals

This course introduces basic concepts and procedures in medical laboratory technology. Prereq: Meet MLT program admission and progression requirements, health examination, major medical insurance, Hepatitis B vaccine series, current CPR certification, SLED check, AHS 142, BIO 112, CHM 110, CPT 101, ENG 101 and MAT 110

# MLT 105 Lec: 3 Lab: 3 Cred: 4 AH Medical Microbiology

This course provides a survey of organisms encountered in the clinical microbiology laboratory and includes sterilization and disinfection techniques.

Prereg: MLT 102

# MLT 106 Lec: 1.5 Lab: 1.5 Cred: 2 AH Urinalysis and Body Fluids

This course is an introduction to the theoretical components of the analysis of urine and body fluids. *Prereq: MLT 102* 

#### MLT 107 Lec: 0 Lab: 3 Cred: 1 AH Clinical Experience in Urinalysis and Body Fluids

This course provides a clinically-based rotation which correlates cognitive and technical skills in urinalysis and body fluid analysis for the MLT student.

Prereg: MLT 102, MLT 106

#### MLT 109 Lec: 1.5 Lab: 1.5 Cred: 2 AH Hematology I

This course provides a study of the basic principles of hematology including terminology; cell basics and hematopoiesis. Additional topics include automated, manual, and molecular techniques used in diagnosis and treatment.

Coreq: MLT 102

# MLT 111 Lec: 1.5 Lab: 1.5 Cred: 2 AH Hematology II

This course provides a study of the basic principles of hematology including terminology; red blood cell (RBC) function; RBC morphology and inclusions; hemoglobinopathies and other RBC defects, plus automated, manual, and molecular techniques used in diagnosis and treatment of erythropoietic problems.

Prereq: MLT 109

# MLT 112 Lec: 1.5 Lab: 1.5 Cred: 2 AH Introduction to Parasitology

This course provides an introductory study of human parasites, including classification, life cycles, vectors and differential morphology of the medically important parasites.

Prerea: MLT 102

# MLT 115 Lec: 2 Lab: 3 Cred: 3 AH Immunology

This course provides a study of the immune system, disease states and the basic principles of immunological testing.

Prereq: MLT 102, MLT 111

### MLT 120 Lec: 3 Lab: 3 Cred: 4 AH Immunohematology

This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems; compatibility testing; and hemolytic disease of the newborn.

Prereg: MLT 102, MLT 115, MLT 111

# MLT 131 Lec: 3 Lab: 0 Cred: 3 AH Clinical Chemistry

This course provides a study of the chemical elements in human blood and body fluids and their relationship to organ system function. Testing methods, interferences, quality control and clinical correlations will be emphasized.

Prereg: MLT 102, MLT 219

### MLT 151 Lec: 0.5 Lab: 1.5 Cred: 1 AH Clinical Experience in Phlebotomy

This course provides a clinically based rotation which correlates cognitive and technical skills in phlebotomy for the MLT student.

Prereq: AHS 142, MLT 102, MLT 107, MLT 109,

MLT 111

# MLT 206 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Microbiology I

This course provides a study of gram positive cocci, gram negative cocci, gram positive bacilli, fastidious gram negative bacilli, spirochetes and mycoplasma, including currently accepted procedures for identification and susceptibility testing of these microorganisms in the clinical laboratory.

Prereg: MLT 105, MLT 112

#### MLT 207 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Microbiology II

This course is a study of gram negative bacilli, obligate anaerobes, viruses, mycobacteria and fungi, including currently accepted procedures for identification of these microorganisms in the clinical laboratory, and an overview of specific disease processes associated with microorganisms.

Prereq: MLT 206

### MLT 211 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Hematology I

This course provides a study of the basic principles of hemostasis including terminology; automated, manual and molecular techniques used in diagnosis and treatment of hemostatic problems; and discussions of normal and abnormal hemostatic function.

Prereq: MLT 111

#### MLT 212 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Hematology II

This course provides a study of the basic principles of hematology including terminology; automated, manual and molecular techniques used in diagnosis and treatment of leukopoietic problems; leukocyte function; leukocyte morphology and inclusions, and other leukocyte defects.

Prereg: MLT 211

### MLT 219 Lec: 2 Lab: 3 Cred: 3 AH Clinical Instrumentation

This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation and maintenance.

Prereq: MLT 102

# MLT 270 Lec: 2 Lab: 30 Cred: 12 AH Clinical Applications

This course provides sequential practical experience in selected areas of a supervised clinical setting. Prereq: MLT 107, MLT 112, MLT 120, MLT 131, MLT 207, MLT 212, MLT 219

# Materials Management Technology (MMT)

# MMT 110 Lec: 3 Lab: 0 Cred: 3 BT Inventory Management

This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments

# MMT 135 Lec: 3 Lab: 0 Cred: 3 BT Shipping Operations

This course is a study of manual and computer assisted shipping procedures; shipping forms and documentation; packaging, sealing, weighing and labeling shipments; selecting the best mode of transportation; and calculating freight charges.

# Machine Tool Technology (MTT)

#### MTT 001 Lec: Lab: Cred:

Indicates credit given for machine tool technology course work transferred from another college for which there is no equivalent course at TTC.

### MTT 101 Lec: 0.5 Lab: 4.5 Cred: 2 ET Introduction to Machine Tool

This course covers the basics in measuring tools, layout tools and bench tools; and basic operations of lathes, mills and drill presses.

# MTT 111 Lec: 1 Lab: 12 Cred: 5 IT Machine Tool Theory and Practice I

This course is an introduction to the basic operation of machine shop equipment.

# MTT 112 Lec: 1 Lab: 12 Cred: 5 IT Machine Tool Theory and Practice II

This course is a combination of the basic theory and operation of machine shop equipment.

Prereq: MTT 111

### MTT 143 Lec: 1.5 Lab: 1.5 Cred: 2 ET Precision Measurements

This course is a study of precision measuring instruments.

# MTT 145 Lec: 3 Lab: 0 Cred: 3 IT Machining of Metals

This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds and depths of cut, and finish requirements.

# MTT 250 Lec: 2 Lab: 3 Cred: 3 ET Principles of CNC

This course is an introduction to the coding used in CNC programming.

# MTT 251 Lec: 2.5 Lab: 1.5 Cred: 3 IT CNC Operations

This course is a study of CNC machine controls, setting tools, and machine limits and capabilities. Coreq: MTT 250 and MTT 253 or departmental approval

### MTT 253 Lec: 2 Lab: 3 Cred: 3 ET CNC Programming and Operations

This course is a study of the planning, programming, selecting, tooling, determining speeds and feeds, setting, operating and testing of CNC programs on CNC machines.

Coreg: MTT 250 or advisor approval

#### Music (MUS)

# MUS 105 Lec: 3 Lab: 0 Cred: 3 HS Music Appreciation

This course introduces the study of music focusing on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.

# MUS 110 Lec: 3 Lab: 0 Cred: 3 HS Music Fundamentals

This course is an introduction to the elements of music and music notation with keyboard applications.

#### **Nursing (NUR)**

#### NUR 100 Lec: 1 Lab: 0 Cred: 1 NU Pre-Nursing

This course covers an exploration of nursing and other health care careers as a possible career choice. (Nondegree credit)

Prereq: ENG 101, Students who have completed more than 8 credits of NUR courses are not eligible to take this course.

### NUR 102 Lec: 3 Lab: 3 Cred: 4 NU Basic Nursing Care Skills

This course introduces basic nursing care skills, which are applied in long-term care and acute care settings.

Prereq: Acceptance into the PN or ADN 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

Coreq: BIO 210

# NUR 104 Lec: 2.5 Lab: 4.5 Cred: 4 NU Nursing Care Management I

This course focuses on the knowledge, skills and abilities that are fundamental to nursing practice with application in acute or extended care settings. Prereq: Successful completion of PN level Dosage Calculation Proficiency or AHS 126, NUR 102. 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

Coreq: ENG 101, PSY 201

#### NUR 105 Lec: 1 Lab: 0 Cred: 1 NU Pharmacology for Nurses

This course is an introduction to the basic concepts of pharmacology related to drug administration for identified health problems.

