This Catalog is effective Fall Semester 2010.

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

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

Notice of Nondiscrimination

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

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

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

Business
Accounting, Business and Management, Computer Technology and Administrative Office
Association of Collegiate Business Schools and Programs
7007 College Blvd.
Suite 420
Overland Park, KS 66211

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

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

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

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

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

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

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

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

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

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

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

For updated catalog, visit www.tridenttech.edu.
Accreditations and Approvals

Ophthalmic Clinical Assistant
Commission on Accreditation of Ophthalmic Medical Programs
2025 Woodlane Drive
St. Paul, MN 55125-2998

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

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

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

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

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

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

It is my pleasure to welcome you to Trident Technical College (TTC). You have joined more than 14,000 students. This enrollment number means we are a large college, but I assure you we will try our best to treat you as if you were at a small college. We are proud of our institution and wholeheartedly believe in our mission to empower individuals through education and training.

As we enter the 2010-11 academic year, my message is simple. Education leads to jobs. In turn, jobs produce positive results for individuals employed as well as positively impacting the economic development of our community. At TTC, we prepare students for employment in fields where jobs are in high demand. We partner with businesses and industries to project employment trends and work force needs and then proactively design curricula so that students can hit the ground running. As a result, social and economic benefits of a TTC education resonate throughout our region.

TTC offers more than 150 programs of study that lead to job opportunities. These innovative programs focus on leading-edge fields in business; aeronautical studies; humanities and social sciences; industrial and engineering technology; health care; hospitality, tourism and culinary arts; law-related studies; community, family and child studies; film, media and visual arts; and science and mathematics.

TTC is committed to helping you succeed in your academic and professional careers. We provide new student orientation, one-on-one faculty advising, learning assistance, personal and career counseling, and job placement assistance. Furthermore, we will help you explore financial aid options and scholarships that can greatly reduce our already-low tuition and fees.

If your circumstances have led you to the pursuit of career enhancement or change, you are in the right place. If you aspire to earn a two-year degree at TTC and then transfer to a four-year college or university, you have made a wise choice. A quality education at TTC offers unlimited possibilities for success and a bright future. I wish you the very best as you begin your journey at TTC.

Sincerely,

Mary Thornley, Ed.D.
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College Calendar 2010-2011

Fall Semester 2010
Application Deadline .................................. Aug. 9
Registration ................................................. Aug. 17
Course Cancellation ........................................ Aug. 19

Fall Semester
Classes Begin ............................................. Aug. 23
Drop/Add .................................................... Aug. 23-27
Labor Day Holiday
(College closed to the public) .................. Sept. 6
Student Activity Period ......................... Sept. 9
Student Activity Period ......................... Oct. 4
Midterm ..................................................... Oct. 11
Student Evaluation of Course and
Instructor ................................................ Oct. 12-22
Student Holiday ........................................ Nov. 1-2
Last Day to Withdraw with a Grade of W .. Nov. 5
Student Activity Period ......................... Nov. 10
Student Holiday ........................................ Nov. 24
Thanksgiving Holidays
(College closed) .................................. Nov. 25-28
Holiday Drop In ........................................ Dec. 4
Deadline for Make-up Tests, Retests, Distance
Learning Tests other than Final ............. Dec. 6
Classes End ............................................. Dec. 6
Exams ..................................................... Dec. 7-10, 13-14
Winter Holidays (College closed) ....... Dec. 18-Jan. 3

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

Fall 2010-Weekend 1
Registration Ends ...................................... Aug. 27
Classes Begin ............................................ Aug. 28
Drop Classes ............................................ Aug. 28-Sept. 3
Student Evaluation of Course and
Instructor ................................................ Sept. 10-17
Last Day to Withdraw with a Grade of W .. Sept. 17
Classes End ............................................. Sept. 19
Exams ..................................................... Sept. 25

Fall 2010-Weekend 2
Registration Ends ...................................... Oct. 1
Classes Begin ............................................ Oct. 2
Drop Classes ............................................ Oct. 2-8
Student Evaluation of Course and
Instructor ................................................ Oct. 15-22
Last Day to Withdraw with a Grade of W .. Oct. 22
Classes End ............................................. Oct. 24
Exams ..................................................... Oct. 30

Fall 2010-Weekend 3
Registration Ends ...................................... Nov. 5
Classes Begin ............................................ Nov. 6
Drop Classes ............................................ Nov. 6-12
Student Evaluation of Course and
Instructor ................................................ Nov. 19-Dec. 3
Last Day to Withdraw with a Grade of W .. Dec. 3
Classes End ............................................. Dec. 5
Exams ..................................................... Dec. 11

Fall 2010-FastForward 1
Registration Ends ...................................... Aug. 20
Classes Begin ............................................ Aug. 23
Drop/Add ................................................ Aug. 23-25
Student Evaluation of Course and
Instructor ................................................ Sept. 15-25
Last Day to Withdraw with a Grade of W .. Sept. 28
Classes End ............................................. Oct. 11
Exams ..................................................... Oct. 12-13

Fall 2010-FastForward 2
Registration Ends ...................................... Oct. 13
Classes Begin ............................................ Oct. 14
Drop/Add ................................................ Oct. 14-18
Student Evaluation of Course and
Instructor ................................................ Nov. 9-19
Last Day to Withdraw with a Grade of W .. Nov. 22
Classes End ............................................. Dec. 8
Exams ..................................................... Dec. 9-10, 13-14

Fall 2010 Financial Aid Calendar

June 4, 2010
This is the priority date to have a completed
Financial Aid file in order to have funds
available for Fall Semester 2010.

July 9, 2010
This is the priority date to complete
Financial Aid Verification in order to have
funds available for Fall Semester 2010.

For updated catalog, visit www.tridenttech.edu.
Spring Semester 2011

Application Deadline .................................. Dec. 6
Registration ............................................. Jan. 5
Course Cancellation .................................. Jan. 6

Spring Semester

Classes Begin ........................................... Jan. 10
Drop/Add ............................................ Jan. 10-14

Martin Luther King Holiday
(College closed to the public) .................. Jan. 17
Student Activity Period ............................. Feb. 16
Student Activity Period ............................. Feb. 28
Midterm .............................................. Feb. 28
Graduation Ceremony Application/Cap and Gown
Order Deadline .................................. Feb. 28

Student Evaluation of Course and
Instructor ............................................. March 1-11
Student Holiday .................................. March 14-18
Student Activity Period .......................... March 21

Last Day to Withdraw with a
Grade of W ........................................... March 30

Good Friday (classes held) ......................... April 22
Student Holiday .................................. April 23
Deadline for Make-up Tests, Retests, Distance
Learning Tests other than Final ................ April 25

Classes End .......................................... April 25
Exams ............................................. April 26-29, May 2
Awards Day ........................................ May 6

Graduation ........................................ May 6

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

Spring 2011-Weekend 1

Registration Ends .................................... Jan. 14
Classes Begin ....................................... Jan. 15
Drop Classes ......................................... Jan. 15-21

Student Evaluation of Course and
Instructor ............................................ Jan. 28-Feb. 4
Last Day to Withdraw with a Grade of W .... Feb. 4
Classes End .......................................... Feb. 6
Exams ............................................. Feb. 12

Spring 2011-Weekend 2

Registration Ends .................................... Feb. 18
Classes Begin ....................................... Feb. 19
Drop Classes ......................................... Feb. 19-25

Student Evaluation of Course and
Instructor ............................................. March 4-11
Last Day to Withdraw with a Grade of W .... March 11
Classes End ......................................... March 13
Exams ............................................. March 19

Spring 2011-Weekend 3

Registration Ends .................................... March 25
Classes Begin ....................................... March 26
Drop Classes ......................................... March 26-April 1

Student Evaluation of Course and
Instructor ............................................. April 8-15
Last Day to Withdraw with a Grade of W .... April 15
Exams ............................................. April 30

Spring 2011-FastForward 1

Registration Ends .................................... Jan. 7
Classes Begin ....................................... Jan. 10
Drop/Add ............................................ Jan. 10-12

Student Evaluation of Course and
Instructor ............................................. Feb. 2-12
Last Day to Withdraw with a Grade of W .... Feb. 15
Exams ............................................. Feb. 28

Spring 2011-FastForward 2

Registration Ends .................................... March 2
Classes Begin ....................................... March 3
Drop/Add ............................................. March 3-4, 7

Student Evaluation of Course and
Instructor ............................................. April 1-11
Last Day to Withdraw with a Grade of W .... April 14
Exams ............................................. April 27

Spring 2011 Financial Aid Calendar

Nov. 5, 2010
This is the priority date to have a completed
Financial Aid file in order to have funds
available for Spring Semester 2011.

Nov. 29, 2010
This is the priority date to complete
Financial Aid Verification in order to have
funds available for Spring Semester 2011.
### Maymester 2011

- Application Deadline: May 2
- Registration Ends: May 6
- Classes Begin: May 9
- Drop/Add: May 9
- Confederate Memorial Day Observed (Maymester classes held. College closed to the public): May 10
- Student Evaluation of Course and
  - Instructor: May 17-26
- Last Day to Withdraw with a Grade of W: May 20
- Classes End: May 26
- Exams: May 27

### Summer Semester 2011

- Application Deadline: May 16
- Registration: May 24
- Course Cancellation: May 26
- Memorial Day (Summer classes held. College closed to the public): May 30

#### Summer Semester

- Classes Begin: May 30
- Drop/Add: May 30-June 1
- Student Activity Period: June 7
- Midterm: June 29
- Student Evaluation of Course and
  - Instructor: June 30-July 16
- Independence Day Holiday (College closed): July 2-4
- Student Holidays: July 5-8
- Student Activity Period: July 13
- Last Day to Withdraw with a Grade of W: July 21
- Classes End: Aug. 5
- Deadline for Make-up Tests, Retests, Distance Learning Tests other than Final: Aug. 5
- Exams: Aug 6-10

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

### Summer 2011-Weekend 1

- Registration Ends: May 27
- Classes Begin: May 28
- Drop Classes: May 28-June 3
- Student Evaluation of Course and
  - Instructor: June 10-17
- Last Day to Withdraw with a Grade of W: June 17
- Classes End: June 19
- Exams: June 25

### Summer 2011-Weekend 2

- Registration Ends: July 1
- Classes Begin: July 9
- Drop Classes: July 9-15
- Student Evaluation of Course and
  - Instructor: July 22-29
- Last Day to Withdraw with a Grade of W: July 29
- Classes End: July 31
- Exams: Aug. 6

### Summer 2011-FastForward 1

- Registration Ends: May 27
- Classes Begin: May 30
- Drop/Add: May 30-June 31
- Student Evaluation of Course and
  - Instructor: June 10-17
- Last Day to Withdraw with a Grade of W: June 17
- Classes End: June 24
- Exams: June 27-28

### Summer 2011-FastForward 2

- Registration Ends: July 1
- Classes Begin: July 11
- Drop/Add: July 11-12
- Student Evaluation of Course and
  - Instructor: July 22-29
- Last Day to Withdraw with a Grade of W: July 29
- Classes End: Aug. 5
- Exams: Aug. 8-9

### Summer 2011 Financial Aid Calendar

#### April 1, 2011

This is the priority date to have a completed Financial Aid file in order to have funds available for Summer Semester 2011.

#### April 15, 2011

This is the priority date to complete Financial Aid Verification in order to have funds available for Summer Semester 2011.
College Information

Mission Statement

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

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

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

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

An open-door institution of higher education, the college serves approximately 12,000 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 August 5, 2008.

Location
TTC serves Berkeley, Charleston and Dorchester counties with three 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.

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

1960s
The Berkeley-Charleston-Dorchester Technical Education Center was founded in 1964 on a 25-acre site, as part of a statewide system established by Gov. Ernest F. Hollings to meet the educational and training needs of South Carolina. The center opened with two buildings, 226 students, and programs in industrial and engineering technology.

1970s
To accommodate its increasing growth, the center merged with Palmer College, a private business college in downtown Charleston, to form Trident Technical College. In addition to business, the newly formed college provided a wider variety of programs to the community, including allied health sciences, criminal justice and university transfer programs.

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

1990s

The 1990s ushered in dramatic changes in instructional delivery, allowing the college to reach students who needed more flexibility. From courses on videotape to courses online, TTC was able to offer instruction to fit nearly every need. The first dual credit courses offered to Berkeley High School students marked the beginning of another rapidly growing delivery system: the dual credit program that allows 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. The new building provided space and technology for TTC’s Continuing Education Division to offer state-of-the-art training and teleconferencing, enriching once again the variety of services TTC could offer the tricounty area.

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: the Culinary Institute of Charleston, the Information Technology Center, The Learning Center, the Trident Aeronautical Training Center, the Nursing Auditorium, the Industrial Maintenance Technology Center, science labs and general classrooms. Palmer Campus renovations and construction included library facilities, labs, classrooms and offices, allowing for expansion of the Culinary Institute of Charleston and the addition of cosmetology and allied health programs at Palmer.

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 in Summerville. These new sites brought TTC’s existing programs and courses closer to home for many, enabling more members of the community to pursue higher education.

Publisher’s Note

Although the editor and publisher of this Catalog have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The editor and publisher have attempted to present information that, at the time of preparation for printing, most accurately described the course offerings; faculty information; academic and administrative policies, procedures, regulations and requirements; and the support services of the college. Additional college information is available in the On Course class schedule and monthly Student Calendar of Events. Information on program graduation rates is available on TTC’s Web site. 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 Web site for current information. Information on changes will be available in the office of the Registrar. 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 Web site. 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/Planner. You may review all TTC’s 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 Registrar’s 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 Web site.

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

Admission and Financial Aid Documents
As an applicant to TTC, you are responsible for making sure that all required documents are sent to the college by the appropriate deadlines. All documents submitted to the college become the permanent property of TTC. Therefore, the college will not copy admission and financial aid documents for or distribute them to students.

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

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

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

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

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

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

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

Your Checklist for Enrolling at Trident Technical College

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

1. Complete the admission application and submit it with the application fee to TTC’s Admissions office before the application deadline of the term when you plan to enroll.

2. Submit proof of high school graduation for all associate degree programs by providing either a copy of your diploma or an official high school transcript after graduating from high school, or GED or military records verifying receipt of high school diploma. If you have earned a degree at the associate level or higher, high school documentation is not required. Some certificate and diploma programs do not require proof of high school graduation for students who are at least 18 years old. Check individual diploma and certificate program admission requirements listed under Programs of Study in this Catalog or go to TTC’s Web site. A high school certificate of completion is not acceptable as proof of high school graduation. 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.

3. Provide qualifying scores on SAT (480 critical reading, 580 math), ACT (19 English, 22 math) or TTC’s placement test. SAT and ACT scores are valid for five years from date of testing. 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 exempt the Reading and English portion of the placement test by providing evidence of a degree at the baccalaureate level or higher. You may provide unofficial transcripts to Admissions to exempt testing, but you must submit official transcripts to the Registrar’s office for the evaluation and awarding of transfer credit.

4. Complete the new student orientation process at the Orientation Center at Main Campus or the Student Success Centers at Palmer or Berkeley campuses or online at the Orientation Services Web page. Your academic advisor will be assigned to you during the orientation process.

5. Contact your academic advisor to determine the courses in which you should enroll during your first semester at TTC.

6. Register for classes during the published registration period and pay your tuition by the published deadline date.

7. Complete your FAFSA before the college’s financial aid priority date for the semester when you plan to enroll if you are requesting financial aid awards, including South Carolina Lottery Tuition Assistance.

Verification of Citizenship

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

Application Status

If you apply and are unable to enroll during the semester you indicated on your application and then decide to enroll in a future semester, you will need to complete an Admissions 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, Allied Health Sciences and Nursing applicants must submit a separate Allied Health or Nursing application to the Admissions office and must successfully complete all additional program requirements to be accepted into an Allied Health Sciences or Nursing program. Allied Health and Nursing applicants are required to submit a statement of completion card to the Admissions
Categories of Admission

New: You are a new student if you are attending TTC for the first time and plan to enroll in a curriculum program to pursue an associate degree, diploma or certificate. Prospective students classified as new applicants are students who have not attended any other approved, regionally accredited postsecondary institution.

Returning: You are a returning student if you attended TTC before but have not been enrolled within the last three semesters. As a returning student, you should submit a Student Update form to the Registrar’s office before the application deadline of the semester in which you plan to enroll. Depending on your previous academic performance and the major you are declaring, you may also need to provide proof of high school graduation or GED and qualifying scores on SAT, ACT or TTC’s placement test, and/or college transcripts before an update can be processed.

Undecided: You are an undecided student if you have met admission requirements but have not chosen a particular career field or academic program, or you are not sure whether you want to earn a certificate, diploma, two-year degree and/or four-year degree. TTC’s counselors can help you choose a program of study or advise you regarding courses to take while you are undecided. Undecided students are not eligible for financial aid, veterans benefits or Lottery Tuition Assistance. Students seeking financial aid awards must be enrolled in an eligible program of study.

Nondegree: You are a nondegree student if you want to take courses for credit but do not seek to earn a TTC degree, diploma or certificate. To be admitted as a nondegree student, you must be at least 18 years old or have a GED or high school diploma, and you must provide evidence of minimum reading skills through one of the following tests, which are valid for five years from the date of testing: SAT critical reading score of 480, ACT English score of 19, COMPASS reading score of 36, ASSET reading score of 31, a level 4 score on the WorkKeys Reading for Information subtest, a grade report showing successful completion of college-level course work, or an approved transient/ cross registration form/letter from another college. You may be asked to provide additional test scores or transfer credit at registration, depending on the prerequisites of the course you select. For admission purposes, unofficial documents are acceptable. Nondegree students are not eligible for financial aid, veterans benefits or Lottery Tuition Assistance.

High School Smart Start Program: If you attend high school in Berkeley, Charleston or Dorchester counties or through a home school association, you may participate in TTC’s Dual Credit or Early Admit programs with permission of your principal or guidance counselor. You will need to provide qualifying scores on SAT, ACT or TTC’s placement test and have the appropriate form signed by your principal or guidance counselor or home school association. You are a dual credit student if you want to earn both postsecondary and high school credits at TTC. You will need to submit a Dual Credit application signed by your principal or guidance counselor approving each course you want to take. If you are a junior or senior and do NOT need high school credit but want to begin your college education before you graduate from high school, you are an early admit student. You will need to submit and Early Admit application signed by your principal or guidance counselor approving your attendance at TTC. When you graduate from high school, all credits earned through dual credit and/or early admit may count toward a TTC degree, diploma or certificate. When you are accepted at another college or university, the credits you earned may qualify to be transferred at the discretion of the admitting institution.

Transfer: You may receive transfer credit for courses successfully completed at regionally accredited colleges and universities. TTC will consider credit for coursework taken at non-regionally accredited institutions on a case-by-case basis. 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 transfer credits to be considered, you must have official transcripts of previous college work sent to TTC’s Registrar’s 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.
**College Admission Procedures**

**Transient Student:** If you are enrolled in another college, you may be a transient student at TTC with the approval of your home institution. As a transient student, you must submit a TTC application and application fee and can register on a space-available basis during the published registration dates for an upcoming semester. You must also provide a transient letter or transient form from your home institution approving each course you want to take each semester. If you are enrolled at one of the following colleges full time, you may qualify to take classes at TTC under the Cross Registration agreement: Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Contact your home institution for more information about Cross Registration.

**International:** You are an international student if you are requesting a student visa or transferring from another college under a student visa. A TOEFL score of 500 on the paper-based version, 173 on the computer-based version, or 61 on the Internet-based version is required. If you are transferring from another college in the United States, you must submit the Transfer Student Status Verification form from your international student advisor as well as the official transcript from the institution you last attended. International students need to apply at least two months before classes begin each term and must provide a current I-20 and a copy of their I-94 card. International students are required to submit a deposit in the amount of tuition and fees for two semesters. These funds remain on deposit with the college and cannot be used for tuition and fees until the second semester is completed. Additionally, international students must provide a signed Affidavit of Support indicating availability of adequate funds for tuition, fees, other educational needs and living expenses for two terms. Deposit and support funds must be in U.S. dollars. TTC’s international students come from more than 20 countries and participate in an active international student organization on campus. All questions about international student admission procedures and instructional fees should be addressed to the international student coordinator at the Main Campus Admissions office. Additional information about the admission requirements for international students is available on TTC’s Web site, and also at www.uscis.gov. Trident Technical College is required by federal regulations to track and report changes in international students’ enrollment or attendance during the semester.

Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The college’s international student admissions coordinator will notify the Department of Homeland Security when an international student has ceased attendance or changed enrollment status during the semester.

**Audit:** If you want to enroll in curriculum classes without earning credit, you may be admitted as an audit student. You must submit a TTC application with the application fee payment, pay full tuition for course work, and indicate you are an audit student when you register. Audit courses are taken for noncredit and cannot be changed to credit at a later date. You may not change from audit to credit status after Drop/Add. If you enroll as a credit student, you may not change to audit status after Drop/Add. You may audit an individual course only one time. The vice president for Academic Affairs must approve any exceptions. Some courses cannot be audited, and some may have special requirements for an audit student. If you are interested in auditing a class, contact the appropriate department head or dean. You may be asked to provide transcripts or test scores as evidence that you have met course prerequisites.

**Senior Citizen:** If you are 60 or older, a legal resident of South Carolina and not employed full time, you may take selected academic courses at TTC on a space-available basis without paying tuition as a senior citizen student. Senior citizen students must register on the first day classes begin or during Drop/Add to receive the senior citizen tuition waiver. You may be asked to provide transcripts or test scores as evidence that you have met any course prerequisites. You must submit an admission application with the nonrefundable application fee. Contact the Business office at 843.574.6026 before you register to complete the Senior Citizen Tuition Waiver form.

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

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

For updated catalog, visit www.tridenttech.edu.
Residency

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

Placement Testing

If you are applying for admission to any of TTC’s associate degree, diploma or certificate programs, or to enroll in developmental studies courses, you may be required to take TTC’s placement test, which includes writing, reading and math components. The placement test helps ensure that you are academically prepared by determining which level of course work you can enter. Based on placement test scores, you may be placed in one or more developmental studies courses. To schedule a time for this test, contact Testing Services at 843.574.6410 at Main Campus, 843.722.5516 at Palmer Campus, or 843.899.8079 at Berkeley Campus. If your reading score is below the minimum requirement, TTC will refer you to an adult education or literacy program. You may exempt comparable components of the placement test if you provide qualifying SAT or ACT scores. If you are exempting the placement test because you have qualifying SAT or ACT scores, you will be placed into appropriate math and English courses based on those scores. You may exempt the writing and reading components of the placement test with SAT critical reading scores of 480 or ACT English component score of 19. You may exempt the math component with SAT math scores of 580, or ACT math component score of 22. SAT and ACT scores are valid for five years. Scores on the writing and reading components of TTC’s placement test are valid for five years, and scores on the math component are valid for two years from the date of testing. Higher SAT or ACT scores are required for placement into some English and math courses. 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.

Eligibility to Apply for Financial Aid

Under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you are eligible to apply for financial aid (Title IV funds) by taking TTC’s placement test and achieving the minimum scores as approved by the United States Department of Education. Testing Services administers the placement test on Main, Berkeley and Palmer campuses. The results of the placement test are used to determine eligibility for Title IV funds. Benefit eligibility applies only to programs that do not require high school graduation or GED.

Refresher Class

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

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

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

Retesting

If you are dissatisfied with your placement test results and believe they have misplaced you into a developmental studies course (0-level), you may retake the placement test. For initial retesting, your test scores do not have to be in a specific retest range, and you do not need approval from Academic Affairs. There is, however, a $25 retest fee. If you remain dissatisfied with your first retest scores, you may retest a second time if your test scores are
in a specific retest range and with approval from Academic Affairs. An additional $25 retest fee applies. Testing Services, Orientation or Counseling can tell you more about the retest option and provide you with a Retest Approval/Payment Form for initial retesting. To retake the placement test a second time you must obtain a Retest Approval/Payment Form from Academic Affairs (e.g., advisor, department head, dean, assistant VP or VP).

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 to 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 three campuses Monday through Friday. No appointment is necessary; drop by when you are on campus.

Orientation Center Locations
Main Campus, Building 420
Berkeley Campus, Student Success Center, Room 178
Palmer Campus, Student Success Center, Room 226

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

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

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

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

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

If you discontinue enrollment for two 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. TTC will consider credit for coursework taken at non-regionally accredited institutions on a case-by-case basis. 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 Registrar’s 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. For more information, see Transfer: State Policies and Procedures, p. A-41.

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

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

Tests

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

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

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

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

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

Excelsior College Testing: You may receive credit for selected college-level exams if your scores are satisfactory to the college. Official score reports 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 are satisfactory to the college. 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 college-level exams that you have completed with satisfactory scores from the Defense Activity for Nontraditional Education Support (DANTES). 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.

Home Program

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants in the program can transfer selected, preapproved credits back to TTC to complete their associate degrees. See your advisor for details on eligibility.
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 only to outside agencies, not to the student. 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, e-mail 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 the directory or in the address updates must advise the Registrar.

### Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>91-100</td>
</tr>
<tr>
<td>B</td>
<td>81-90</td>
</tr>
<tr>
<td>C</td>
<td>71-80</td>
</tr>
<tr>
<td>D</td>
<td>65-70</td>
</tr>
<tr>
<td>F</td>
<td>Below 65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Used in GPA Calculations</th>
<th>Earns Credit Hours</th>
<th>Grade Points Carried for Each Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete*</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>SC</td>
<td>Satisfactory Completion**</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory**</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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

** Students in developmental (032) courses earn grades of SC or U.

### Unit of Credit

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

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

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

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

<table>
<thead>
<tr>
<th>Full time</th>
<th>12 semester credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/4 time</td>
<td>9 semester credit hours</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6 semester credit hours</td>
</tr>
</tbody>
</table>

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 Commission on Higher Education regulations. Documentation may be required for proof of residency.

Senior Citizens

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

Student Insurance

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

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

Fee Changes

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

Refund Policy

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

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

<table>
<thead>
<tr>
<th>Cancelled Courses</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the 1st day of the semester</td>
<td>100%</td>
</tr>
<tr>
<td>1st-7th calendar day of semester</td>
<td>100%</td>
</tr>
<tr>
<td>8th-14th calendar day of semester</td>
<td>50%</td>
</tr>
<tr>
<td>15th-19th calendar day of semester</td>
<td>25%</td>
</tr>
<tr>
<td>After 19th calendar day of semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

Refunds for summer semester or other terms that vary in length from a full semester will be in proportion to the full semester term refund schedule with the exception of weekend courses. Weekend courses will be refunded 100 percent during the five calendar days after the first weekend session. No refunds for Weekend courses will be made after five days. Look at the refund section of the master schedule of classes or on the TTC Web site to determine the refund schedule for these terms.

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

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

The U.S. Department of Education instituted this repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid). A portion of financial aid funds will be returned to the appropriate federal program upon a recipient’s total withdrawal from college. The amount returned is based on the percentage of enrollment completed for that semester and the amount of financial aid assistance considered earned.

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

Veterans Tuition Payments

All veteran students with the exception of Chapter 31, Vocational Rehabilitation and Employment or 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 Center on the Main Campus in Building 410 or call 843.574.6105 for additional information.

Veterans Refund

TTC processes the applications of those veterans, and 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. The Department of Veterans Affairs may require repayment of overpayment situations resulting from a student withdrawing from a class prior to course completion. The Department of Veterans Affairs may waive overpayment situations if there are mitigating circumstances involved. Students receiving benefits that are processed by the TTC Veterans Assistance office are required to keep this office informed of initial class registration and changes in their enrollment status immediately so that underpayment and overpayment situations can be avoided. Contact the Veterans Assistance office on the Main Campus (Bldg. 410) or call 843.574.6105 for additional information.

Additional Fees and Charges

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

**Fees**

- **Application Fee:** $30 due with application
- **Credit by Exam Fee:** $45
- **Re-enrollment Fee:** $50 re-enrollment after financial purge
- **Student ID Card Fee:** $5 for replacement ID; first card no charge
- **Student Transcript Fee:** $5 per transcript
- **Returned Checks:** A service fee is assessed in accordance with current law on all checks received in payment of books, fees, etc. that are returned by the bank for insufficient funds or closed accounts.

Debts Owed to the College

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

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

Types of Financial Aid

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

Eligibility for Financial Aid

Eligibility for federal (and some state) financial assistance awards requires:
1. U.S. citizenship or permanent residency
2. A high school diploma, its equivalent or proof that you meet Ability to Benefit regulations
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, SEOG and ACG grant
7. Satisfactory academic progress as defined by TTC once you enroll in credit courses
8. Selective Service match

Eligibility for Financial Aid Under Ability to Benefit Regulations

If you do not have a high school diploma or its recognized equivalent, you may be able to qualify for Title IV funds in TTC programs approved for federal financial aid that do not require high school graduation. To qualify you must take TTC’s placement test as an Ability to Benefit test and achieve the minimum scores established by the U.S. Department of Education in reading, writing skills and pre-algebra. Testing Services administers the placement test on Main, Palmer and Berkeley campuses. The listing of approved programs for Title IV funding can be found at TTC’s Web site in the Financial Aid/VA Link.

Priority Dates

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

Applying for Financial Aid

To apply for financial aid programs, fill out the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (fall through summer) and is available for the upcoming academic year after Jan. 1. The FAFSA is available online at www.fafsa.ed.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 such as Social Security benefits 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.
For updated catalog, visit www.tridenttech.edu.

Financial Aid

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, federal income tax forms and other necessary documentation. Students must submit all copies of required documents to TTC’s Financial Aid office. The documents become the property of TTC; the Financial Aid office cannot provide students with copies of submitted documents. Once all requirements are met, you will be sent an award letter, if eligible, specifying the amount of financial aid you are eligible to receive.

Financial Aid and Withdrawing from Classes or School

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

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

It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes prior to the 60 percent completion date.

Cost of Attendance for Nine Months

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

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,528</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>100</td>
</tr>
<tr>
<td>Room and Board</td>
<td>7,479</td>
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<tr>
<td>Books and Supplies</td>
<td>1,400</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Personal</td>
<td>1,550</td>
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<tr>
<td><strong>Total</strong></td>
<td>$15,497</td>
</tr>
</tbody>
</table>

Note: See academic year updates on TTC’s Web site in the Financial Aid section.

The Pell Grant Program

The Pell Grant provides financial assistance to those who demonstrate financial need. The Pell Grant is intended to be the floor of a financial aid package and may be combined with other forms of aid to help you meet the costs of education. Any student working toward a degree/diploma/certificate may be eligible for the Pell Grant, which ranged in 2010-11 from $1,176 to $5,550, depending on the number of semesters attending, the number of credit hours enrolled each semester, and eligibility as calculated by the Department of Education based on your FAFSA.

The Federal Supplemental Educational Opportunity Grant Program

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

Academic Competitiveness Grant Program

Students who meet Pell Grant eligibility and rigorous academic criteria to be defined by the Title IV federal regulations may be eligible for a new Academic Competitiveness Grant Program. If you meet initial eligibility, you will receive notification from the U.S. Department of Education with application instructions.
The South Carolina Need-Based Grant

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

Federal Work-Study Program

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

Institutional Work-Study

A limited number of Institutional Work-Study (IWS) positions are also available. IWS applicants do not have to demonstrate financial need but must be enrolled in at least six semester credit hours and maintain a 2.0 cumulative GPA and remain eligible for federal student aid for each semester that you participate in the program.

Student Loans

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

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

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

Federal Parent Loan

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

Scholarships

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

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

Lottery Tuition Assistance

Lottery tuition assistance (LTA) is not based on financial need. Students may be eligible for lottery-funded tuition assistance if they qualify for in-state tuition rates according to state law. Completion of the Free Application for Federal Student Aid (FAFSA) or LTA waiver form is required for each year. Assistance is paid to the college, not the student, and applies toward tuition. For up-to-date information on LTA, visit TTC’s Web site and click on the Financial Aid/Veterans Assistance link, or call 843.574.6110.

Tax Incentives for Education

Please note: This is a summary of basic information concerning these programs. For additional information on these tax incentives, call 1.800.4FED.AID or seek advice from your tax consultant or the IRS. You also may visit the IRS Web site and click on Tax Info For You at the bottom of the page.

Hope Scholarship Tax Credit (Federal Tax Forms)

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

Lifetime Learning Tax Credit (Federal Tax Forms)

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

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

Student Loan Interest Deductions

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

South Carolina Tuition Tax Credit (State Tax Forms)

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

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

For updated catalog, visit www.tridenttech.edu.
## Financial Aid Criteria

### Program | Pell Grant** | Federal Supplemental Educational Opportunity Grant (FSEOG)** | South Carolina Need-Based Grant (SCNBG)** | Federal Work-Study (FWS) | Academic Competitiveness Grant (ACG)**
--- | --- | --- | --- | --- | ---
**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. | Students must have graduated on or after May 2005, have completed a rigorous course of study in high school, be Pell Grant recipients, and enrolled at least half-time. To renew for the second year, the student must have completed 24 credit hours and maintained a 3.0 cumulative GPA.
**Award** | Based on federal guidelines, fall and spring | Varies | Varies Available fall and spring only | Paid by the hour | $750 first year $1,300 second year
**How to Apply** | Complete the Free Application for Federal Student Aid. For the South Carolina Need-Based Grant, students must complete a S.C. Need-Based Affidavit. | | | | First-year students who have never attended college before must submit their high school transcripts and meet initial requirements. Second-year students must meet renewal requirements.

1. Apply for and be accepted for admission to TTC as a regular, degree-seeking student.
2. Complete the Free Application for Federal Student Aid (FAFSA) and list TTC to receive the information (code 004920).
3. Submit the completed FAFSA form online. You can self-identify as a potential recipient of the Academic Competitiveness Grant upon completing the FAFSA application. In two to four weeks you will receive a Student Aid Report (SAR). TTC will receive your Institutional Student Information Report (ISIR). If corrections are required, or additional information requested, you can either mail it or submit it on the Web. Your SAR will be sent to you electronically. You can make your corrections electronically as well. It is important to respond promptly to any requests for corrections or additional information, or your FAFSA cannot be sent to TTC or accurately processed for financial aid awards!
4. FAFSA forms must be completed and ISIRs received in the Financial Aid office by the Financial Aid Priority Date for financial aid to be available for the next semester’s registration. If you miss the priority date, you will need to be prepared to pay your tuition/fees and then you will be reimbursed based on your eligibility when your financial aid is processed. The Financial Aid office continually processes applications (ISIRs) according to the date they are received.

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

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

All Financial Aid programs are subject to change. For up-to-date information on how lottery-funded tuition assistance though the South Carolina Education Lottery will affect tuition, scholarships and/or fees, visit www.tridenttech.edu.
## Financial Aid Criteria

<table>
<thead>
<tr>
<th>Program</th>
<th>Lottery-funded Tuition Assistance</th>
<th>LIFE and Other Scholarships</th>
<th>Student Loan Programs***</th>
<th>Parent Loans***</th>
<th>Veterans Educational Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who's Eligible to Apply</strong></td>
<td>Students who qualify for in-state tuition and are legal South Carolina residents for at least one year. Must be enrolled in at least six credit hours and cannot have earned an associate degree within five years of the award year.</td>
<td>Requirements vary with different scholarships. Visit TTC’s Web site for more details.</td>
<td>Students enrolled in at least six semester credit hours who have proven a financial need. Applications must be approved by the Financial Aid office and the Department of Education.</td>
<td>Students carrying at least six semester credit hours. Available for parents of dependent students.</td>
<td>Qualified veterans, active personnel, active reserve and national guardsmen, widows and children of deceased or veterans with disabilities.</td>
</tr>
<tr>
<td><strong>Award</strong></td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>How to Apply</strong></td>
<td>Complete the Free Application for Federal Student Aid (FAFSA).</td>
<td>Contact the Financial Aid office. LIFE scholarship recipients must complete a LIFE Scholarship affidavit.</td>
<td>Complete the Free Application for Federal Student Aid (FAFSA). First-time borrowers must choose a lender. Go to TTC’s Web site for more information.</td>
<td>Check with the Financial Aid office.</td>
<td>Contact the Veterans Assistance office on TTC’s Main Campus.</td>
</tr>
</tbody>
</table>

***Loans must be repaid.

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

Veterans Upward Bound Program

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

Enrollment Opportunities for Veterans, Veterans Dependents and Service Personnel

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

TTC has full-time Veterans Assistance offices (VA) located on the Main Campus and the Palmer Campus. 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; the telephone number at Palmer Campus is 843.722.5558.

If you feel that you may be eligible for VA or South Carolina state benefits, contact the Veterans Assistance office. The Veterans Assistance office will help you complete all of the necessary applications and will mail them to the appropriate approving agency for you. 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 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 with the Veterans Assistance office. Your benefits may be suspended or terminated if problems arise with your certification and we cannot contact you.

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

Unless you can show the reason for withdrawal of a course or courses was due to mitigating circumstances, the VA must reduce or stop your
benefits from the beginning date of the term. “Mitigating circumstances” are unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control. The first time you drop up to six credit hours, the VA will excuse the drop and pay benefits for the period you attended. This is a one-time exclusion and you will not have to provide a reason to the VA. For more information, contact the TTC Veterans Assistance office.

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

**Educational Programs for Veterans/Dependents and Active and Reserve Personnel**

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

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

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

Eligible students may qualify for VA work-study positions when available.

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

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

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

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

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

Post-9/11 Veterans Educational Assistance Act of 2008: This educational program (Chapter 33 of Title 38 U.S. Code) is a new education benefit program 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.

These hours apply for VA pay purposes for Chapters 30, 31, 32, 35, 1606 and 1607 only.

Fall and Spring Semesters

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<th>Time</th>
<th>Credit Hours</th>
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<td></td>
<td>credit hours</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9-11 semester</td>
</tr>
<tr>
<td></td>
<td>credit hours</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6-8 semester</td>
</tr>
</tbody>
</table>

Summer Semester and Accelerated Terms

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

Please visit the 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 that receive benefits under the S.C. State Free Tuition program only are not eligible for tutorial reimbursement. Additional information is available at TTC’s Veteran’s 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 and as approved by the South Carolina State Approving Agency. In addition, the VA will not pay for audited courses or courses for which you have already received transfer credit or received a passing grade. The VA pays benefits for courses that are repeated if the courses are within the program outline and were previously failed.

Transfer Credit

The South Carolina State Approving Agency for VA requires the college to adhere to provisions set forth in accordance with Section 21.4253 b (3) and 21.4258 a (7) of Title 38, US code of Federal Regulations regarding prior credit evaluations. Students receiving VA benefits must submit their military and/or college transcripts to the TTC Admissions office no later than the end of the second semester of enrollment at TTC. TTC’s VA office will process enrollment certifications for only two semesters pending prior credit evaluations.
Repeat Course Policy
VA students receiving educational benefits payments will not be certified for a remedial course on a third attempt when the grade of “U” has been earned. Students receiving the S.C. State Free Tuition program will not have tuition waived for a remedial course on a third attempt when the grade of “U” has been earned.

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

Veterans Tuition Payments
All veteran students with the exception of Chapter 31, Vocational Rehabilitation and Employment or 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 Center on the Main Campus in Building 410 or call 843.574.6105 for additional information.

Veterans Refund
TTC processes the applications of eligible veterans, spouses and children of 100 percent disabled or deceased veterans, according to the provisions established by the Department of Veterans Affairs and the State of South Carolina. The Department of Veterans Affairs may require repayment of overpayment situations resulting from a student’s withdrawing from a class prior to course completion. The Department of Veterans Affairs may waive overpayment situations if there are mitigating circumstances involved. Students receiving benefits are required to keep TTC’s Veterans Assistance office informed of initial class registration and changes in enrollment status immediately. This will prevent underpayment or overpayment of VA benefits. Contact the Veterans Assistance office on the Main Campus 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. 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 e-mails, 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), Room 211, 843.574.6409
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

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

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

College Services and Resources

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), Room 210, 843.574.6131
Berkeley Campus, Room 178, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

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

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

• Discount tickets, travel and shopping through Working Advantage
• SeaWorld, Busch Gardens, Adventure Island, Water Country USA and Sesame Place admission discounts
• Cypress Gardens admission discount
There are no membership dues, but in exchange for these and future benefits, the association asks alumni to make an annual contribution to support TTCAA projects. For more information, visit the TTCAA Web site at www.tridenttech.edu/alumni.htm or contact the Alumni Association office at 843.574.6456.

Continuing Education and Economic Development

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

The Division of Continuing Education and Economic Development provides short-term training for new careers and jobs. College entrance exams are not required, and there are very few prerequisites. Training is available in many forms, from day to evening and weekend programs. Many of the programs are funded for qualified applicants by the Trident One Stop Center, Vocational Rehabilitation Centers and Army Vocational/Technical (AVOTEC) Soldier Program.

The division promotes economic development and provides solutions through a variety of training opportunities, including licensure and certification, career renewal and enhancement, and customized programs. The division also provides consulting services to improve the competitiveness and quality of area businesses. To capture the interests of youth and adults, the division offers diverse and creative experiences for lifelong learning.

The division’s programs and training enable individuals to keep up-to-date in their fields, embark on new career tracks or learn for the joy of personal enrichment. On-campus or on-site, custom-designed training programs and consulting services help business, industry and governmental organizations remain on the cutting edge. Continuing Education courses are held days, evenings and weekends on all three TTC campuses, at various sites throughout the area and via the Internet.

The division offers cost-effective and affordable quality training using the latest technologies available. The instructors speak plain English, not technical jargon, and they provide individual attention.

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 at the college and is available on request. Certificates of achievement are awarded for successful completion of most courses. Only Satisfactory or Unsatisfactory grades are recorded for Continuing Education courses and programs.

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

The Complex facilitates the delivery of custom-tailored training and consulting. This training includes basic skills, health care, information technology, industrial maintenance, management and organizational development, total quality systems and computer-integrated manufacturing. The staff assists in needs and training analyses and develops custom training programs scheduled at times and locations convenient to businesses, industries or agencies.

The division delivers its programs and services through three training departments: Manufacturing, Industrial and Construction Trades; Personal and Professional Development; and Health, Human Services, Environmental and Safety.

Manufacturing, Industrial and Construction Trades

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

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

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

The college partners with Lehigh University to provide access to master’s degree programs via distance education. Through the Lehigh Educational Satellite Network (LESN), TTC links Charleston-area professionals to advanced courses leading to either master’s degrees or professional development. The following programs are available via satellite broadcast: chemical engineering, chemistry, molecular biology, pharmaceutical chemistry, polymer science and engineering, quality engineering, manufacturing systems engineering and polymer science.

In the area of construction trades, TTC offers courses in building and facility maintenance, residential electricity, electrical building code, residential contracting and building. All of these courses prepare students for various licensure examinations.

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

Personal and Professional Development

Personal and Professional Development training is available via short courses, seminars and Web-based courses for individuals to enhance their personal skills portfolios for new careers, for underemployed individuals, for multi-skilled work force development and for those seeking to expand their interests and hobbies and improve their quality of life. Some nationally certified career programs carry Workforce Investment Act funding and Post-9/11 G.I. Bill funding.

The division’s computer and information systems training can open new doors to the rapidly changing world of information technology. With courses ranging from basic computer skills to advanced certifications, such as the Microsoft Certified Systems Engineer, Cisco Certification and Networking Certification and A+, Continuing Education provides training opportunities that allow individuals and organizations to fully utilize the potential of information technology through one-on-one tutoring, public courses and customized training at your facility or ours. Training areas include AutoCAD, CATIA, software applications, basic personal computer skills, design and Internet, graphics and desktop publishing, networking/operating systems, programming, and Web site applications.

Professional development courses and certificate programs include finance, foreign languages, culinary arts, hospitality and tourism, insurance, real estate and appraisal, personal fitness trainer certification, small business, teacher recertification, and test preparation. Organizational development courses include communication, customer service, human resources, leadership development, management, strategic planning, and team development. These courses also can be customized to optimize your employees’ proficiency levels.

Internet technology allows you to take self-paced or instructor-led courses anywhere at any time. The division offers more than 500 online courses including business administration, computer
technology, design and media certifications, entrepreneurship, personal enrichment, green courses, Internet, project management, the arts, history, writing, and more.

To capture the interests of youth, the division offers Kids’ College summer camps for students ages 6-16 years old to provide challenging, new learning opportunities in math, science, computers, leadership, culinary arts, hospitality and tourism, and robotics technology. To provide lifelong learning opportunities for adults, the division offers diverse and creative experiences in courses such as culinary arts, hospitality and tourism, interior and floral design, defensive driving, motorcycle safety, and others.

Health, Human Services, Environmental and Safety

This department is a leader in training individuals who will work in unlicensed health care occupations or who require certification or recertification in environmental and regulatory programs. Courses offered include OSHA- and EPA-recognized programs in asbestos, lead, water, wastewater, air quality and OSHA mandated programs such as hazwoper technician, operator and annual refresherers. The department also provides legal, law enforcement and horticulture continuing education courses.

In health care, the department offers certificate training programs in nurse aide, patient care, medical coding and transcription, emergency medicine, limited radiographer, phlebotomy, medical assisting and dental office management. 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 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.

Continuing Education Online Registration:

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

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

Senior Citizen Enrollment in Continuing Education Programs: Legal residents of South Carolina age 60 or over who are not employed full time may qualify to enroll at a reduced rate in certain courses once they reach a minimum paying enrollment. Senior citizens may register on the day a course begins, on a space-available basis. In some courses, you will be required to purchase materials.

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

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

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 transcripts 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 advisor.

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

The Learning Center offers Developmental Studies courses to help you brush up on your math, reading or writing skills to prepare you for college-level work. If you are coming to college years after you graduated from high school or you did not take courses to prepare for academic work, you will benefit from the educational program provided by The Learning Center. The purpose of Developmental Studies courses is to help you obtain or develop skills needed for success in the program of your choice. If your placement scores fall below required levels, you should register for Developmental Studies courses. These courses include English, reading and pre-algebra mathematics.

Students enrolled in Developmental Studies courses will find that learning takes place in a technology-enriched 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 includes computer tutorials, guided instruction, self-paced lessons using a variety of media (including Internet resources), and small group and 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 and conduct while in Developmental Studies courses. Progress is measured by department requirements. Enrollment in Developmental Studies courses (those with a zero prefix in mathematics, reading and English) will be limited to a maximum 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 Progress and if you have the approval of the department head.

Learning Assistance

Learning Assistance (LA) provides tutoring and resources to help you keep up, catch up or get ahead. You may visit LA in Room 211 in Bldg. 920 on Main Campus and in Room 226 on Palmer Campus. Limited tutoring services may be available on Berkeley Campus. You may make appointments for one-to-one or small group tutoring in English, math and most sciences. Sometimes LA has tutors for other courses. Check the schedules of available tutors on each campus any time during each semester. You may join a study group or participate in the walk-in Math and Science Center (on Main

College Services and Resources

LA also has videotapes, DVDs and handouts to assist you in math, English, biology and other courses. You may use computers to access the Internet for research and produce your course papers. 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. You may schedule an appointment with a writing tutor for one-to-one assistance, or you may attend a small group session. Ask the LA receptionist for schedules of workshops and available appointment times. The Writing Center also offers informational handouts and print resources to help improve your writing skills. Consultants in LA can also assist you with using your TTC Express, D2L and college e-mail accounts.

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

Distance Learning Courses

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

Learning Resources (Libraries)

Learning Resources Centers (LRCs), or libraries, are located on each TTC campus. The library Web site is the gateway to library resources and services, making them accessible on or off campus. Through the homepage you can access the online library catalog, electronic databases, tutorials, course-related resources, reserve items, research tips and assistance. Computers are available at each campus library with the Acceptable Use Policy displayed by each workstation.

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

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

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

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

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

For more information call: Main Campus LRC 843.574.6095, Berkeley Campus LRC 843.899.8055, and Palmer Campus LRC 843.722.5540.
English Fluency Requirements for Faculty Employment

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

   B. Exclusions
      This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio 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 exercise:
      1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.
      2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.

   C. The Committee will include representatives from the following:
      One representative from the vice president for Academic Affairs office;
      One representative from Developmental Studies Reading;
      One representative from curriculum English;
      One representative from Employee Relations.

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

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

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

   F. A permanent instructor judged deficient by the Committee will be given 120 calendar days to develop sufficient skill 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

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, e-mail 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 Student Services office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar’s office and the 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 20202-5901.
Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

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

Admissions Criteria, Course Grades, GPA’s, 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 coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
F. Information about institutional procedures used to calculate student applicants’ GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
G. Institutional policies related to “academic bankruptcy” (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student’s earlier record.
H. “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the “free elective” category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.
Statewide Articulation of 86 Courses
The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as on www.SCTRAC.org.

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

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

Assurance of Transferability of Coursework Covered by the Transfer Policy
Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework 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 admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions 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 coursework 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 coursework 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 coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

For updated catalog, visit www.tridenttech.edu.
Transfer Officers

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

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

Statewide Publication and Distribution of Information on Transfer

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

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

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

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

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 Web site. The college policies and procedures relating to campus security and the annual crime statistics are published on TTC’s Web site. Other Web sites containing crime information include:

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

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

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

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

When calling Public Safety, please make sure you provide as much information as possible:
- Your name
- Your exact location and the exact location of the incident
- The phone number from where you are calling
- Description of injuries, if any, and need for medical assistance
- Immediate details of the incident (where it occurred, how long ago)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle, etc.)

Escorts to Your Car
If you would like an escort from class to your car, call the Public Safety office at 843.574.6053 or contact an officer on campus. (Other priorities may prevent an officer from escorting you at a specified time, so please be patient.)

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

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

1. **EAS Mobile:** Text and/or voice messages sent to a student’s mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students must opt in through the TTC e-mail system to receive messages.)

2. **EAS E-mail:** E-mail alerts sent to students via the TTC e-mail system and personal e-mail accounts. (Students must opt in through the college’s alert system to have e-mails sent to a personal e-mail account.)

3. **EAS Campus:** Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.

4. **EAS Web:** Alerts posted on TTC’s Web site (www.tridenttech.edu).

5. **EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

6. **EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety

Emergencies: 843.574.6911 (6911 from a campus phone)

Non-emergencies: 843.574.6053

www.tridenttech.edu/publicsafety.htm

**Emergency Messages**

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

**Emergency Telephones**

The college has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer 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 cancelled 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 Web site (www.tridenttech.edu). In addition, you may call the EAS InfoLine to hear recorded message alerts and to obtain additional information on the current operating status of the college. The EAS InfoLine can be accessed by calling 843.574.6262, ext. 9091. Also, a toll-free InfoLine, 877.869.7736 is activated when conditions warrant.

**Bicycles**

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

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

**Theft of Personal Property**

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses. Mark your books with some form of identification. Keep books with you, and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.
First Aid
Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

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

Environmental Health and Safety

Emergencies
Public Safety staff includes an Environmental Health and Safety manager who can respond to and mitigate environmental and safety hazards. If you observe the following emergencies, please contact Public Safety immediately at 843.574.6911 (6911 on campus):
- Chemical spills
- Biohazard/blood spills
- Spills of unknown origin
- Illegal dumping into storm drains
- Unknown odors
- Natural gas odors
- Safety hazards in classrooms, labs, offices, or elsewhere on campus

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

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

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

Alcohol and Drugs
The sale, possession or consumption of controlled substances is specifically prohibited. For details read the Student Code in the college’s Student Handbook and Planner. 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 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.

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

Firearms Prohibited

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

Motor Vehicle Registration and Traffic Regulations

All students operating vehicles on campus must obtain a parking decal. Parking decals are available in the Business office on Main Campus, and in the Admissions offices on Berkeley and Palmer campuses. Decals are to be placed on the rear window, driver’s side of the vehicle.

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. 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 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 at Sexual Harassment Policy and Sexual Harassment Procedure.

Sexual Assault Prevention

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

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

Course offerings are announced on Public Safety’s Web site and through the college’s official e-mail 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.

S.C. Sex Offenders Registry

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

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

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

If you are sexually assaulted:

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

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

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

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency.
having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.

• Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
• Public Safety will make contact with and escort you to an appropriate medical facility.
• Public Safety and TTC’s Counseling Services will contact other assistance agencies (People Against Rape, Solicitor’s Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor’s Office will help you file any documents related to the S.C. Victim’s Compensation Fund.
• Public Safety will treat you and your case with sensitivity, understanding, and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudege 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 in order to discuss 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 Web site at Disciplinary Process.

How the College Can Help

• The college’s Counseling Office will offer emotional support and refer you to community resources for victims of sexual assault.

• The college will also change your academic situation if changes are requested and reasonably available.

Emergency Numbers*

Public Safety
Off Campus  843.574.6911
On Campus  6911

<table>
<thead>
<tr>
<th></th>
<th>Police/Fire/EMS</th>
<th>Nonemergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of North Chas. Police</td>
<td>911</td>
<td>740.2800</td>
</tr>
<tr>
<td>Berkeley Co. Sheriff</td>
<td>911</td>
<td>577.9562</td>
</tr>
<tr>
<td>City of Chas. Police</td>
<td>911</td>
<td>577.7434</td>
</tr>
<tr>
<td>Charleston Co. Sheriff</td>
<td>911</td>
<td>202.1700</td>
</tr>
<tr>
<td>Summerville Police</td>
<td>911</td>
<td>871.2463</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

Sexual Harassment Contact List

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vincent Ashby</td>
<td>Palmer Campus</td>
<td>Room 226H</td>
<td>843.722.5519</td>
</tr>
<tr>
<td>Mary Edwards</td>
<td>Palmer Campus</td>
<td>Room 226</td>
<td>843.722.5574</td>
</tr>
<tr>
<td>Daryl Milligan</td>
<td>Main Campus</td>
<td>Bldg. 200/Room 121</td>
<td>843.574.6354</td>
</tr>
<tr>
<td>Noelle Parris</td>
<td>Main Campus</td>
<td>Bldg. 100/Room 222</td>
<td>843.574.6056</td>
</tr>
<tr>
<td>Yolanda Bland</td>
<td>Main Campus</td>
<td>Bldg. 920/Room 211U</td>
<td>843.574.6258</td>
</tr>
<tr>
<td>Phyllis Holmes</td>
<td>Palmer Campus</td>
<td>Room 131</td>
<td>843.722.5558</td>
</tr>
<tr>
<td>Judd Morrison</td>
<td>Palmer Campus</td>
<td>Room 226D</td>
<td>843.722.5530</td>
</tr>
<tr>
<td>Carrie Thompson</td>
<td>Main Campus</td>
<td>Bldg. 900/Room 117</td>
<td>843.574.6610</td>
</tr>
<tr>
<td>Dana Coombs</td>
<td>Berkeley Campus</td>
<td>Room 128</td>
<td>843.899.8038</td>
</tr>
<tr>
<td>Muriel Horton</td>
<td>Main Campus</td>
<td>Bldg. 630/206A</td>
<td>843.574.6138</td>
</tr>
<tr>
<td>Jim Orgel</td>
<td>Main Campus</td>
<td>Bldg. 410/Room 210D</td>
<td>843.574.6362</td>
</tr>
<tr>
<td>Patricia Vierthaler</td>
<td>Main Campus</td>
<td>Bldg. 510/Room 258</td>
<td>843.574.6094</td>
</tr>
<tr>
<td>Leigh Fickling</td>
<td>Main Campus</td>
<td>Bldg. 410/Room 210</td>
<td>843.574.6246</td>
</tr>
<tr>
<td>John Jamrogowicz</td>
<td>Main Campus</td>
<td>Bldg. 410/Room 226</td>
<td>843.574.6136</td>
</tr>
<tr>
<td>Ruth Ott</td>
<td>Berkeley Campus</td>
<td>Room 125B</td>
<td>843.899.8050</td>
</tr>
<tr>
<td>DeVetta Williams</td>
<td>Main Campus</td>
<td>Bldg. 900/Room 102</td>
<td>843.574.6199</td>
</tr>
<tr>
<td>Deborah Mihal</td>
<td>Main Campus</td>
<td>Bldg. 410/Room 210H</td>
<td>843.574.6013</td>
</tr>
<tr>
<td>Pamela Middleton</td>
<td>Main Campus</td>
<td>Bldg. 410/Room 210D</td>
<td>843.574.6303</td>
</tr>
</tbody>
</table>

For updated catalog, visit www.tridenttech.edu.
Associate Degree Programs

(Two-Year Programs)

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

**Associate in Arts (two-year program)**

**Associate in Science (two-year program)**

**Associate in Applied Science (two-year program)**

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

Diploma Programs (one-year programs)

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

Certificates (program length varies)

A+/Network+ Technician
Addictions/Substance Abuse
Advanced Baking and Pastry
Advanced Beverage Service Management
Advanced Computer Animation
Advanced Culinary Arts
Advanced Film Production
Air Conditioning/Refrigeration: Beginning
Air Conditioning/Refrigeration: Advanced
Air Conditioning/Refrigeration Mechanics
Aircraft Assembly Technology
Aircraft Maintenance Airframe
Aircraft Maintenance General
Aircraft Maintenance Powerplant
Allied Health Preparation
Architectural Design Graphics I
Architectural Design Graphics II
Art Foundations
Automatic Transmission Repair Specialist
Automotive Brakes and Alignment Specialist
Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Avionics Maintenance Technology
Baking and Pastry
Basic Construction Trades
Basic Electronic Journeyman I
Basic Industrial Work Skills
Basic Machining and CNC Fundamentals
Bookkeeping
Business Information Systems

Certificates in Transfer Engineering

Civil Engineering Transfer – The Citadel
Electrical Engineering Transfer – The Citadel
Chemical Engineering Transfer – University of South Carolina
Civil/Mechanical Engineering Transfer – University of South Carolina
Electrical Engineering Transfer – University of South Carolina
Child Care Management
Cisco Certified Network Associate
Cisco Certified Network Professional
<table>
<thead>
<tr>
<th>Programs</th>
<th>Programs</th>
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<tbody>
<tr>
<td>Computer Aided Design I</td>
<td>Infant and Toddler Development</td>
</tr>
<tr>
<td>Computer Aided Design II</td>
<td>International Business</td>
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<tr>
<td>Computer Animation</td>
<td>Internet Programming</td>
</tr>
<tr>
<td>Computer Game Design</td>
<td>Landscape Design</td>
</tr>
<tr>
<td>Computer Graphics</td>
<td>Landscape Management</td>
</tr>
<tr>
<td>Computer Network Technician</td>
<td>Leadership Development</td>
</tr>
<tr>
<td>Construction Management</td>
<td>Massage Therapy</td>
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<tr>
<td>Corporate Quality</td>
<td>Medical Office Specialist</td>
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<tr>
<td>Cosmetology</td>
<td>Medical Record Coder</td>
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<tr>
<td>Criminal Justice: Corrections</td>
<td>Medical Transcriptionist</td>
</tr>
<tr>
<td>Criminal Justice: Crime Scene Investigation</td>
<td>Microcomputer Business Applications</td>
</tr>
<tr>
<td>Criminal Justice: Law Enforcement</td>
<td>Microcomputer Expert User</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Microcomputer Programming</td>
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<tr>
<td>Customer Service</td>
<td>Microsoft Network Operations</td>
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<tr>
<td>Database</td>
<td>Multimedia Design</td>
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<tr>
<td>Developmental Disabilities</td>
<td>Nail Technology</td>
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<tr>
<td>Digital Photography</td>
<td>Network Security</td>
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<tr>
<td>e-Commerce</td>
<td>Non-Linear Film Editing</td>
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<tr>
<td>Early Childhood Development</td>
<td>Nursing Assistant</td>
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<tr>
<td>Electrical Line Worker – Advanced</td>
<td>Online Media Production</td>
</tr>
<tr>
<td>Electrical Line Worker – Third Class</td>
<td>Paralegal</td>
</tr>
<tr>
<td>Electrician: Automated Controls</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>Electrician: Construction</td>
<td>Photography</td>
</tr>
<tr>
<td>Electrician: Industrial</td>
<td>Pre-Nursing</td>
</tr>
<tr>
<td>Emergency Management and Protection</td>
<td>Professional Accountancy</td>
</tr>
<tr>
<td>Emergency Medical Technology – Basic</td>
<td>Radio Production</td>
</tr>
<tr>
<td>Emergency Medical Technology – Intermediate</td>
<td>School-Age and Youth Development</td>
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<tr>
<td>Emergency Medical Technology – Paramedic</td>
<td>Small Business/Entrepreneurship</td>
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<td>Engineering Design Graphics</td>
<td>Special Education</td>
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<tr>
<td>Esthetics</td>
<td>Sports and Health Nutrition</td>
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<tr>
<td>Event Management</td>
<td>Surveying</td>
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<tr>
<td>Family Intervention Studies</td>
<td>Transportation and Logistics</td>
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<tr>
<td>Filmmaking</td>
<td>UNIX Systems Operation</td>
</tr>
<tr>
<td>Film Production</td>
<td>Web Site Design</td>
</tr>
<tr>
<td>Food and Beverage Operations</td>
<td>Welding Gas Metal Arc and Flux Cored Arc</td>
</tr>
<tr>
<td>Food Service Specialist</td>
<td>Welding Gas Metal Arc and Flux Cored Arc</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Welding Gas Tungsten Arc</td>
</tr>
<tr>
<td>Golf Course Maintenance</td>
<td>Welding Gas Tungsten Arc Advanced</td>
</tr>
<tr>
<td>Horticultural Sustainability</td>
<td>Welding Shielded Metal Arc</td>
</tr>
<tr>
<td>Hotel Operations</td>
<td>Welding Shielded Metal Arc Advanced</td>
</tr>
<tr>
<td>Human Services Generalist</td>
<td>Woodworking</td>
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<tr>
<td>Illustration</td>
<td></td>
</tr>
<tr>
<td>Industrial Mechanic</td>
<td></td>
</tr>
</tbody>
</table>

For updated catalog, visit www.tridenttech.edu.
Associate Degree Competencies/Core Curriculum

Associate Degree Requirements

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

Technology Requirement

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

General Education Core Curriculum Requirements

Rationale

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

General Education Competencies

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

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

General Education Requirements

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

1. Communication

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

2. Humanities

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

3. Behavioral/Social Sciences

ANT 101  General Anthropology  3
ECO 210  Macroeconomics  3
ECO 211  Microeconomics  3
GEO 102  World Geography  3
PSC 201  American Government  3
PSC 215  State and Local Government  3
PSC 220  Introduction to International Relations  3
PSY 201  General Psychology  3
SOC 101  Introduction to Sociology  3
SOC 102  Marriage and the Family  3
SOC 205  Social Problems  3
SOC 210  Juvenile Delinquency  3
SOC 230  Introduction to Gerontology  3
<table>
<thead>
<tr>
<th>Program Exit Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any exceptions to the academic guidelines contained in this Catalog will be at the discretion of the vice president for Academic Affairs.</td>
</tr>
</tbody>
</table>

### 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 Web site 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.

---

**Programs**

### 4. Mathematics/Natural Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td>Solar System Astronomy</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 105</td>
<td>General Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHM 106</td>
<td>Contemporary Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT 112</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 130</td>
<td>Elementary Calculus</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>

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

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

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

#### Associate in Arts
- **Division**: Humanities and Social Sciences
- **Phone**: 843.574.6034

  for students who want to take courses at TTC leading to bachelor’s degrees in such fields as business administration, communication, education, psychology, history, government, English and other humanities, fine arts and social sciences

#### Associate in Science
- **Division**: Science and Mathematics
- **Phone**: 843.574.6015

  for students who want to take courses at TTC leading to bachelor’s degrees in such fields as science, engineering and health-related fields

### Specialty Transfer Programs

#### Business
- **Division**: Humanities and Social Sciences
- **Phone**: 843.574.6034

  B.S. in Business Administration – The Citadel

#### Engineering
- **Division**: Engineering Technology
- **Phone**: 843.574.6156

  2+2 agreement for B.S. in Civil Engineering – The Citadel
  2+2 agreement for B.S. in Electrical Engineering – The Citadel
  B.S. in Chemical Engineering – USC
  B.S. in Civil/Mechanical Engineering – USC
  B.S. in Electrical and Computer Engineering – USC

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 Web site. 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 and aircraft manufacturing.

Classes for the Aircraft Maintenance programs are offered only at the Berkeley Campus and are designed to lead towards Federal Aviation Administration licensing or certification for airframe and powerplant. This program offers both an associate degree and certificates in aircraft maintenance leading to FAA airframe and powerplant mechanic certification. Classes for the Aircraft Assembly program are offered at the Main Campus as a two-semester certificate program. Students may enter either program at the start of any semester.

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs
Aircraft Maintenance Technology

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

Aircraft Maintenance Technology

Associate in Applied Science
Credit Requirements: 92 Semester Credit Hours

Day

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

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

Recommended Sequence of Courses

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

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

Third Semester – Summer
ACM 150 Assembly and Rigging 3
ACM 155 Aircraft Environmental Systems 3
ACM 160 Utility and Warning Systems 3
ACM 167 Landing Gear Systems 3
ELE HUM Select one course from Humanities electives on page B-3 3
Total 15
### Aeronautical Studies

#### Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 170</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACM 172</td>
<td>Aircraft Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>ACM 174</td>
<td>Airframe Inspection</td>
<td>1</td>
</tr>
<tr>
<td>ACM 201</td>
<td>Lubricating Systems</td>
<td>2</td>
</tr>
<tr>
<td>ACM 205</td>
<td>Ignition and Starting Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 245</td>
<td>Powerplant Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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#### Fifth Semester – Spring

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 220</td>
<td>Turbine Engines</td>
<td>3</td>
</tr>
<tr>
<td>ACM 234</td>
<td>Propellers and Components</td>
<td>4</td>
</tr>
<tr>
<td>ACM 240</td>
<td>Engine Electrical Instrumentation and Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>ACM 250</td>
<td>Induction Cooling and Exhaust</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Math electives on page B-4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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#### Sixth Semester – Summer

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>ACM 210</td>
<td>Reciprocating Engine Overhaul</td>
<td>4</td>
</tr>
<tr>
<td>ACM 212</td>
<td>Engine Installation</td>
<td>3</td>
</tr>
<tr>
<td>ACM 226</td>
<td>Engine Inspection</td>
<td>1</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>14</strong></td>
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</tbody>
</table>

### Aircraft Assembly Technology

#### Certificate in Applied Science

**Credit Requirements: 26 Semester Credit Hours**

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

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

#### Recommended Sequence of Courses

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMF 103</td>
<td>Introduction to Aviation</td>
<td>3</td>
</tr>
<tr>
<td>AMF 104</td>
<td>Basic Aviation Sciences</td>
<td>3</td>
</tr>
<tr>
<td>AMF 109</td>
<td>Aircraft Materials and Hand Tools</td>
<td>3</td>
</tr>
<tr>
<td>AMF 110</td>
<td>Corrosion Control and Sealing Applications</td>
<td>2</td>
</tr>
<tr>
<td>AMF 116</td>
<td>Aircraft Fluid Lines</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 170</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACM 172</td>
<td>Aircraft Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>ACM 174</td>
<td>Airframe Inspection</td>
<td>1</td>
</tr>
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<td><strong>Total</strong></td>
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</table>

**Third Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 125</td>
<td>Wood Structures, Coverings and Finishes</td>
<td>2</td>
</tr>
<tr>
<td>ACM 135</td>
<td>Sheet Metal and Non-metallic Structures</td>
<td>4</td>
</tr>
<tr>
<td>ACM 145</td>
<td>Aircraft Welding</td>
<td>2</td>
</tr>
<tr>
<td>ACM 165</td>
<td>Hydraulic and Pneumatic Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Second Semester – Summer**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACM 160</td>
<td>Utility and Warning Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 167</td>
<td>Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
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</tbody>
</table>

**Third Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 170</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACM 172</td>
<td>Aircraft Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>ACM 174</td>
<td>Airframe Inspection</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

### 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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 125</td>
<td>Wood Structures, Coverings and Finishes</td>
<td>2</td>
</tr>
<tr>
<td>ACM 135</td>
<td>Sheet Metal and Non-metallic Structures</td>
<td>4</td>
</tr>
<tr>
<td>ACM 145</td>
<td>Aircraft Welding</td>
<td>2</td>
</tr>
<tr>
<td>ACM 165</td>
<td>Hydraulic and Pneumatic Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

**Second Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 150</td>
<td>Assembly and Rigging</td>
<td>3</td>
</tr>
<tr>
<td>ACM 155</td>
<td>Aircraft Environmental Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 160</td>
<td>Utility and Warning Systems</td>
<td>3</td>
</tr>
<tr>
<td>ACM 167</td>
<td>Landing Gear Systems</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Third Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACM 170</td>
<td>Aircraft Electrical Systems</td>
<td>4</td>
</tr>
<tr>
<td>ACM 172</td>
<td>Aircraft Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>ACM 174</td>
<td>Airframe Inspection</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
Aeronautical Studies

Aircraft Maintenance General

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
ACM 101 General Regulations 2
ACM 102 Aviation Sciences 3
ACM 105 Basic Aircraft Electricity 4
ACM 110 Aircraft Drawings 1
ACM 115 Ground Handling and Servicing 3
ACM 120 Materials and Corrosion Control 4
Total 17

Second Semester – Spring
ACM 114 Fluid Lines and Fittings 1
Total 1

Aircraft Maintenance Powerplant

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
ACM 201 Lubricating Systems 2
ACM 205 Ignition and Starting Systems 3
ACM 245 Powerplant Fuel Systems 4
Total 9

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

Third Semester – Summer
ACM 210 Reciprocating Engine Overhaul 4
ACM 212 Engine Installation 3
ACM 226 Engine Inspection 1
Total 8

Avionics Maintenance Technology

Certificate: Industrial Technology
Credit Requirements: 40 Semester Credit Hours

In this program students will gain a valuable mix of theory and practical hands-on learning experiences related to avionics. The program culminates with on-site Federal Communications Commission (FCC) General Radiotelephone Operator’s License (GROL) elements 1, 3 and 8 licensing preparation and operational testing. In addition, the program will prepare students for the National Center for Aerospace and Transportation Technologies (NCAAT) Aircraft Electronics Technician (AET) certification.