Coreq: NUR 205

#### 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

# 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.

Prereg: 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. *Prerea: 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.

### PHE 106 Lec: 0 Lab: 3 Cred: 1 AH Aerobic Dance

This course introduces aerobic dance skills and the elements involved in safe and effective aerobic dance routines

#### PHE 108 Lec: 0 Lab: 3 Cred: 1 AH High/Low Impact Aerobics

This course introduces high impact and low impact aerobic skills and the techniques to apply them safely and effectively.

# PHE 110 Lec: 0 Lab: 3 Cred: 1 AH Cardio and Toning

This course introduces the principles of cardio exercise and toning and the techniques to apply them safely and effectively.

## PHE 112 Lec: 0 Lab: 3 Cred: 1 AH Yoga

This course introduces the science of yoga and the techniques to apply it safely and effectively.

#### Philosophy (PHI)

# PHI 101 Lec: 3 Lab: 0 Cred: 3 HS Introduction to Philosophy

This course includes a topical survey of the three main branches of philosophy – epistemology, metaphysics and ethics – and contemporary questions related to these branches.

# PHI 105 Lec: 3 Lab: 0 Cred: 3 HS Introduction to Logic

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.

Prereg: ENG 100

### PHI 110 Lec: 3 Lab: 0 Cred: 3 HS

This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

#### **Pharmacy Technician (PHM)**

# PHM 101 Lec: 2 Lab: 3 Cred: 3 AH Introduction to Pharmacy

This course provides a study of and an introduction to the pharmacy in providing patient care services. *Prereq: Admission to PHM program* 

# PHM 102 Lec: 1 Lab: 3 Cred: 2 AH Computer Applications for Pharmacy

This course provides a study of computer applications for pharmacy practice, including out-patient and in-patient medication dispensing, procurement record keeping, third-party billing and drug distribution systems.

Prereq: PHM 101

# PHM 103 Lec: 2 Lab: 0 Cred: 2 AH Pharmacy Law and Ethics

This course is a study of the current laws and ethical practices appropriate to pharmacy and the role of patient services.

# PHM 109 Lec: 2 Lab: 0 Cred: 2 AH Applied Pharmacy Practice

This course is a study of the principles used in manipulation of data and materials in preparing and dispensing drugs.

Prereq: PHM 101, PHM 113

Coreq: PHM 111

# PHM 111 Lec: 0 Lab: 6 Cred: 2 AH Applied Pharmacy Practice Laboratory

This course is a study of laboratory-based, hands-on applications of principles used in manipulation of data and materials in the preparing and dispensing of drugs.

### PHM 112 Lec: 2 Lab: 0 Cred: 2 AH Pharmacy Math

This course is a study of mathematical manipulation and measurement systems as allied to pharmacy.

### PHM 113 Lec: 3 Lab: 0 Cred: 3 AH Pharmacy Technician Math

This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.

Prereg: PHM 112

# PHM 114 Lec: 3 Lab: 0 Cred: 3 AH Therapeutic Agents I

This course provides an introductory study of therapeutic drug categories.

Prereq: admission to PHM program

# PHM 118 Lec: 0 Lab: 3 Cred: 1 AH Community Pharmacy Seminar

This course provides a study of the pharmacy issues related to the community pharmacy practice. Prereq: PHM 109, PHM 111, PHM 113, PHM 114

### PHM 124 Lec: 3 Lab: 0 Cred: 3 AH Therapeutic Agents II

This course provides continued study of therapeutic drug categories.

Prereq: PHM 114

# PHM 152 Lec: 0 Lab: 6 Cred: 2 AH Pharmacy Technician Practicum I

This course provides a practical introduction to the pharmacy environment.

Prereq: PHM 101, PHM 113, physical examination, current CPR certification, medical professional liability and major medical insurance

# PHM 164 Lec: 0 Lab: 12 Cred: 4 AH Pharmacy Technician Practicum II

This course provides practical application to pharmacy skills in pharmacy environments. *Prereq: PHM 152, PHM 175* 

# PHM 175 Lec: 0 Lab: 9 Cred: 3 AH Pharmacy Technician Practicum

This course provides a study of and an introduction to the pharmacy in providing patient care services. Prereq: PHM 152, physical examination, current CPR certification, medical professional liability and major medical insurance

# PHM 201 Lec: 2 Lab: 0 Cred: 2 AH Pharmacy Management

This course provides a study in managing personnel, material and workflow in a pharmacy.

Prereq: Students must be in third semester of diploma program or be a graduate of an ASHP Pharmacy Technician program.

# 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.

Prereg: 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.

#### 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.

Prereg: 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.

Prereg: PSY 201

#### PSY 212 Lec: 3 Lab: 0 Cred: 3 HS Abnormal Psychology

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems.

Prereq: PSY 201

# Physical Therapist Assistant (PTH)

# PTH 101 Lec: 2 Lab: 0 Cred: 2 AH Physical Therapy Professional Preparation

This course introduces the purpose, philosophy and history of physical therapy and medical and legal documentation.

Prereq: Admission to PTA program, physical examination

# PTH 202 Lec: 3 Lab: 3 Cred: 4 AH Physical Therapy Modalities

This course introduces patient care techniques, including patient preparation and therapeutic hot and cold modalities.

Coreq: PTH 101

#### PTH 205 Lec: 3 Lab: 3 Cred: 4 AH Physical Therapy Functional Anatomy

This course introduces basic concepts and principles of muscles, joints and motion, including traditional testing procedures.

Coreq: PTH 101

#### PTH 221 Lec: 2 Lab: 0 Cred: 2 AH Pathology I

This course introduces the basic pathophysiology of the body with emphasis on the body's reaction to disease and injury.

Prereq: PTH 205

#### PTH 222 Lec: 2 Lab: 0 Cred: 2 AH Pathology II

This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.

Prereg: PTH 221

# PTH 230 Lec: 2 Lab: 3 Cred: 3 AH Clinical Electrotherapy

This course provides a study of the rationale, contraindications and application techniques of various electrical equipment.

Prereq: PTH 240

# PTH 235 Lec: 2 Lab: 0 Cred: 2 AH Interpersonal Dynamics

This course introduces the dynamics of the health professional/patient relationship.

Prereq: Admission to PTA program

### PTH 240 Lec: 4.5 Lab: 1.5 Cred: 5 AH Therapeutic Exercises/Applications

This course provides the practical application of therapeutic exercise.

Prereq: PTH 202

# PTH 242 Lec: 3 Lab: 3 Cred: 4 AH Orthopedic Management

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

Prereq: PTH 240

### PTH 244 Lec: 3.5 Lab: 1.5 Cred: 4 AH Rehabilitation

This course introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care.

Prereq: PTH 205

#### PTH 245 Lec: 2 Lab: 0 Cred: 2 AH Pediatric Physical Therapy

This course is a comprehensive introduction to pediatric dysfunctions occurring in infancy, childhood and adolescence.

Prereq: PTH 244

### PTH 252 Lec: 0 Lab: 6 Cred: 2 AH Clinical Practice

This course introduces elementary clinical procedures involved in the patient care setting.

Prereq: CPR certification, major medical insurance and current physical examination

Coreq: PTH 101

#### PTH 266 Lec: 0 Lab: 18 Cred: 6 AH Physical Therapy Practicum I

This course includes patient treatments under the direct supervision of a licensed physical therapist and/or licensed physical therapist assistant.

Prereq: PTH 252

# PTH 275 Lec: 1 Lab: 0 Cred: 1 AH Advanced Professional Preparation

This course focuses on skills needed to enter the professional arena including résumé writing, interviewing, professional decision making, and preparation for the PTA National Board Examination

Prereg: Admission to PTA program

#### PTH 276 Lec: 0 Lab: 18 Cred: 6 AH Physical Therapy Practicum II

This course includes practicum experience in a clinical setting using advanced and specialized skills under the supervision of a licensed physical therapist and/or licensed physical therapist assistant. *Prereq: PTH 266* 

#### **Quality (QAT)**

#### QAT 001 Lec: Lab: Cred:

Indicates credit given for quality course work transferred from another college for which there is no equivalent course at TTC.

# QAT 101 Lec: 3 Lab: 0 Cred: 3 BT Introduction to Quality Assurance

This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

# QAT 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 Al-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.

Prereg: RAD 101. RAD 102, RAD 121

Coreg: 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.

Prerea: 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.

Prereg: RAD 121

Coreg: RAD 127, RAD 152

# RAD 181 Lec: .5 Lab: 1.5 Cred: 1 AH Imaging Principles I

This course provides instruction in the imaging techniques related to conventional and digital radiography.

Prereq: RAD 280

Coreq: RAD 129, RAD 165

# RAD 201 Lec: 2 Lab: 0 Cred: 2 AH Radiation Biology

This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that minimize radiation exposure of patients, personnel and the population at large.

Prereq: RAD 139, RAD 281 Coreq: RAD 175, RAD 236

# RAD 205 Lec: 2 Lab: 0 Cred: 2 AH Radiographic Pathology

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

Prereq: RAD 230 Coreq: RAD 258

### RAD 225 Lec: 2 Lab: 0 Cred: 2 AH Selected Radiographic Topics

This course is a study of selected areas related to radiography.

Prereq: RAD 205 Coreq: RAD 268

### RAD 230 Lec: 2 Lab: 3 Cred: 3 AH Radiographic Procedures III

This course provides instruction in special

radiographic procedures. Prereq: RAD 201, RAD 236

Coreg: RAD 258

#### RAD 235 Lec: 1 Lab: 0 Cred: 1 AH Radiographic Seminar I

This course is a study of instruction in the advanced imaging technologies that are unique to the needs of the profession.

Prereq: RAD 225 Coreq: RAD 268

#### RAD 236 Lec: 1 Lab: 3 Cred: 2 AH Radiography Seminar II

This lecture and laboratory course includes a review of the anatomy of the skull and positioning of cranial and facial bones.

Prereq: RAD 139

Coreq: RAD 175, RAD 201

# RAD 257 Lec: \_\_ Lab: \_\_ Cred: \_\_ AH Advanced Radiography I

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

Prereq: RAD 150

Coreq: RAD 205, RAD 230

#### RAD 267 Lec: 0 Lab: 21 Cred: 7 AH Advanced Radiography II

This course includes independently performing routine and advanced radiographic procedures while continuing to build self-reliance and confidence in the clinical atmosphere.

Prereq: RAD 257

Coreq: RAD 225, RAD 235

# RAD 280 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Imaging I

This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.

Prereq: RAD 180

Coreq: RAD 128, RAD 152

### RAD 281 Lec: 1.5 Lab: 1.5 Cred: 2 AH Advanced Imagining II

This course provides advanced instruction in contemporary imaging technologies and applications.

Prereq: RAD 181

Coreq: RAD 139, RAD 165

#### Reading (RDG)

# RDG 032 Lec: 3 Lab: 0 Cred: 3 LC Developmental Reading

This course is for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. (Nondegree credit)

Prereq: Appropriate test score

# RDG 100 Lec: 3 Lab: 0 Cred: 3 LC Critical Reading

This course covers the application of basic reading skills to improve critical comprehension and higherorder thinking skills. (Nondegree credit)

Prereq: Appropriate test score

#### **Religion (REL)**

# REL 101 Lec: 3 Lab: 0 Cred: 3 HS Introduction to Religion

This course provides a study of religion and the nature of religious belief and practice.

### 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.

Prereg: 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.

Prereg: 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

Coreg: 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

Coreg: RES 142, RES 210, RES 220

### RES 160 Lec: 0 Lab: 3 Cred: 1 AH

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

Coreg: 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

### 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

Coreg: 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.

Prereg: 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.

Prereg: 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

Coreg: 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.

Prereg: 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

# SAC 200 Lec: 3 Lab: 0 Cred: 3 CF Introduction to School-Age and Youth Care

This course introduces students to current theories and practices relevant to the care of schoolage children and youth. Characteristics of the components of quality programs are explored using the nationally recognized program appraisal tool A.S.Q. (Assessing School-Age Child Care Quality).

### SAC 201 Lec: 3 Lab: 0 Cred: 3 CF Development of the School-Age Child and Youth

This course examines how to plan for and guide the social and emotional development of school-age children and youth. Students gain the knowledge and skills to interpret and evaluate behavior and to make appropriate decisions needed to work effectively with school-age children.

Prereq: SAC 101

#### SAC 202 Lec: 3 Lab: 0 Cred: 3 CF Administration of School-Age and Youth Programs

This course is designed to allow students to gain insight into the pragmatic aspects of program administration and supervision. Students will obtain an understanding of the skills needed to maintain, promote and enhance total program development and participate in forums with area program coordinators to discuss current issues related to program administration and supervision.

Prereg: SAC 101

# SAC 203 Lec: 3 Lab: 0 Cred: 3 CF Designing Model Environments for School-Age Child Care

This course focuses on the relationship between SAC curriculum and the SAC environment. Students explore curriculum design, standards of quality in the indoor and outdoor environment, as well as how to utilize existing shared indoor space effectively. Field trips are an integral component to the course.

Prereq: SAC 200

#### SAC 204 Lec: 3 Lab: 0 Cred: 3 CF Safety, Health and Nutrition for School-Age Children and Youth

This course provides an in-depth look into security issues in school-age programs. Students plan and prepare nutritional snacks and learn techniques to protect and enhance the health of children.

Prereg: SAC 101

#### SAC 205 Lec: 3 Lab: 0 Cred: 3 CF Guiding Behavior, Violence Prevention and Classroom Management Strategies

Students learn to recognize patterns of violence, how they develop and how they can be modified and controlled. Students also learn to incorporate positive behavioral skills used in guiding children's behavior.

Prereg: SAC 101

#### SAC 206 Lec: 3 Lab: 0 Cred: 3 CF Human Relationships for Children, Staff and Families

This course is a study in the human relationships present in school-age care programs. Focus will be on the examination of the various relationships and how the management of these relationships provides effective tools for developing quality programs.

Prereq: SAC 101

#### SAC 207 Lec: 3 Lab: 0 Cred: 3 CF Science, Technology and Cultural Arts in School-Age and Youth Programs

This course provides an opportunity for students to learn to incorporate the use of science, technology and arts in planning activities and administering program operations.

#### SAC 208 Lec: 2 Lab: 3 Cred: 3 CF Supervised Field Experience for School-Age and Youth Care

This course offers students the opportunity to put skills they have learned through the school-age curriculum into practice.

Prereg: 12 semester credit hours in SAC courses

#### SAC 209 Lec: 3 Lab: 0 Cred: 3 CF Introduction to Special Education for School-Age Children and Youth

This course includes an overview of school-age children and youth with special needs. The course will review the history of the field, basic beliefs, current trends and exceptionality categories emphasizing treatment modalities, community resources, federal legislation and strategies for inclusion.

Prereq: SAC 101

#### Science (SCI)

#### SCI 001 Lec: Lab: Cred:

Indicates credit given for lab science course work transferred from another college for which there is no equivalent course at TTC.

#### SCI 002 Lec: Lab: Cred:

Indicates credit given for non-lab science course work transferred from another college for which there is no equivalent course at TTC.

# 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 Al 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 Al 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.

Prereg: 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.

# 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

# SPA 202 Lec: 3 Lab: 0 Cred: 3 HS Intermediate Spanish II

specified Spanish placement test score

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

# 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

# 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.

Prereg: 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.