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.
## Aeronautical Studies

### Recommended Sequence of Courses

#### First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT 101</td>
<td>Basic Electricity for Avionics</td>
<td>4</td>
</tr>
<tr>
<td>AVT 105</td>
<td>Aircraft Electricity for Avionics</td>
<td>4</td>
</tr>
<tr>
<td>AVT 110</td>
<td>Aircraft Electronic Circuits</td>
<td>4</td>
</tr>
<tr>
<td>AVT 115</td>
<td>Aircraft Digital Circuits</td>
<td>3</td>
</tr>
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</table>

**Total 15**

#### Second Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT 120</td>
<td>Aviation Electronic Communications</td>
<td>4</td>
</tr>
<tr>
<td>AVT 125</td>
<td>Aviation Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>AVT 140</td>
<td>Avionics Standard Practices</td>
<td>3</td>
</tr>
<tr>
<td>AVT 145</td>
<td>Avionics Circuit Repair</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

#### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT 150</td>
<td>Aircraft Navigation Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVT 155</td>
<td>Aircraft Pulse Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVT 160</td>
<td>Aircraft Radar Systems</td>
<td>3</td>
</tr>
<tr>
<td>AVT 165</td>
<td>Avionics General Regulations</td>
<td>2</td>
</tr>
<tr>
<td>AVT 170</td>
<td>Avionics Program and Test Review</td>
<td>1</td>
</tr>
</tbody>
</table>

**Total 12**
Overview

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

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

Students interested in Allied 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 Allied Health Sciences associate degree programs are offered in sequence and require two years for completion. The exceptions are the Occupational Therapy Assistant and the Physical Therapist Assistant programs, in which the professional courses take one year to complete. However, all general education courses, other required courses and a humanities elective must be completed as a condition of admission to the Occupational Therapy Assistant and Physical Therapist Assistant programs.

Prior to beginning clinical training or enrolling in courses requiring personal protective equipment, students must have current CPR certification, medical professional liability (which is included in the college tuition) and major medical insurance, a physical examination, all required immunizations and current TB (PPD) tests.

Allied Health Sciences students are required to follow stringent safety procedures, including, but not limited to, OSHA’s Standard Precautions for handling potentially infectious materials.

Students are required to purchase uniforms in most programs and to purchase laboratory supplies and materials in some programs.

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

Criminal Background Checks/Drug Screening

All students enrolled in an Allied Health Sciences program will be required to complete a criminal background check and will be subjected to random drug screening. Results of the criminal background check and/or drug screening could affect the student’s ability to complete required clinical rotations and/or become credentialed. (Conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation. Early notification to the appropriate board is required. Faculty advisors will provide information about this procedure.) Only criminal background checks and drug screenings conducted through the College-approved agency will be accepted. Faculty advisors will provide information about the criminal background check and drug screening procedure at the program open advisement session. Criminal background checks must be completed prior to the first day of the entering semester. Drug screenings will be conducted randomly but prior to a clinical rotation.

Cancellation Policy

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

Programs of Study

Associate Degree Programs
- Dental Hygiene
- Emergency Medical Technology
- Emergency Medical Technology (Advanced Placement Option)
- General Technology
- Expanded Duty Dental Assisting
- Medical Assisting
- Pharmacy Technician
- Medical Laboratory Technology
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Radiologic Technology
- Respiratory Care
- Veterinary Technology

Diploma Programs
- Expanded Duty Dental Assisting
- Medical Assisting
- Ophthalmic Clinical Assistant
- 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 an Allied Health 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 Allied Health application was received in the Admissions office.

C. Attend an official advising session and obtain a signed statement from your program faculty advisor verifying attendance.

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

E. Provide proof that general education courses and their prerequisites (support courses required in the Dental Hygiene program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. Laboratory sciences must be completed within five years of the admission date with a minimum GPA of 2.5. The following required general education courses may be completed prior to admission to the Dental Hygiene program or may be completed concurrently with the Dental Hygiene curriculum:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Humanities Elective</td>
</tr>
</tbody>
</table>
F. Satisfy academic probation/suspension requirement, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

OR

Complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science of four semester credit hours. Laboratory sciences must have been taken within five years of admission date with a minimum grade of C and a cumulative GPA of 2.5.

G. Submit proof of a minimum of 15 hours of observation of a licensed dental hygienist working in a dental practice. The applicant is responsible for arranging the observation time.

H. Achieve a minimum 2.5 GPA in the four required prerequisite science courses and an overall minimum cumulative 2.5 GPA at the time of admission and date of entry into the program. In addition, students must not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Dental Hygiene Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health 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 Allied Health program may be offered the opportunity to move to an earlier acceptance date.

Transfer to the Dental Hygiene Program

Students seeking admission to the Dental Hygiene program at TTC who have been enrolled in (and not completed) another Dental Hygiene program must complete the following requirements to be considered for admission:

1. Meet the college’s admission requirements.
2. Meet the Dental Hygiene program’s admission requirements.
3. Submit a letter from the dean or director of the former Dental Hygiene 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 in a clinical Dental Hygiene course are considered for admission.

4. Meet the college’s requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for Dental Hygiene courses taken within the last two years.

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the Dental Hygiene program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. Students requesting readmission must meet all admission criteria in place at the time of readmission. See the Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Dental Hygiene course, the student must:

1. Achieve a grade of C or better in each professional course.
2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses.
3. Receive a satisfactory in Professional Development.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 211 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 225 Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 105 General Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 120 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205 Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
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<tr>
<td>SPC 209 Interpersonal Communication</td>
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Total 28

First Semester – Spring

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DHG 111 Orofacial Embryology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 125 Tooth Morphology and Histology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 140 General and Oral Pathology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 151 Dental Hygiene Principles</td>
<td>5</td>
</tr>
<tr>
<td>DHG 244 Dental Materials</td>
<td>3</td>
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Total 14

Second Semester – Summer

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 218 Head and Neck Anatomy</td>
<td>1</td>
</tr>
<tr>
<td>DHG 121 Dental Radiography</td>
<td>3</td>
</tr>
<tr>
<td>DHG 165 Clinical Dental Hygiene I</td>
<td>5</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 12

Third Semester – Fall

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DHG 141 Periodontology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 143 Dental Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>DHG 175 Clinical Dental Hygiene II</td>
<td>5</td>
</tr>
<tr>
<td>DHG 230 Public Health Dentistry</td>
<td>3</td>
</tr>
<tr>
<td>DHG 241 Integrated Dental Hygiene I</td>
<td>1</td>
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<tr>
<td>SOC 101 Introduction to Sociology</td>
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Total 16

Fourth Semester – Spring

<table>
<thead>
<tr>
<th>Courses</th>
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<tbody>
<tr>
<td>DHG 231 Dental Health Education</td>
<td>1</td>
</tr>
<tr>
<td>DHG 255 Clinical Dental Hygiene III</td>
<td>5</td>
</tr>
<tr>
<td>DHG 265 Clinical Dental Hygiene IV</td>
<td>5</td>
</tr>
<tr>
<td>ELE HUM (Select one course from Humanities)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 14
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 an EMT-Paramedic, ACLS and CPR certification.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

First Semester – Fall
EMS 117  Advanced Pediatric Life Support  1
EMS 119  Emergency Medical Services Operation  2
EMS 120  EMS Pharmacology  3
EMS 251  Advanced Placement EMS Paramedic Care II  4
EMS 254  Advanced Placement EMS Internship I  3
Total 13

Second Semester – Spring
EMS 115  International Trauma Life Support  1
EMS 116  Advanced Cardiac Life Support  1
EMS 217  Introduction to Electrocardiography  2
EMS 218  EMS Management Seminar  2
EMS 253  Advanced Placement EMS Clinical Experience II  3
EMS 255  Advanced Placement EMS Internship Experience II  3
Total 12

Third Semester – Summer
EMS 225  Critical Care Transport Paramedic  4
EMS 250  Advanced Placement Paramedic Care  5
EMS 252  Advanced Placement EMS Clinical Experience I  3
Total 12

General Education Requirements
BIO 210  Anatomy and Physiology I  4
BIO 211  Anatomy and Physiology II  4
CPT 101  Introduction to Computers  3
ENG 101  English Composition I  3
ELE HUM  Humanities Elective  3
MAT 120  Probability and Statistics  3
PSY 201  General Psychology  3
SPC 205  Public Speaking  3
Total 26

Meet with the program coordinator and successfully complete an experiential learning credit application for the following courses:

Experiential Learning Credit
EMS 110  Basic Emergency Medical Care  5
EMS 111  Intermediate Medical Care  5

Emergency Medical Technology

Associate in Applied Science
Credit Requirements: 73 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 an Allied Health 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. If complete prior to enrolling in EMS courses, provide proof that general education courses and their prerequisites (support courses required in the Emergency Medical Technology program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. 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 2.5 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 Allied Health Student Health Record. EMT faculty will provide information and necessary forms at the advising session.

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

Recommended Sequence of Courses

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EMS 110</td>
<td>Basic Emergency Medical Care</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 111</td>
<td>Intermediate Emergency Care</td>
<td>5</td>
</tr>
<tr>
<td>EMS 115</td>
<td>International Trauma Life Support</td>
<td>1</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 116</td>
<td>Advanced Cardiac Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 120</td>
<td>Emergency Medical Services Operations</td>
<td>2</td>
</tr>
<tr>
<td>EMS 217</td>
<td>Introduction to Electrocardiography</td>
<td>3</td>
</tr>
<tr>
<td>EMS 220</td>
<td>Paramedic Internship I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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</tbody>
</table>

**Total 16**

**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EMS 117</td>
<td>Advanced Pediatric Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 119</td>
<td>Emergency Medical Services Operations</td>
<td>2</td>
</tr>
<tr>
<td>EMS 211</td>
<td>Advanced Clinical Experience I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 213</td>
<td>Advanced Emergency Medical Care II</td>
<td>4</td>
</tr>
<tr>
<td>EMS 221</td>
<td>Paramedic Internship II</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
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**Total 14**

**Fifth Semester – Spring**

<table>
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<tbody>
<tr>
<td>EMS 118</td>
<td>Advanced Medical Life Support</td>
<td>1</td>
</tr>
<tr>
<td>EMS 210</td>
<td>Advanced Emergency Medical Care I</td>
<td>5</td>
</tr>
<tr>
<td>EMS 214</td>
<td>Advanced Clinical Experience II</td>
<td>3</td>
</tr>
<tr>
<td>EMS 218</td>
<td>EMS Management Seminar</td>
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</tr>
<tr>
<td>EMS 222</td>
<td>Paramedic Internship III</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 14**

**General Technology**

**Associate in Applied Science**

**Expanded Duty Dental Assisting Career Path**

**Credit Requirements: 70 Semester Credit Hours**

The Associate Degree in Occupational Technology – General Technology is designed to be a completion program for students who hold a diploma in Expanded Duty Dental Assisting. For admission requirements, see the Expanded Duty Dental Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

For updated catalog, visit www.tridenttech.edu.
Recommended Sequence of Courses
First Semester – Fall
- CPT 101 Introduction to Computers 3
- DAT 114 Dental Emergencies and Medicine 3
- DAT 115 Ethics and Professionalism 1
- DAT 118 Dental Morphology 2
- DAT 123 Oral Medicine/Oral Biology 3
- DAT 154 Clinical Procedures I 4
- DHG 244 Dental Materials 3

Total 19

Second Semester – Spring
- DAT 121 Dental Health Education 2
- DAT 122 Dental Office Management 2
- DAT 124 Expanded Functions/Specialties 1
- DAT 127 Dental Radiography 4
- DAT 185 Dental Specialties 5
- ENG 101 English Composition I 3
  or
- ENG 150 Basic Communications 3

Total 17

Third Semester – Summer
- DAT 177 Dental Office Experience 7
- PSY 201 General Psychology 3

Total 10

General Technology

Associate in Applied Science
Medical Assisting Clinical Manager Career Path
Credit Requirements: 75-76 Semester Credit Hours

This associate degree in General Technology – Medical Assisting is a completion program for students who hold a diploma in Medical Assisting. For admission requirements, see the Medical Assisting diploma program page. Students who already hold this diploma should consult with the program advisor.

Recommended Sequence of Courses
Prerequisites
- AHS 104 Medical Vocabulary/Anatomy 3

Total 3

First Semester – Summer
- AHS 105 Medical Ethics and Law 2
- AHS 114 Basic First Aid 1
- AHS 121 Basic Pharmacology 2
- AHS 142 Phlebotomy 2
- AHS 170 Fundamentals of Disease 3
- MED 102 Introduction to the Medical Assisting Profession 2
- MED 131 Administrative Skills of Medical Office I 2

Total 14


**Allied Health Sciences**

**Second Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MED 107</td>
<td>Medical Office Management</td>
<td>4</td>
</tr>
<tr>
<td>MED 114</td>
<td>Medical Assisting Clinical Procedures</td>
<td>4</td>
</tr>
<tr>
<td>MED 115</td>
<td>Medical Office Lab Procedures I</td>
<td>4</td>
</tr>
<tr>
<td>MED 132</td>
<td>Administrative Skills of Medical Office II</td>
<td>3</td>
</tr>
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</table>

**Total 18**

**Third Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 179</td>
<td>Microcomputer Word Processing</td>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>MED 158</td>
<td>Clinical Office Experience</td>
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<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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</tbody>
</table>

**Total 17**

**General Technology**

**Associate in Applied Science**

**Pharmacy Technician Career Path**

Credit Requirements: 66 Semester Credit Hours

This associate degree in General Technology is a completion program for students who hold a diploma in Pharmacy Technician. For admission requirements, see the Pharmacy Technician diploma program page. Students who already hold this diploma should consult with the program advisor.

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 101</td>
<td>Introduction to Pharmacy Tech</td>
<td>3</td>
</tr>
<tr>
<td>PHM 113</td>
<td>Pharmacy Technician Math</td>
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</table>

**Total 16**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PHM 110</td>
<td>Pharmacy Practice</td>
<td>4</td>
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<tr>
<td>PHM 114</td>
<td>Therapeutic Agents I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 152</td>
<td>Pharmacy Technician Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>PHM 175</td>
<td>Pharmacy Technician Practicum</td>
<td>3</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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</table>

**Total 15**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO 115</td>
<td>Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 118</td>
<td>Community Pharmacy Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PHM 124</td>
<td>Therapeutic Agents II</td>
<td>3</td>
</tr>
<tr>
<td>PHM 164</td>
<td>Pharmacy Technician Practicum II</td>
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</table>

**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 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.

**Associate in Applied Science**

**General Technology**

**Medical Assisting Career Path**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>or</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Marketing</td>
<td>3</td>
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<tr>
<td>MKT 101</td>
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**Total 26-27**

For updated catalog, visit www.tridenttech.edu.
advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101 and PSY 201) will be eligible for an associate degree in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210 Anatomy and Physiology I 4  
CHM 110 College Chemistry I 4  
SPA 101 Elementary Spanish I 4  
ELE HUM Select one course from Humanities Electives on page B-3 3  
MAT 110 College Algebra 3  
MAT 120 Probability and Statistics 3  
MGT 101 Principles of Management 3  
MGT 270 Managerial Communication 3  
MGT 150 Fundamentals of Supervision 3  
PHM 201 Pharmacy Management 2  
PSY 201 General Psychology 3

Total 24

Medical Laboratory Technology

Associate in Applied Science
Credit Requirements: 79 Semester Credit Hours

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Technology program prepares students for employment as medical laboratory technicians. Medical laboratory technicians perform a wide variety of routine diagnostic and prognostic laboratory procedures in a health care setting. Students gain both theoretical and practical lab experience analyzing the chemistry, cellular composition, microbial flora and immunological components of body fluids and tissues.

Upon graduation, students are eligible to take a national certifying examination, earning the designation Medical Laboratory Technician (MLT) by the American Society for Clinical Pathology.

Program Admission and Progression Requirements

Applicants will be admitted to this program by completing the general college admission requirements and returning a completed Allied Health application to the Admissions office. Students can enroll in Medical Laboratory Technology courses (MLT prefix) by meeting specific program progression requirements described below. Spaces in MLT classes will be filled every Fall Semester on a first-qualified, first-admitted basis.

I. General College Admission Requirements

A. Achieve admission to the college by meeting TTC’s requirements for associate degree programs.
B. Provide proof of high school graduation or completion of a GED.
C. *Complete the TTC placement testing procedure.
D. Attend TTC Orientation and obtain the name of your assigned academic advisor.
E. Meet with your assigned academic advisor.

*Please note that applicants not achieving appropriate test scores will be required to complete all courses indicated by placement test scores.

Note: Admission to the college does not guarantee progression into the Medical Laboratory Technology courses.

II. Application for the Medical Laboratory Technology Program

Apply for the Medical Laboratory Technology program by returning a completed Allied Health application to the Admissions office. Information may be submitted in person or by mail to:

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

Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied Health application was received in the Admissions office.
III. Procedures Required for Program Progression

A. Attend an information session with a program faculty advisor and verify attendance by obtaining a signed statement of advising. Open information/advising sessions are held each semester in the Health Sciences Building (Bldg. 630). Schedules with dates and times are posted on bulletin boards on each campus.

B. Maintain a minimum cumulative 2.0 GPA and not be on academic probation or disciplinary suspension on the date of entry into MLT-prefix courses.

C. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester hours with a minimum grade of C in each course and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

D. Successfully complete all courses indicated by placement test scores (see your advisor for scores) and courses required for progression with a grade of C or better. Students must earn a C or better in all prerequisite and corequisite courses, and in each lecture, laboratory and clinical component of all MLT courses. While enrolled in MLT courses, students must successfully complete a professional development evaluation component before progressing to the next MLT course.

E. Provide proof that MAT 110 and CPT 101 have been completed with a minimum grade of C before entering the program.

F. Applicants who meet college and program requirements will be considered qualified and will be allowed to progress in the program on a first-qualified, first-admitted basis. Qualified applicants will receive a letter indicating the year and semester they may begin taking MLT-prefix courses.

IV. General Procedures

Students who receive a W, D or F in a MLT-prefix course, or who fail to successfully complete a professional development evaluation, may request consideration for readmission to the Medical Laboratory Technology program. Readmission to the program is not automatic. See the Allied 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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First Semester – Fall

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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
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<tr>
<td>AHS 142</td>
<td>Phlebotomy</td>
<td>2</td>
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<tr>
<td>*BIO 112</td>
<td>Basic Anatomy and Physiology</td>
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<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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Second Semester – Spring

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<th>Title</th>
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<tbody>
<tr>
<td>MLT 102</td>
<td>Medical Lab Fundamentals</td>
<td>3</td>
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<tr>
<td>MLT 110</td>
<td>Hematology</td>
<td>4</td>
</tr>
<tr>
<td>MLT 112</td>
<td>Introduction to Parasitology</td>
<td>2</td>
</tr>
<tr>
<td>MLT 219</td>
<td>Clinical Instrumentation</td>
<td>3</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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Third Semester – Summer

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>MLT 105</td>
<td>Medical Microbiology</td>
<td>4</td>
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<tr>
<td>MLT 108</td>
<td>Urinalysis and Body Fluids</td>
<td>3</td>
</tr>
<tr>
<td>MLT 115</td>
<td>Immunology</td>
<td>3</td>
</tr>
<tr>
<td>**SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
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<td>Total</td>
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Fourth Semester – Fall

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MLT 120</td>
<td>Immunohematology</td>
<td>4</td>
</tr>
<tr>
<td>MLT 130</td>
<td>Clinical Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MLT 205</td>
<td>Advanced Microbiology</td>
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<tr>
<td>MLT 210</td>
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<td>Total</td>
<td>16</td>
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</table>
Fifth Semester – Spring
MLT 270 Clinical Applications 12
ELE HUM Select one course from Humanities 3
Electives on page B-3
Total 15

*May substitute BIO 210 and BIO 211 for BIO 112
**May substitute SPC 205

Occupational Therapy Assistant

Associate in Applied Science
Credit Requirements: 71 Semester Credit Hours

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

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA’s telephone number is 301.652.2682. Graduates of the program will be able to sit for the national certification examination for occupational therapy assistants administered by the National Board for Certification in Occupational Therapy Inc. (NBCOT). Successful completion of this exam entitles the individual to practice as a Certified Occupational Therapy Assistant (COTA) under the supervision of a registered occupational therapist.

Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Program Admission and Course Progression Requirements

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

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

Phase I Provisional Acceptance for Fall Semester

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 the Allied Health application for the Occupational Therapy Assistant program. (Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied 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. Complete PSY 201 and BIO 210 with a minimum grade of C. Laboratory sciences 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 2.0 GPA and not be on academic or disciplinary suspension at the time of
admission and date of entry into OTA-prefix courses.

**Phase II Acceptance for Summer Semester**

**G.** In order to progress in the Occupational Therapy Assistant (OTA) program and be able to enroll in OTA-prefix classes for Summer Semester, you must have the following completed by the end of Spring Semester. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified first-admitted basis in the next available class.

*Courses with a minimum grade of C or better:* ENG 101, CPT 101, SPC 205 or SPC 209, PSY 203, MAT 120 or MAT 109, MAT 110, BIO 211 and Humanities Elective. Laboratory sciences must have been taken within five years of admission date. If you have any questions regarding these courses, please contact your academic advisor.

*Submit proof of minimum of 40 hours of observation/volunteer work performed in two separate occupational therapy facilities. The applicant is responsible for arranging the observation/volunteer time.*

*Attend an official open advising session and obtain a signed statement from an Occupational Therapy Assistant program faculty member verifying attendance.*

**H.** At the time of entry to the program, show evidence of completion of the criminal background check required by the college. Drug screening will be conducted randomly but prior to clinical rotation.

**III. General Admission Procedures for the Occupational Therapy Assistant Program**

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

**Note:** Falsification of any information submitted will make a student ineligible for admission to or continuation in the Occupational Therapy Assistant program.

**Readmission to a Program**

Students who receive a W, D 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 Allied 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**

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
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</tr>
</thead>
<tbody>
<tr>
<td><em>BIO 210</em> Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109 College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 110 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MAT 120 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td><em>PSY 201</em> General Psychology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 13</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIO 211 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203 Human Growth and Development</td>
<td>3</td>
</tr>
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<td>SPC 205 Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SPC 209 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 16</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester – Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 103 Introduction to Occupational Therapy</td>
<td>2</td>
</tr>
<tr>
<td>OTA 130 Therapeutic Media I</td>
<td>1</td>
</tr>
<tr>
<td>OTA 149 Interdisciplinary Community Experiences</td>
<td>1</td>
</tr>
<tr>
<td>OTA 174 Pediatric Skills for the Occupational Therapy Assistant</td>
<td>6</td>
</tr>
<tr>
<td>OTA 213 Group Process and Dynamics</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total 12</strong></td>
<td></td>
</tr>
</tbody>
</table>
Allied Health Sciences

Fourth Semester – Fall
OTA 155 Gerontology 2
OTA 160 Adult Psychosocial Dysfunction 2
OTA 165 Adult Physical Dysfunction 5
OTA 203 Kinesiology for Occupational Therapy 3
OTA 245 Occupational Therapy Departmental Management 2
OTA 252 OTA Clinical II 2
Total 16

Fifth Semester – Spring
OTA 260 Clinical V 7
OTA 268 Clinical VI (Physical Disabilities) 7
Total 14

*Phase I prerequisites for provisional acceptance for Fall Semester

Physical Therapist Assistant

Associate in Applied Science
Credit Requirements: 78 Semester Credit Hours
The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures, including various types of exercise, rehabilitation techniques, electrical modalities and heat/cold modalities, designed and supervised by a registered physical therapist. Other responsibilities include clerical duties, record keeping and continuing education. The program is accredited by the Commission on Accreditation in Physical Therapy Education. Graduates become licensed by passing the National Physical Therapist Assistant Licensure Examination.

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

Note: Admission to the college does not guarantee admission to the Physical Therapist Assistant program.

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health 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 Allied 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. Provide proof that all general education courses (support courses) required in the Physical Therapist Assistant program have been completed with a minimum grade of C. Laboratory sciences and AHS 104 must have been completed within five years of admission date.

E. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

F. Submit to the Admissions office a completed volunteer/observation form documenting a minimum of 40 hours
spent in a physical therapy facility. While all 40 hours may be completed in a hospital, it is preferred that the observation/volunteer hours be divided between hospital and nonhospital facilities, with a minimum of 20 hours in an acute care hospital. The applicant is responsible for arranging the observation/volunteer experience.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Physical Therapist Assistant Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health – 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 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 Allied 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120</td>
<td>Probability and Statistics</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Electives on page B-3</td>
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Second Semester – Spring

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<th>Course Title</th>
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<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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Third Semester – Summer

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<tr>
<td>PTH 101</td>
<td>Physical Therapy Professional</td>
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<td>PTH 202</td>
<td>Physical Therapy Modalities</td>
<td>4</td>
</tr>
<tr>
<td>PTH 205</td>
<td>Physical Therapy Functional Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>PTH 235</td>
<td>Interpersonal Dynamics</td>
<td>2</td>
</tr>
<tr>
<td>PTH 252</td>
<td>Clinical Practice</td>
<td>2</td>
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<td><strong>Total</strong></td>
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Fourth Semester – Fall

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<th>Credits</th>
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<tbody>
<tr>
<td>PTH 221</td>
<td>Pathology I</td>
<td>2</td>
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<tr>
<td>PTH 240</td>
<td>Therapeutic Exercises/Applications</td>
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<tr>
<td>PTH 244</td>
<td>Rehabilitation</td>
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<td>PTH 266</td>
<td>Physical Therapy Practicum I</td>
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Fifth Semester – Spring

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PTH 222</td>
<td>Pathology II</td>
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<tr>
<td>PTH 230</td>
<td>Clinical Electrotherapy</td>
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<tr>
<td>PTH 242</td>
<td>Orthopedic Management</td>
<td>4</td>
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<tr>
<td>PTH 245</td>
<td>Pediatric Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTH 275</td>
<td>Advanced Professional Preparation</td>
<td>1</td>
</tr>
<tr>
<td>PTH 276</td>
<td>Physical Therapy Practicum II</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18</strong></td>
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</tr>
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</table>
Radiologic Technology

Associate in Applied Science
Credit Requirements: 86 Semester Credit Hours

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182. Tel: 312.704.5300.

The Radiologic Technology program prepares students to provide patient services using imaging modalities, as directed by physicians in order to perform radiologic procedures. Graduates are eligible to apply to take the National Registry Examination offered by the American Registry of Radiologic Technologists.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

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

Note: Admission to the college does not guarantee admission to the Radiologic Technology program.

II. Program Admission Requirements

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

C. Attend an open advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630) and on other college bulletin boards.

D. Submit proof of algebra and chemistry competencies by completing one requirement each in:

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

Chemistry
1. One year of high school chemistry with a C average,
   OR
2. CHM 100 Introductory Chemistry with a minimum grade of C,
   OR
3. Complete three semester credit hours of chemistry with a minimum grade of C from an approved, regionally accredited postsecondary institution.

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

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 on all college
course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been taken within five years of the admission date with a minimum grade of C.

G. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Radiologic Technology Program

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

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

IV. Course Progression

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

1. Earn a C or better in the lecture, laboratory and clinical components of all Radiologic Technology courses.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Earn a C or better in all prerequisite and corequisite and general education courses (laboratory science must have been completed within five years of admission).
4. Earn a C or better in all general education courses (support courses) required for the Radiologic Technology program.
5. Maintain a minimum 2.0 cumulative GPA throughout the program.
6. 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 Allied Health Sciences overview.

Recommended Sequence of Courses

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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</table>

Total 3

First Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 110</td>
<td>Patient Care Procedures</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
</tr>
<tr>
<td>RAD 101</td>
<td>Introduction to Radiography</td>
</tr>
<tr>
<td>RAD 121</td>
<td>Radiographic Physics</td>
</tr>
</tbody>
</table>

Total 14

Second Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>RAD 110</td>
<td>Radiographic Imaging I</td>
</tr>
<tr>
<td>RAD 130</td>
<td>Radiographic Procedures I</td>
</tr>
<tr>
<td>RAD 152</td>
<td>Applied Radiography I</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
</tr>
<tr>
<td>Electives</td>
<td>Electives on page B-3</td>
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</tbody>
</table>

Total 15

Third Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>RAD 115</td>
<td>Radiographic Imaging II</td>
</tr>
<tr>
<td>RAD 136</td>
<td>Radiographic Procedures II</td>
</tr>
<tr>
<td>RAD 165</td>
<td>Applied Radiography II</td>
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</tbody>
</table>

Total 15

Fourth Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
</tr>
<tr>
<td>RAD 175</td>
<td>Applied Radiography III</td>
</tr>
<tr>
<td>RAD 205</td>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>RAD 236</td>
<td>Radiography Seminar II</td>
</tr>
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</table>

Total 12

Fifth Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 201</td>
<td>Radiation Biology</td>
</tr>
<tr>
<td>RAD 230</td>
<td>Radiographic Procedures III</td>
</tr>
<tr>
<td>RAD 258</td>
<td>Advanced Radiography I</td>
</tr>
</tbody>
</table>

Total 13
Sixth Semester – Spring
RAD 220 Selected Imaging Topics 3
RAD 268 Advanced Radiography II 8
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
Total 14

Respiratory Care

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

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

TTC’s Respiratory Care program prepares students for employment as advanced-level respiratory care practitioners. The program is accredited by the Committee on Accreditation for Respiratory Care. Graduates are eligible to take the certification and registry examinations administered by the National Board for Respiratory Care, Inc.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

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

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

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

   A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

   B. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

   C. Complete BIO 210 or its equivalent with a minimum grade of C from an approved, regionally accredited postsecondary institution.

   D. Submit proof of arithmetic competencies by completing one of the following:
      1. Achieve the appropriate score on the SAT, ACT or TTC’s placement test,
      OR
      2. Complete MAT 102 Intermediate Algebra or MAT 153 Elementary Algebra II
      OR
      3. Complete an intermediate algebra course equivalent to MAT 102 /153 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

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

   F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.5 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course and a cumulative 2.5 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have
been completed within five years of the admission date with a minimum grade of C.

G. A minimum cumulative 2.5 GPA is required at the time of admission. Students cannot be on academic or disciplinary suspension at date of entry into the program.

H. Submit a completed Open Advising form to Admissions showing evidence of attendance.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

### III. General Admission Procedures for the Respiratory Care Program

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

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

**Readmission to a Program**

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

**Course Progression**

To progress to the next Respiratory Care course, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of Respiratory Care courses.
2. Earn a satisfactory grade of S on all professional development evaluations.

### Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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**First Semester – Summer**

<table>
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<tr>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<td>MAT 110</td>
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<tr>
<td>PSY 201</td>
<td>3</td>
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<tr>
<td>RES 110</td>
<td>2</td>
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<td>RES 121</td>
<td>4</td>
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**Total 15**

**Second Semester – Fall**

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>AHS 103</td>
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<td>BIO 211</td>
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<td>RES 131</td>
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<td>RES 160</td>
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<td>RES 246</td>
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**Total 13**

**Third Semester – Spring**

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<td>RES 111</td>
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<td>RES 161</td>
<td>4</td>
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<td>RES 244</td>
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<td>RES 247</td>
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**Total 12**

**Fourth Semester – Summer**

<table>
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<td>CPT 101</td>
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<td>RES 142</td>
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<td>RES 152</td>
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<td>RES 210</td>
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**Total 12**

**Fifth Semester – Fall**

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<td>BIO 225</td>
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<td>RES 235</td>
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<td>RES 253</td>
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**Total 13 or 14**

**Sixth Semester – Spring**

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<td>Electives on page B-3</td>
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<tr>
<td>RES 205</td>
<td>2</td>
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<tr>
<td>RES 249</td>
<td>2</td>
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<tr>
<td>RES 254</td>
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**Total 14**

For updated catalog, visit www.tridenttech.edu.
Veterinary Technology

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours
Full-time

The Veterinary Technology curriculum prepares graduates to assist large and small animal veterinarians, as well as provide opportunities for careers in research laboratories and pharmaceutical and veterinary supply businesses.

Veterinary technicians assist by obtaining and recording information about cases, preparing animals for medical and surgical procedures, obtaining specimens, performing laboratory procedures, applying bandages and splints, assisting with anesthesia and surgery, and many other challenging tasks.

This program is offered in two formats: a program for full-time students and a program for part-time students.

Admission Requirements

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Classes for the full-time format begin each Fall Semester. Classes for the part-time format begin each Spring Semester.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

Note: Admission to the college does not guarantee admission to the Veterinary Technology program.

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

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

D. Submit proof of algebra, biology, chemistry and English competencies by completing one requirement each in:

Algebra
1. Achieve the appropriate score on the SAT, ACT or TTC’s placement test,
   OR
2. Complete MAT 101 Beginning Algebra with a minimum grade of C,
   OR
3. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Biology
1. BIO 101 Biological Science with a minimum grade of C,
   OR
2. Complete four semester credit hours of equivalent biology with a minimum grade of C from an approved, regionally accredited postsecondary institution within the last five years.

English
1. Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.
E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. Provide proof of completion for the following courses with a minimum grade of C: VET 105, BIO 101, 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 Allied Health – Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

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

Readmission to a Program

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

Course Progression

To progress to the next Veterinary Technology course the student must:
1. Earn a C or better in the lecture, laboratory and clinical components of all Veterinary Technology courses.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

**Prerequisites**
- BIO 101 Biological Science I 4
- ENG 101 English Composition I 3
- VET 105 Orientation to Veterinary Technology I

**Total 8**

**First Semester – Fall**
- BIO 115 Basic Microbiology 3
- CPT 101 Introduction to Computers 3
- VET 101 Animal Breeds and Husbandry 3
- VET 104 Veterinary Anatomy and Physiology 3
- VET 117 Animal Nutrition 2

**Total 14**

**Second Semester – Spring**
- PSY 201 General Psychology 3
- VET 140 Veterinary Pharmacology 2
- VET 142 Veterinary Anesthesia 3
- VET 160 Clinical Techniques II 3
- VET 180 Preceptorship 2

**Total 13**
Veterinary Technology

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours

Part-time

The Veterinary Technology curriculum prepares graduates to assist large and small animal veterinarians, as well as 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.

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 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 an Allied Health 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 Allied Health application was received in the Admissions office.