Prereg: 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

# 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 indepth 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.

Prerea or Corea: 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.

Prereg or Coreg: 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

### WLD 123 Lec: 0 Lab: 3 Cred: 1 IT Gas Metal Arc Welding Non-Ferrous II

This course covers the techniques used in preparation for gas metal arc welder qualification on nonferrous metals.

Prereg or Coreg: WLD 122

## WLD 132 Lec: 1 Lab: 9 Cred: 4 IT Inert Gas Welding Ferrous

This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals

### WLD 133 Lec: 0 Lab: 3 Cred: 1 IT Inert Gas Welding Ferrous Tubing

This course covers the techniques used in gas tungsten arc welding of ferrous tubing. Prereg or Coreg: WLD 132

## WLD 135 Lec: 1 Lab: 9 Cred: 4 IT Inert Gas Welding of Aluminum

This course covers the setup and adjustment of equipment and fundamental techniques of welding aluminum

# WLD 137 Lec: 0 Lab: 3 Cred: 1 IT Inert Gas Welding Aluminum Tubing

This course covers the techniques used in gas tungsten arc welding of aluminum tubing. Prereg or Coreg: WLD 135

# WLD 141 Lec: 2 Lab: 0 Cred: 2 IT Weld Quality

This course introduces weld quality assurance.

# WLD 145 Lec: 1.5 Lab: 1.5 Cred: 2 IT Field Welding

This course covers welding with portable welding machines in field use.

Prereq WLD 114

#### WLD 152 Lec: 1 Lab: 9 Cred: 4 IT Tungsten Arc Welding

This course covers gas tungsten are welding of carbon steel or stainless steel with stainless steel filler metal.

Prereg or Coreg: WLD 132

### WLD 153 Lec: 0 Lab: 3 Cred: 1 IT Tungsten Arc Welding Stainless Steel Tubing

This course covers the techniques used in gas tungsten are welding of carbon steel and/or stainless steel tubing with stainless steel filler.

Prereg or Coreg: WLD 152

# WLD 170 Lec: 1 Lab: 9 Cred: 4 IT Qualification Welding

This course covers the procedures and practices used in taking welder qualification tests.

Prereq: WLD 114

# WLD 201 Lec: 2 Lab: 0 Cred: 2 IT Welding Metallurgy

This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical and mechanical properties.

#### WLD 225 Lec: 1 Lab: 9 Cred: 4 IT Arc Welding Pipe I

This course covers the techniques used in shielded metal arc welding of groove welds on pipe.

Prereq: WLD 170

# WLD 226 Lec: 0 Lab: 3 Cred: 1 IT Arc Welding Pipe II

This course covers the techniques used in shielded metal arc welding of fillet welds on pipe. Prerea or Corea: WLD 225

### WLD 227 Lec: 0 Lab: 3 Cred: 1 IT Arc Welding Pipe III

This course covers the techniques used in shielded metal arc welding of groove welds on stainless steel pipe.

Prereq or Coreq: WLD 225

# WLD 228 Lec: 1 Lab: 9 Cred: 4 IT Inert Gas Welding Pipe I

This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pine.

Prereq: WLD 133

## WLD 229 Lec: 0 Lab: 6 Cred: 2 IT Inert Gas Welding Pipe II

This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and nonferrous pipe.

Prereq: WLD 137, WLD 153, WLD 228

Coreg: WLD 228

### WLD 231 Lec: 1 Lab: 9 Cred: 4 IT Gas Metal Arc/Flux Cored Arc Welding Pipe I

This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.

Prereg: WLD 119, WLD 121

WLD 232 Lec: 0 Lab: 6 Cred: 2 IT Gas Metal Arc/Flux Cored Arc Welding Pipe II

This course covers the techniques used in gas metal arc and/or flux cored arc welding of fillet welds on pipe.

Prereg or Coreg: WLD 231

WLD 240 Lec: 3.5 Lab: 1.5 Cred: 4 IT Robotic Welding and Manufacturing

This course covers robotic welding systems, safety, operations and applications.

Prereq: Restricted to major

### 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 months

#### 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.<sup>2</sup> 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 it<sup>3</sup>

The typical graduate leaves with \$0 in debt4

The typical monthly loan payment<sup>5</sup> \$0 per month in student loans with 6.8% interest rate.

The typical graduate earns<sup>6</sup>

\$32,369 per year after leaving this program

#### Graduates who got jobs

70% of program graduates got jobs according to the state job placement rate? 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:

Follow the link below to find out who is included in the calculation of this

www.tridenttech.edu/academics/ge/SCSBTCE\_Job\_Placement\_Procedure.

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
- 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

#### AVIONICS MAINTENANCE TECHNOLOGY **CERTIFICATE**

Program Length: 12 months

#### Students graduating on time

11% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$7,050 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$1,046 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information<sup>2</sup> 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

41% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup>

N/A per month in student loans with N/A interest rate. The typical graduate earns<sup>6</sup>

not provided per year after leaving this program

#### Graduates who got jobs

80% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields: Avionics Technicians

www.onetonline.org/link/summary/49-2091.00

#### Licensure Requirements<sup>8</sup>

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 (12 months). 2 Other Costs
- Additional required program costs include Credentialing examinations and/or registrations \$300. See: www.tridenttech.edu/academics/ge/ addlcostinfo.htm
- 3. The share of students who borrowed federal, private and/or institutional loans to help pay for college The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans.

  The median monthly loan payment for students who completed the program if it were repaid over 10 years at a NA\* interest rate.
- The median earnings of program graduates who received federal aid.
- 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

www.tridenttech.edu/academics/ge/SCSBTCE\_Job\_Placement\_Procedure.

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: Avionics Technicians 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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- This certificate prepares the student to sit for the certification exams required by the Federal Communications Commission (FCC) and National Center for Aerospace and Transportation Technologies (NCATT) to become certified avionics maintenance technicians. Students will gain the skills needed to exceed employer expectations. Instruction includes installation, maintenance, troubleshooting and calibration of systems related to navigation, communication, power generation and other critical electrical, electronic and ancillary systems required to keep aircraft flying safely.

#### **Business Technology**

#### INTERNET PROGRAMMING CERTIFICATE

#### Students graduating on time

5% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$3,655 for in-state tuition and fees \$7,839 for out-of-state tuition and fees

\$503 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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

50% of students who attend this program borrow money to pay for it<sup>3</sup>

The typical graduate leaves with

The typical monthly loan payment<sup>5</sup>

N/A per month in student loans with N/A interest rate.

The typical graduate earns<sup>6</sup> not provided per year after leaving this program

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement rate<sup>7</sup> 100% of program graduates got jobs according to the accreditor job placement rate1

Program graduates are employed in the following fields:

Computer Programmers

https://www.onetonline.org/link/summary/15-1131.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans. The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. 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: http://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: Computer Programmers

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- This certificate program prepares students for employment with companies looking for Internet programming professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any Internet programming environment. The curriculum uses many of the current programming languages to teach students how to design, build, manipulate and maintain business websites.

 Agency Information
 Name of the accrediting agency this placement rate is calculated for:
 Accreditation Council for Business Schools and Programs Follow the link below to find out who is included in the calculation of this rate: http://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: Computer

Programmers 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

#### MICROCOMPUTER PROGRAMMING CERTIFICATE

Program Length: 12 months

#### Students graduating on time

32% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$3,140 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$560 for books and supplies

\$8,793 for off-campus room and board Visit website for more program cost information.

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 it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payments

N/A per month in student loans with N/A interest rate.

The typical graduate earns

not provided per year after leaving this program

#### Graduates who got jobs

80% of program graduates got jobs according to the state job placement rate<sup>7</sup> 80% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Computer Programmers

https://www.onetonline.org/link/summary/15-1131.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in:

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.

  The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.

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: http://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: Computer

Programmers 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
  Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- 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.
- 10. Agency Information

Name of the accrediting agency this placement rate is calculated for: Accreditation Council for Business Schools and Programs Follow the link below to find out who is included in the calculation of this rate: http://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: Computer

Programmers

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

#### PROFESSIONAL ACCOUNTANCY CERTIFICATE

Program Length: 12 months

#### Students graduating on time

18% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$4,686 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$951 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information. 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

57% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup> N/A per month in student loans with N/A interest rate.

The typical graduate earns

not provided per year after leaving this program

#### Graduates who got jobs

94% of program graduates got jobs according to the state job placement rate<sup>7</sup> 94% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Accountants and Auditors

https://www.onetonline.org/link/summary/13-2011.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.

  The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid.

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

http://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: Accountants and Auditors

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

- Some states require students to graduate from a state approved program to
- obtain a license to practice a profession in those states.

  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. 10. Agency Information

Name of the accrediting agency this placement rate is calculated for: Accreditation Council for Business Schools and Programs
Follow the link below to find out who is included in the calculation of this

http://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: Accountants and

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

#### **Engineering Technology**

CONSTRUCTION MANAGEMENT CERTIFICATE Program Length: 12 months

#### Students graduating on time

31% of Title IV students complete the program within 12 months

#### Program Costs\*

\$2,968 for in-state tuition and fees \$7,839 for out-of-state tuition and fees \$ 950 for books and supplies \$8,793 for off-campus room and board

Visit website for more program cost information.<sup>2</sup>
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

27% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with N/A in debt<sup>4</sup>

The typical monthly loan payment<sup>s</sup>

N/A per month in student loans with N/A interest rate.

The typical graduate earns

not provided per year after leaving this program

#### Graduates who got jobs

25% of program graduates got jobs according to the state job placement rate? Program graduates are employed in the following fields: Civil Engineering Technicians

https://www.onetonline.org/link/summary/17-3022.00

First-Line Supervisors of Construction Trades and Extraction Workers https://www.onetonline.org/link/summary/47-1011.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- 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. The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. 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

http://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: Civil Engineering Technicians; First-Line Supervisors of Construction Trades and Extraction Workers

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- 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.

#### SURVEYING CERTIFICATE

Program Length: 12 months

#### Students graduating on time

N/A\* of Title IV students complete the program within 12 months1 \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$3,484 for in-state tuition and fees \$7,839 for out-of-state tuition and fees

\$950 for books and supplies

\$8,793 for off-campus room and board Visit website for more program cost information.<sup>2</sup>

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\*

N/A%\* of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment

N/A per month in student loans with N/A\* interest rate.

The typical graduate earns

The typical graduate caris not provided per year after leaving this program<sup>a</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement

Program graduates are employed in the following fields:

Surveying and Mapping Technicians https://www.onetonline.org/link/summary/17-3031.00

Cartographers and Photogrammetrists https://www.onetonline.org/link/summary/17-1021.00

#### Licensure Requirements<sup>8</sup>

This program does not meet licensure requirements in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- Additional required program costs include credentialing examination and/ or registration \$20.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans. The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate. The median earnings of program graduates who received federal aid.
- 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

http://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: Surveying and Mapping Technicians; Cartographers and Photogrammetrists 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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- This certificate prepares you for a career in the land surveying job market. It is designed for those individuals having little or no surveying experience and for those who presently hold a position with a surveying firm and desire to move into another position.

# **Health Sciences**

#### FITNESS SPECIALIST CERTIFICATE

Program Length: 12 months

#### Students graduating on time

0%\* of Title IV students complete the program within 12 months1

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$6,535 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$1,017 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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\*

41% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with N/A in debt<sup>4</sup>

The typical monthly loan payments

N/A per month in student loans with N/A interest rate.

The typical graduate earns

not provided per year after leaving this program

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

# Graduates who got jobs

100% of program graduates got jobs according to the state job placement

Program graduates are employed in the following fields:

Fitness Trainers and Aerobics Instructors

https://www.onetonline.org/link/summary/39-9031.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
  - Additional required program costs include background checks and/or drug screening \$85; Credentialing examinations and/or registrations \$350; First aid and/or CPR training \$75; Major medical insurance \$250; Physical exam and/or immunizations \$350
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
  The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. 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

http://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: Fitness Trainers and Aerobics Instructors

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- 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.

# **Industrial Technology**

#### ADVANCED AUTOMATION MECHATRONICS CERTIFICATE

Program Length: 12 months

#### Students graduating on time

N/A\* of Title IV students complete the program within 12 months<sup>1</sup> \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$3,140 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$677 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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\*

N/A\* of students who attend this program borrow money to pay for it 1,3

The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup> N/A per month in student loans with N/A interest rate.

The typical graduate earns

not provided per year after leaving this program

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

# Graduates who got jobs

 $N/A^{\star}$  of program graduates got jobs according to the state job placement rate?

\*Program does not have enough completers to calculate a placement rate as required

Program graduates are employed in the following fields: Electro-Mechanical Technicians

https://www.onetonline.org/link/summary/17-3024.00 Robotics Technicians

https://www.onetonline.org/link/summary/17-3024.01

#### Licensure Requirements8

There are no licensure requirements for this profession in: South Carolina

#### Additional Information<sup>9</sup>

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program within 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.

  The median monthly loan payment for students who completed the program
- if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. 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

www.tridenttech.edu/academics/ge/SCSBTCE Job Placement Procedure. htm

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.
- This certificate provides the training necessary to prepare students for positions as automation technicians, mechatronics technicians or robotics technicians in an advanced manufacturing environment.

#### AIR CONDITIONING/REFRIGERATION MECHANICS **CERTIFICATE**

Program Length: 12 months

#### Students graduating on time

30% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$5,170 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$615 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.<sup>2</sup> 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

43% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

\$9,400 in debt4

The typical monthly loan payment<sup>2</sup>

\$108 per month in student loans with 6.80% interest rate.

The typical graduate earns<sup>6</sup> not provided per year after leaving this program

# Graduates who got jobs

97% of program graduates got jobs according to the state job placement rate? Program graduates are employed in the following fields: Heating, Air Conditioning, and Refrigeration Mechanics and Installers

https://www.onetonline.org/link/summary/49-9021.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program within 100% of normal time (12 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
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.
- State Information
  - Name of the state this placement rate is calculated for:

  - Follow the link below to find out who is included in the calculation of this rate
  - http://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: Heating, Air
- Conditioning, and Refrigeration Mechanics and Installers
- 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.

  The Air Conditioning/Refrigeration Mechanics program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field.

# AUTOMOTIVE SERVICING CERTIFICATE

Program Length: 12 months

#### Students graduating on time

44% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$6,964 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$5,250 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information. 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 it<sup>3</sup> The typical graduate leaves with \$0 in debt4

The typical monthly loan payment<sup>s</sup>

\$0 per month in student loans with 6.80% interest rate.

The typical graduate earns<sup>6</sup> not provided per year after leaving this program

#### Graduates who got jobs

91% of program graduates got jobs according to the state job placement rate? Program graduates are employed in the following fields:

Automotive Service Technicians and Mechanics

https://www.onetonline.org/link/summary/49-3023.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
  - Other Costs
  - No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid.
- State Information

Name of the state this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this

http://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: Automotive Service Technicians and Mechanics

When were the former students employed?

Automotive Service Technicians and Mechanics

How were completers tracked? South Carolina Department of Employment and Workforce; National Student Clearinghouse; Surveys

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states
- The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks through theory and shop instruction.

#### BASIC INDUSTRIAL WORK SKILLS CERTIFICATE Program Length: 16 months

#### Students graduating on time

0%\* of Title IV students complete the program within 16 months1 \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$4,530 for in-state tuition and fees

\$10,453 for out-of-state tuition and fees

\$1,323 for books and supplies

\$11,724 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\*

6% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with N/A\* in debt<sup>4</sup>

The typical monthly loan payment <sup>5</sup> N/A\* per month in student loans with N/A\* interest rate.