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

D. Submit proof of algebra, biology, chemistry and English competencies by completing one requirement each:

Algebra

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

OR

2. Complete MAT 101 Beginning Algebra with a minimum grade of C,
3. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

Biology
1. BIO 101 Biological Science with a minimum grade of C taken within the last five years,
OR
2. Complete three semester credit hours of equivalent biology with a minimum grade of C from an approved, regionally accredited postsecondary institution within the last five years.

English
1. Complete ENG 101 English Composition I or its equivalent with a minimum of a C average.

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

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting copies of official transcripts, excluding TTC transcripts, to the Admissions office; or complete 10 semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA. At least one of these courses must be a laboratory science. Laboratory sciences must have been completed within five years of the admission date with a minimum grade of C.

G. Maintain a minimum cumulative 2.0 GPA and not be on academic probation or suspension at the time of admission and date of entry into the program.

H. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.

I. 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.

J. 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.

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 Allied Health – Student Health Record. Applicants who meet the college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

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

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

Course Progression
To progress to the next Veterinary Technology course the student must:
1. Earn a C or better in the lecture, laboratory and clinical components of all Veterinary Technology courses.
2. Earn a satisfactory grade of S on all professional development evaluations.
Allied Health Sciences

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>VET 105 Orientation to Veterinary Technology I</td>
<td>1</td>
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<td><strong>Total 8</strong></td>
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First Semester – Spring

<table>
<thead>
<tr>
<th>Courses</th>
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<tr>
<td>PSY 201 General Psychology</td>
<td>3</td>
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<tr>
<td>VET 117 Animal Nutrition</td>
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Second Semester – Summer

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<tr>
<td>CPT 101 Introduction to Computers</td>
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<tr>
<td>PHI 110 Ethics</td>
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Third Semester – Fall

<table>
<thead>
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<tr>
<td>BIO 115 Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>VET 101 Animal Breeds and Husbandry</td>
<td>3</td>
</tr>
<tr>
<td>VET 104 Veterinary Anatomy and Physiology</td>
<td>3</td>
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Fourth Semester – Spring

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<thead>
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<th>Courses</th>
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<tbody>
<tr>
<td>VET 140 Veterinary Pharmacology</td>
<td>2</td>
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<tr>
<td>VET 142 Veterinary Anesthesia</td>
<td>3</td>
</tr>
<tr>
<td>VET 160 Clinical Techniques II</td>
<td>3</td>
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<td><strong>Total 8</strong></td>
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Fifth Semester – Summer

<table>
<thead>
<tr>
<th>Courses</th>
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<tr>
<td>VET 116 Radiology and Parasitology</td>
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<tr>
<td>VET 180 Preceptorship</td>
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<tr>
<td>VET 215 Laboratory Animal Medicine</td>
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Sixth Semester – Fall

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<th>Courses</th>
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<tr>
<td>VET 152 Clinical Pathology</td>
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<tr>
<td>VET 201 Diseases and Zoonosis</td>
<td>4</td>
</tr>
<tr>
<td>VET 250 Clinical Techniques III</td>
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Seventh Semester – Spring

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<th>Courses</th>
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<tr>
<td>MAT 120 Probability and Statistics</td>
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<tr>
<td>SPC 209 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>VET 260 Clinical Techniques IV</td>
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Eighth Semester – Summer

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<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>VET 240 Office Management and Client Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 3</strong></td>
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</tr>
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Ninth Semester – Fall

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>VET 170 Veterinary Technician Externship</td>
<td>6</td>
</tr>
<tr>
<td>VET 207 Large Animal Clinical Practice</td>
<td>3</td>
</tr>
<tr>
<td>VET 280 Senior Seminar</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total 10</strong></td>
<td></td>
</tr>
</tbody>
</table>

Expanded Duty Dental Assisting

Diploma in Applied Science

Credit Requirements: 46 Semester Credit Hours

Full-time

The Expanded Duty Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are certified in infection control and radiation health and safety and are eligible for certification in monitoring nitrous oxide sedation by the South Carolina State Board of Dentistry. Upon satisfactory completion of the Dental Assisting National Board, graduates are designated certified dental assistants.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC’s requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Expanded Duty Dental Assisting program.

II. Program Admission Requirements

Applicants should ensure that documentation of each of the following admissions requirements is on file in the Admissions office as soon as it is completed. Information may be submitted in person or by mail to:
A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete all courses indicated by TTC’s placement test, SAT or ACT scores, if applicable.

C. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

D. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See list of academic advisors published in On Course.

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

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

G. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

H. Achieve the appropriate math score on TTC’s placement test.

I. Submit proof of a minimum of five hours of observation of a certified dental assistant or a graduate of an ADA-accredited dental assisting program working in a dental practice. The applicant is responsible for arranging the observation time.

J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Expanded Duty Dental Assisting Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health – 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 Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must:
1. Achieve a grade of C or better in each professional course.
2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses and all support classes.

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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</tr>
<tr>
<td>DAT 114</td>
<td>Dental Emergencies and Medicine</td>
<td>3</td>
</tr>
<tr>
<td>DAT 115</td>
<td>Ethics and Professionalism</td>
<td>1</td>
</tr>
<tr>
<td>DAT 118</td>
<td>Dental Morphology</td>
<td>2</td>
</tr>
<tr>
<td>DAT 123</td>
<td>Oral Medicine/Oral Biology</td>
<td>3</td>
</tr>
<tr>
<td>DAT 154</td>
<td>Clinical Procedures I</td>
<td>4</td>
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<tr>
<td>DHG 244</td>
<td>Dental Materials</td>
<td>3</td>
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Total 19

For updated catalog, visit www.tridenttech.edu.
<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
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<tbody>
<tr>
<td>DAT 121 Dental Health Education</td>
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<tr>
<td>DAT 122 Dental Office Management</td>
</tr>
<tr>
<td>DAT 124 Expanded Functions/Specialties</td>
</tr>
<tr>
<td>DAT 127 Dental Radiography</td>
</tr>
<tr>
<td>DAT 185 Dental Specialties</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
</tr>
<tr>
<td>or ENG 150 Basic Communications</td>
</tr>
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<td><strong>Total 17</strong></td>
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<table>
<thead>
<tr>
<th>Third Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAT 177 Dental Office Experience</td>
</tr>
<tr>
<td>PSY 201 General Psychology</td>
</tr>
<tr>
<td><strong>Total 10</strong></td>
</tr>
</tbody>
</table>

**Expanded Duty Dental Assisting**

**Diploma in Applied Science**  
**Credit Requirements: 46 Semester Credit Hours**

Part-time

The Expanded Duty Dental Assisting program prepares students for dental assisting procedures under the direct supervision of a licensed dentist. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are certified in infection control and radiation health and safety and are eligible for certification in monitoring nitrous oxide sedation by the South Carolina State Board of Dentistry. Upon satisfactory completion of the Dental Assisting National Board, graduates are designated certified dental assistants.

**Admission Requirements**

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

**APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS**

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

II. **Program Admission Requirements**

- A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.
- B. Complete all courses indicated by TTC’s placement test, SAT or ACT scores, if applicable.
- C. Complete an Allied Health 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 Allied Health application was received in the Admissions office.*

- D. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See list of academic advisors published in On Course.
- E. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
- F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.
Allied Health Sciences

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 Allied Health-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 Allied Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must:

1. Achieve a grade of C or better in each professional course.
2. Achieve a grade of C or better in all prerequisites and corequisites for professional courses and all support classes.

Recommended Sequence of Courses

**First Semester – Spring**

- CPT 101 Introduction to Computers 3
- DAT 123 Oral Medicine/Oral Biology 3
- ENG 101 English Composition I 3
- or
- ENG 150 Basic Communications 3

Total 9

**Second Semester – Summer**

- DAT 114 Dental Emergencies and Medicine 3
- DAT 115 Ethics and Professionalism 1
- PSY 201 General Psychology 3

Total 7

**Third Semester – Fall**

- DAT 118 Dental Morphology 2
- DAT 124 Expanded Functions/Specialties 1
- DAT 154 Clinical Procedures I 4
- DHG 244 Dental Materials 3

Total 10

**Fourth Semester – Spring**

- DAT 121 Dental Health Education 2
- DAT 122 Dental Office Management 2
- DAT 127 Dental Radiography 4
- DAT 185 Dental Specialties 5

Total 13

**Fifth Semester – Summer**

- DAT 177 Dental Office Experience 7

Total 7

Medical Assisting

Diploma in Applied Science

Credit Requirements: 52 Semester Credit Hours

The Medical Assisting program prepares students to help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Duties may be administrative, clinical or both. Students who work in a small office or health care facility may handle both clinical and clerical duties. Students working in an office with a sizable staff will probably specialize in either the clinical or administrative aspects of the job.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP – www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park St., Clearwater, FL 33756, 727.210.2350.
Graduates of the program are eligible to take the national AAMA certification examination.

**Admission Requirements**

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

**APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS**

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

*Note: Admission to the college does not guarantee admission to the Medical Assisting program.*

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health 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 Allied Health application was received in the Admissions office.*

C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.

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

E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

F. Achieve the appropriate math score on TTC’s placement test OR

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

OR

2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

G. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.

H. Provide proof of keyboarding skills by completing AOT 105 Keyboarding or high school keyboarding with a minimum grade of C.

I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

J. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

K. AHS 104 Medical Vocabulary/Anatomy completed within five years.
III. General Admission Procedures for the Medical Assisting Program
Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health – Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted.

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

IV. Course Progression
In order to progress to the next semester once accepted into the program, students must:

1. Earn a C or better in the lecture, laboratory and clinical components of all Medical Assisting courses.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Earn a C or better in all prerequisite, corequisite and support courses.
4. Maintain a minimum 2.0 cumulative GPA throughout the program.
5. Successfully meet a stringent clinical attendance policy.

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

Recommended Sequence of Courses

Prerequisite
AHS 104 Medical Vocabulary/Anatomy 3

First Semester – Summer
AHS 105 Medical Ethics and Law 2
AHS 114 Basic First Aid 1
AHS 121 Basic Pharmacology 2
AHS 142 Phlebotomy 2
AHS 170 Fundamentals of Disease 3
MED 102 Introduction to the Medical Assisting Profession 2
MED 131 Administrative Skills of Medical Office I 2

Total 14

Second Semester – Fall
CPT 101 Introduction to Computers 3
MED 107 Medical Office Management 4
MED 114 Medical Assisting Clinical Procedures 4
MED 115 Medical Office Lab Procedures I 4
MED 132 Administrative Skills of Medical Office II 3

Total 18

Third Semester – Spring
CPT 179 Microcomputer Word Processing 3
ENG 101 English Composition I 3
or
*ENG 150 Basic Communication 3
MED 158 Clinical Office Experience 8
PSY 201 General Psychology 3

Total 17

Associate Degree Completion Program

Associate in Applied Science
General Technology
Medical Assisting Career Path
The Medical Assisting associate degree completion program is designed for medical assistants who need an associate degree for career advancement or transfer purposes. Students who have completed the Medical Assisting diploma program as outlined above will be eligible for an associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.
Allied Health Sciences

BIO 210 Anatomy and Physiology I 4
BIO 211 Anatomy and Physiology II 4
ELE HUM Select one course from Humanities Electives on page B-3 3
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
PSY 203 Human Growth and Development 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
MGT 101 Principles of Management 3
MGT 120 Small Business Management 3
or
MKT 101 Marketing 3
or
PSY 212 Abnormal Psychology 3
or
SPA 101 Elementary Spanish I 4

Total 26-27

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

Ophthalmic Clinical Assistant

Diploma in Applied Science
Credit Requirements: 40 Semester Credit Hours

The Ophthalmic Clinical Assistant program prepares students to provide support services to ophthalmologists and optometrists. The ophthalmic clinical assistant is an important member of the eye care team, supplying vital information to the doctor who is treating the patient.

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.

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.

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 an Allied Health application for the Ophthalmic Clinical Assisting program.

C. Attend an advising session and obtain a signed statement from a program faculty advisor verifying attendance. Advising session schedules are posted on the bulletin board located on the second floor of the Health Sciences Building (Bldg. 630), Room 206.

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

E. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts to the Admissions office, other than TTC transcripts, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

Note: Admission to the college does not guarantee admission to the Ophthalmic Clinical 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 Allied Health application was received in the Admissions office.
Allied Health Sciences

F. Achieve the appropriate math score on TTC’s placement test
   OR
   1. Complete MAT 101 Beginning Algebra with a minimum grade of C,
   OR
   2. Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

G. Achieve the appropriate reading score on the TTC placement test, SAT or ACT
   OR
   Complete RDG 100 Critical Reading with a minimum grade of C.

H. Achieve the appropriate English score on the TTC placement test, SAT or ACT
   OR
   Complete ENG 100 Introduction to Composition with a minimum grade of C.

I. Provide proof of current CPR certification. Students must maintain a current CPR card through entire program.

J. 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.

K. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

L. Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health–Student Health Record.

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary and Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Basic Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>OPH 101</td>
<td>Introduction to Ophthalmic Clinical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>OPH 103</td>
<td>Ophthalmic Clinical Assisting I</td>
<td>6</td>
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Second Semester – Spring

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OPH 113</td>
<td>Ophthalmic Clinical Assisting II</td>
<td>4</td>
</tr>
<tr>
<td>OPH 110</td>
<td>Ophthalmic Clinical Assisting Practicum I</td>
<td>5</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SPC 209 Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPH 120</td>
<td>Ophthalmic Clinical Assisting Practicum II</td>
<td>8</td>
</tr>
</tbody>
</table>

Total 8

Pharmacy Technician

Diploma in Applied Science

Credit Requirements: 42 Semester Credit Hours

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists. The Pharmacy Technician program prepares students to perform, within the health care setting, a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC’s requirements for diploma programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements

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

For updated catalog, visit www.tridenttech.edu.
A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Achieve the appropriate score on TTC’s placement test
   OR
   1. Complete MAT 102 Intermediate Algebra or MAT 153 Elementary Algebra II with a minimum grade of C,
      OR
   2. Complete an intermediate algebra course equivalent to MAT 102/153 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

C. Achieve the appropriate sentence skills scores on TTC’s placement test
   OR
   1. Complete English 100 Introduction to Composition with a minimum grade of C,
      OR
   2. Complete an introductory English composition course with a minimum grade of C.

Note: Students who intend to complete the Associate Degree in Occupational Technology need to complete appropriate prerequisites for the English requirement.

D. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

E. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. See the list of academic advisors published in On Course.

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

G. 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.

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. 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 Allied Health – 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:
Allied Health Sciences

1. Earn a C or better in the lecture, laboratory and clinical components of all Pharmacy Technician courses.
2. Earn a satisfactory grade of S on professional development evaluations.
3. Earn a C or better in all prerequisite, corequisite and support courses.
4. Maintain a minimum 2.0 cumulative GPA throughout the program.
5. 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 Allied Health Sciences overview.

Recommended Sequence of Courses

First Semester – Fall
AHS 104 Medical Vocabulary/Anatomy 3
AHS 106 Cardiopulmonary Resuscitation 1
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
PHM 101 Introduction to Pharmacy Tech 3
PHM 113 Pharmacy Technician Math 3
Total 16

Second Semester – Spring
PHM 110 Pharmacy Practice 4
PHM 114 Therapeutic Agents I 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
PHM 118 Community Pharmacy Seminar 1
PHM 124 Therapeutic Agents II 3
PHM 164 Pharmacy Technician Practicum II 4
Total 11

Associate Degree Completion Program

Associate in Applied Science
General Technology
Pharmacy Technician Career Path
The Pharmacy Technician associate degree completion program is designed for pharmacy technicians who need an associate degree for career advancement or transfer purposes. Students who have completed the Pharmacy Technician diploma program as outlined above (with ENG 101) will be eligible for an Associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

BIO 210 Anatomy and Physiology I 4
or CHM 110 College Chemistry I 4
or SPA 101 Elementary Spanish I 4
ELE HUM Select one course from Humanities Electives on page B-3 3
MAT 110 College Algebra 3
or MAT 120 Probability and Statistics 3
MGT 101 Principles of Management 3
MGT 270 Managerial Communication 3
MGT 150 Fundamentals of Supervision 3
PHM 201 Pharmacy Management 2
PSY 201 General Psychology 3
Total 24

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
This certificate assists students in preparing for careers in Allied Health Sciences professions and strengthens the academic skills of students seeking admission to an Allied Health Sciences program.
To be admitted to this program, you must be a high school graduate or possess a GED, and achieve qualifying scores on the SAT or ACT or on TTC’s placement test for the courses in which you enroll.
Students must meet with an academic advisor to discuss their academic plan.

Recommended Sequence of Courses
First Semester
*BIO 210 Anatomy and Physiology I 4
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
**MAT 110 College Algebra 3
Total 13

For updated catalog, visit www.tridenttech.edu.

B-42
Second Semester
AHS 106 Cardiopulmonary Resuscitation 1
*BIO 211 Anatomy and Physiology II 4
PSY 201 General Psychology 3
***SPC 205 Public Speaking 3
ELE AHS Select one course that will satisfy your future career path. 3

Total 14

Allied Health Preparation Electives
AHS 101 Introduction to Health Professions 2
AHS 104 Medical Vocabulary/Anatomy 3
AHS 142 Phlebotomy 2
AHS 170 Fundamentals of Disease 3
BIO 101 Biological Science I 4
BIO 115 Basic Microbiology 3
BIO 225 Microbiology 4
CHM 105 General Organic and Biochemistry 4
PSY 203 Human Growth and Development 3

- Students planning to enter the Veterinary Technology program must choose BIO 101 or BIO 115.
- Students planning to enter the Dental Hygiene program must complete BIO 225 or CHM 105.
- Students planning to enter the Occupational Therapy Assistant program must choose PSY 203.

* Students planning to enter the MLT program should choose BIO 112 and CHM 110 instead of BIO 210 and BIO 211; students planning to enter the Veterinary Technology program must substitute either BIO 101 or BIO 115.
** Students planning to enter the Dental Hygiene, Physical Therapist Assistant, Occupational Therapy Assistant, and Veterinary Technology programs may substitute MAT 120; RES students must take MAT 110.
*** May substitute SPC 209 for SPC 205.

Emergency Medical Technology Certificate Programs

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT.

B. Complete an Allied Health 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. If completed prior, provide proof that general education courses and their prerequisites (support courses (BIO 210, BIO 211) required in the Emergency Medical Technology certificate programs) have been completed with a minimum grade of C and a cumulative GPA of 2.0. 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 EMT-B 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 Allied 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.
Allied Health Sciences

Emergency Medical Technology – Basic

Certificate: EMT Basic Apprentice Certificate
Credit Requirements: 9 semester credit hours

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

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

First Semester – Fall
BIO 210  Anatomy and Physiology I  4
EMS 110  Basic Emergency Medical Care  5
Total 9

Emergency Medical Technology – Intermediate

Certificate: EMT Intermediate Certificate
Credit Requirements: 10 semester credit hours

This certificate is designed for students who want to expand their knowledge and skills in pre-hospital medicine in the professions of EMS or the Fire services.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test as well as successful completion of the EMT Basic certificate or the equivalent course work and current certification as an EMT Basic.

First Semester – Spring
EMS 117  Advanced Pediatric Life Support  1
EMS 119  Emergency Medical Services Operations  2
EMS 211  Advanced Clinical Experience I  3
EMS 213  Advanced Emergency Medical Care II  4
EMS 221  Paramedic Internship II  3
Total 13

Second Semester – Fall
EMS 116  Advanced Cardiac Life Support  1
EMS 120  Pharmacology  3
EMS 217  Introduction to Electrocardiogram  2
EMS 220  Paramedic Internship I  3
Total 9

Third Semester – Spring
EMS 118  Advanced Medical Life Support  1
EMS 210  Advanced Emergency Medical Care I  5
EMS 214  Advanced Clinical Experience II  3
EMS 218  EMS Management Seminar  2
EMS 222  Paramedic Internship III  3
Total 14

Emergency Medical Technology – Paramedic

Certificate: EMT Paramedic Certificate
Credit Requirements: 36 semester credit hours

This certificate is designed for students who want to expand their knowledge and skills in pre-hospital medicine in the professions of EMS or the Fire services.

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test as well as successful completion of the EMT Basic Apprentice Certificate and the EMT Intermediate Apprentice Certificate or the equivalent course work and current certification as an EMT Intermediate.

First Semester – Summer
EMS 116  Advanced Cardiac Life Support  1
EMS 120  Pharmacology  3
EMS 217  Introduction to Electrocardiogram  2
EMS 220  Paramedic Internship I  3
Total 9

Second Semester – Fall
EMS 117  Advanced Pediatric Life Support  1
EMS 119  Emergency Medical Services Operations  2
EMS 211  Advanced Clinical Experience I  3
EMS 213  Advanced Emergency Medical Care II  4
EMS 221  Paramedic Internship II  3
Total 13

Third Semester – Spring
EMS 118  Advanced Medical Life Support  1
EMS 210  Advanced Emergency Medical Care I  5
EMS 214  Advanced Clinical Experience II  3
EMS 218  EMS Management Seminar  2
EMS 222  Paramedic Internship III  3
Total 14

Massage Therapy

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

Full-time

The Massage Therapy program prepares a student for employment as a massage therapist. Swedish, sports and deep tissue massage techniques are emphasized. Chair massage, neuromuscular therapy and Eastern massage techniques also are introduced.

Employment opportunities include private practice, physical fitness facilities, hotels/resorts, sports medicine clinics and health care facilities.

Graduates are eligible to take the National Certification Examination administered by the National Certification Board for Therapeutic Massage and Bodywork.
Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC’s requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Massage Therapy program.

II. Program Admission Requirements

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Massage Therapy program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied 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. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

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

F. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic suspension or disciplinary suspension at the time of admission and date of entry into the program.

G. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

III. General Admission Procedures for the Massage Therapy Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health – 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.

Readmission to a Program

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

Recommended Sequence of Courses

First Semester – Fall

*BIO 112 Basic Anatomy and Physiology 4
MTH 120 Introduction to Massage 4
MTH 121 Principles of Massage I 4
MTH 127 Principles of Massage III 3
Total 15

*Bio 112 is a prerequisite of BIO 238 and may not be taken at the same time.

Second Semester – Spring

AHS 106 Cardiopulmonary Resuscitation 1
*BIO 238 Musculoskeletal System Anatomy 3
MTH 122 Principles of Massage II 4
MTH 124 Massage Business Applications 3
MTH 128 Clinical Applications of Massage Therapy 4
Total 15
Allied Health Sciences

Massage Therapy

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
Part-time

The Massage Therapy program prepares a student for employment as a massage therapist. Swedish, sports and deep tissue massage techniques are emphasized. Chair massage, neuromuscular therapy and Eastern massage techniques also are introduced.

Employment opportunities include private practice, physical fitness facilities, hotels/resorts, sports medicine clinics and health care facilities.

Graduates are eligible to take the National Certification Examination administered by the National Certification Board for Therapeutic Massage and Bodywork.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to the college by meeting TTC’s requirements for certificate programs. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

Note: Admission to the college does not guarantee admission to the Massage Therapy program.

II. Program Admission Requirements

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health application for the Massage Therapy program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Allied 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. Submit official copies of all college transcripts, other than TTC transcripts, to the Admissions office.

E. Achieve the equivalent math score on TTC’s placement test or complete MAT 032 (Developmental Mathematics) with a minimum grade of SC or complete a math course equivalent to MAT 032 from an approved, regionally accredited postsecondary institution.

F. Achieve the equivalent reading/writing score on TTC’s placement or complete ENG 100 (Introduction to Composition) with a minimum grade of C or complete an introductory English composition course with a minimum grade of C.

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

H. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic suspension or disciplinary suspension at the time of admission and date of entry into the program.

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 Massage Therapy Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Allied Health – 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.

Readmission to a Program

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

Recommended Sequence of Courses

First Semester – Fall
AHS 106 Cardiopulmonary Resuscitation 1
BIO 112 Basic Anatomy and Physiology 4
MTH 120 Introduction to Massage 4
MTH 121 Principles of Massage 4
Total 13

Second Semester – Spring
BIO 238 Musculoskeletal System Anatomy 3
MTH 122 Principles of Massage II 4
MTH 124 Massage Business Applications 3
MTH 127 Principles of Massage III 3
Total 13

Third Semester – Summer
MTH 128 Clinical Applications of Massage 4
Total 4

*Bio 112 is a prerequisite of BIO 238 and may not be taken at the same time.

Medical Record Coder

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

A medical record coder is a health information management professional who focuses on medical record coding. Health care statistics, indexes, databases, regulatory requirements, procedural coding, billing and compliance are major components of this profession.

The Medical Record Coder program prepares students for employment as a medical record coder. Graduates will be eligible to take the certification and registry examinations administered by the American Health Information Management Association and American Academy of Professional Coders.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

Note: Admission to the college does not guarantee admission to the Medical Record Coder program.

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

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

B. Complete an Allied Health 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 Allied Health application was received in the Admissions office.

C. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
D. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

E. Achieve the equivalent math score on TTC’s placement test, OR Complete MAT 032 (Developmental Mathematics) with a minimum grade of C, OR Complete a math course equivalent to MAT 032 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; MAT 155 Contemporary Mathematics.

I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

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 the lecture, laboratory and clinical components of all HIM courses.

2. Earn a satisfactory grade of S on all professional development evaluations.

3. Achieve a grade of C or better in all prerequisites and corequisites for professional courses.

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 Allied 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

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
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<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Prerequisites</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

First Semester – Spring

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 170</td>
<td>Fundamentals of Disease</td>
<td>3</td>
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<tr>
<td>HIM 110</td>
<td>Health Information Science I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 140</td>
<td>Current Procedural Terminology I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 216</td>
<td>Coding and Classification I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>First Semester – Spring</strong></td>
<td><strong>12</strong></td>
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</table>

Second Semester – Summer

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 105</td>
<td>Medical Ethics and Law</td>
<td>2</td>
</tr>
<tr>
<td>AHS 121</td>
<td>Basic Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HIM 130</td>
<td>Billing and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 141</td>
<td>Current Procedural Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 225</td>
<td>Coding and Classification II</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Second Semester – Summer</strong></td>
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Third Semester – Fall

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HIM 150</td>
<td>Coding Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>HIM 228</td>
<td>Coding Seminars</td>
<td>2</td>
</tr>
<tr>
<td>HIM 264</td>
<td>Clinical Practice</td>
<td>4</td>
</tr>
<tr>
<td>HIM 266</td>
<td>Computers in Health Care</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>Third Semester – Fall</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>
Pharmacy Technician

Certificate in Applied Science
Credit Requirements: 22 Semester Credit Hours

The Pharmacy Technician certificate program prepares students to perform a variety of technical duties related to the preparation and dispensing of medication under the direct supervision of a registered pharmacist. Upon completion of this program, students will be eligible to apply for SC Board of Pharmacy state certification.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

Achieve admission to TTC by meeting the college’s requirements for diploma programs. See the current college Catalog. Please note that applicants not achieving appropriate test scores will be required to complete courses indicated by placement test scores.

NOTE: Admission to TTC does not guarantee admission to the Pharmacy Technician program.

II. Program Admission Requirements

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

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

A. To receive experiential credit for clinical courses submit affidavit of employment of 1,000 hours or more from employer on company letterhead and copy of SCBOP registration.

B. Submit proof of PTCB Certification (copy of PTCB certificate).

C. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

D. Achieve the appropriate math score on TTC’s placement test, or
   Complete MAT 102 (Intermediate Algebra) with a minimum grade of C, or
   Complete an intermediate algebra course equivalent to MAT 102 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

E. Achieve the appropriate reading/writing score on TTC’s placement test, or
   Complete English 100 (Introduction to Composition) with a minimum grade of C, or
   Complete an introductory English composition course with a minimum grade of C.

F. Complete an Allied Health 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 Allied Health 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 Allied 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.
Business Technology

Overview

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

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs

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

Certificate Programs

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

Accounting

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

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

Recommended Sequence of Courses

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

Second Semester
ACC 112 Organizational Accounting 3
ACC 124 Individual Tax Procedures 3
ACC 245 Accounting Applications 3
BUS 121 Business Law 3
ECO 210 Macroeconomics 3
Total 15
### Business Technology

#### Third Semester
- ACC 201 Intermediate Accounting I 3
- ACC 102 Accounting Principles II 3
- ACC 150 Payroll Accounting 3
- ACC 240 Computerized Accounting 3

**Total 12**

#### Fourth Semester
- ACC 202 Intermediate Accounting II 3
- ACC 221 Corporate Taxation 3
- ACC 265 Not-for-Profit Accounting 3
- MAT 120 Probability and Statistics 3
- ELE HUM Select one course from Humanities Electives on page B-3 3

**Total 15**

#### Fifth Semester
- ACC 203 Intermediate Accounting III 3
- ACC 226 Tax Audit and Research 3
- ACC 260 Auditing 3
- ENG 260 Advanced Technical Communications 3
- ACC 275 Selected Topics in Accounting 3

**Total 15**

#### Administrative Office Technology

**Associate in Applied Science**
**Office Administration Career Path**

**Credit Requirements: 71 Semester Credit Hours**

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

**Recommended Sequence of Courses**

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

**Total 16**

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

**Total 16**

**Third Semester**
- AOT 161 Records Management 3
- BUS 220 Business Ethics 3
- ELE AOT Select one course from AOT Electives 3
- ELE HUM Select one course from Humanities Electives on page B-3 3

**Total 15**

**Fourth Semester**
- AOT 234 Administrative Office Communications 3
- AOT 251 Administrative Systems and Procedures 3
- or
  - AOT 252 Medical Systems and Procedures 3
  - CPT 172 Microcomputer Database 3
  - CPT 174 Microcomputer Spreadsheets 3
  - MGT 110 Office Management 3

**Total 15**

**Fifth Semester**
- AOT 267 Integrated Information Processing 3
- CPT 270 Advanced Microcomputer Applications 3
- ECO 210 Macroeconomics 3
- ELE AOT Select one course from AOT Electives 3

**Total 12**

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

For updated catalog, visit www.tridenttech.edu.
### Business Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GER 101</td>
<td>Elementary German I</td>
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<tr>
<td>GER 102</td>
<td>Elementary German II</td>
<td></td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
<td></td>
</tr>
<tr>
<td>MGT 121</td>
<td>Small Business Operations</td>
<td></td>
</tr>
<tr>
<td>MGT 150</td>
<td>Fundamentals of Supervision</td>
<td></td>
</tr>
<tr>
<td>MGT 160</td>
<td>Managerial Motivation</td>
<td></td>
</tr>
<tr>
<td>MGT 201</td>
<td>Human Resource Management</td>
<td></td>
</tr>
<tr>
<td>MGT 210</td>
<td>Employee Selection and Retention</td>
<td></td>
</tr>
<tr>
<td>MGT 270</td>
<td>Managerial Communication</td>
<td></td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td></td>
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<tr>
<td>MKT 110</td>
<td>Retailing</td>
<td></td>
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<tr>
<td>MKT 120</td>
<td>Sales Principles</td>
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<tr>
<td>MKT 135</td>
<td>Customer Service Techniques</td>
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<tr>
<td>MKT 210</td>
<td>Merchandising</td>
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<tr>
<td>MKT 240</td>
<td>Advertising</td>
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<tr>
<td>MKT 250</td>
<td>Consumer Behavior</td>
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<tr>
<td>MKT 260</td>
<td>Marketing Management</td>
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<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
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</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
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</table>

*Prerequisite of AOT 105 or equivalent

**May substitute ACC 101

### Computer Technology

#### Associate in Applied Science

#### Computer Programming Career Path

**Credit Requirements: 72 Semester Credit Hours**

This program prepares students for employment as programmers.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester – Fall</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
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<tr>
<td></td>
<td>CPT 172</td>
<td>Microcomputer Database</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CPT 232</td>
<td>C++ Programming I</td>
<td>3</td>
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<tr>
<td></td>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td></td>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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**Second Semester – Spring**

<table>
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<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 220</td>
<td>e-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>CPT 233</td>
<td>C++ Programming II</td>
<td>3</td>
</tr>
<tr>
<td>CPT 242</td>
<td>Database</td>
<td>3</td>
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<tr>
<td>CPT 257</td>
<td>Operating Systems</td>
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**Total 15**

<table>
<thead>
<tr>
<th>Semester – Fall</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
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</tr>
<tr>
<td>CPT 236</td>
<td>Introduction to Java Programming</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>IST 220</td>
<td>Data Communications</td>
<td>3</td>
<td></td>
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<tr>
<td>IST 239</td>
<td>Datum and JavaScript</td>
<td>3</td>
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**Total**

### Fourth Semester – Fall

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CPT 212</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 239</td>
<td>Active Server Pages</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CPT 283</td>
<td>PHP Programming I</td>
</tr>
<tr>
<td>or</td>
<td>CPT 270</td>
<td>Advanced Microcomputer Applications</td>
</tr>
<tr>
<td>IST 272</td>
<td>Relational Database</td>
<td>3</td>
</tr>
<tr>
<td>MGT 270</td>
<td>Managerial Communication</td>
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</table>

**Total 15**

### Fifth Semester – Spring

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>CPT 244</td>
<td>Data Structures</td>
<td>3</td>
</tr>
<tr>
<td>CPT 264</td>
<td>Systems and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CPT 288</td>
<td>Computer Game Development</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

### Computer Technology

#### Associate in Applied Science

#### Information Systems Specialist Career Path

**Credit Requirements: 72 Semester Credit Hours**

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

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester – Fall</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
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<tr>
<td></td>
<td>CPT 114</td>
<td>Computers and Programming</td>
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<td></td>
<td>CPT 124</td>
<td>AS/400 Operations</td>
<td>3</td>
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<tr>
<td></td>
<td>CPT 172</td>
<td>Microcomputer Database</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>CPT 220</td>
<td>e-Commerce</td>
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</table>

**Total 15**
For updated catalog, visit www.tridenttech.edu.
Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CPT 102 Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ENG 101 English Composition I</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 120 Probability and Statistics</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 155 Contemporary Mathematics</td>
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<td><strong>12</strong></td>
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Second Semester – Spring

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<td>3</td>
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<tr>
<td>MGT 101</td>
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Third Semester – Summer

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Fourth Semester – Fall

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<td>CPT 282</td>
<td>Information Systems Security</td>
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<tr>
<td>or</td>
<td>ECO 210 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 211 Microeconomics</td>
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<td>Customer Service Techniques</td>
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Fifth Semester – Spring

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General Business

Associate in Applied Science
e-Commerce Career Path

Credit Requirements: 69 Semester Credit Hours

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

Fifth Semester – Spring
CPT 270 Advanced Microcomputer Applications 3
MGT 121 Small Business Operations 3
MGT 255 Organizational Behavior 3
MGT 270 Managerial Communication 3
ELE BMT Select one course from Business/Management Electives on page B-57 3
Total 15

General Business

Associate in Applied Science
International Business Career Path
Credit Requirements: 69 Semester Credit Hours
The General Business/International Business career path prepares students for careers in the International Business environment. This career path includes studies in the global aspects of business, marketing, economics and management, and their applications to the international arena.

Recommended Sequence of Courses
First Semester – Fall
BUS 101 Introduction to Business 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
ELE HUM Select one course from Humanities Electives on page B-3 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3
Total 15

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

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

Fifth Semester – Spring
BUS 176 International Marketing 3
MGT 201 Human Resource Management 3
MGT 240 Management Decision Making 3
MGT 255 Organizational Behavior 3
ELE BMT Select one course from Business/Management Electives on page B-57 3
Total 15

General Business

Associate in Applied Science
Marketing Career Path
Credit Requirements: 69 Semester Credit Hours
The General Business/Marketing career path prepares students for careers in the various aspects of marketing including retailing, sales and advertising. Students will gain knowledge in the areas of pricing, promotion and distribution of goods and services as well as the concepts of merchandising.

Recommended Sequence of Courses
First Semester – Fall
BUS 101 Introduction to Business 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
ELE HUM Select one course from Humanities Electives on page B-3 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3
Total 15

Second Semester – Spring
ACC 101 Accounting Principles I 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
ELE HUM Select one course from Humanities Electives on page B-3 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3
Total 15

For updated catalog, visit www.tridenttech.edu.
### General Business

**Associate in Applied Science**  
#### Small Business/Entrepreneurship Career Path

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<td>ENG 101</td>
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<td>MAT 120</td>
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**Recommended Sequence of Courses**

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<td>or</td>
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<td>ENG 101</td>
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<tr>
<td>or</td>
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<td>MAT 120</td>
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<td>or</td>
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<td>MAT 155</td>
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#### Second Semester – Spring

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### Business/Management Electives

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

Management

Associate in Applied Science
Business Information Systems Career Path
Credit Requirements: 69 Semester Credit Hours
The Management/Business Information Systems career path prepares students with the skills to be competitive in the emerging technologies and advances in business information systems and processes. The program provides students with a broad overview of various computer and information technologies needed in the 21st century business environment.

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

Second Semester – Spring
ACC 101 Accounting Principles I 3
BUS 101 Introduction to Business 3
BUS 121 Business Law I 3
CPT 174 Microcomputer Spreadsheets 3
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 15

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

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

Fifth Semester – Spring
BAF 101 Personal Finance 3
CPT 220 e-Commerce 3
CPT 270 Advanced Microcomputer Applications 3
CPT 282 Information Systems Security 3
ELE BMT Select one course from Business/Management Electives on page B-62 3
Total 15

Management

Associate in Applied Science
Corporate Quality Career Path
Credit Requirements: 69 Semester Credit Hours
The Management/Corporate Quality career path prepares students with techniques in quality management, control and auditing. The program provides students with the resources and techniques needed to develop Total Quality Management Systems in the business environment.

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

Second Semester – Spring
ACC 101 Accounting Principles I 3
BAF 101 Personal Finance 3
BUS 101 Introduction to Business 3
ELE HUM Select one course from Humanities Electives on page B-3 3
QAT 101 Introduction to Quality Assurance 3
Total 15

Third Semester – Summer
ACC 101 Accounting Principles I 3
BAF 101 Personal Finance 3
BUS 101 Introduction to Business 3
ELE HUM Select one course from Humanities Electives on page B-3 3
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 or other approved training program.

Recommended Sequence of Courses
First Semester – Fall
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
MGT 101 Principles of Management 3

Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
BAF 101 Personal Finance 3
BUS 101 Introduction to Business 3
BUS 220 Business Ethics 3
ELE HUM Select one course from Humanities Electives on page B-3 3

Total 15

Third Semester – Summer
MGT 255 Organizational Behavior 3
MGT 250 Situational Supervision 3
ELE MGF Nine hours of SCFA credit 9

Total 15

Fourth Semester – Fall
CPT 282 Information Systems Security 3
MGT 201 Human Resource Management 3
MGT 255 Organizational Behavior 3
QAT 232 Statistical Quality Control 3
ELE BMT Select one course from Business/Management Electives on page B-62 3

Total 15

Fifth Semester – Spring
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
MGT 270 Managerial Communication 3
*M ELE MGF Nine hours of SCFA credit 9

Total 15

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

Management

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

The Management/Human Resources career path prepares students for careers in human resource departments of business and government. 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.
## Business Technology

### Recommended Sequence of Courses

#### First Semester – Fall

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<td>or</td>
<td>CPT 102 Basic Computer Concepts</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
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<tr>
<td>or</td>
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**Total 12**

#### Second Semester – Spring

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<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
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<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 211 Microeconomics</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
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**Total 15**

#### Third Semester – Summer

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<td>MGT 210</td>
<td>Employee Selection and Retention</td>
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**Total 12**

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<td>IMG 233</td>
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**Total 15**

## Management

### Associate in Applied Science

#### Leadership Development Career Path

Credit Requirements: 69 Semester Credit Hours

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

### Recommended Sequence of Courses

#### First Semester – Fall

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>or</td>
<td>CPT 102 Basic Computer Concepts</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<td>Select one course from Humanities</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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#### Second Semester – Spring

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<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
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<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ECO 211 Microeconomics</td>
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</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MKT 101</td>
<td>Marketing</td>
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**Total 15**

#### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 282</td>
<td>Information Systems Security</td>
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<tr>
<td>MGT 160</td>
<td>Managerial Motivation</td>
<td>3</td>
</tr>
<tr>
<td>MGT 210</td>
<td>Employee Selection and Retention</td>
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<tr>
<td>MGT 270</td>
<td>Managerial Communication</td>
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**Total 15**

#### Fourth Semester – Fall

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<tr>
<td>BAF 101</td>
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<tr>
<td>BUS 121</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>MGT 201</td>
<td>Human Resource Management</td>
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<tr>
<td>MGT 250</td>
<td>Situational Supervision</td>
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<td>QAT 101</td>
<td>Introduction to Quality Assurance</td>
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</table>

**Total 15**

For updated catalog, visit www.tridenttech.edu.
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 path combines traditional costing methods with a focus on long-term sustainability of the organization, and relationships with employees, supplies, vendors, customers and the public.

Recommended Sequence of Courses
First Semester – Fall
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
ELE HUM Select one course from Humanities Electives on page B-3 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
Total 12

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

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

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

Management

Associate in Applied Science
Transportation and Logistics Career Path

Credit Requirements: 69 Semester Credit Hours

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

Recommended Sequence of Courses
First Semester – Fall
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
TRL 101 Introduction to Transportation 3
Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
BUS 101 Introduction to Business 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
ELE HUM Select one course from Humanities Electives on page B-3 3
TRL 101 Introduction to Transportation 3
Total 15
### Business Technology

#### Third Semester – Summer

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<thead>
<tr>
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<tbody>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
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<tr>
<td>LOG 125</td>
<td>Transportation and Logistics</td>
<td>3</td>
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<tr>
<td>MGT 255</td>
<td>Organizational Behavior</td>
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<tr>
<td>MMT 135</td>
<td>Shipping Operations</td>
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**Total 12**

#### Fourth Semester – Fall

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<tr>
<td>BAF 101</td>
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<tr>
<td>MGT 201</td>
<td>Human Resource Management</td>
<td>3</td>
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<td>MKT 101</td>
<td>Marketing</td>
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<tr>
<td>TRL 105</td>
<td>Warehousing</td>
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<tr>
<td>TRL 107</td>
<td>Commercial Motor Carrier</td>
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#### Fifth Semester – Spring

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<tr>
<td>BUS 121</td>
<td>Business Law I</td>
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<td>CPT 282</td>
<td>Information Systems Security</td>
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<td>MGT 270</td>
<td>Managerial Communication</td>
<td>3</td>
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<tr>
<td>TRL 106</td>
<td>Export/Import</td>
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<tr>
<td>ELE BMT</td>
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**Total 15**

### Business/Management Electives

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<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
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<tr>
<td>CPT 172</td>
<td>Microcomputer Database</td>
<td>3</td>
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<tr>
<td>CPT 174</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
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<tr>
<td>CPT 179</td>
<td>Microcomputer Word</td>
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<tr>
<td>CWE</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>CHN 101</td>
<td>Elementary Chinese I</td>
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<tr>
<td>CHN 102</td>
<td>Elementary Chinese II</td>
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<td>FRE 101</td>
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<td>FRE 102</td>
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<td>GER101</td>
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<td>SPA 101</td>
<td>Elementary Spanish I</td>
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<td>SPA 102</td>
<td>Elementary Spanish II</td>
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<td>Behavioral/Social Sciences Elective on page B-3</td>
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<td>Humanities Elective on page B-3</td>
<td>3</td>
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<tr>
<td>Natural Science Elective on page B-4</td>
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</table>

All courses from the following prefixes that are not required in the career path:

BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, TRL

### Telecommunications Systems Management

#### Associate in Applied Science

**Credit Requirements: 72 Semester Credit Hours**

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

#### Recommended Sequence of Courses

##### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
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<tr>
<td>CPT 114</td>
<td>Computers and Programming</td>
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<td>CPT 209</td>
<td>Computer Systems Management</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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##### Second Semester

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<tr>
<td>CPT 210</td>
<td>Computer Resource Management</td>
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<td>IST 161</td>
<td>Introduction to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>IST 190</td>
<td>Linux Essentials</td>
<td>3</td>
</tr>
<tr>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
<td>3</td>
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<td>ELE TSM</td>
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**Total 15**

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### Third Semester

<table>
<thead>
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<tr>
<td>CPT 220</td>
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<td>IST 202</td>
<td>Cisco Router Configuration</td>
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<td>ELE TSM</td>
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### Fourth Semester

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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<tr>
<td>or</td>
<td>MAT 120</td>
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<tr>
<td>or</td>
<td>MAT 155</td>
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<td>ELE TSM</td>
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### Fifth Semester

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<td>MGT 270</td>
<td>Managerial Communications</td>
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### Telecommunications Systems Management Electives

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<tr>
<td>CPT 282</td>
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<tr>
<td>IST 163</td>
<td>Internet Server Network Configuration</td>
<td>3</td>
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<tr>
<td>IST 164</td>
<td>Implementing Windows Network Infrastructure Services</td>
<td>3</td>
</tr>
<tr>
<td>IST 165</td>
<td>Implementing and Administering Windows Directory Services</td>
<td>3</td>
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<tr>
<td>IST 166</td>
<td>Network Fundamentals</td>
<td>3</td>
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<tr>
<td>IST 191</td>
<td>Linux System Administration</td>
<td>3</td>
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<td>IST 192</td>
<td>Linux Network Applications</td>
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<tr>
<td>IST 203</td>
<td>Advanced Cisco Router Configuration</td>
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<tr>
<td>IST 204</td>
<td>Cisco Troubleshooting</td>
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### Business Technology

- IST 205 Cisco Advanced Routing 3
- IST 206 Cisco Remote Access 3
- IST 207 Cisco Multilayer Switching 3
- IST 208 Cisco Internetwork Troubleshooting 3
- IST 209 Fundamentals of Wireless LANs 3
- IST 225 Internet Communications 3
- IST 250 Network Management 3
- IST 253 LAN Service and Support 3
- IST 259 Electronic Messaging 3
- IST 263 Designing Windows Network Security 3
- IST 286 Technical Support Internship I 3
- IST 287 Technical Support Internship II 3
- IST 291 Fundamentals of Network Security I 3
- IST 292 Fundamentals of Network Security II 3
- IST 294 IT and Data Assurance II 3
- IST 295 Fundamentals of Voiceover IP 3
- MKT 135 Customer Service Techniques 3

### A+/Network+ Technician

#### Certificate in Applied Science

**Credit Requirements: 24 Semester Credit Hours**

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

#### Recommended Sequence of Courses

### First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
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<td>IST 220</td>
<td>Data Communications</td>
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### Second Semester

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<tbody>
<tr>
<td>CPT 209</td>
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<td>CPT 210</td>
<td>Computer Resource Management</td>
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<td>IST 166</td>
<td>Network Fundamentals</td>
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### Third Semester

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<tbody>
<tr>
<td>IST 161</td>
<td>Introduction to Network Administration</td>
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<td>IST 190</td>
<td>Linux Essentials</td>
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<td>IST 293</td>
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</table>
### Business Technology

#### Bookkeeping

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

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>First Semester</td>
<td>ACC 111</td>
<td>Accounting Concepts</td>
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<td>ACC 150</td>
<td>Payroll Accounting</td>
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<tr>
<td></td>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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<td></td>
<td>ENG 150</td>
<td>Basic Communications</td>
<td>3</td>
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<tr>
<td>or</td>
<td>ENG 101</td>
<td>English Composition</td>
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<td><strong>Total</strong></td>
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<tr>
<td>Second Semester</td>
<td>ACC 112</td>
<td>Organizational Accounting</td>
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<td>ACC 102</td>
<td>Accounting Principles II</td>
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<td>ACC 124</td>
<td>Individual Tax Procedures</td>
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<td>ACC 240</td>
<td>Computerized Accounting</td>
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<td>ACC 245</td>
<td>Accounting Applications</td>
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* Prerequisite ACC 100 or advisor approval

#### 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**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CPT 102</td>
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<td></td>
<td>CPT 179</td>
<td>Microcomputer Word Processing</td>
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<td>CPT 220</td>
<td>e-Commerce</td>
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<tr>
<td>Second Semester</td>
<td>CPT 174</td>
<td>Microcomputer Spreadsheets</td>
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<td></td>
<td>BUS 210</td>
<td>Introduction to e-Commerce in</td>
<td>Business</td>
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<td></td>
<td>MGT 230</td>
<td>Managing Information Resources</td>
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<tr>
<td><strong>Total</strong></td>
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<td></td>
<td><strong>9</strong></td>
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<tr>
<td>Third Semester</td>
<td>CPT 270</td>
<td>Advanced Microcomputer</td>
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<td>MGT 240</td>
<td>Management Decision Making</td>
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#### Cisco Certified Network Associate

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

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

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

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
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</tr>
<tr>
<td></td>
<td>IST 201</td>
<td>Cisco Internetworking Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IST 220</td>
<td>Data Communications</td>
<td>3</td>
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<tr>
<td>Second Semester</td>
<td>IST 202</td>
<td>Cisco Router Configuration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>IST 203</td>
<td>Advanced Cisco Router</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>
Cisco Certified Network Professional

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
IST 205 Cisco Advanced Routing 3
IST 206 Cisco Remote Access 3
Total 6

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

Computer Game Design

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
CPT 102 Basic Computer Concepts 3
CPT 232 C++ Programming I 3
ARV 217 Computer Imagery 3
Total 9

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

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

Computer Network Technician

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

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

Recommended Sequence of Courses
First Semester
CPT 102 Basic Computer Concepts 3
IST 166 Network Fundamentals 3
IST 220 Data Communications 3
Total 9
## Business Technology

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IST 161</td>
<td>Introduction to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>IST 190</td>
<td>Linux Essentials</td>
<td>3</td>
</tr>
<tr>
<td>IST 253</td>
<td>LAN Service and Support</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IST 164</td>
<td>Implementing Windows Network Infrastructure Services</td>
<td>3</td>
</tr>
<tr>
<td>IST 165</td>
<td>Implementing and Administering Windows Directory Services</td>
<td>3</td>
</tr>
<tr>
<td>IST 191</td>
<td>Linux System Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

## Corporate Quality

### Certificate in Applied Science

#### Credit Requirements: 24 Semester Credit Hours

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

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

#### Recommended Sequence of Courses

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGT 235</td>
<td>Production Management</td>
<td>3</td>
</tr>
<tr>
<td>QAT 101</td>
<td>Introduction to Quality Assurance</td>
<td>3</td>
</tr>
<tr>
<td>QAT 105</td>
<td>Total Quality Systems</td>
<td>3</td>
</tr>
<tr>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAT 110</td>
<td>Manufacturing Methods</td>
<td>3</td>
</tr>
<tr>
<td>QAT 201</td>
<td>Quality Cost Analysis/Auditing</td>
<td>3</td>
</tr>
<tr>
<td>QAT 240</td>
<td>Advanced Quality Concepts</td>
<td>3</td>
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<td><strong>Total</strong></td>
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**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>QAT 232</td>
<td>Statistical Quality Control</td>
<td>3</td>
</tr>
<tr>
<td>QAT 245</td>
<td>ISO Standards and Auditing</td>
<td>3</td>
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<tr>
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</tbody>
</table>

## Customer Service

### Certificate in Applied Science

#### Credit Requirements: 24 Semester Credit Hours

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

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

#### Recommended Sequence of Courses

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 110</td>
<td>Retailing</td>
<td>3</td>
</tr>
<tr>
<td>QAT 105</td>
<td>Total Quality Systems</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MKT 120</td>
<td>Sales Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 130</td>
<td>Customer Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>MKT 250</td>
<td>Consumer Behavior</td>
<td>3</td>
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</table>

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
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</table>

## Database

### Certificate in Applied Science

#### Credit Requirements: 18 Semester Credit Hours

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

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CPT 114</td>
<td>Computers and Programming</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT 232</td>
<td>C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td>CPT 172</td>
<td>Microcomputer Database</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 207</td>
<td>Complex Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CPT 242</td>
<td>Database</td>
<td>3</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IST 272</td>
<td>Relational Database</td>
<td>3</td>
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<tr>
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<td></td>
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**e-Commerce**

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

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

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

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 210</td>
<td>Introduction to e-Commerce in Business</td>
<td>3</td>
</tr>
<tr>
<td>CPT 174</td>
<td>Microcomputer Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
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</table>

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSC 220</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>ELE FLG1</td>
<td>Select a foreign language elective</td>
<td>4</td>
</tr>
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Third Semester – Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 176</td>
<td>International Marketing</td>
<td>3</td>
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<tr>
<td>ELE FLG1</td>
<td>Select a foreign language elective</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

**International Business**

Certificate in Applied Science

Credit Requirements: 26 Semester Credit Hours

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

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

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 250</td>
<td>Introduction to International Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 207</td>
<td>International Economics</td>
<td>3</td>
</tr>
<tr>
<td>CPT 220</td>
<td>e-Commerce</td>
<td>3</td>
</tr>
<tr>
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Second Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSC 220</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>ELE FLG1</td>
<td>Select a foreign language elective</td>
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<td><strong>Total</strong></td>
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Third Semester – Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BUS 176</td>
<td>International Marketing</td>
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<tr>
<td>ELE FLG1</td>
<td>Select a foreign language elective</td>
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**ELE FLG1**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>FRE 101</td>
<td>Elementary French I</td>
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<tr>
<td>FRE 102</td>
<td>Elementary French II</td>
<td>4</td>
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<tr>
<td>GER 101</td>
<td>Elementary German I</td>
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<tr>
<td>GER 102</td>
<td>Elementary German II</td>
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<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
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</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
<td>4</td>
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</table>
## Business Technology

### Internet Programming

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

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

**Recommended Sequence of Courses**

**First Semester**
- CPT 102 Basic Computer Concepts 3
- CPT 220 e-Commerce 3
- CPT 114 Computers and Programming 3
  or
- CPT 232 C++ Programming I 3

**Total 9**

**Second Semester**
- CPT 239 Active Server Pages 3
- CPT 283 PHP Programming I 3
- IST 239 Datum and JavaScript 3

**Total 9**

### Leadership Development

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

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

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- BUS 220 Business Ethics 3
- IMG 233 Industrial Supervision 3
- MGT 101 Principles of Management 3

**Total 9**

**Second Semester – Spring**
- IDS 201 Leadership Development 3
- MGT 160 Managerial Motivation 3
- MGT 250 Situational Supervision 3

**Total 9**

**Third Semester – Summer**
- MGT 240 Management Decision Making 3
- MGT 270 Managerial Communication 3

**Total 6**

### Medical Office Specialist

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

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

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- AHS 104 Medical Vocabulary/Anatomy 3
- AOT 106 Keyboarding Lab I 1
- AOT 134 Office Communications 3
- CPT 174 Microcomputer Spreadsheets 3
- CPT 179 Microcomputer Word Processing 3

**Total 13**

**Second Semester – Spring**
- AHS 105 Medical Ethics and Law 2
- AOT 107 Keyboarding Lab II 1
- *AOT 137 Office Accounting 3
- AOT 212 Medical Document Production 3
- HIM 110 Health Information Science I 3

**Total 12**

**Third Semester – Fall**
- AOT 161 Records Management 3
- AOT 252 Medical Systems and Procedures 3
- HIM 130 Billing and Reimbursement 3
- MGT 110 Office Management 3

**Total 12**

*May substitute ACC 101
### Medical Transcriptionist

**Certificate in Applied Science**  
**Credit Requirements: 31 Semester Credit Hours**  

The Medical Transcriptionist program prepares you to transcribe medical records. Courses cover medical terminology, human anatomy, physiology and skills in information processing. Medical transcriptionists are employed in hospitals, clinics, nursing homes and physicians’ offices.

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

**Recommended Sequence of Courses**  
**First Semester – Fall**  
- AHS 104 Medical Vocabulary/Anatomy 3  
- AHS 170 Fundamentals of Disease 3  
- AOT 106 Keyboarding Lab I 1  
- AOT 134 Office Communications 3  
- CPT 179 Microcomputer Word Processing 3  
**Total 13**  

**Second Semester – Spring**  
- AHS 105 Medical Ethics and Law 2  
- AHS 121 Basic Pharmacology 2  
- AOT 107 Keyboarding Lab II 1  
- AOT 122 Medical Transcription 3  
- BIO 112 Basic Anatomy and Physiology 4  
**Total 12**

**Third Semester – Summer**  
- AOT 222 Advanced Medical Transcription 3  
- AOT 254 Office Simulation 3  
**Total 6**

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

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

### Microcomputer Expert User

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

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

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

**Recommended Sequence of Courses**  
**First Semester**  
- CPT 172 Microcomputer Database 3  
- CPT 179 Microcomputer Word Processing 3  
- or  
- ACC 245 Accounting Applications 3  
- or  
- CPT 174 Microcomputer Spreadsheets 3  
**Total 9**

**Second Semester**  
- CPT 220 e-Commerce 3  
- CPT 270 Advanced Microcomputer Applications 3  
- or  
- CPT 290 Microcomputer Multimedia Concepts and Applications 3  
**Total 9**
### Business Technology

#### 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.

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 102 Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CPT 172 Microcomputer Database</td>
<td>3</td>
</tr>
<tr>
<td>CPT 232 C++ Programming I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 233 C++ Programming II</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Credit Hours</th>
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<tbody>
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<td>Take two of the following three courses:</td>
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<tr>
<td>CPT 212 Visual Basic Programming</td>
<td>3</td>
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<tr>
<td>CPT 236 Introduction to Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CPT 244 Data Structures</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

### Network Security

**Certificate in Applied Science**

**Credit Requirements: 24 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 102 Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IST 220 Data Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
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</tbody>
</table>
Second Semester  
CPT 282  Information Systems Security  3  
IST 161  Introduction to Network Administration  3  
IST 166  Network Fundamentals  3  
  Total 9  
Third Semester  
IST 190  Linux Essentials  3  
IST 293  IT and Data Assurance I  3  
IST 294  IT and Data Assurance II  3  
  Total 9  

Professional Accountancy  
Certificate in Applied Science  
Credit Requirements: 27 Semester Credit Hours  
This certificate is designed for the nontraditional market not currently being served by the associate degree in accounting. For example, some individuals may need 24 or more accounting hours to advance in civil service or private business accounting positions.  
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Additionally, you should be able to demonstrate proficiency in accounting principles.  
Recommened Sequence of Courses  
First Semester  
ACC 201  Intermediate Accounting I  3  
ACC 124  Individual Tax Procedure  3  
ACC 265  Not-for-Profit Accounting  3  
  Total 9  
Second Semester  
ACC 202  Intermediate Accounting II  3  
ACC 221  Corporate Taxation  3  
ACC 260  Auditing  3  
  Total 9  
Third Semester  
ACC 203  Intermediate Accounting III  3  
ACC 226  Tax Audit and Research  3  
ACC 245  Accounting Applications  3  
  Total 9  

Small Business/Entrepreneurship  
Certificate in Applied Science  
Credit Requirements: 24 Semester Credit Hours  
This certificate offers students the opportunity to focus on entrepreneurial aspects of business. Instructional topics include evaluation, planning, communication, supervision and business database management. The certificate also gives students the foundation to successfully venture into the 21st century in a small business environment.  
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.  
Recommended Sequence of Courses  
First Semester – Fall  
BUS 112  Service Management Systems  3  
CPT 220  e-Commerce  3  
MGT 120  Small Business Management  3  
  Total 9  
Second Semester – Spring  
MGT 121  Small Business Operations  3  
MGT 210  Employee Selection and Retention  3  
MGT 250  Situational Supervision  3  
  Total 9  
Third Semester – Summer  
MKT 130  Customer Services Principles  3  
MKT 240  Advertising  3  
  Total 6  

Transportation and Logistics  
Certificate in Applied Science  
Credit Requirements: 24 Semester Credit Hours  
This certificate program provides students with an academic foundation in several areas: transportation, logistics, warehousing, export/import, shipping and commercial motor carrier. Students who complete this certificate have potential for employment as a dispatcher, operations specialist, and shipping and receiving and warehouse specialist. This certificate may be applied to the Transportation and Logistics career path.  
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.
Business Technology

Recommended Sequence of Courses

First Semester – Fall
LOG 125 Transportation Logistics 3
MMT 135 Shipping Operations 3
TRL 101 Introduction to Transportation 3
Total 9

Second Semester – Spring
LOG 235 Traffic Management 3
MMT 110 Inventory Management 3
TRL 105 Warehousing 3
Total 9

Third Semester – Summer
TRL 106 Export/Import 3
TRL 107 Commercial Motor Carrier 3
Total 6

UNIX Systems Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

Recommended Sequence of Courses

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

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

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

For updated catalog, visit www.tridenttech.edu.
**Overview**

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

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

**General Information**

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

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

**Community, Family and Child Studies**

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

**Cancellation Policy**

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

**Programs of Study**

**Associate Degree Programs**
- Early Care and Education
- Human Services

**Diploma Program**
- Early Childhood Development

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

Early Care and Education

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

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

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

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

Child Care Professional Career Path

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

First Semester
ECD 101  Introduction to Early Childhood 3
or
ECD 270  Foundations in Early Care and Education 3
ECD 131  Language Arts 3
ECD 132  Creative Experiences 3
ECD 133  Science and Math Concepts 3

Total 12

Second Semester
ENG 101  English Composition 3
ECD 107  Exceptional Children 3
ECD 135  Health, Safety and Nutrition 3
ELE HUM  Select one course from Humanities Electives on B-3 3

Total 12

Third Semester
CPT 101  Introduction to Computers 3
ECD 105  Guidance-Classroom Management 3
ECD 138  Movement and Music for Children 3
PSY 201  General Psychology 3

Total 12

Fourth Semester
ECD 102  Growth and Development I 3
ECD 201  Principles of Ethics/Leadership in Early Care/Education 3
ECD 203  Growth and Development II 3
ECD 252  Diversity Issues in Early Care/Education 3

Total 12

Fifth Semester
ECD 237  Methods and Materials 3
ECD 239  Assessment and Program Planning 3
EDU 201  Classroom Inquiry with Technology 3
EDU 230  Schools and Communities 3
MAT 110  College Algebra 3
or
MAT 120  Probability and Statistics 3
or
MAT 155  Contemporary Mathematics 3

Total 15

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Community, Family and Child Studies

Sixth Semester
- EDU 241 Learners and Diversity 4
- ECD 243 Supervised Field Experience I 3

**Total 7**

**Child Care Management Career Path**

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>First Semester</th>
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</thead>
<tbody>
<tr>
<td>ECD 101</td>
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<td>or ECD 270</td>
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<td>ECD 131</td>
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<td>ECD 132</td>
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<td>ENG 101</td>
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<td>ELE HUM</td>
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<td>ECD 108</td>
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<td>PSY 201</td>
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<td>ECD 201</td>
<td>3</td>
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<tr>
<td>ECD 203</td>
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**Total 15**

Fifth Semester
- MAT 110 College Algebra 3
- MAT 120 Probability and Statistics 3
- MAT 155 Contemporary Mathematics 3
- ECD 239 Assessment and Program Planning 3
- ECD 260 Methods of Teaching Special Needs Students 3
- MGT 120 Small Business Management 3
- BUS 101 Introduction to Business 3

**Total 12**

Sixth Semester
- ECD 243 Supervised Field Experience I 3

**Total 3**

**Special Education Career Path**

Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>ECD 101</td>
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<td>or ECD 270</td>
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<tr>
<td>ECD 131</td>
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<tbody>
<tr>
<td>ECD 107</td>
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<td>ECD 135</td>
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<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
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**Total 16**

<table>
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<tbody>
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<td>CPT 101</td>
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<td>EDU 230</td>
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<td>PSY 201</td>
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**Total 14**

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<td>ECD 201</td>
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</tr>
<tr>
<td>ECD 203</td>
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</tbody>
</table>

**Total 13**
Human Services

Associate in Applied Science
Credit Requirements: 65-66 Semester Credit Hours

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

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

Students will complete a comprehensive field placement during the last half of the program. Assignments for the field placement exist in mental health, youth services, social services, eldercare, corrections, disabilities, rehabilitation and addiction services. A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignments. Students may be subject to additional agency screening above and beyond those required by TTC.

Human Services Generalist
Career Path

Credit Requirements: 65-66 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall
ENG 101 English Composition I 3
HUS 101 Introduction to Human Services 3
HUS 102 Personal and Professional Development in the Helping Professions 3
HUS 235 Group Dynamics 3

Total 12

Second Semester – Spring
CPT 101 Introduction to Computers 3
HUS 201 Family System Dynamics 3
HUS 205 Gerontology 3
HUS 208 Alcohol and Drug Abuse 3

Total 12

Third Semester – Summer
SPC 205 Public Speaking 3
or
ENG 260 Advanced Technical Writing 3
HUS 110 Orientation to Human Services 1
HUS 209 Case Management 3
ELE HUS Select one course from Human Services Electives 2-3
ELE HUM Select one course from Humanities Electives on B-3 3

Total 12-13

Fourth Semester – Fall
HUS 230 Interviewing Techniques 3
HUS 250 Supervised Field Placement I 4
ELE HUS Select one course from Human Services Electives 3
PSY 201 General Psychology 3
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3

Total 16
### Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HUS 222</td>
<td>Leadership Development in Human Services</td>
<td>3</td>
</tr>
<tr>
<td>HUS 231</td>
<td>Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 237</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>HUS 251</td>
<td>Supervised Field Placement II</td>
<td>4</td>
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### Human Services Electives

- CRJ 210: The Juvenile and the Law | 3
- CRJ 244: Probation, Pardon and Parole | 3
- HUS 112: Service for the Elderly | 2
- HUS 214: Health, Wellness and Nutrition for Special Populations | 3
- HUS 217: Addiction Counseling I | 3
- HUS 218: Addiction Counseling II | 3
- SOC 102: Marriage and the Family | 3
- SOC 205: Social Problems | 3
- *SOC 210: Juvenile Delinquency | 3

*Students cannot receive credit for both CRJ 210 and SOC 210.*

### Human Services Gerontology Career Path

**Credit Requirements:** 65 Semester Credit Hours

**Recommended Sequence of Courses**

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HUS 102</td>
<td>Personal and Professional Development in the Helping Professions</td>
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<tr>
<td>HUS 235</td>
<td>Group Dynamics</td>
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**Second Semester**

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<td>Introduction to Computers</td>
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<tr>
<td>HUS 201</td>
<td>Family System Dynamics</td>
<td>3</td>
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<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>3</td>
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<tr>
<td>HUS 208</td>
<td>Alcohol and Drug Abuse</td>
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**Third Semester**

<table>
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<tr>
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<tbody>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>or</td>
<td>ENG 260: Advanced Technical Writing</td>
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<td></td>
<td>HUS 110: Orientation to Human Services</td>
<td>1</td>
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<tr>
<td></td>
<td>HUS 209: Case Management</td>
<td>3</td>
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<tr>
<td></td>
<td>HUS 214: Health, Wellness and Nutrition for Special Populations</td>
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<td></td>
<td>ELE HUM: Select one course from Humanities Electives on page B-3</td>
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**Fourth Semester**

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<tr>
<td>HUS 112</td>
<td>Services for the Elderly</td>
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<tr>
<td>HUS 230</td>
<td>Interviewing Techniques</td>
<td>3</td>
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<tr>
<td>HUS 250</td>
<td>Supervised Field Placement I</td>
<td>4</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 120: Probability and Statistics</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 155: Contemporary Mathematics</td>
<td>3</td>
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<tr>
<td></td>
<td>PSY 201: General Psychology</td>
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**Fifth Semester**

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<tbody>
<tr>
<td>HUS 222</td>
<td>Leadership Development in Human Services</td>
<td>3</td>
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<tr>
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<td>Counseling Techniques</td>
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<tr>
<td>HUS 237</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>HUS 251</td>
<td>Supervised Field Placement II</td>
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### Human Services Family Intervention Career Path

**Credit Requirements:** 66 Semester Credit Hours

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HUS 102</td>
<td>Personal and Professional Development in the Helping Professions</td>
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<td>HUS 235</td>
<td>Group Dynamics</td>
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**Second Semester – Spring**

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<td>Introduction to Computers</td>
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<tr>
<td>HUS 201</td>
<td>Family System Dynamics</td>
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<td>HUS 205</td>
<td>Gerontology</td>
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<td>HUS 208</td>
<td>Alcohol and Drug Abuse</td>
<td>3</td>
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**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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</tr>
<tr>
<td>or</td>
<td>ENG 260: Advanced Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HUS 110: Orientation to Human Services</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>HUS 209: Case Management</td>
<td>3</td>
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<td></td>
<td>CRJ 210: The Juvenile and the Law</td>
<td>3</td>
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<tr>
<td>or</td>
<td>CRJ 244: Probation, Pardon and Parole</td>
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<tr>
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<td>ELE HUM: Select one course from Humanities Electives on page B-3</td>
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## Community, Family and Child Studies

### Fourth Semester – Fall

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<tr>
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<tbody>
<tr>
<td>HUS 230</td>
<td>Interviewing Techniques</td>
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</tr>
<tr>
<td>HUS 250</td>
<td>Supervised Field Placement I</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 155</td>
<td>3</td>
</tr>
<tr>
<td>ELE SOC</td>
<td>Select one course from Sociology</td>
<td></td>
</tr>
<tr>
<td></td>
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**Total 16**

### Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HUS 222</td>
<td>Leadership Development in Human</td>
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<tr>
<td>HUS 231</td>
<td>Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 237</td>
<td>Crisis Intervention</td>
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</tr>
<tr>
<td>HUS 251</td>
<td>Supervised Field Placement II</td>
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</table>

**Total 13**

### SOC Electives:

<table>
<thead>
<tr>
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<tr>
<td>SOC 102</td>
<td>Marriage and the Family</td>
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<tr>
<td>SOC 205</td>
<td>Social Problems</td>
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<td>SOC 210</td>
<td>Juvenile Delinquency</td>
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</tr>
</tbody>
</table>

*Students cannot receive credit for both CRJ 210 and SOC 210.*

## Human Services Addictions/Substance Abuse Career Path

### Credit Requirements: 66 Semester Credit Hours

#### Recommended Sequence of Courses

##### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
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<tr>
<td>HUS 101</td>
<td>Introduction to Human Services</td>
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<tr>
<td>HUS 102</td>
<td>Personal and Professional Development in the Helping Professions</td>
<td>3</td>
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<tr>
<td>HUS 235</td>
<td>Group Dynamics</td>
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**Total 12**

##### Second Semester

<table>
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<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>HUS 201</td>
<td>Family System Dynamics</td>
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<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>3</td>
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<tr>
<td>HUS 208</td>
<td>Alcohol and Drug Abuse</td>
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**Total 12**

#### Third Semester

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>or</td>
<td>ENG 260</td>
<td>3</td>
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<tr>
<td>HUS 110</td>
<td>Orientation to Human Services</td>
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<tr>
<td>HUS 209</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>HUS 217</td>
<td>Addictions Counseling</td>
<td>3</td>
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<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
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**Total 13**

#### Fourth Semester

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<tbody>
<tr>
<td>HUS 218</td>
<td>Addictions Counseling II</td>
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</tr>
<tr>
<td>HUS 230</td>
<td>Interviewing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HUS 250</td>
<td>Supervised Field Placement</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 155</td>
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**Total 16**

#### Fifth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
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<td>HUS 237</td>
<td>Crisis Intervention</td>
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</tr>
<tr>
<td>HUS 251</td>
<td>Supervised Field Placement II</td>
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</tr>
</tbody>
</table>

**Total 13**

## Early Childhood Development

### Diploma in Applied Science

#### Credit Requirements: 42 Semester Credit Hours

The Early Childhood Development diploma program prepares students to provide quality care for young children. This program is designed for students preparing for careers in early childhood development as child care providers in diverse child development settings.