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students. The typical araduate earns

not provided per year after leaving this program
\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement

Program graduates are employed in the following fields:

Maintenance Workers, Machinery

https://www.onetonline.org/link/summary/49-9043.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in:

#### Additional Information9

Date created 2/1/2017

- These disclosures are required by the U.S. Department of Education

  1. The share of students who completed the program 100% of normal time (16 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.

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

http://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: Maintenance Workers, Machinery

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

Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.

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.

#### BASIC MACHINING AND CNC FUNDAMENTALS **CFRTIFICATE**

Program Length: 12 months

#### Students graduating on time

17%\* of Title IV students complete the program within 12 months1 \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$5,352 for in-state tuition and fees

\$7 839 for out-of-state tuition and feet

\$ 852 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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\*

20% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup> N/A per month in student loans with N/A interest rate.<sup>5</sup>

The typical graduate earns

not provided per year after leaving this program

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

# Graduates who got jobs

76% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields: Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and

Plastic

https://www.onetonline.org/link/summary/51-4034.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information<sup>9</sup>

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months)
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid. 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

http://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: Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic 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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.

  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.

# <<<<<<<<<<<<<<<<<<<<<<Mrashred State

#### ELECTRICAL LINE WORKER-ADVANCED CERTIFICATE Program Length: 4 months

#### Students graduating on time

0%\* of Title IV students complete the program within 4 months1

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Program Costs\*

\$3,108 for in-state tuition and fees

\$2,613 for out-of-state tuition and fees

\$ 10 for books and supplies

\$2,931 for off-campus room and board

Visit website for more program cost information.<sup>2</sup>

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\*

 $N/A^{\star}$  of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with N/A\* in debt<sup>4</sup>

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students. The typical monthly loan payments

N/A per month in student loans with N/A interest rate.

The typical graduate earns<sup>6</sup>

The typical graduate earns not provided per year after leaving this program \*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

50% of program graduates got jobs according to the state job placement rate? Program graduates are employed in the following fields: Electrical Power-Line Installers and Repairers

https://www.onetonline.org/link/summary/49-9051.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (4
- months). Other Costs
  - No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.

State Information

Name of the state this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this

http://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: Electrical Power-Line Installers and Repairers

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

Some states require students to graduate from a state approved program to

obtain a license to practice a profession in those states.

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.

#### ELECTRICAL LINE WORKER-THIRD CLASS CERTIFICATE Program Length: 4 months

#### Students graduating on time

5% of Title IV students complete the program within 4 months<sup>1</sup>

#### Program Costs\*

\$2,937 for in-state tuition and fees

\$2,613 for out-of-state tuition and fees

\$2,314 for books and supplies

\$2,931 for off-campus room and board

Visit website for more program cost information.

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

26% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment 5

N/A per month in student loans with N/A interest rate.

The typical graduate earns 6 not provided per year after leaving this program

#### Graduates who got jobs

92% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields: Electrical Power-Line Installers and Repairers

https://www.onetonline.org/link/summary/49-9051.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information<sup>9</sup>

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (4 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid.
- State Information

Name of the state this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this

http://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: Electrical Power-Line Installers and Repairers

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

- Some states require students to graduate from a state approved program to
- obtain a license to practice a profession in those states. 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, 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

#### ELECTRICIAN: AUTOMATED CONTROLS CERTIFICATE Program Length: 20 months

69% of Title IV students complete the program within 20 months1

#### Program Costs\*

\$6,315 for in-state tuition and fees

Students graduating on time

\$13,066 for out-of-state tuition and fees

\$1,589 for books and supplies

\$14,655 for off-campus room and board

Visit website for more program cost information.

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

 $1\,1\%$  of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with \$0 in debt4

The typical monthly loan payment<sup>s</sup>

\$0 per month in student loans with 6.80% interest rate.

The typical graduate earns<sup>6</sup>

not provided per year after leaving this program

#### Graduates who got jobs

94% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields: Electric Motor, Power Tool, and Related Repairers https://www.onetonline.org/link/summary/49-2092.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information<sup>9</sup>

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time
- (20 months). Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.
- State Information Name of the state this placement rate is calculated for:
- Follow the link below to find out who is included in the calculation of this

http://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: Electric Motor, Power Tool, and Related Repairers

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states. 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.

#### ELECTRICIAN: CONSTRUCTION CERTIFICATE Program Length: 16 months

# Students graduating on time

15% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$5,418 for in-state tuition and fees

\$10,453 for out-of-state tuition and fees

\$1,217 for books and supplies

\$11,724 for off-campus room and board2

Visit website for more program cost information.

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

13% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with N/A\*in debt4

The typical monthly loan payment

N/A per month in student loans with N/A\* interest rate.5

The typical graduate earns not provided per year after leaving this program<sup>6</sup>

#### Graduates who got jobs

83% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields:

www.onetonline.org/link/summary/47-2111.00

#### Licensure Requirements<sup>8</sup>

This program meets licensure requirements in

South Carolina<sup>\*</sup>

\*State requires students to sit for licensure exam

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (16 months).
- Other Costs No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid.
- 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.

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: Electricians

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states
- 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

#### ELECTRICIAN: INDUSTRIAL CERTIFICATE

Program Length: 16 months

#### Students graduating on time

22% of Title IV students complete the program within 16 months1

#### Program Costs\*

\$6,374 for in-state tuition and fees

\$10,453 for out-of-state tuition and fees

\$1,448 for books and supplies

\$11,724 for off-campus room and board

Visit website for more program cost information.<sup>2</sup> 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

36% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payments

N/A per month in student loans with N/A interest rate.

The typical graduate earns<sup>6</sup>

not provided per year after leaving this program<sup>6</sup>

#### Graduates who got jobs

83% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields:

Electrical and Electronics Repairers, Commercial and Industrial Equipment https://www.onetonline.org/link/summary/49-2094.00

#### Licensure Requirements<sup>8</sup>

This program meets licensure requirements in South Carolina\*
\*State requires students to sit for licensure exam.

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (16 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. State Information
- Name of the state this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this

http://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: Electrical and Electronics Repairers, Commercial and Industrial Equipment

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 Some states require students to graduate from a state approved program to

obtain a license to practice a profession in those states. The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/ electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills

# INDUSTRIAL MECHANIC CERTIFICATE

Program Length: 12 months

#### Students graduating on time

18% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$4,686 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$1,005 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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

28% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup>

N/A per month in student loans with N/A interest rate.

The typical graduate earns<sup>6</sup> not provided per year after leaving this program

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement rate<sup>7</sup> Program graduates are employed in the following fields:

Industrial Machinery Mechanics

https://www.onetonline.org/link/summary/49-9041.00

### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate
- The median earnings of program graduates who received federal aid.
  - State Information

Name of the state this placement rate is calculated for:

Follow the link below to find out who is included in the calculation of this

http://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: Industrial Machinery Mechanics

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states
- The Industrial Mechanic program prepares students for employment in industrial mechanics. This program teaches skills required for troubleshooting, maintenance and repair of mechanical systems.

#### WELDING GAS METAL ARC AND FLUX CORED ARC CERTIFICATE

Program Length: 12 months

#### Students graduating on time

13% of Title IV students complete the program within 12 months

#### Program Costs\*

\$4,321 for in-state tuition and fees \$7,839 for out-of-state tuition and fee

\$792 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.<sup>2</sup>

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

30% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup>

N/A per month in student loans with N/A interest rate

The typical graduate earns<sup>6</sup> not provided per year after leaving this program

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement

Program graduates are employed in the following fields:

Industrial Machinery Mechanics

https://www.onetonline.org/link/summary/49-9041.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
- 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.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.
- 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

http://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: Welders, Cutters, Solderers, and Brazers

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states.

  9. 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.