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

The Early Childhood Development diploma program requires a health assessment denoting good health, a negative tuberculosis skin test.
and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses
First Semester
ECD 101 Introduction to Early Childhood 3
ECD 102 Growth and Development I 3
ECD 132 Creative Experiences 3
ECD 133 Science and Math Concepts 3
ENG 101 English Composition I 3
Total 15
Second Semester
ECD 105 Guidance-Classroom Management 3
ECD 107 Exceptional Children 3
ECD 131 Language Arts 3
ECD 135 Health, Safety and Nutrition 3
ECD 203 Growth and Development II 3
Total 15
Third Semester
ECD 237 Methods and Materials 3
ECD 243 Supervised Field Experience I 3
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
or
PSY 201 General Psychology 3
Total 12

Addictions/Substance Abuse
Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

The Addictions/Substance Abuse certificate program prepares students to perform ancillary psychotherapeutic treatment functions in both inpatient and outpatient facilities that cater to a broad range of addictive or compulsive behaviors. Students may choose to work in a treatment facility or a prevention capacity. A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

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

All courses in the Addictions/Substance Abuse certificate program can be counted toward the Human Services associate degree in Applied Science.

Recommended Sequence of Courses
First Semester
HUS 101 Introduction to Human Services 3
HUS 102 Personal and Professional Development in Helping Professions 3
HUS 208 Alcohol and Drug Abuse 3
HUS 235 Group Dynamics 3
Total 12
Second Semester
HUS 110 Orientation to Human Services 1
HUS 209 Case Management 3
HUS 217 Addictions Counseling 3
HUS 230 Interviewing Techniques 3
Total 10
Third Semester
HUS 218 Addictions Counseling II 3
HUS 250 Supervised Field Placement I 4
Total 7

Child Care Management
Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

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

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

A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these
Community, Family and Child Studies

laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

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
Total 12

Second Semester
ECD 105 Guidance-Classroom Management 3
ECD 107 Exceptional Children 3
ECD 201 Principles of Ethics and Leadership in Early Care and Education 3
ECD 203 Growth and Development II 3
Total 12

Third Semester
CPT 101 Introduction to Computers 3
ECD 135 Health, Safety and Nutrition 3
ECD 260 Methods of Teaching Special Needs Students 3
ECD 237 Methods and Materials 3
BUS 101 Introduction to Business 3
or
MGT 120 Small Business Management 3
Total 15

Early Childhood Development

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Early Childhood Development certificate program prepares students to work primarily in federally funded programs such as Head Start. This certificate also is designed for those currently employed who desire to make a career move and parents who want to learn more about the development of young children.

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

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses

First Semester
ECD 101 Introduction to Early Childhood 3
ECD 102 Growth and Development I 3
ECD 132 Creative Experiences 3
ECD 133 Science and Math Concepts 3
Total 12

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

Family Intervention Studies

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

The Family Intervention Studies certificate program prepares students for work with fragile families. Specialized study includes child maltreatment, intimate partner violence, elder abuse and working with at-risk youth. Graduates are qualified to perform various levels of intervention, including intake processing, referrals and case management.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

Admission into this program requires proof of high school diploma (or GED) and qualifying scores on SAT, ACT or the TTC placement test.
All courses in the Family Intervention Studies certificate program can be counted toward the Human Services associate degree in Applied Science.

**Recommended Sequence of Courses**

**First Semester**
- HUS 101 Introduction to Human Services 3
- HUS 102 Personal and Professional Development in Helping Professions 3
- HUS 201 Family System Dynamics 3
- HUS 235 Group Dynamics 3

**Total 12**

**Second Semester**
- CRJ 210 The Juvenile and the Law 3
- or
- CRJ 244 Probation, Pardon and Parole 3
- HUS 110 Orientation to Human Services 1
- HUS 208 Alcohol and Drug Abuse 3
- HUS 209 Case Management 3
- HUS 230 Interviewing Techniques 3

**Total 12**

**Third Semester**
- HUS 250 Supervised Field Placement I 4

**Total 4**

### Gerontology

**Certificate in Applied Science**

**Credit Requirements: 28 Semester Credit Hours**

The Gerontology certificate prepares students to work with individuals 65 years old and older. As this population continues to increase in numbers, the need for more services also increases. Students will find careers in areas such as income assistance, health care, housing and leisure activities.

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

A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to the field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Gerontology certificate can be counted toward the Human Services associate degree in Applied Science.

### Community, Family and Child Studies

**Recommended Sequence of Courses**

**First Semester**
- HUS 101 Introduction to Human Services 3
- HUS 102 Personal and Professional Development in Helping Professions 3
- HUS 205 Gerontology 3
- HUS 235 Group Dynamics 3

**Total 12**

**Second Semester**
- HUS 110 Orientation to Human Services 1
- HUS 112 Services for the Elderly 2
- HUS 209 Case Management 3
- HUS 214 Health, Wellness and Nutrition for Special Populations 3
- HUS 230 Interviewing Techniques 3

**Total 12**

**Third Semester**
- HUS 250 Supervised Field Placement I 4

**Total 4**

### Human Services Generalist

**Certificate in Applied Science**

**Credit Requirements: 29 Semester Credit Hours**

The Human Services Generalist certificate program prepares students for positions working with individuals, families or communities in a number of different settings. The certificate is designed for students who prefer a more generalized program of study in the Human Services field. It is also appropriate for those who want to craft a specific area of study using the choice of electives. This can be achieved by working closely with the Human Services academic advisor. Field placement assignments exist in mental health, youth services, social services, eldercare, corrections, disabilities, rehabilitation and addictions services.

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

A criminal background check by the South Carolina Law Enforcement Division (SLED) is also required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Human Services Generalist certificate program can be counted toward the Human Services associate degree in Applied Science.
Community, Family and Child Studies

Recommended Sequence of Courses

First Semester
- HUS 101 Introduction to Human Services 3
- HUS 102 Personal and Professional Development in Helping Professions 3
- HUS 235 Group Dynamics 3
- ELE HUS Select one course from Human Services Electives 3

Total 12

Second Semester
- HUS 110 Orientation to Human Services 1
- HUS 201 Family System Dynamics 3
- HUS 208 Alcohol and Drug Abuse 3
- HUS 209 Case Management 3
- HUS 230 Interviewing Techniques 3

Total 13

Third Semester
- HUS 250 Supervised Field Placement I 4

Total 4

Human Services Electives
- CRJ 210* The Juvenile and the Law 3
- CRJ 244 Probation, Pardon and Parole 3
- HUS 112 Services for the Elderly 2
- HUS 214 Health, Wellness and Nutrition for Special Populations 3
- HUS 217 Addictions Counseling 3
- HUS 218 Addictions Counseling II 3
- SOC 102 Marriage and the Family 3
- SOC 205 Social Problems 3
- SOC 210* Juvenile Delinquency 3

*Students cannot receive credit for both CRJ 210 and SOC 210.

Infant and Toddler Development

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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 work force.

Recommended Sequence of Courses

First Semester
- ECD 101 Introduction to Early Childhood 3
- ECD 102 Growth and Development I 3
- ECD 200 Curriculum Issues in Infant and Toddler Development 3

Total 9

Second Semester
- ECD 205 Socialization and Group Care of Infants and Toddlers 3
- ECD 207 Infants and Toddlers with Special Needs 3
- ECD 243 Supervised Field Placement I 3

Total 9

School-Age and Youth Development

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

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 work force.

Recommended Sequence of Courses

First Semester
- ECD 101 Introduction to Early Childhood 3
- ECD 102 Growth and Development I 3
- ECD 200 Curriculum Issues in Infant and Toddler Development 3

Total 9

Second Semester
- ECD 205 Socialization and Group Care of Infants and Toddlers 3
- ECD 207 Infants and Toddlers with Special Needs 3
- ECD 243 Supervised Field Placement I 3

Total 9

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 2 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.

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.

For updated catalog, visit www.tridenttech.edu.
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 work force.

Recommended Sequence of Courses
First Semester
SAC 101 Best Practices in School-Age and Youth Care Skills 3

Total 3

Second Semester
SAC 200 Introduction to School-Age and Youth Care 3
SAC 201 Development of the School-Age Child and Youth 3
SAC 204 Safety, Health and Nutrition for School-Age Children and Youth 3

Total 9

Third Semester
SAC 202 Administration of School-Age and Youth Programs 3
SAC 203 Designing Model Environments for School-Age Children and Youth 3
SAC 209 Introduction to Special Education for School-Age Children and Youth 3

Total 9

Fourth Semester
SAC 205 Guiding Behavior, Violence Prevention and Classroom Management Strategies 3
SAC 206 Human Relationships for Children, Staff and Families 3
SAC 207 Science, Technology and Cultural Arts in School-Age and Youth Programs 3

Total 9

Special Education
Certificate in Applied Science
Credit Requirements: 27 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 8 will be provided adequate training related to experiences in typical growth and development, curriculum issues, exceptionality and early intervention, communication systems, activity therapy, facilitation and environmental management for special education, counseling techniques, creative experiences, and safety, health and nutrition.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test, and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) is also required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the Early Care and Education work force.

Recommended Sequence of Courses
First Semester
ECD 107 Exceptional Children 3
ECD 260 Methods of Teaching Special Needs Students 3
ASL 101 American Sign Language I 3
ECD 255 Activity Therapy for ECSE 3

Total 12
## Community, Family and Child Studies

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>ECD 207</td>
<td>Infants and Toddlers in Inclusive Care</td>
<td>3</td>
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<td>ECD 259</td>
<td>Behavior Management for Special Needs</td>
<td>3</td>
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<tr>
<td>ECD 256</td>
<td>Counseling Techniques for ECSE</td>
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<tr>
<td>ASL 102</td>
<td>American Sign Language II</td>
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**Total 12**

### Third Semester

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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECD 243</td>
<td>Supervised Field Experience I</td>
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**Total 3**
Overview

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

In culinary arts studies, CIC offers an associate degree in Culinary Arts Technology with career paths in Baking and Pastry and Sports and Nutrition, and certificates in Culinary Arts, Baking and Pastry, and Food Service Specialist. Courses offered in the curriculum will also recertify industry employees for the American Culinary Federation. The culinary studies are accredited by the American Culinary Federation Accrediting Commission.

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

CIC courses prepare students with knowledge and practice in the principles, skills and scope of the industry. Classes focus on quality in product and service. Hands-on training takes place within the modern CIC laboratories and through cooperative industry work experiences.

General Information

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

Cancellation Policy

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

Culinary Arts Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

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

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

Recommended Course Sequence

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>HOS 104</td>
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<tr>
<td>HOS 107</td>
<td>Culinary Skills I</td>
<td>3</td>
</tr>
<tr>
<td>HOS 109</td>
<td>Nutrition Science and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HOS 119</td>
<td>Introduction to Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
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Total 15

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOS 111</td>
<td>Culinary Skills II</td>
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<tr>
<td>HOS 122</td>
<td>Advanced Culinary Skills</td>
<td>2</td>
</tr>
<tr>
<td>HOS 128</td>
<td>Culinary Management and Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>HOS 129</td>
<td>Storeroom and Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOS 135</td>
<td>Introduction to Dining Room Service</td>
<td>3</td>
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Total 14
### Culinary Institute of Charleston

#### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HOS 277</td>
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<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on B-3</td>
<td>3</td>
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#### Fourth Semester – Fall

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>HOS 171</td>
<td>Food and Beverage Controls</td>
<td>3</td>
</tr>
<tr>
<td>HOS 215</td>
<td>Cuisine of the Americas</td>
<td>3</td>
</tr>
<tr>
<td>HOS 216</td>
<td>International Cuisine</td>
<td>3</td>
</tr>
<tr>
<td>HOS 132</td>
<td>Hospitality Communications and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Math/ Natural Sciences Electives on page B-4</td>
<td>3</td>
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#### Fifth Semester – Spring

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOS 235</td>
<td>Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>HOS 236</td>
<td>Restaurant Capstone</td>
<td>3</td>
</tr>
<tr>
<td>HOS 237</td>
<td>Contemporary Cuisine</td>
<td>2</td>
</tr>
<tr>
<td>ELE HOS</td>
<td>Culinary Elective</td>
<td>3</td>
</tr>
<tr>
<td>HOS 264</td>
<td>Food and Beverage Pairing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOS 250</td>
<td>Beverage Service Management</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/ Social Sciences Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</table>

#### Culinary Electives: Any HOS course not used to meet a requirement.

#### Baking and Pastry Career Path

**Degree:** Associate of 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 104</td>
<td>Introduction to Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>HOS 109</td>
<td>Nutrition Science and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HOS 119</td>
<td>Introduction to Baking and Pastry</td>
<td>3</td>
</tr>
<tr>
<td>HOS 114</td>
<td>Introduction to Cakes</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
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<td><strong>Total</strong></td>
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**Second Semester – Spring**

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOS 113</td>
<td>Laminated Dough and Pastries</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOS 118</td>
<td>Healthy Baking</td>
<td>3</td>
</tr>
<tr>
<td>HOS 121</td>
<td>Cake Decorating and Finishing</td>
<td>3</td>
</tr>
<tr>
<td>HOS 128</td>
<td>Culinary Management and Human</td>
<td>3</td>
</tr>
<tr>
<td>Resources</td>
<td></td>
<td></td>
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<tr>
<td>HOS 129</td>
<td>Storeroom and Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>HOS 182</td>
<td>Artisan Breads</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOS 277</td>
<td>SCWE Culinary Arts</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on B-3</td>
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**Fourth Semester – Fall**

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HOS 132</td>
<td>Hospitality Communications and</td>
<td>3</td>
</tr>
<tr>
<td>Leadership</td>
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</tr>
<tr>
<td>HOS 171</td>
<td>Food and Beverage Control</td>
<td>3</td>
</tr>
<tr>
<td>HOS 181</td>
<td>Candies and Confectionaries</td>
<td>3</td>
</tr>
<tr>
<td>HOS 220</td>
<td>Advanced Bakeshop</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition 1</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
<td>3</td>
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<td><strong>Total</strong></td>
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**Fifth Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HOS 235</td>
<td>Menu Planning</td>
<td>3</td>
</tr>
<tr>
<td>HOS 221</td>
<td>Retail Baking</td>
<td>3</td>
</tr>
<tr>
<td>ELE HOS</td>
<td>Baking and Pastry Elective</td>
<td>3</td>
</tr>
<tr>
<td>HOS 228</td>
<td>Petit Fours and Mini Pastries</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/ Social Sciences Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>15</strong></td>
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</table>
Sports and Health Nutrition
Career Path

Degree: Associate of Applied Science
Credit Requirements: 69 Semester Credit Hours

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

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

Recommended Course Sequence
First Semester – Fall
HOS 104  Introduction to Culinary Arts  3
HOS 107  Culinary Skills I  3
HOS 109  Nutrition Science and Sanitation  3
HOS 118  Healthy Baking  3
CPT 101  Introduction to Computers  3
Total 15

Second Semester – Spring
HOS 111  Culinary Skills II  3
HOS 127  History of Diets in World Cultures  3
HOS128  Culinary Management and Human Resources  3
HOS129  Storeroom and Purchasing  3
BIO 110  General Anatomy and Physiology  3
Total 15

Third Semester – Summer
HOS 277  SCWE in Culinary Arts  3
ELE HUM  Select one course from Humanities Electives on page B-3  3
Total 6

Fourth Semester – Fall
HOS 171  Food and Beverage Controls  3
HOS 242  Vegetarian and Vegan Cuisine  3
HOS 241  Sports Nutrition  3
HOS 132  Hospitality Communications and Leadership  3
ENG 101  English Composition I  3
MAT 155  Contemporary Mathematics  3
Total 18

Fifth Semester – Spring
HOS 230  Therapeutic Nutrition  3
HOS 235  Menu Planning  3
HOS 278  Medicinal Herbs and Natural Healing  3
HOS 279  Dietary Health and Spa Cuisine  3
ELE SSC  Select one course from Behavioral/Social Sciences Electives on page B-3  3
Total 15

Hospitality and Tourism Management

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

The Hospitality and Tourism Management degree program prepares students for supervisory positions in hotels, motels, resorts, restaurants, attractions or a variety of other job opportunities within the travel industry.

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

Recommended Sequence of Courses
First Semester – Fall
CPT 101  Introduction to Computers  3
HOS 132  Hospitality Communications and Leadership  3
HOS 140  The Hospitality Industry  3
HOS 145  Dining Room Operations  3
HOS 154  Safety and Sanitation  2
ELE HTM  Select one course from Hospitality and Tourism Management Electives  3
Total 17
Culinary Institute of Charleston

Second Semester – Spring
ENG 101 English Composition I 3
HOS 110 Food Production Management 3
HOS 103 Nutrition 3
HOS 159 Hospitality Accounting Applications 3
HOS 160 Purchasing for Hospitality 3
ELE HTM Select one course from Hospitality and Tourism Management Electives 3
Total 18

Third Semester – Summer
HOS 272 SCWE in Hospitality/Tourism Management 3
Total 3

Fourth Semester – Fall
HOS 245 Hospitality Marketing 3
HOS 250 Beverage Service Management 3
HOS 262 Hospitality Software Applications 3
ELE MAT Select one math course from Math/Natural Sciences Electives on page B-4 3
ELE HTM Select one course from Hospitality and Tourism Management Electives 3
Total 15

Fifth Semester – Spring
HOS 255 Food Service Management 3
HOS 256 Hospitality Management Concepts 3
HOS 265 Hotel, Restaurant and Travel Law 3
ELE HUM Select one course from Humanities Electives on page B-3 3
ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
Total 15

Hospitality and Tourism Management Electives
HOS 150 Hotel Management 3
HOS 163 International Etiquette and Protocol 3
HOS 164 Travel and Tourism 3
HOS 169 Club Management 3
HOS 190 Issues in Culinary Arts and Hospitality 3
HOS 252 Advanced Food and Beverage Service 3
HOS 254 Catering Management 3
HOS 258 Convention Management 3
SPA 155 Technical Spanish I 3

Baking and Pastry
Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Baking and Pastry certificate program prepares students for baking and pastry positions in a variety of settings including fine dining restaurants and retail bakeries. Students study both theory and practical applications of baking, cake decorating and retail bake-shop management. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at TTC.

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

Recommended Sequence of Courses
First Semester – Fall
HOS 104 Introduction to Culinary Arts 3
HOS 109 Nutrition Science and Sanitation 3
HOS 113 Laminated Doughs and Pastries 3
HOS 114 Introduction to Cakes 3
HOS 119 Introduction to Baking and Pastry 3
Total 15

Second Semester – Spring
HOS 121 Cake Decorating and Finishing Techniques 3
HOS 220 Advanced Bakeshop 3
HOS 221 Retail Baking 3
ELE B/P Select one course from Baking and Pastry Electives 3
Total 12

Baking and Pastry Electives
HOS 118 Healthy Baking 3
HOS 181 Candies and Confectionaries 3
HOS 182 Artisan Breads 3
HOS 183 Plated Desserts 3
HOS 235 Menu Planning 3
HOS 243 Food Competition Fundamentals 3

For updated catalog, visit www.tridenttech.edu
Advanced Baking and Pastry
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
The Advanced Baking and Pastry Arts 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 course totaling 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall
HOS 181 Candies and Confectionaries 3
HOS 182 Artisan Breads 3
HOS 183 Plated Desserts 3
HOS 222 Chocolate and Sugar 3
Total 12

Second Semester – Spring
HOS 185 Ice Cream and Frozen Desserts 3
HOS 223 Wedding Cakes and Decorating Techniques 3
HOS 224 Jams, Jellies, Chutneys and Tarts 3
HOS 228 Petit Fours and Mini Pastries 3
Total 12

Culinary Arts
Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours
The Culinary Arts Certificate prepares students for entry-level cooking positions in restaurants, hotels, catering and other food service 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.

Advanced Culinary Arts
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
The Advanced Culinary Arts Certificate prepares students for fast-track cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food in the Culinary Institute’s fine dining restaurant as well as in a professional restaurant, club, resort or hotel. This program meets advanced standards of education for the American Culinary Federation certification levels.
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test as well as completion of a Culinary Arts degree or certificate, a culmination of cooking courses that total 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall
HOS 178 Farm to Plate 3
HOS 180 French Regional Cuisine 3
HOS 215 Cuisine of the Americas 3
HOS 216 International Cuisine 3
Total 12
Event Management
Certificate in Applied Science
Credit Requirements: 23 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 to 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 101 Principles of Food Production I 3
HOS 140 The Hospitality Industry 3
HOS 154 Safety and Sanitation 2
HOS 163 International Etiquette and Protocol 3
Total 11

Second Semester – Spring
HOS 258 Convention Management 3
HOS 250 Beverage Service Management 3
HOS 254 Catering Management 3
HOS 265 Hotel, Restaurant and Travel Law 3
Total 12

Food and Beverage Operations
Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

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

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

HOS 132 Hospitality Communications and Leadership 3
HOS 154 Safety and Sanitation 2
HOS 163 International Etiquette and Protocol 3
HOS 250 Beverage Service Management 3
HOS 265 Hotel, Restaurant and Travel Law 3

Choose one of the following:
HOS 252 Advanced Food and Beverage Service 3
or
HOS 255 Food Service Management 3
Total 17
Hotel Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours
The Hotel Operations Certificate will equip students with the skills necessary to understand and apply basic hotel industry concepts including knowledge of operations, guest services, software applications, sales and marketing. Students will be prepared for entry-level employment in hotels, bed and breakfast operations, timeshares, resorts and other lodging operations and related fields.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or appropriate TTC placement test. Successful completion of ENG 100 is recommended.

Recommended Sequence of Courses
First Semester – Fall
HOS 140 The Hospitality Industry 3
HOS 150 Hotel Management 3
HOS 163 International Etiquette and Protocol 3
Total 9

Second Semester – Spring
CPT 101 Introduction to Computers 3
or
HOS 262 Hospitality Software Systems 3
HOS 258 Convention Management 3
HOS 265 Hotel, Restaurant and Travel Law 3
Total 9

Sports and Health Nutrition

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
The Sports and Health Nutrition Certificate prepares students for positions as personal and private cooks, chefs and dietary managers for individuals at home, health care facilities, sports clubs, hospitals and schools. Students study both theory and practical kitchen applications to include proper sanitary handling of food and ethical practices of managing a business.

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

ACF Recertification
These three courses offered in the curriculum will recertify industry employees for the American Culinary Federation.

Recommended Sequence of Courses
HOS 103 Nutrition 3
HOS 154 Safety and Sanitation 2
HOS 256 Hospitality Management Concepts 3
or
HOS 128 Culinary Management and Human Resources 3
Total 8
Engineering Technology

Overview

TTC’s Division of Industrial and Engineering Technology offers a wide array of associate degrees and certificates designed to provide excellent career opportunities in the highly technical and rapidly expanding area of engineering technology.

Courses offered within the Department of Engineering Technology are designed to develop critical thinking and broad technical knowledge. The engineering technology principles learned are applied to practical engineering problems. Classroom study is related to shop, laboratory and field experience.

The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. All have requirements for admission. Students interested in any of these programs should call the Department of Engineering Technology at 843.574.6156 for additional information on programs, scheduling and admission requirements. Any of the programs may be completed on a part-time basis, though it will require a longer period of time to do so.

General Information

As with all TTC programs, students interested in Engineering Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy

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

Programs of Study

Associate Degree Programs
Civil Engineering Technology
Electronics Engineering Technology
Mechanical Engineering Technology

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

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

Civil Engineering Technology

Associate in Applied Science
Credit Requirements: 74 Semester Credit Hours
Day

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil and concrete testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer-aided drafting and design.
Engineering Technology

Recommended Sequence of Courses

First Semester – Fall
- CET 120 Construction Materials 3
- CET 204 Surveying I 4
- ***EGT 109 Introduction to Engineering Design Graphics 3
- ENG 101 English Composition I 3
- *MAT 110 College Algebra 3

Total 16

Second Semester – Spring
- CET 205 Surveying II 4
- EGT 151 Introduction to CAD 3
- EGR 110 Introduction to Computer Environment 3
- *MAT 111 College Trigonometry 3

Total 13

Third Semester – Summer
- EGR 190 Statics 3
- **PHY 201 Physics I 4
- PSY 201 General Psychology 3
- SPC 205 Public Speaking 3

Total 13

Fourth Semester – Fall
- CET 210 Strength of Materials 3
- CET 218 Hydraulics 3
- GMT 250 Evidence Procedures for Boundary Control 3
- *MAT 130 Elementary Calculus 3
- or
- MAT 120 Probability and Statistics 3
- **PHY 202 Physics II 4

Total 16

Fifth Semester – Spring
- CET 215 Soil Mechanics Fundamentals 2
- CET 244 Structural Steel Design 3
- CET 246 Environmental Systems Technology 3
- CET 251 Highway Design 3
- ELE CET Select one course from the Civil Engineering Technology Electives 2
- ELE HUM Select one course from Humanities Electives on page B-3 3

Total 16

Civil Engineering Technology Electives
- AET 110 Architectural Graphics I 3
- CBT 127 Building Construction and Print Reading 4
- CET 135 Construction Contracts 2
- CET 230 Construction Management 3
- CET 238 Construction Planning and Scheduling 2

Total 9

*Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, MAT 111, MAT 120; or MAT 110, 111, 140; or MAT 112, MAT 140.

**Students may choose PHY 221 instead of PHY 201 and PHY 222 or CHM 110 instead of PHY 202.

***Allowable alternate: EGR 275

Civil Engineering Technology

Associate in Applied Science

Credit Requirements: 74 Semester Credit Hours

Day/Evening

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil and concrete testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer aided drafting and design. Note: A number of Civil Engineering Technology courses are offered only during the day.

Recommended Sequence of Courses

First Semester – Fall
- CET 120 Construction Materials 3
- CWE 245 Cost Estimating 3
- CWE 245 Cooperative Work Experience 2
- EGR 282 Introduction to Civil Engineering 2
- EGT 152 Fundamentals of CAD 3

Total 16

For updated catalog, visit www.tridenttech.edu.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Second Semester – Spring</strong></td>
<td>EGR 110 Introduction to Computer Environment 3</td>
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<tr>
<td></td>
<td>*MAT 110 College Algebra 3</td>
</tr>
<tr>
<td></td>
<td>ELE HUM Select one course from Humanities Electives on page B-3 3</td>
</tr>
<tr>
<td></td>
<td><strong>Total 9</strong></td>
</tr>
<tr>
<td><strong>Third Semester – Summer</strong></td>
<td>EGT 151 Introduction to CAD 3</td>
</tr>
<tr>
<td></td>
<td>*MAT 111 College Trigonometry 3</td>
</tr>
<tr>
<td></td>
<td><strong>Total 6</strong></td>
</tr>
<tr>
<td><strong>Fourth Semester – Fall</strong></td>
<td>CET 204 Surveying I 4</td>
</tr>
<tr>
<td></td>
<td>PSY 201 General Psychology 3</td>
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<tr>
<td></td>
<td><strong>Total 7</strong></td>
</tr>
<tr>
<td><strong>Fifth Semester – Spring</strong></td>
<td>CET 205 Surveying II 4</td>
</tr>
<tr>
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<td><strong>Total 4</strong></td>
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<tr>
<td><strong>Sixth Semester – Summer</strong></td>
<td>EGR 190 Statics 3</td>
</tr>
<tr>
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<td><strong>Total 7</strong></td>
</tr>
<tr>
<td><strong>Seventh Semester – Fall</strong></td>
<td>CET 210 Strength of Materials 3</td>
</tr>
<tr>
<td></td>
<td>CET 218 Hydraulics 3</td>
</tr>
<tr>
<td></td>
<td>GMT 250 Evidence Procedures for Boundary Control 3</td>
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<tr>
<td></td>
<td><strong>Total 9</strong></td>
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<tr>
<td><strong>Eighth Semester – Spring</strong></td>
<td>CET 215 Soil Mechanics Fundamentals 2</td>
</tr>
<tr>
<td></td>
<td>CET 251 Highway Design 3</td>
</tr>
<tr>
<td></td>
<td><strong>Total 5</strong></td>
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<tr>
<td><strong>Ninth Semester – Summer</strong></td>
<td>*MAT 120 Probability and Statistics 3</td>
</tr>
<tr>
<td></td>
<td>or MAT 130 Elementary Calculus 3</td>
</tr>
<tr>
<td></td>
<td>**PHY 202 Physics II 4</td>
</tr>
<tr>
<td></td>
<td><strong>Total 7</strong></td>
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<tr>
<td><strong>Tenth Semester – Fall</strong></td>
<td>SPC 205 Public Speaking 3</td>
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<td></td>
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<tr>
<td><strong>Eleventh Semester – Spring</strong></td>
<td>CET 244 Structural Steel Design 3</td>
</tr>
<tr>
<td></td>
<td>CET 246 Environmental Systems Technology 3</td>
</tr>
<tr>
<td></td>
<td>ELE CET Select one course from Civil Engineering Technology Electives 2</td>
</tr>
<tr>
<td></td>
<td><strong>Total 8</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Civil Engineering Technology Electives</strong></th>
<th><strong>Course</strong></th>
<th><strong>Credit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 110</td>
<td>Architectural Graphics I 3</td>
<td></td>
</tr>
<tr>
<td>CET 127</td>
<td>Building Construction and Print Reading 4</td>
<td></td>
</tr>
<tr>
<td>CET 135</td>
<td>Construction Contracts 2</td>
<td></td>
</tr>
<tr>
<td>CET 230</td>
<td>Construction Management 3</td>
<td></td>
</tr>
<tr>
<td>CET 238</td>
<td>Construction Planning and Scheduling 2</td>
<td></td>
</tr>
<tr>
<td>CET 245</td>
<td>Cost Estimating 3</td>
<td></td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience 2</td>
<td></td>
</tr>
<tr>
<td>EG 282</td>
<td>Introduction to Civil Engineering 2</td>
<td></td>
</tr>
<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD 3</td>
<td></td>
</tr>
</tbody>
</table>

*Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 130; or MAT 110, 111, 120; or MAT 110, MAT 111, MAT 140; or MAT 112, MAT 140.