# WELDING GAS TUNGSTEN ARC CERTIFICATE

Program Length: 12 months

#### Students graduating on time

57% of Title IV students complete the program within 12 months1

# Program Costs\*

\$4,321 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$702 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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\*

N/A\* of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

N/A in debt

The typical monthly loan payment<sup>5</sup>

N/A per month in student loans with N/A\* interest rate.

The typical graduate earns

not provided per year after leaving this program
\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

# Graduates who got jobs

100% of program graduates got jobs according to the state job placement rate

Program graduates are employed in the following fields: Welders, Cutters, Solderers, and Brazers

https://www.onetonline.org/link/summary/51-4121.00

### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
  The share of students who borrowed federal, private and/or institutional loans to help pay for college The median debt of borrowers who completed this program. This debt
- includes federal, private and institutional loans
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid. 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

http://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: Welders, Cutters, Solderers, and Brazers

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

- Some states require students to graduate from a state approved program to obtain a license to practice a profession in those states
- 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.

# <<<<<<<<<<<<<<<<<<<<<<Mrashred State

# WELDING SHIELDED METAL ARC CERTIFICATE

Program Length: 12 months

#### Students graduating on time

71% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$4,493 for in-state tuition and fees

\$7,839 for out-of-state tuition and fees

\$719 for books and supplies

\$8,793 for off-campus room and board

Visit website for more program cost information.

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\*

 $N/A^{\star}$  of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

\$0 in debt

The typical monthly loan payment<sup>s</sup>

\$0 per month in student loans with 6.80% interest rate.

The typical graduate earns<sup>6</sup>

not provided per year after leaving this program
\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

#### Graduates who got jobs

100% of program graduates got jobs according to the state job placement rate

Program graduates are employed in the following fields: Welders, Cutters, Solderers, and Brazers

https://www.onetonline.org/link/summary/51-4121.00

#### Licensure Requirements<sup>8</sup>

There are no licensure requirements for this profession in: South Carolina

#### Additional Information9

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs
- No other costs provided.
  The share of students who borrowed federal, private and/or institutional loans to help pay for college
- The median debt of borrowers who completed this program. This debt includes federal, private and institutional loans.
- The median monthly loan payment for students who completed the program if it were repaid over 10 years at a 6.8% interest rate.
- The median earnings of program graduates who received federal aid.

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

http://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: Automotive Service Technicians and Mechanics

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 Some states require students to graduate from a state approved program to

obtain a license to practice a profession in those states. 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.

# Nursing

PRACTICAL NURSING DIPLOMA

Program Length: 12 months

#### Students graduating on time

63% of Title IV students complete the program within 12 months1

#### Program Costs\*

\$7,621 for in-state tuition and fees

\$7.839 for out-of-state tuition and fees

\$2,540 for books and supplies

\$8,793 for off-campus room and board<sup>2</sup>

Visit website for more program cost information 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

58% of students who attend this program borrow money to pay for it<sup>3</sup> The typical graduate leaves with

\$4,454 in debt4

The typical monthly loan payment \$51 per month in student loans with 6.8% interest rate.<sup>5</sup>

The typical graduate earns

\$52,910 per year after leaving this program<sup>6</sup>

# Graduates who got jobs

79% of program graduates got jobs according to the state job placement rate? 79% of program graduates got jobs according to the accreditor job placement

#### Licensure Requirements<sup>8</sup>

This program meets licensure requirements in

State requires students to sit for licensure exam

# Additional Information<sup>9</sup>

Date created 2/1/2017

These disclosures are required by the U.S. Department of Education

- The share of students who completed the program 100% of normal time (12 months).
- Other Costs Additional required program costs include background checks and/or drug screening \$105; credentialing examinations and/or registrations \$290; first aid and/or CPR training \$100; major medical insurance \$1,000;
- physical exam and/or immunizations \$1,200; in-service \$20. See www tridenttech.edu/academics/ge/addlcostinfo.htm 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.
- The median earnings of program graduates who received federal aid.

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

www.tridenttech.edu/academics/ge/SCSBTCE\_Job\_Placement\_Procedure.

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: Licensed Practical and Licensed Vocational Nurses

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

7a. Agency Information
Name of the accrediting agency this placement rate is calculated for:
Accreditation Commission for Education in Nursing
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.

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: Licensed Practical and Licensed Vocational Nurses

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 Some states require students to graduate from a state approved program to

obtain a license to practice a profession in those states.

9. The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are tilled Licensed Practical Nurses (LPN).

# Area Commission, Administrative Staff and Faculty

# **Area Commission**

Baird A. Mallory, Chairman, Charleston County 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 Marion C. Thompson, Dorchester County Anita G. Zucker, Charleston County

# Administration

#### President

# Thornley, Mary

A.A., Mars Hill College

B.A., French and English, Mars Hill College M.A.T., English, University of North Carolina, Chapel Hill

Ed.D., Curriculum and Instruction, University of South Carolina

# Vice President for Academic Affairs Almquist, Catharine D.

A.S., Iowa Western Community College
B.S., Chemistry, College of Charleston
M.S., Immunobiology, Iowa State University
D.M., Community College Policy and Administration, University of Maryland University College

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# Vice President for Continuing Education and Economic Development

#### Walker, Robert

A.I.T., Aircraft Maintenance Technology, Trident Technical College

B.S., Electrical Engineering, The Citadel
M.E., Electrical Engineering, University of South
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# Vice President for Finance and Administration Poelker, Scott D.

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M.S., Electrical Engineering, Georgia Institute of Technology

Graduate Certificate, Higher Education Leadership, University of South Carolina

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M.A., Management, Webster University

Ph.D., Applied Management and Decision Sciences, Walden University

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B.A., Political Science, South Carolina State University

M.A., Management, Webster University

# Dean, Mount Pleasant Campus Vacant

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B.A., Fine Arts, College of Charleston

M.S., Child and Youth Care Administration, Nova University

Ed.D., Child and Youth Studies, Nova Southeastern University

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B.A., Bible, Tennessee Temple University M.A., Religion, Liberty University

M.S., Aeronautical Science, Embry-Riddle Aeronautical University

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# Aldrich, Charlene

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B.A., Political Science and Government, College of Charleston

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Certified Government Finance Officer (CGFO)
Certified Government Auditing Professional
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#### Barton, Jill M.

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M.S.N., University of Phoenix

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A.I.T., Aircraft Maintenance, Trident Technical College

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#### Runey, Donna H.

Instructor, Biological Sciences B.S., Biology, College of Charleston M.A.T., Secondary Education/Biology, The Citadel

# Rusnak, Robert

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License, General Radiotelephone Operator, FCC

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#### Schwarz, Sharon B.

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M.S., Mathematics, The University of Iowa

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M.S., Clinical Psychology, Eastern Michigan University

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M.F.A., Graphic Design, Rochester Institute of Technology

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A.S.E. Certified Master Truck Technician

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M.S., Chemistry, Yale University

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Certificate, Cake and Pastry, Culinary Institute of America

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A.S.E. L-1, L-2 Advanced Certification
Master Certified Emergency Vehicle Technician
A.A.S., General Technology/Automotive, Trident
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M.S., Mathematics, College of Charleston

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Citadel

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B.S., Hospitality and Tourism Management, College of Charleston

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Ph.D., English, Louisiana State University

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Ph.D., Educational Administration, University of South Carolina

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# Yates, LaQuinta S.

Coordinator, Administrative Office Technology B.S., Business Administration, Winthrop University M.Ed., Technology in Education, Lesley University

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Instructor, English

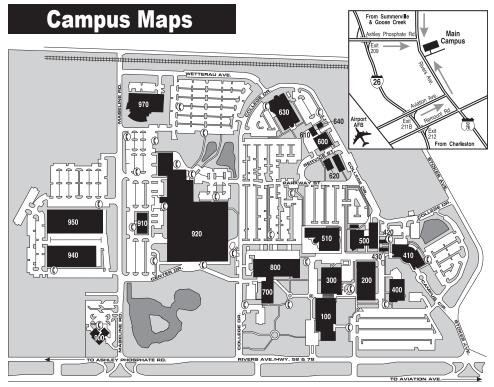
B.A., English, Coastal Carolina University M.A.T., English, Coastal Carolina University

# Zeaser-Sydow, Kristin M.

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# Zerda, Gisela Pepe

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B.A., Communication Studies, College of
Charleston
M.Ed., Reading Education, The Citadel



# **Main Campus**

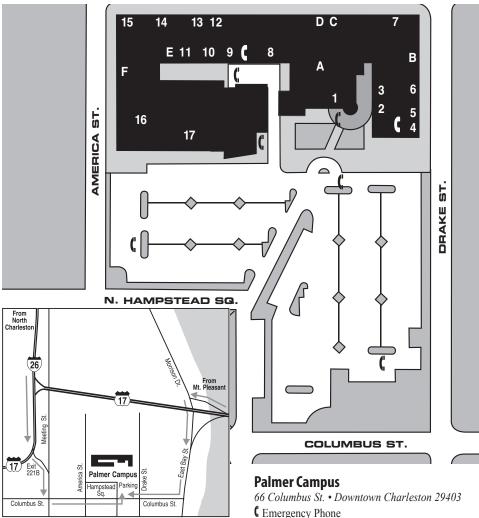
7000 Rivers Ave. • North Charleston 29406

# C Emergency Phone

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

- Bldg. Bldg.
- 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
- 510 Library Student Resource Center 137/Transfer Advising Center 137
- 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



#### First Floor

- 1. Admissions Suite Rm. 121 Veterans Assistance - Rm 122 Financial Aid - Rm. 122 Dean's Office - Rm. 127
- 2. Student Lounge Rm. 105
- 3. VETS Center Rm. 105A
- 4. College Transfer Information Resource Center (TIRC) - Suite 102
- 5. Academic Hub Suite 102
- 6. Developmental Studies Faculty/Adjunct Offices Suite
- 7. Educational Opportunity Center Rm. 112
- 8. Emergency Medical Technology Lab Rm. 135
- 9. Bookstore/Business Office Rm. 141
- 10. Public Safety Rm. 145
- 11. CIC Faculty/Adjunct Offices Suite 153
- 12. Clemente Center Rm. 146
- 13. Science and Math Faculty Offices/Math3 (tutoring) -Suite 156

- 14. Esthetics Lab Rm. 158
- 15. Biological Sciences Lab Room 160
- 16. Amphitheater Rm. 182
- 17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room - Rm. 181

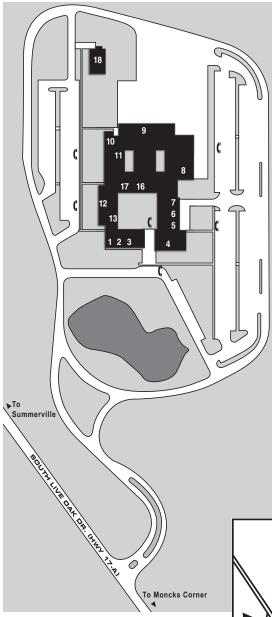
#### Second Floor

- A. Library Rm. 229
- B. Adjunct Faculty Office Suite 210A Business Technology Faculty Office – Suite 210D Dr. Mary Ann Kohli, Clemente Program Director - Suite

Faculty/Adjunct Office - Rm. 212

Health Sciences Faculty/Adjunct Offices - Suite 214

- C. Student Success Center/Counseling/Disability Services/ Learning Assistance/Testing Services - Rm. 226
- D. Orientation Center Rm. 226J
- E. Nail Technology Lab Rm. 239
- F. Computer Center Rm. 252



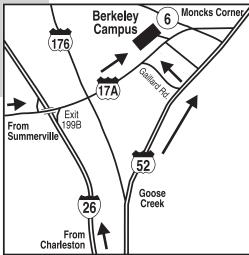
- Student Success Center, Orientation Center, Admissions, Registrar's Office, Financial Aid, Testing Services – Rm. 111
- **2.** Bookstore Rm. 110
- 3. Dean's Office Rm. 109
- 4. Library Rm. 105 Math3 (tutoring) – Rm. 105B
- 5. Courtyard Café Rm. 103
- 6. Live Oak Conference Center Rm. 101
- 7. Public Safety Office Rm. 181
- Aircraft Maintenance Classroom Rms. 175D and E
- 9. Aircraft Maintenance/Avionics Lab Rms. 163, 165 and 167
- 10. Cosmetology Lab Rm. 159
- 11. Nail Technology Lab Rm. 158
- 12. Computer Center Rm. 144
- **13.** Developmental Studies Lab Rm. 141
- 14. Biological Sciences Rm. 185
- 15. CNA Lab Rm. 150
- **6.** Veterinary Technology Building

# **Berkeley Campus**

1001 S. Live Oak Dr. (Highway 17-A) Moncks Corner 29461

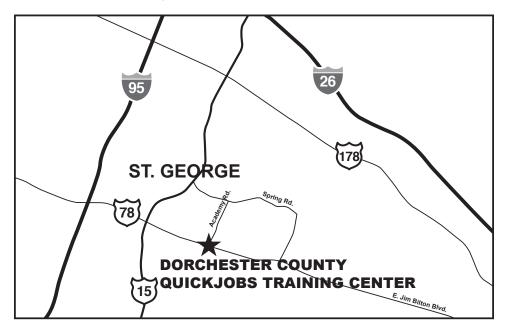
# C Emergency Phone

Students may park in any lot. Parking is prohibited at entrances and along perimeter roads and thoroughfares.



# **Dorchester County QuickJobs Training Center**

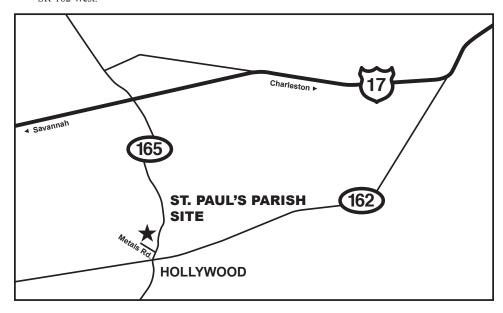
5164 E. Jim Bilton Blvd., St. George, SC 29477

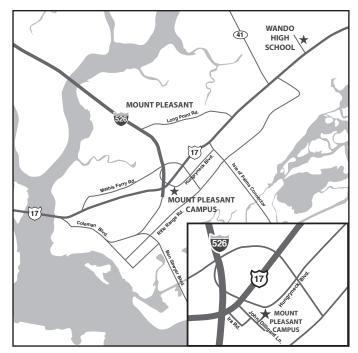


# St. Paul's Parish Site

Directions to 5231 Hwv. 165, Hollywood, SC 29449:

- Take US-17 South from Charleston.
- Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
- Stay on SR-162 for approximately 7 miles.
- Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
- The Ted Corbin Building is .10 of a mile on the left.





# **Wando High School**

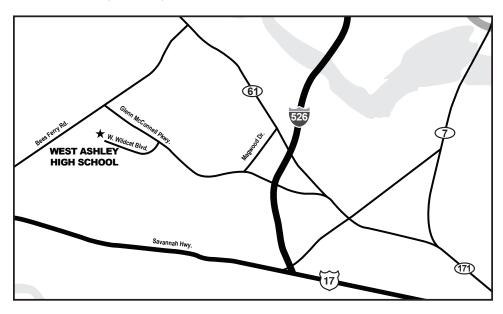
1000 Warrior Way, Mt. Pleasant, SC

# Mount Pleasant Campus

1125 John Dilligard Lane, Mount Pleasant, SC Directions: From Hwy. 17, turn onto Ira Rd. (into Wando Crossing shopping center); turn left at intersection; when road ends, take a right and immediate left into TTC parking lot.

# **West Ashley High School**

4060 W. Wildcat Blvd., Charleston, SC



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