**Students may choose PHY 221 instead of PHY 201 and PHY 222 or CHM 110 instead of PHY 202.

***Allowable alternate: EGR 275

---

**Electronics Engineering Technology**

**Associate in Applied Science**

**Credit Requirements: 70-73 Semester Credit Hours**

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 104</td>
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<tr>
<td>EGR 110</td>
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<tr>
<td>ENG 101</td>
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</tr>
<tr>
<td>MAT 110</td>
<td>3</td>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>EGR 110</td>
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</tr>
<tr>
<td>EGR 190</td>
<td>3</td>
</tr>
<tr>
<td>*MAT 110</td>
<td>3</td>
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**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EGR 110</td>
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<tr>
<td>*MAT 110</td>
<td>3</td>
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**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CET 204</td>
<td>4</td>
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<td>PSY 201</td>
<td>3</td>
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**Fifth Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CET 205</td>
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**Sixth Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CET 210</td>
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</tr>
<tr>
<td>CET 218</td>
<td>3</td>
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<tr>
<td>GMT 250</td>
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**Seventh Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CET 215</td>
<td>2</td>
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<tr>
<td>CET 251</td>
<td>3</td>
</tr>
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**Eighth Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>CET 215</td>
<td>2</td>
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<tr>
<td>CET 251</td>
<td>3</td>
</tr>
<tr>
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**Ninth Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
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<tbody>
<tr>
<td>*MAT 120</td>
<td>3</td>
</tr>
<tr>
<td>or MAT 130</td>
<td>3</td>
</tr>
<tr>
<td>**PHY 202</td>
<td>4</td>
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**Tenth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>SPC 205</td>
<td>3</td>
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**Eleventh Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CET 244</td>
<td>3</td>
</tr>
<tr>
<td>CET 246</td>
<td>3</td>
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<tr>
<td>ELE CET</td>
<td>2</td>
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<td><strong>Total 8</strong></td>
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</table>
## Engineering Technology

### Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EET 113</td>
<td>Electrical Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EET 145</td>
<td>Digital Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EGR 230</td>
<td>Measurement Principles</td>
<td>4</td>
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<tr>
<td>MAT 111</td>
<td>College Trigonometry</td>
<td>3</td>
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</table>

**Total 15**

### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>*EGT 109</td>
<td>Introduction to Engineering Design Graphics</td>
<td>3</td>
</tr>
<tr>
<td>PHY 201</td>
<td>Physics I</td>
<td>4</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
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**Total 15**

### Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EET 141</td>
<td>Electronic Circuits</td>
<td>4</td>
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<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
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<tr>
<td>EGR 175</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>ELE EET</td>
<td>Select one course from the Electronics Engineering Technology Math/Science Electives</td>
<td>3-4</td>
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</table>

**Total 13**

### Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EEM 252</td>
<td>Programmable Controllers</td>
<td>3</td>
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<tr>
<td>EET 241</td>
<td>Electronic Communications</td>
<td>4</td>
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<tr>
<td>EET 243</td>
<td>Data Communications</td>
<td>3</td>
</tr>
<tr>
<td>EGR 255</td>
<td>Engineering Technology Senior Systems Project</td>
<td>2</td>
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<tr>
<td>ELE EET</td>
<td>Select one course from Electronics Engineering Technology Technical Electives</td>
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**Total 14-16**

### Electronics Engineering Technology Electives

#### Technical Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>EGT 151</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>IMT 102</td>
<td>Industrial Safety</td>
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#### Math/Science Electives

<table>
<thead>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
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<tr>
<td>MAT 130</td>
<td>Elementary Calculus</td>
<td>3</td>
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<tr>
<td>MAT 140</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 202</td>
<td>Physics II</td>
<td>4</td>
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</table>

*Allowable alternate: EGR 275

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For updated catalog, visit www.tridenttech.edu.
Sixth Semester – Summer
ELE EET Select one course from Electronics Engineering Technology Math/Science Electives 3-4
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 6-7

Seventh Semester – Fall
EEM 251 Programmable Controllers 3
PHY 201 Physics I 4
PSY 201 General Psychology 3
Total 10

Eighth Semester – Spring
EEM 252 Programmable Controllers Applications 3
EGR 230 Measurement Principles 4
EGR 255 Engineering Technology Senior Systems Project 2
Total 9

Electronics Engineering Technology Electives
Technical Electives
EEM 217 AC/DC Machines with Electrical Codes 4
EEM 221 DC/AC Drives 3
EGT 151 Introduction to CAD 3
IMT 102 Industrial Safety 2
Math/Science Electives
CHM 110 College Chemistry I 4
MAT 120 Probability and Statistics 3
MAT 130 Elementary Calculus 3
MAT 140 Analytic Geometry and Calculus I 4
PHY 202 Physics II 4
*Allowable alternate: EGR 275

Recommended Sequence of Courses

First Semester – Fall
EGR 104 Engineering Technology Foundations 3
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
MAT 110 College Algebra 3
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 15

Second Semester – Spring
EET 113 Electrical Circuits I 4
EGR 230 Measurement Principles 4
MAT 111 College Trigonometry 3
QAT 232 Statistical Quality Control 3
or
QAT 240 Advanced Quality Concepts 3
Total 14

Third Semester – Summer
*EGT 109 Introduction to Engineering Design Graphics 3
PHY 201 Physics I 4
SPC 205 Public Speaking 3
EGR 190 Statics 3
Total 13

Fourth Semester – Fall
CET 210 Strength of Materials 3
EGR 170 Engineering Materials 3
EGR 175 Manufacturing Processes 3
MET 237 Fluids: Principles and Applications 4
PSY 201 General Psychology 3
Total 16

Fifth Semester – Spring
EGR 255 Engineering Technology Senior Systems Project 2
EGT 130 Geometric Dimensioning and Tolerancing Applications 3
MET 213 Dynamics 3
MET 226 Applied Heat Principles 4
Total 12

*Allowable alternate: EGR 275

Mechanical Engineering Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours
Day/Evening
The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

*Allowable alternate: EGR 275
Engineering Technology

Mechanical Engineering Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

Evening

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

Recommended Sequence of Courses

First Semester – Fall
- EGR 104  Engineering Technology Foundations 3
- EGR 110  Introduction to Computer Environment 3
- ENG 101  English Composition I 3
Total 9

Second Semester – Spring
- EET 113  Electrical Circuits I 4
- MAT 110  College Algebra 3
- PSY 201  General Psychology 3
Total 10

Third Semester – Summer
- *EGT 109  Introduction to Engineering Design Graphics 3
- MAT 111  College Trigonometry 3
Total 6

Fourth Semester – Fall
- EGR 170  Engineering Materials 3
- EGR 175  Manufacturing Processes 3
- PHY 201  Physics I 4
Total 10

Fifth Semester – Spring
- EGT 130  Geometric Dimensioning and Tolerancing Applications 3
- EGR 230  Measurement Principles 4
- QAT 232  Statistical Quality Control 3
or
- QAT 240  Advanced Quality Concepts 3
Total 10

Sixth Semester – Summer
- ELE HUM  Select one course from Humanities Electives on page B-3 3
- EGR 190  Statics 3
Total 6

Seventh Semester – Fall
- CET 210  Strength of Materials 3
- MET 237  Fluids: Principles and Applications 4
- SPC 205  Public Speaking 3
Total 10

Eighth Semester – Spring
- EGR 255  Engineering Technology Senior Systems Project 2
- MET 213  Dynamics 3
- MET 226  Applied Heat Principles 4
Total 9

*Allowable alternate: EGR 275

Architectural Design Graphics I

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to move into architectural graphics. The certificate also includes a study of construction materials and architectural history.

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

Recommended Sequence of Courses

First Semester – Fall
- CET 120  Construction Materials 3
- EGT 109  Introduction to Engineering Design Graphics 3
Total 6

Second Semester – Spring
- AET 202  History of Architecture 3
- EGT 151  Introduction to CAD 3
Total 6

Third Semester – Summer
- AET 110  Architectural Graphics I 3
- EGT 152  Fundamentals of CAD 3
Total 6

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### Architectural Design Graphics II

**Certificate in Applied Science**  
**Credit Requirements:** 14 Semester Credit Hours  
This certificate is designed for students with previous experience in architectural graphics who want to move into the advanced areas of architectural graphics. In addition to the drawing classes, this certificate includes the study of software for architectural presentations.  
For admission into this program, you must complete Architectural Design Graphics I or receive approval from your advisor.

**Recommended Sequence of Courses**  
**First Semester – Fall**  
AET 111 Architectural Computer Graphics I 3  
**Total 3**

**Second Semester – Spring**  
AET 120 Architectural Graphics II 3  
AET 221 Architectural Computer Graphics II 4  
**Total 7**

**Third Semester – Summer**  
AET 233 Architectural CAD Presentations 4  
**Total 4**

### Basic Electronic Journeyman I

**Certificate in Applied Science**  
**Credit Requirements:** 20 Semester Credit Hours  
The curriculum for this certificate teaches basic electrical/electronics fundamentals needed to enter the electronics technician work force. Courses combine a mixture of classroom and lab instruction using the classroom to present basic theory and the lab to reinforce that theory with hands-on practical experiments.  
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

**Recommended Sequence of Courses**  
**First Semester**  
EGR 104 Engineering Technology Foundations 3  
*MAT 170 Algebra, Geometry and Trigonometry I 3  
**Total 6**

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

**Third Semester**  
EEM 131 Solid State Devices 4  
QAT 101 Introduction to Quality Assurance 3  
**Total 7**

*Or MAT 110 College Algebra  
**Alternate Sequence, EEM 117 AC/DC Circuits I  
***Alternate Sequences, ENG 101 English Composition I and ENG 260 Advanced Technical Communications; or ENG 101 English Composition I and SPC 209 Interpersonal Communication*

### Chemical Engineering Transfer (USC)

**Certificate in Applied Science**  
**Credit Requirements:** 35 Semester Credit Hours  
This certificate allows you to select course work to transfer to 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**  
**First Semester**  
ECE 221 Introduction to Electrical Engineering I 3  
EGR 260 Engineering Statics 3  
EGR 262 Engineering Dynamics 3  
**or**  
EGR 264 Introduction to Engineering Mechanics of Solids 3  
EGR 266 Engineering Thermodynamics Fundamentals 3  
EGR 275 Introduction to Engineering/Computer Graphics 3  
MAT 141 Analytic Geometry and Calculus II 4  
MAT 240 Analytic Geometry and Calculus III 4  
MAT 242 Differential Equations 4  
PHY 221 University Physics I 4  
PHY 222 University Physics II 4  
**Total 35**
Civil Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

This certificate allows you to select course work to transfer to The Citadel’s bachelor of science in Civil Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses
EGR 260  Engineering Statics 3
EGR 275  Introduction to Engineering/ Computer Graphics 3
EGR 282  Introduction to Civil Engineering 2
EGR 285  Engineering Surveying I 3
EGR 286  Engineering Surveying II 3
EGR 295  Engineering Surveying Lab I 1
EGR 296  Engineering Surveying Lab II 1
MAT 141  Analytic Geometry and Calculus II 4
MAT 240  Analytic Geometry and Calculus III 4
MAT 242  Differential Equations 4
PHY 221  University Physics I 4
PHY 222  University Physics II 4
or
CHM 111  College Chemistry II 4
or
BIO 101  Biological Science I 4
or
BIO 102  Biological Science II 4
Total 36

Computer Aided Design I

Certificate in Applied Science
Credit Requirements: 9 Semester Credit Hours

This program introduces you to the computer and how it can be used to generate engineering drawings. Topics include beginning and advanced two-dimensional CAD.

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

Recommended Sequence of Courses
First Semester – Fall
EGT 109  Introduction to Engineering Design Graphics 3
Total 3

Second Semester – Spring
EGT 151  Introduction to CAD 3
Total 3

Third Semester – Summer
EGT 152  Fundamentals of CAD 3
Total 3

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 to the University of South Carolina’s bachelor of science in either Civil or Mechanical Engineering curriculum. Please see an advisor for actual course offering times, scheduling and prerequisites. For entry into the program, you must be a high school graduate or possess a GED and have taken the prerequisite for each course listed.

Recommended Sequence of Courses
ECE 221  Introduction to Electrical Engineering I 3
EGR 260  Engineering Statics 3
EGR 262  Engineering Dynamics 3
EGR 264  Introduction to Engineering Mechanics of Solids 3
EGR 266  Engineering Thermodynamics Fundamentals 3
EGR 275  Introduction to Engineering/ Computer Graphics 3
MAT 141  Analytic Geometry and Calculus II 4
MAT 240  Analytic Geometry and Calculus III 4
MAT 242  Differential Equations 4
PHY 221  University Physics I 4
PHY 222  University Physics II 4
or
CHM 111  College Chemistry II 4
or
BIO 101  Biological Science I 4
or
BIO 102  Biological Science II 4
Total 38
## Computer Aided Design 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

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 251 Principles of CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGT 252 Advanced Computer Aided Design</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 265 CAD/CAM Applications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester – Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 245 Principles of Parametric CAD</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

## 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

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CET 120 Construction Materials</td>
<td>3</td>
</tr>
<tr>
<td>CET 127 Building Construction and Print Reading</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
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</thead>
<tbody>
<tr>
<td>CET 230 Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>CET 245 Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

## 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 to 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

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 201 Electrical and Computer Engineering Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ECE 205 Electrical and Computer Lab I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221 Introduction to Electrical Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 222 Introduction to Electrical Engineering II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 273 Problem Solving for Engineers</td>
<td>2</td>
</tr>
<tr>
<td>EGR 275 Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 240 Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 222 University Physics II</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

## Electrical Engineering Transfer (USC)

**Certificate in Applied Science**

**Credit Requirements: 34 Semester Credit Hours**

This certificate allows you to select course work to transfer to 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

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contracts</td>
<td>2</td>
</tr>
<tr>
<td>Construction Planning and Scheduling</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
<tr>
<td>Second Semester – Spring</td>
<td></td>
</tr>
<tr>
<td>ECE 201 Electrical and Computer Engineering Seminar</td>
<td>1</td>
</tr>
<tr>
<td>ECE 205 Electrical and Computer Lab I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221 Introduction to Electrical Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 222 Introduction to Electrical Engineering II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 273 Problem Solving for Engineers</td>
<td>2</td>
</tr>
<tr>
<td>EGR 275 Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 240 Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242 Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221 University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 222 University Physics II</td>
<td>4</td>
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<tr>
<td><strong>Total</strong></td>
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</table>
Engineering Technology

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 205</td>
<td>Electrical and Computer Lab I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 211</td>
<td>Introduction to Computer Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 212</td>
<td>Introduction to Computer Engineering II</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221</td>
<td>Introduction to Electrical Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 222</td>
<td>Introduction to Electrical Engineering II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 222</td>
<td>University Physics II</td>
<td>4</td>
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<tr>
<td></td>
<td>Total</td>
<td>34</td>
</tr>
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</table>

Engineering Design Graphics

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

The Engineering Design Graphics program prepares you for employment in the broad field of drafting with industry, government and other users of graphic communication. You learn manual and computer aided drafting skills. Graduates typically obtain drafting jobs in architectural, electrical, mechanical, marine, civil, electronics or commercial drafting.

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

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CET 120</td>
<td>Construction Materials</td>
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<tr>
<td>EGT 109</td>
<td>Introduction to Engineering Design Graphics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>EGR 275</td>
<td>3</td>
</tr>
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<td></td>
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Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EGT 115</td>
<td>Engineering Graphics II</td>
<td>4</td>
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<tr>
<td>EGT 151</td>
<td>Introduction to CAD</td>
<td>3</td>
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<td>Total</td>
<td>7</td>
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</table>

Surveying

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

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

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

Recommended Sequence of Courses

First Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AET 110</td>
<td>Architectural Graphics I</td>
<td>3</td>
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<tr>
<td>EGT 210</td>
<td>Engineering Graphics III</td>
<td>4</td>
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<tr>
<td>EGT 220</td>
<td>Structural and Piping Application</td>
<td>4</td>
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Second Semester – Fall

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AET 111</td>
<td>Architectural Computer Graphics I</td>
<td>3</td>
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<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD</td>
<td>3</td>
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Third Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AET 221</td>
<td>Architectural Computer Graphics II</td>
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<td></td>
<td>Total</td>
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*Allowable alternate: EGR 275
Transfer Engineering Programs

In preparation for Transfer to The Citadel

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

A special 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGR 260</td>
<td>Engineering Statics</td>
<td>3</td>
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<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGR 282</td>
<td>Introduction to Civil Engineering</td>
<td>2</td>
</tr>
<tr>
<td>EGR 285</td>
<td>Engineering Surveying I</td>
<td>3</td>
</tr>
<tr>
<td>EGR 286</td>
<td>Engineering Surveying II</td>
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</tr>
<tr>
<td>EGR 295</td>
<td>Engineering Surveying Lab I</td>
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<tr>
<td>EGR 296</td>
<td>Engineering Surveying Lab II</td>
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Total 16

B. Electrical Engineering

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECE 201</td>
<td>Electrical and Computer Engineering Seminar</td>
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</tr>
<tr>
<td>ECE 205</td>
<td>Electrical and Computer Lab I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 221</td>
<td>Introduction to Electrical Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>ECE 222</td>
<td>Introduction to Electrical Engineering II</td>
<td>3</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGR 273</td>
<td>Problem Solving for Engineers</td>
<td>2</td>
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<tr>
<td>MAT 132</td>
<td>Discrete Mathematics</td>
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Total 18

Required Humanities/Social Sciences Courses

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>ENG 205</td>
<td>English Literature I</td>
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<tr>
<td>ENG 206</td>
<td>English Literature II</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
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</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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Total 21

Math/Science Requirements

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<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
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<tr>
<td>CHM 111</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Analytic Geometry and Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 240</td>
<td>Analytic Geometry and Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>MAT 242</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHY 222</td>
<td>University Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 35

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

Upon completion of the above program, the student will have earned an Associate in Science degree as well as the appropriate Engineering Transfer certificate.

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

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

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

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 College of Engineering and Science in selected programs.

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

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

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

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

Programs of Study

Associate Degree Programs
Commercial Graphics
   Animation
   Digital Media
   Graphic Design
   Photography
General Technology
   Film Production
Radio and Television Broadcasting

Certificate Programs
Advanced Computer Animation
Advanced Film Production
Art Foundations
Computer Animation
Computer Graphics
Digital Photography
Film Production
Filmmaking
Illustration
Multimedia Design
Non-Linear Film Editing

Commercial Graphics

Associate in Applied Science
Animation Career Path
Credit Requirements: 72 Semester Credit Hours
The Animation career path in the Commercial Graphics associate degree provides training in animation, modeling, character rigging, texture painting, camera tracking, compositing and other artistry skills necessary for working in the electronic arts industry. Students will build a knowledge base necessary for creating work for special effects productions within the defense, game, commercial and film industries.

Recommended Sequence of Courses

First Semester – Fall
ART 111 Basic Drawing I 3
ARV 110 Computer Graphics I 3
ARV 121 Design 3
ARV 217 Computer Imagery 3
ENG 101 English Composition I 3
Total 15

Second Semester – Spring
ART 105 Film as Art 3
ARV 123 Composition and Color 3
ARV 125 Drawing for Animators 3
ARV 222 Computer Animation 3
ARV 247 3D Animation III 3
Total 15

Third Semester – Summer
ARV 136 Motion Graphics I 3
ARV 248 3D Animation IV 3
FLM 148 Basic Editing 3
SPC 205 Public Speaking 3
Total 12
### Film, Media and Visual Arts

#### Fourth Semester – Fall
- **ARV 223** 3D Animation I 3
- **ARV 227** Web Site Design I 3
- **ARV 249** Special Effects 3
- **ELE CGA** Select one course from Animation Electives 3
  - **MAT 109** College Algebra with Modeling 3
  - **MAT 155** Contemporary Mathematics 3
  - **MAT 110** College Algebra 3
  - **MAT 120** Probability and Statistics 3
  - **MAT 170** Algebra, Geometry and Trigonometry I 3

**Total 15**

#### Fifth Semester – Spring
- **ARV 263** Special Projects in Computer Animation 3
- **ARV 280** Visual Arts Exit Portfolio 3
- **ELE CGA** Select one course from Animation Electives 3
- **ELE CGA** Select one course from Animation Electives 3
- **ELE SSC** Select one course from Behavioral/Social Sciences Electives on page B-3 3

**Total 15**

### Commercial Graphics

**Associate in Applied Science**

**Digital Media Career Path**

**Credit Requirements: 72 Semester Credit Hours**

Digital media is an exciting new field of integrated electronic communication. Employment opportunities are on the increase due to rapid growth in this expanding industry: production management, media integration, Web design, presentation and interactive authoring for entertainment and education, information delivery and electronic communications. These are just a few areas where strong demand has arisen for talented digital media specialists. Graduates will be able to qualify for employment positions in many diverse industries such as entertainment, publishing, electronic games, education, marketing, e-commerce, corporate communication and consumer information delivery.

**Recommended Sequence of Courses**

#### First Semester – Fall
- **ART 111** Basic Drawing I 3
- **ARV 110** Computer Graphics I 3
- **ARV 121** Design 3
- **ARV 221** Interactive Media Design 3
- **ENG 101** English Composition I 3

**Total 15**

#### Second Semester – Spring
- **ARV 123** Composition and Color 3
- **ARV 217** Computer Imagery 3
- **ARV 219** Multimedia Techniques 3
- **ARV 222** Computer Animation 3
- **CGC 106** Typography I 3

**Total 15**

#### Third Semester – Summer
- **ART 101** Art History and Appreciation 3
  - **ART 105** Film as Art 3
  - **ART 107** History of Early Western Art 3

**Total 12**

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For updated catalog, visit www.tridenttech.edu.
### Film, Media and Visual Arts

#### Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARV 212</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>ARV 229</td>
<td>Advanced Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>FLM 148</td>
<td>Basic Editing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 155</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 110</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 120</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 170</td>
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</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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**Total 15**

#### Fifth Semester – Spring

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<th>Course Name</th>
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<tr>
<td>ARV 276</td>
<td>Studio Practicum I</td>
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<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
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<td>ELE CGD</td>
<td>Select one course from Digital Media</td>
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<td>ELE CGD</td>
<td>Select one course from Digital Media</td>
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<td>ELE SSC</td>
<td>Select one course from Behavioral/</td>
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<td></td>
<td>Social Science Electives</td>
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**Total 15**

### Digital Media Electives

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
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</thead>
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<tr>
<td>ART 111</td>
<td>Basic Drawing I</td>
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<tr>
<td>ARV 125</td>
<td>Drawing for Animators</td>
<td>3</td>
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<td>ARV 210</td>
<td>Computer Graphics II</td>
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<td>ARV 218</td>
<td>Computer Imagery II</td>
<td>3</td>
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<tr>
<td>ARV 223</td>
<td>3D Animation I</td>
<td>3</td>
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<tr>
<td>ARV 224</td>
<td>3D Animation II</td>
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<tr>
<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
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</tr>
<tr>
<td>ARV 232</td>
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<td>ARV 248</td>
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</tr>
<tr>
<td>ARV 263</td>
<td>Special Projects in Computer Animation</td>
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<tr>
<td>CGC 110</td>
<td>Electronic Publishing</td>
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<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>or</td>
<td>CPT 102</td>
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</tr>
<tr>
<td></td>
<td>Basic Computer Concepts</td>
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<td>CWE</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>FLM 169</td>
<td>Advanced Post Production II</td>
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**Total 15**

### Second Semester – Spring

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<th>Course Name</th>
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<td>ARV 219</td>
<td>Multimedia Techniques</td>
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<tr>
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**Total 15**

### Third Semester – Summer

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<td>or</td>
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<td>Digital Photography</td>
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<td>ARV 227</td>
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<tr>
<td></td>
<td>Web Site Design I</td>
<td></td>
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<td>CGC 210</td>
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<td></td>
<td>College Algebra with Modeling</td>
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<td>or</td>
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<td>or</td>
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<td>or</td>
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<tr>
<td>or</td>
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<tr>
<td></td>
<td>Algebra, Geometry and Trigonometry I</td>
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**Total 12**

### Commercial Graphics

#### Associate in Applied Science

#### Graphic Design Career Path

**Credit Requirements: 72 Semester Credit Hours**

The Graphic Design program prepares students for careers as commercial artists. Commercial artists are involved in developing ideas into graphic forms using a variety of methods and media. Artists perform basic skills and techniques in compliance with the various principles of graphic design, producing visual products to meet needs of various clients.

#### Recommended Sequence of Courses

### First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 101</td>
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<td>or</td>
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<td>3</td>
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<td>or</td>
<td>ART 107</td>
<td>3</td>
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<td>or</td>
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<td>3</td>
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<tr>
<td>or</td>
<td>ART 111</td>
<td>3</td>
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<td>Computer Graphics I</td>
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<tr>
<td>ARV 121</td>
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<tr>
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**Total 15**

### Second Semester – Spring

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### Third Semester – Summer

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<tr>
<td></td>
<td>Digital Photography</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ARV 227</td>
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<tr>
<td></td>
<td>Web Site Design I</td>
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<tr>
<td></td>
<td>CGC 210</td>
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<tr>
<td></td>
<td>Advanced Electronic Publishing</td>
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<td></td>
<td>MAT 109</td>
<td>3</td>
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<tr>
<td></td>
<td>College Algebra with Modeling</td>
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<tr>
<td>or</td>
<td>MAT 110</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 120</td>
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<tr>
<td>or</td>
<td>Probability and Statistics</td>
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<tr>
<td>or</td>
<td>MAT 155</td>
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<tr>
<td>or</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>or</td>
<td>MAT 170</td>
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<td></td>
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**Total 12**
Film, Media and Visual Arts

Fourth Semester – Fall
ARV 136 Motion Graphics I 3
ARV 162 Graphic Reproduction I 3
ARV 261 Advertising Design I 3
ARV 222 Computer Animation 3
SPC 205 Public Speaking 3
Total 15

Fifth Semester – Spring
ARV 276 Studio Practicum I 3
ARV 280 Visual Arts Exit Portfolio 3
ELE CGG Select one course from Graphic Design Electives 3
ELE CGG Select one course from Graphic Design Electives 3
ELE SSC Select one course from Behavioral/Social Science Electives on page B-3 3
Total 15

Graphic Design Electives
ART 112 Drawing II 3
ART 114 Photography I 3
ART 115 Aesthetics of Photography 3
ART 125 Drawing for Animators 3
ART 205 Graphic Illustration 3
ARV 210 Computer Graphics II 3
ARV 212 Digital Photography 3
ARV 213 Lighting 3
ARV 214 Photography II 3
ARV 215 Photography III 3
ARV 218 Computer Imagery II 3
ARV 221 Interactive Media Design 3
ARV 223 3D Animation I 3
ARV 225 Advanced Computer Animation 3
ARV 228 Web Site Design II 3
ARV 229 Advanced Multimedia 3
ARV 230 Visual Arts Business Procedures 3
ARV 232 Digital Photography II 3
ARV 247 3D Animation III 3
ARV 264 Special Projects in Graphic Arts 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
CWE Cooperative Work Experience 3
FLM 148 Basic Editing 3
Total 15

Commercial Graphics

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

The Photography program prepares students for positions in studios, magazines, newspapers, ad agencies or stock photo houses. Students in this career path will study various types of cameras, composition, lighting, darkroom processes and digital imaging. The program will emphasize both the artistry and technical requirements necessary to be successful in this highly creative and competitive field.

Recommended Sequence of Courses
First Semester – Fall
ARV 114 Photography I 3
ARV 121 Design 3
ARV 212 Digital Photography 3
ARV 217 Computer Imagery 3
ENG 101 English Composition I 3
Total 15

Second Semester – Spring
ARV 115 Aesthetics of Photography 3
ARV 123 Composition and Color 3
ARV 213 Lighting 3
ARV 214 Photography II 3
CGC 110 Electronic Publishing 3
or
ARV 110 Computer Graphics I 3
Total 15

Third Semester – Summer
ART 101 Art History and Appreciation 3
or
ART 105 Film as Art 3
or
ART 107 History of Early Western Art 3
or
ART 108 History of Western Art 3
ARV 215 Photography III 3
ARV 216 Lighting II 3
SPC 205 Public Speaking 3
Total 12
### General Technology

**Associate in Applied Science**

**Film Production Course Display**

**Credit Requirements: 73 Semester Credit Hours**

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college’s core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

### Core Curriculum Requirements

- **ART 105** Film as Art 3
- **CPT 101** Introduction to Computers 3
- **ENG 101** English Composition I 3
- **MAT 109** College Algebra with Modeling 3
- **MAT 120** Probability and Statistics 3
- **MAT 155** Contemporary Mathematics 3
- **MAT 170** Algebra, Geometry and Trigonometry I 3
- **MAT 170** Algebra, Geometry and Trigonometry I 3
- **PSY 201** General Psychology 3
- **SOC 101** Introduction to Sociology 3

### Primary Path

- **FLM 148** Basic Editing 3
- **FLM 150** Pre-Production 3
- **FLM 152** Film Equipment 3
- **FLM 153** Film Lighting 3
- **FLM 155** Film Production I 3
- **FLM 156** Film Production II 3
- **FLM 157** Set Construction/Props/Art 3
- **FLM 158** Post Production 3
- **FLM 230** Animation Production 3
- **FLM 269** Film Production Practicum 6
- **RTV 140** Basic Photography 3

### Fourth Semester – Fall

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<tr>
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<th>Course Title</th>
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<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ARV 232</td>
<td>Digital Photography II</td>
<td>3</td>
</tr>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 155 Contemporary Mathematics</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 110 College Algebra</td>
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<tr>
<td>or</td>
<td>MAT 120 Probability and Statistics</td>
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<tr>
<td>or</td>
<td>MAT 170 Algebra, Geometry and Trigonometry I</td>
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<tr>
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**Total 15**

### Fifth Semester – Spring

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<td>ELE CGP</td>
<td>Select one course from Photography Electives</td>
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<tr>
<td>ELE CGP</td>
<td>Select one course from Photography Electives</td>
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</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/Social Science Electives on page B-3</td>
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**Total 15**

### Photography Electives

<table>
<thead>
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<td>ARV 218</td>
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<td>Multimedia Techniques</td>
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<td>ARV 228</td>
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<td>ARV 267</td>
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<td>CPT 101</td>
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<tr>
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<td>CWE</td>
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**General Technology**

**Film, Media and Visual Arts**

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B-109
Film, Media and Visual Arts

Secondary Path
RTV 101 Audio Techniques 3
RTV 102 Lighting Fundamentals 3
RTV 144 Videography 3
RTV 270 Media Arts Business Procedures 3
RTV 280 Media Arts Exit Review 1

Additional Requirements
ELE FLM Select courses from Film Production Electives totaling 9 hours 9

Film Production Electives
ARV 247 3D Animation III 3
FLM 159 Digital Distribution 3
FLM 168 Advanced Post-Production I 3
FLM 169 Advanced Post-Production II 3
FLM 178 Advanced Editing 3
FLM 179 Senior Film Editing 3
FLM 180 Special Topics in Film I 1
FLM 240 Insert Stage Techniques 3
FLM 248 Film Editing Capstone 3
FLM 250 Film Production Senior Project 3
FLM 252 Cinematography 3
FLM 255 Film Production III 3
FLM 256 Film Production IV 3
FLM 260 Professional Experience in Film 3
FLM 261 Professional Experience in Film II 3
FLM 265 Documentary Filmmaking 3
FLM 272 Directing for the Camera 3
FLM 290 Contemporary Issues in Filmmaking 3
RTV 150 Scriptwriting 3

Recommended Sequence of Courses

First Semester – Fall
FLM 150 Pre-Production 3
FLM 158 Post Production 3
RTV 102 Lighting Fundamentals 3
RTV 140 Basic Photography 3
RTV 144 Videography 3
Total 15

Second Semester – Spring
FLM 148 Basic Editing 3
FLM 152 Film Equipment 3
FLM 153 Film Lighting 3
FLM 155 Film Production I 3
RTV 101 Audio Techniques 3
Total 15

Third Semester – Summer
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
FLM 157 Set Construction/Props/Art 3
FLM 269 Film Production Practicum 6
Total 15

Fourth Semester – Fall
ART 105 Film as Art 3
ELE FLM Select one course from Film Production Electives 3
FLM 156 Film Production II 3
FLM 230 Animation Production 3
RTV 270 Media Arts Business Procedures 3
Total 15

Fifth Semester – Spring
ELE FLM Select one course from Film Production Electives 3
ELE FLM Select one course from Film Production Electives 3
MAT 109 College Algebra with Modeling 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
or
MAT 170 Algebra, Geometry and Trigonometry I 3
PSY 201 General Psychology 3
or
SOC 101 Introduction to Sociology 3
RTV 280 Media Arts Exit Review 1
Total 13

General Technology

Associate in Applied Science
Film Production Career Path
Credit Requirements: 73 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college’s core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry-standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.

For updated catalog, visit www.tridenttech.edu.
### Film, Media and Visual Arts

#### Film Production Electives

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<tr>
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<th>Course Title</th>
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<td>Digital Distribution</td>
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<td>Advanced Post-Production II</td>
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<td>FLM 178</td>
<td>Advanced Editing</td>
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<td>FLM 290</td>
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<tr>
<td>RTV 150</td>
<td>Scriptwriting</td>
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#### Radio and Television Broadcasting

**Associate in Applied Science**

**Credit Requirements: 70 Semester Credit Hours**

This program provides educational opportunities for students who will pursue careers in radio and television broadcasting as audio technicians, board operators, videographers, video editors and studio production assistants. The program provides instruction in studio camera operation, studio lighting, field camera operation, broadcast regulations, electronic editing and writing for television.

**Recommended Sequence of Courses**

#### First Semester – Fall

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<td>RTV 101</td>
<td>Audio Techniques</td>
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**Total 15**

#### Second Semester – Spring

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<tr>
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**Total 15**

#### Third Semester – Summer

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<td>RTV 111</td>
<td>Radio Studio Techniques I</td>
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<td>RTV 222</td>
<td>TV Studio Techniques</td>
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**Fourth Semester – Fall

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### Radio and Television Broadcasting Electives

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<td>ARV 217</td>
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<td>Computer Animation</td>
<td>3</td>
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<tr>
<td>ARV 227</td>
<td>Web Site Design</td>
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</tr>
<tr>
<td>ARV 247</td>
<td>3D Animation III</td>
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<td>ARV 248</td>
<td>3D Animation IV</td>
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<td>Introduction to Computers</td>
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<td>or</td>
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<td>FLM 150</td>
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<td>FLM 152</td>
<td>Film Equipment</td>
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<td>FLM 153</td>
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<tr>
<td>FLM 155</td>
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</table>
Film, Media and Visual Arts

FLM 156 Film Production II 3
FLM 157 Set Construction/Props/Art 3
FLM 158 Post-Production 3
FLM 168 Advanced Post-Production I 3
FLM 169 Advanced Post-Production II 3
FLM 178 Advanced Editing 3
FLM 179 Senior Film Editing 3
FLM 180 Special Topics I 1
FLM 230 Animation Production 3
FLM 248 Film Editing Capstone 3
FLM 250 Film Production Senior Project 3
FLM 255 Film Production III 3
FLM 256 Film Production IV 3
FLM 260 Professional Experience in Film 3
FLM 261 Professional Experience in Film II 3
FLM 260 Contemporary Film Issues 3
MKT 120 Sales Principles 3
MKT 240 Advertising 3
RTV 107 Producing and Directing 3
RTV 112 Radio Studio Techniques II 3
RTV 132 Broadcast Journalism 3
RTV 150 Scriptwriting 3
RTV 211 Radio Studio Techniques III 3
RTV 223 Interview and Discussion 3
RTV 224 TV Production 3
RTV 226 TV Directing 3
RTV 233 SCWE in Broadcasting III 3
RTV 270 Media Arts Business Procedures 3

Recommended Sequence of Courses
First Semester – Fall
ARV 136 Motion Graphics I 3
ARV 223 3D Animation I 3
ARV 249 Special Effects 3
Total 9

Second Semester – Spring
ARV 227 Web Site Design I 3
ARV 263 Special Projects in Computer Animation 3
Total 6

Advanced Film Production
Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours
The Advanced Film Production certificate program provides students who have previous film production experience with additional training in cinematography, lighting and directing techniques. Graduates from this program will be able to create independent media for the rapidly growing Internet and podcasting industries as well as own and operate an independent film production company.

Recommended Sequence of Courses
First Semester – Fall
FLM 250 Film Production Senior Project 3
FLM 265 Documentary Filmmaking 3
RTV 150 Scriptwriting 3
RTV 270 Media Arts Business Procedures 3
Total 12

Second Semester – Spring
ART 105 Film as Art 3
FLM 240 Insert Stage Techniques 3
FLM 252 Cinematography 3
FLM 272 Directing for the Camera 3
Total 12

Third Semester – Summer
FLM 180 Special Topics in Film I 1
FLM 290 Contemporary Film Issues 3
RTV 280 Media Arts Exit Review 1
Total 5

Advanced Computer Animation
Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
This certificate is designed for students with previous experience in 3D animation who want to move into an advanced software environment and learn how to create 3D animation using a non-linear, node-based process.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. The prerequisite for this program is ARV 247 with a minimum grade of C.
Art Foundations

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
ART 107 History of Early Western Art 3
or
ART 105 Film as Art 3
ART 111 Basic Drawing I 3
ARV 114 Photography I 3
or
ARV 212 Digital Photography 3
ARV 121 Design 3
Total 12

Second Semester – Spring
ART 108 History of Western Art 3
ART 112 Basic Drawing II 3
ARV 123 Composition and Color 3
ARV 280 Visual Arts Exit Portfolio 3
Total 12

Computer Graphics

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Computer Graphics certificate program provides an opportunity for those working or desiring to work in electronic publishing to acquire the skills necessary for employment in the publishing industry. You are trained on a wide variety of software packages running on both PC and Macintosh platforms.

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

Recommended Sequence of Courses
First Semester – Fall
ARV 110 Computer Graphics I 3
ARV 121 Design 3
ARV 217 Computer Imagery 3
ARV 227 Web Site Design I 3
Total 12

Second Semester – Spring
ARV 110 Computer Graphics II 3
or
ARV 212 Digital Photography 3
CGC 106 Typography I 3
CGC 110 Electronic Publishing 3
Total 12

Third Semester – Summer
ARV 248 3D Animation IV 3
ARV 280 Visual Arts Exit Portfolio 3
FLM 148 Basic Editing 3
Total 9

Computer Animation

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

This certificate is designed to provide training in basic design principles and theories, animation and sequential drawing techniques, two- and three-dimensional computer animation, image manipulation and digital video editing.

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

Recommended Sequence of Courses
First Semester – Fall
ART 111 Basic Drawing I 3
ARV 110 Computer Graphics I 3
ARV 121 Design 3
ARV 217 Computer Imagery 3
Total 12

Second Semester – Spring
ARV 123 Composition and Color 3
ARV 210 Computer Graphics II 3
or
ARV 212 Digital Photography 3
CGC 106 Typography I 3
CGC 110 Electronic Publishing 3
Total 12

Third Semester – Summer
ARV 162 Graphic Reproduction I 3
ARV 261 Advertising Design I 3
ARV 280 Visual Arts Exit Portfolio 3
CGC 210 Advanced Electronic Publishing 3
Total 12
Digital Photography

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
This certificate is designed for students who want to pursue a career in digital photography.
Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall
ARV 121 Design 3
ARV 217 Computer Imagery 3
ARV 212 Digital Photography 3
Total 9

Second Semester – Spring
ARV 115 Aesthetics 3
ARV 123 Composition and Color 3
ARV 213 Lighting 3
ARV 232 Digital Photography II 3
Total 12

Third Semester – Summer
ARV 216 Lighting II 3
ARV 230 Visual Arts Business Procedures 3
ARV 280 Visual Arts Exit Portfolio 3
Total 9

Film Production

Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours
This certificate program provides instruction in a broad spectrum of film production skills including lighting, cinematography, sound, and equipment maintenance and handling. These courses will be combined with practical on-the-job experience to enhance the learning process.
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall
FLM 150 Pre-Production 3
FLM 155 Film Production I 3
RTV 140 Basic Photography 3
Total 9

Second Semester – Spring
ART 105 Film as Art 3
FLM 148 Basic Editing 3
FLM 156 Film Production II 3
Total 9

Third Semester – Summer
FLM 256 Film Production IV 3
FLM 269 Film Production Practicum 6
RTV 280 Media Arts Exit Review 1
Total 10

Filmmaking

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours
This certificate is for students who plan to work in a small production company, make commercials or even direct their own movies. It allows the students the opportunity to produce a professional short film and the ability to express their creativity in a longer film format.
Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester – Fall
FLM 150 Pre-Production 3
FLM 155 Film Production I 3
RTV 140 Basic Photography 3
Total 9

Second Semester – Spring
ART 105 Film as Art 3
FLM 148 Basic Editing 3
FLM 156 Film Production II 3
Total 9

Third Semester – Summer
FLM 256 Film Production IV 3
FLM 269 Film Production Practicum 6
RTV 280 Media Arts Exit Review 1
Total 10
Illustration

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
ART 111 Basic Drawing I 3
ARV 110 Computer Graphics I 3
ARV 121 Design 3
ARV 217 Computer Imagery 3
Total 12

Second Semester – Spring
ART 112 Basic Drawing II 3
ARV 123 Composition and Color 3
ARV 205 Graphic Illustration 3
ARV 212 Digital Photography 3
or
ARV 125 Drawing for Animators 3
Total 12

Third Semester – Summer
ARV 210 Computer Graphics II 3
ARV 218 Computer Imagery II 3
ARV 280 Visual Arts Exit Portfolio 3
Total 9

Multimedia Design

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Multimedia Design certificate program provides training for teachers, media technicians and those desiring work in the field of interactive media. Courses cover the design, development and production of educational and business interactive multimedia applications for CD and DVD distribution.

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

Recommended Sequence of Courses
First Semester – Fall
FLM 148 Basic Editing 3
FLM 158 Post Production 3
FLM 168 Advanced Post Production I 3
FLM 230 Animation Production 3
Total 12

Second Semester – Spring
ARV 247 3D Animation III 3
FLM 169 Advanced Post Production II 3
FLM 178 Advanced Editing 3
RTV 101 Audio Techniques 3
Total 12

Non-Linear Film Editing

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

The curriculum has been designed to train students in non-linear editing with industry-standard hardware and software currently used by filmmaking professionals. Additionally, students will learn skills in visual storytelling through editing images and designing sound and effects around those images.

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

Recommended Sequence of Courses
First Semester – Fall
FLM 148 Basic Editing 3
FLM 158 Post Production 3
FLM 168 Advanced Post Production I 3
FLM 230 Animation Production 3
Total 12

Second Semester – Spring
ARV 247 3D Animation III 3
FLM 169 Advanced Post Production II 3
FLM 178 Advanced Editing 3
RTV 101 Audio Techniques 3
Total 12
Film, Media and Visual Arts

Third Semester – Summer
FLM 159 Digital Distribution 3
FLM 179 Senior Film Editing 3
FLM 248 Film Editing Capstone 3
RTV 280 Media Arts Exit Review 1

Total 10

Online Media Production
Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours

This certificate is designed for students who wish to pursue a career in conceiving, writing and producing video and audio program material primarily for Web-based applications.

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

Recommended Sequence of Courses
First Semester – Fall
ARV 114 Photography I 3
ARV 121 Design 3
ARV 212 Digital Photography 3
ARV 217 Computer Imagery 3

Total 12

Second Semester – Spring
ARV 115 Aesthetics of Photography 3
ARV 123 Composition and Color 3
ARV 213 Lighting 3
ARV 214 Photography II 3

Total 12

Third Semester – Summer
ARV 215 Photography III 3
ARV 216 Lighting II 3
ARV 230 Visual Arts Business Procedures 3
ARV 280 Visual Arts Exit Portfolio 3

Total 12

Radio Production
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
RTV 101 Audio Techniques 3
RTV 109 Writing for Electronic Media 3
RTV 111 Radio Studio Techniques I 3

Total 9

Second Semester – Spring
RTV 112 Radio Studio Techniques II 3
RTV 121 Introduction to Broadcasting 3
RTV 231 SCWE in Broadcasting I 3

Total 9

Photography
Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Photography certificate program is designed to provide students with basic skills in traditional camera and darkroom techniques as well as lighting and image manipulation. The purpose of the program is to provide educational opportunities for students wishing to obtain entry-level positions at portrait studios, media production facilities or photo finishing establishments.

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

Recommended Sequence of Courses
First Semester – Fall
ARV 114 Photography I 3
ARV 121 Design 3
ARV 212 Digital Photography 3
ARV 217 Computer Imagery 3

Total 12

Second Semester – Spring
ARV 115 Aesthetics of Photography 3
ARV 123 Composition and Color 3
ARV 213 Lighting 3
ARV 214 Photography II 3

Total 12

Third Semester – Summer
ARV 215 Photography III 3
ARV 216 Lighting II 3
ARV 230 Visual Arts Business Procedures 3
ARV 280 Visual Arts Exit Portfolio 3

Total 12

For updated catalog, visit www.tridenttech.edu.
Web Site Design

Certificate in Applied Science

Credit Requirements: 39 Semester Credit Hours

The Web Site 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 Web sites 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

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<td>ARV 227</td>
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<td>ARV 228</td>
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Overview

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

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

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

General Information

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

Cancellation Policy

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

Associate in Arts

Credit Requirements: 60 Semester Credit Hours

Program Credit Requirements

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

Program Requirements

(60 credits required)

Communication

ENG 101 English Composition I 3
ENG 102 English Composition II 3
Select three semester credit hours from the following:
ENG 260 Advanced Technical Communication 3
SPC 205 Public Speaking 3
SPC 209 Interpersonal Communication 3
SPC 210 Oral Interpretation of Literature 3
THE 101 Introduction to Theater 3

Computer Technology

CPT 101 Introduction to Computers 3

Social Science

Select three semester credit hours from the following:
ANT 101 General Anthropology 3
ECO 210 Macroeconomics 3
PSC 201 American Government 3
PSC 215 State and Local Government 3
PSC 220 Introduction to International Relations 3
PSY 201 General Psychology 3
SOC 101 Introduction to Sociology 3

Mathematics

Select three semester credit hours from the following:
MAT 109 College Algebra with Modeling 3
MAT 110 College Algebra 3
MAT 120 Probability and Statistics 3
Humanities and Social Sciences

History
Select six semester credit hours from the following:

- HIS 101 Western Civilization to 1689 3
- HIS 102 Western Civilization Post 1689 3
- HIS 104 World History I 3
- HIS 105 World History II 3
- HIS 201 American History: Discovery to 1877 3
- HIS 202 American History: 1877 to Present 3

Literature
Select three semester credit hours from the following:

- ENG 203 American Literature Survey 3
- ENG 205 English Literature I 3
- ENG 206 English Literature II 3
- ENG 208 World Literature I 3
- ENG 209 World Literature II 3
- ENG 214 Fiction 3
- ENG 236 African-American Literature 3
- ENG 299 Special Topics in English 3

Mathematics or Natural Sciences
Select six semester credit hours from the following:

- AST 101 Solar System Astronomy 4
- AST 102 Stellar Astronomy 4
- BIO 101 Biological Science I 4
- BIO 102 Biological Science II 4
- BIO 210 Anatomy and Physiology I 4
- BIO 211 Anatomy and Physiology II 4
- BIO 225 Microbiology 4
- CHM 106 Contemporary Chemistry I 4
- CHM 107 Contemporary Chemistry II 4
- CHM 110 College Chemistry I 4
- CHM 111 College Chemistry II 4
- CHM 211 Organic Chemistry I 4
- CHM 212 Organic Chemistry II 4
- MAT 109 College Algebra with Modeling 3
- MAT 110 College Algebra 3
- MAT 111 College Trigonometry 3
- MAT 112 Precalculus 5
- MAT 120 Probability and Statistics 3
- MAT 123 Contemporary College Mathematics 3
- MAT 130 Elementary Calculus 3
- MAT 140 Analytic Geometry and Calculus I 4
- MAT 141 Analytic Geometry and Calculus II 4
- MAT 240 Analytic Geometry and Calculus III 4
- MAT 242 Differential Equations 4
- PHY 201 Physics I 4
- PHY 202 Physics II 4
- PHY 221 University Physics I 4
- PHY 222 University Physics II 4
- PHY 223 University Physics III 4

Communication, Humanities and Social Science Requirements
Select 18 semester credit hours from the following:

(Note: Students also may select from extra courses in Communication, Social Science, History and Literature above.)

Communication
- ENG 260 Advanced Technical Communications 3
- JOU 101 Introduction to Journalism 3
- SPC 205 Public Speaking 3
- SPC 209 Interpersonal Communication 3
- SPC 210 Oral Interpretation of Literature 3
- SPC 225 Introduction to Communication Theory 3

Foreign Language
- CHN 101 Elementary Chinese I 4
- CHN 102 Elementary Chinese II 4
- CHN 201 Intermediate Chinese I 3
- CHN 202 Intermediate Chinese II 3
- *FLG 001
- *FRE 001
- FRE 101 Elementary French I 4
- FRE 102 Elementary French II 4
- FRE 201 Intermediate French I 3
- FRE 202 Intermediate French II 3
- *GER 001
- GER 101 Elementary German I 4
- GER 102 Elementary German II 4
- GER 201 Intermediate German I 3
- GER 202 Intermediate German II 3
- *SPA 001
- SPA 101 Elementary Spanish I 4
- SPA 102 Elementary Spanish II 4
- SPA 201 Intermediate Spanish I 3
- SPA 202 Intermediate Spanish II 3

Humanities
- ART 101 Art History and Appreciation 3
- ART 107 History of Early Western Art 3
- ART 108 History of Western Art 3
- ART 214 Art History Study Abroad 3
- ENG 238 Creative Writing 3
- HIS 106 Introduction to African History 3
- HIS 108 Introduction to East Asian Civilization 3
- HIS 130 African-American History to 1877 3
- HIS 131 African-American History, 1877 to Present 3
- HIS 226 Black History and Culture of the South Carolina Sea Islands 3
- MUS 105 Music Appreciation 3

For updated catalog, visit www.tridenttech.edu.
### Humanities and Social Sciences

#### Associate in Arts

**Sample Degree Plan**

The AA program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor. This degree plan may not be suited to your goal.

### Recommended Sequence of Courses

**First Semester**

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<th>Course</th>
<th>Hours</th>
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<tr>
<td>English Composition I (ENG 101)</td>
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<tr>
<td>College Algebra with Modeling (MAT 109)</td>
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<tr>
<td>or College Algebra (MAT 110)</td>
<td>3</td>
</tr>
<tr>
<td>Probability and Statistics (MAT 120)</td>
<td>3</td>
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<tr>
<td>Social Sciences</td>
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<tr>
<td><strong>Foreign Language</strong></td>
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<tr>
<td>Introduction to Computers (CPT 101)</td>
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**Second Semester**

<table>
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<th>Hours</th>
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<tbody>
<tr>
<td>English Composition II (ENG 102)</td>
<td>3</td>
</tr>
<tr>
<td><em>Math or Lab Science</em>*</td>
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<tr>
<td>Social Science</td>
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<td>History</td>
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<td><strong>Foreign Language</strong></td>
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**Third Semester**

<table>
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<tr>
<td><em>Math or Lab Science</em>*</td>
<td>3-4</td>
</tr>
<tr>
<td>Communication (ENG 260, SPC 205, SPC 209, SPC 210 or THE 101)</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td>15-16</td>
</tr>
</tbody>
</table>

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
</tr>
<tr>
<td>*<strong>Electives</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

Minimum semester credit hours required: 60
(See also Requirements for Graduation.)

---

### Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE AA</td>
<td>Select up to nine hours in Associate in Arts Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

*Hours vary.*

### Associate in Arts Electives

These electives are for the Associate in Arts program only.

Select up to nine hours of college-level credit from the current Catalog. Hours beyond the number required in Oral Communication, Social Science, Mathematics, History, Natural Sciences, Literature and Humanities categories will count toward the nine elective hours. Up to nine hours of nonequivalent transfer credit also may be used.

**Strongly Recommended:** Students should choose courses that transfer to their chosen four-year college or university. See your transfer advisor for help in selecting appropriate electives.

**Exceptions:** These courses cannot be counted toward the nine hours of electives: MAT 155, IDS 101, COL 104, ENG 100, ENG 150 and any course listed in the Catalog as a nondegree course.

No more than 15 hours of courses with the same prefix may apply toward the AA degree.

No course can count more than once.
Humanities and Social Sciences

*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.
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
- Basic Construction Trades
- Basic Machining and CNC Fundamentals
- Electrical Line Worker
- Electrician: Automation and Industrial
- Electrician: Industrial and Construction Engineering Design Graphics
- Industrial Maintenance Mechanics
- Machine Tool Technology
- Welding
- Horticulture Technology

Diploma Program

- Cosmetology

Certificate Programs

- Air Conditioning/Refrigeration Advanced
- Air Conditioning/Refrigeration Beginning

Industrial Technology

- Air Conditioning/Refrigeration Mechanics
- Automatic Transmission Repair Specialist
- Automotive Brakes and Alignment Specialist
- Automotive Engine Performance Specialist
- Automotive Engine Repair Specialist
- Automotive Servicing
- Basic Construction Trades
- Basic Industrial Work Skills
- Basic Machining and CNC Fundamentals
- Cosmetology
- Electrical Line Worker – Third Class
- Electrical Line Worker – Advanced
- Electrician: Automated Controls
- Electrician: Construction
- Electrician: Industrial
- Esthetics
- Golf Course Maintenance
- Horticultural Sustainability
- Industrial Mechanic
- Landscape Design
- Landscape Management
- Nail Technology
- Welding Gas Metal Arc and Flux Cored Arc
- Welding Gas Metal Arc and Flux Cored Arc Advanced
- Welding Gas Tungsten Arc
- Welding Gas Tungsten Arc Advanced
- Welding Shielded Metal Arc
- Welding Shielded Metal Arc Advanced
- Woodworking

General Technology

Associate in Applied Science

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

For entry into this program the student must be a high school graduate or possess a GED and take the college’s placement test or meet the college’s SAT or ACT requirements. Automotive Technology students must have a valid driver’s license.
Industrial Technology

Air Conditioning/Refrigeration

Course Display
Credit Requirements: 65 Semester Credit Hours

Core Curriculum Requirements

Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGR 110</td>
<td>Introduction to Computer Environment</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Mathematics/Natural Sciences Electives on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
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</table>

Primary Path

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>ACR 108</td>
<td>Refrigeration Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ACR 109</td>
<td>Tools and Service II</td>
<td>2</td>
</tr>
<tr>
<td>ACR 111</td>
<td>Gas Heating</td>
<td>3</td>
</tr>
<tr>
<td>ACR 122</td>
<td>Principles of Air Conditioning</td>
<td>5</td>
</tr>
<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 206</td>
<td>Advanced Electricity</td>
<td>2</td>
</tr>
<tr>
<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>ACR 224</td>
<td>Codes and Ordinances</td>
<td>2</td>
</tr>
</tbody>
</table>

Secondary Path

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MKT 130</td>
<td>Customer Service Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELE BUS</td>
<td>Select two courses from Business Electives</td>
<td>6</td>
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</table>

Air Conditioning/Refrigeration Mechanics Career Path
Credit Requirements: 65 Semester Credit Hours

Day

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>ACR 108</td>
<td>Refrigeration Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ACR 109</td>
<td>Tools and Service II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACR 111</td>
<td>Gas Heating</td>
<td>3</td>
</tr>
<tr>
<td>ACR 122</td>
<td>Principles of Air Conditioning</td>
<td>5</td>
</tr>
<tr>
<td>ACR 206</td>
<td>Advanced Electricity</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>10</strong></td>
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</table>

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
</tr>
<tr>
<td>ACR 224</td>
<td>Codes and Ordinances</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>10</strong></td>
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Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGR 110</td>
<td>Introduction to Computer Environment</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>12</strong></td>
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</table>

Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>*MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>*MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
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<td><strong>Total</strong></td>
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Sixth Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ELE MAT</td>
<td>Select one course from Mathematics Electives</td>
<td>3</td>
</tr>
<tr>
<td>*MKT 130</td>
<td>Customer Service Principles</td>
<td>3</td>
</tr>
<tr>
<td>ELE GBS</td>
<td>Select two courses from Business Electives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

For updated catalog, visit www.tridenttech.edu.
**Industrial Technology**

**General Business Small Business/Entrepreneurship**

**Career Path Electives**

- **BAF 215** Money and Banking 3
- **CPT 172** Microcomputer Database 3
- **CPT 174** Microcomputer Spreadsheets 3
- **CPT 179** Microcomputer Word Processing 3
- **CWE** Cooperative Work Experience 3
- **ENG 102** English Composition II 3
- **MGT 150** Fundamentals of Supervision 3
- **MGT 230** Managing Information Resources 3
- **MGT 235** Production Management 3
- **MGT 240** Management Decision Making 3
- **MKT 135** Customer Service Techniques 3
- **MKT 250** Consumer Behavior 3
- **PSY 201** General Psychology 3
- **QAT 101** Introduction to Quality Assurance 3
- **QAT 105** Total Quality Systems 3
- **QAT 240** Advanced Quality Concepts 3
- **SPA 101** Elementary Spanish I 4
- **SPA 102** Elementary Spanish II 4
- **TRL 106** Export/Import 3

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

**Air Conditioning/Refrigeration**

**Mechanics Career Path**

**Credit Requirements: 65 Semester Credit Hours**

**Evening**

**Recommended Sequence of Courses**

**First Semester – Fall**

- **ACR 106** Basic Electricity for HVAC/R 4
- **ACR 108** Refrigeration Fundamentals 3
- **ACR 109** Tools and Service II 2

**Second Semester – Spring**

- **ACR 111** Gas Heating 3
- **ACR 122** Principles of Air Conditioning 5
- **ACR 206** Advanced Electricity 2

**Third Semester – Summer**

- **ACR 131** Commercial Refrigeration 4
- **ACR 210** Heat Pumps 4
- **ACR 224** Codes and Ordinances 2

**Fourth Semester – Fall**

- **CPT 101** Introduction to Computers 3  
  *or*  
  **EGR 110** Introduction to Computer Environment 3
- **ENG 101** English Composition I 3
- **ELE HUM** Select one course from Humanities Electives on page B-3 3

**Total 9**

**Fifth Semester – Spring**

- **ECO 210** Macroeconomics 3  
  *or*  
  **PSY 201** General Psychology 3
- **ELE MAT** Select one math course from Mathematics/Natural Sciences Electives on page B-4 3

**Total 6**

**Sixth Semester – Summer**

- **SPC 205** Public Speaking 3  
  *or*  
  **SPC 209** Interpersonal Communication 3
- **MGT 101** Principles of Management 3

**Total 6**

**Seventh Semester – Fall**

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

**Total 9**

**Eighth Semester – Spring**

- **ELE GBS** Select two courses from Business Electives 6

**Total 6**

**General Business Small Business/Entrepreneurship**

**Career Path Electives**

- **BAF 215** Money and Banking 3
- **CPT 172** Microcomputer Database 3
- **CPT 174** Microcomputer Spreadsheets 3
- **CPT 179** Microcomputer Word Processing 3
- **CWE** Cooperative Work Experience 3
- **ENG 102** English Composition II 3
- **MGT 150** Fundamentals of Supervision 3
- **MGT 230** Managing Information Resources 3
- **MGT 235** Production Management 3
- **MGT 240** Management Decision Making 3
- **MKT 130** Customer Service Principles 3
- **MKT 135** Customer Service Techniques 3
- **MKT 250** Consumer Behavior 3
- **PSY 201** General Psychology 3
- **QAT 101** Introduction to Quality Assurance 3
- **QAT 105** Total Quality Systems 3
Industrial Technology

QAT 240  Advanced Quality Concepts  3
SPA 101  Elementary Spanish I  4
SPA 102  Elementary Spanish II  4
TRL 102  Customer Service Management  3

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

Automotive Technology Course Display
Credit Requirements: 82-84 Semester Credit Hours

Core Curriculum Requirements
CPT 101  Introduction to Computers  3
or
EGR 110  Introduction to Computer Environment  3
ENG 101  English Composition I  3
ELE HUM  Select one course from Humanities Electives on page B-3  3
ELE MAT  Select one math course from Mathematics/Natural Sciences Electives on page B-4  3
ECO 210  Macroeconomics  3
or
PSY 201  General Psychology  3
SPC 205  Public Speaking  3
or
SPC 209  Interpersonal Communication  3

Total 18

Primary Path
AUT 101  Engine Fundamentals  3
AUT 103  Engine Reconditioning  4
AUT 111  Brakes  3
AUT 116  Manual Transmission and Axle  4
AUT 122  Suspension and Alignment  4
AUT 131  Electrical Systems  3
AUT 133  Electrical Fundamentals  3
AUT 149  Ignition and Fuel Systems  4

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

Additional Requirements
AUT 145  Engine Performance  3
AUT 152  Automatic Transmission  4
AUT 153  Automatic Transmission Diagnosis  3
AUT 211  Advanced Brakes  3
AUT 241  Automotive Air Conditioning  4
AUT 247  Electronic Fuel Systems  4
AUT 252  Advanced Automatic Transmission  4
or
AUT 263  Advanced Automotive Machining  4

Automotive Technology Career Path
Credit Requirements: 82-84 Semester Credit Hours

Day
Recommended Sequence of Courses
First Semester – Fall
AUT 101  Engine Fundamentals  3
AUT 111  Brakes  3
AUT 131  Electrical Systems  3
AUT 133  Electrical Fundamentals  3

Total 12

Second Semester – Spring
AUT 103  Engine Reconditioning  4
AUT 145  Engine Performance  3
AUT 149  Ignition and Fuel Systems  4
AUT 241  Automotive Air Conditioning  4

Total 15

Third Semester – Summer
AUT 116  Manual Transmission and Axle  4
AUT 122  Suspension and Alignment  4
AUT 152  Automatic Transmission  4

Total 12

Fourth Semester – Fall
**AUT 263  Advanced Automotive Machining  4
or
**CWE  Cooperative Work Experience  3
ELE MAT  Select one math course from Mathematics/Natural Sciences Electives on page B-4  3
*MGT 120  Small Business Management  3
*MKT 101  Marketing  3

Total 12 or 13

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### Industrial Technology

#### Fifth Semester – Spring
- AUT 153: Automatic Transmission Diagnosis 3
- **AUT 252**: Advanced Automatic Transmission 4
- ELE HUM: Select one course from Humanities Electives on page B-3 3
- CPT 101: Introduction to Computers 3
- or
- EGR 110: Introduction to Computer Environment 3
- ENG 101: English Composition I 3
- *MKT 130: Customer Service Principles 3

**Total 15 or 19**

#### Sixth Semester – Summer
- AUT 211: Advanced Brakes 3
- AUT 247: Electronic Fuel Systems 4
- *MGT 101: Principles of Management 3
- PSY 201: General Psychology 3
- or
- ECO 210: Macroeconomics 3
- SPC 205: Public Speaking 3
- or
- SPC 209: Interpersonal Communication 3

**Total 16**

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

**Select one course from this group.

### Automotive Technology Career Path

#### Credit Requirements: 82-84 Semester Credit Hours

#### Evening

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
<th>Second Semester – Spring</th>
<th>Third Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 101: Engine Fundamentals 3</td>
<td>AUT 122: Suspension and Alignment 4</td>
<td>AUT 111: Brakes 3</td>
</tr>
<tr>
<td>AUT 133: Electrical Fundamentals 3</td>
<td>AUT 131: Electrical Systems 3</td>
<td>AUT 241: Automotive Air Conditioning 4</td>
</tr>
<tr>
<td><strong>Total 6</strong></td>
<td><strong>Total 7</strong></td>
<td><strong>Total 7</strong></td>
</tr>
</tbody>
</table>

**Fourth Semester – Fall**
- AUT 116: Manual Transmission and Axle 4
- AUT 152: Automatic Transmission 4

**Total 8**

#### Fifth Semester – Spring
- AUT 145: Engine Performance 3
- AUT 149: Ignition and Fuel Systems 4

**Total 7**

#### Sixth Semester – Summer
- AUT 103: Engine Reconditioning 4
- *MKT 101: Marketing 3

**Total 7**

#### Seventh Semester – Fall
- **AUT 263**: Advanced Automotive Machining 4
- **CWE**: Cooperative Work Experience 3
- or
- CPT 101: Introduction to Computers 3
- or
- EGR 110: Introduction to Computer Environment 3
- ELE MAT: Select one math course from Mathematics/Natural Sciences Electives on page B-4 3

**Total 9 or 10**

#### Eighth Semester – Spring
- AUT 153: Automatic Transmission Diagnosis 3
- **AUT 252**: Advanced Automatic Transmission 4
- *MGT 101: Principles of Management 3
- *MKT 130: Customer Service Principles 3

**Total 9 or 13**

#### Ninth Semester – Summer
- AUT 211: Advanced Brakes 3
- AUT 247: Electronic Fuel Systems 4
- *MGT 120: Small Business Management 3
- ECO 210: Macroeconomics 3
- or
- PSY 201: General Psychology 3

**Total 13**

#### Tenth Semester – Fall
- ENG 101: English Composition I 3
- ELE HUM: Select one course from Humanities Electives on page B-3 3
- SPC 205: Public Speaking 3
- or
- SPC 209: Interpersonal Communication 3

**Total 9**
Industrial Technology

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

**Select one course from this group.

Basic Construction Trades Course Display
Credit Requirements: 69-73 Semester Credit Hours

Core Curriculum Requirements
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
ELE HUM Select one course from Humanities Electives on page B-3 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
ECO 210 Macroeconomics 3
or
PSY 201 General Psychology 3
SPC 209 Interpersonal Communication 3

Primary Path
BCT 102 Fundamentals of Building Construction 4
BCT 103 Construction Site Layout 4
BCT 105 Tool Usage and Safety 2
BCT 106 Beginning Woodworking 2
BCT 112 Construction Print Reading 2
BCT 138 Residential Wiring 5
BCT 151 Introduction to Residential Plumbing 3
BCT 203 Exterior and Interior Finishes 5
BCT 240 Green Residential Construction 3
ELE BCT Select one course from Basic Construction Trades Electives 1-5

Secondary Path
CET 127 Building Construction and Print Reading 4
CET 230 Construction Management 3
CET 238 Construction Planning and Scheduling 2
CET 245 Cost Estimating 3

Additional Requirements
CET 120 Construction Materials 3
CET 135 Construction Contracts 2
ELE BCT Select one course from Basic Construction Trades Additional Electives 3

Basic Construction Trades Electives
BCT 108 Finish Trim 2
BCT 116 Residential Building Exam Preparation 1
BCT 204 Cabinet Making 4
CWE Cooperative Work Experience

Basic Construction Trades Additional Electives
BAF 101 Personal Finance 3
MGT 120 Small Business Management 3
SPA 155 Technical Spanish I 3

Basic Construction Trades Career Path
Credit Requirements: 69-73 Semester Credit Hours

Recommended Sequence of Courses
First Semester – Fall
BCT 102 Fundamentals of Building Construction 4
BCT 103 Construction Site Layout 4
BCT 105 Tool Usage and Safety 2
BCT 106 Beginning Woodworking 2
BCT 112 Construction Print Reading 2
Total 14

Second Semester – Spring
BCT 138 Residential Wiring 5
BCT 151 Introduction to Residential Plumbing 3
BCT 203 Exterior and Interior Finishes 5
Total 13

Third Semester – Summer
CET 135 Construction Contracts 2
*CET 238 Construction Planning and Scheduling 2
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 13

Fourth Semester – Fall
CET 120 Construction Materials 3
*CET 127 Building Construction and Print Reading 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
ELE BCT ADD Select one course Basic Construction Trades Additional Electives 3
Total 13

For updated catalog, visit www.tridenttech.edu.
### Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 240</td>
<td>Green Residential Construction</td>
<td>3</td>
</tr>
<tr>
<td>*CET 230</td>
<td>Construction Management</td>
<td>3</td>
</tr>
<tr>
<td>*CET 245</td>
<td>Cost Estimating</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ELE BCT</td>
<td>Select one course Basic Construction</td>
<td>1-5</td>
</tr>
<tr>
<td></td>
<td>Trades Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 16-20</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Basic Construction Trades Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 108</td>
<td>Finish Trim</td>
<td>2</td>
</tr>
<tr>
<td>BCT 116</td>
<td>Residential Building Exam Preparation</td>
<td>1</td>
</tr>
<tr>
<td>BCT 204</td>
<td>Cabinet Making</td>
<td>4</td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Construction Trades Additional Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAF 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>SPA 155</td>
<td>Technical Spanish I</td>
<td>3</td>
</tr>
</tbody>
</table>

*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.

### Electrical Line Worker Technology

#### Career Path

(restricted to electric utility employees)

**Credit Requirements:** 65 Semester Credit Hours

**Core Curriculum Requirements:** 18 credit hours (min. 15)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EGR 110</td>
<td>Introduction to Computer Environment</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics/Natural Sciences Electives on page B-3</td>
<td></td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Primary Path: 30 credit hours (min. 28)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELW 111</td>
<td>Introduction to Electrical Line Worker</td>
<td>3</td>
</tr>
<tr>
<td>ELW 112</td>
<td>Introduction to Electricity</td>
<td>3</td>
</tr>
<tr>
<td>ELW 114</td>
<td>Overhead Line Construction I</td>
<td>3</td>
</tr>
<tr>
<td>ELW 211</td>
<td>Underground Line Construction I</td>
<td>3</td>
</tr>
<tr>
<td>ELW 231</td>
<td>Electrical Power Systems</td>
<td>3</td>
</tr>
<tr>
<td>ELW 115</td>
<td>Overhead Line Construction II</td>
<td>3</td>
</tr>
<tr>
<td>ELW 116</td>
<td>Overhead Line Construction III</td>
<td>3</td>
</tr>
<tr>
<td>ELW 117</td>
<td>Overhead Line Construction IV</td>
<td>3</td>
</tr>
<tr>
<td>ELW 212</td>
<td>Underground Line Construction II</td>
<td>3</td>
</tr>
<tr>
<td>ELW 221</td>
<td>Advanced Line Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

**Secondary Path: 12 credit hours (min. 12)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*CWE</td>
<td>Cooperative Work Experience I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 165</td>
<td>Residential/Commercial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>AHS 114</td>
<td>Basic First Aid</td>
<td>1</td>
</tr>
<tr>
<td>IMT 102</td>
<td>Industrial Safety</td>
<td>2</td>
</tr>
</tbody>
</table>

**Additional Requirements: five credit hours (min. 5)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELW 110</td>
<td>Electrical Computations</td>
<td>2</td>
</tr>
<tr>
<td>ELW 113</td>
<td>National Electrical Safety Code</td>
<td>3</td>
</tr>
</tbody>
</table>

*Students may substitute four credit hours from the EEM course listings for CWE. Any CWE must be performed in conjunction with the ELW program to count toward program graduation requirements.

### Electrician: Automation and Industrial Course Display

**Credit Requirements:** 62 Semester Credit Hours

**Core Curriculum Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Mathematics/Natural Sciences Electives on page B-4</td>
<td></td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Sciences Electives on page B-4</td>
<td></td>
</tr>
<tr>
<td>ELE ORAL</td>
<td>Select three hours from Oral</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Communication Electives</td>
<td></td>
</tr>
</tbody>
</table>

**Primary Path Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 131</td>
<td>Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
</tbody>
</table>
### Industrial Technology

#### EEM 221  DC/AC Drives  3  
#### EEM 251  Programmable Controllers  3

#### Secondary Path Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 140</td>
<td>Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>EEM 252</td>
<td>Programmable Controllers Applications</td>
<td>3</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>IMT 163</td>
<td>Problem Solving for Mechanical Applications</td>
<td>3</td>
</tr>
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</table>

#### Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMT 210</td>
<td>Basic Industrial Skills I</td>
<td>3</td>
</tr>
<tr>
<td>IMT 211</td>
<td>Basic Industrial Skills II</td>
<td>3</td>
</tr>
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</table>

#### Oral Communication Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 260</td>
<td>Advanced Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>HSS 201</td>
<td>Issues in Humanities</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

### Electrician: Automation and Industrial Career Path

#### Day

Credit Requirements: 62 Semester Credit Hours

#### Recommended Sequence of Courses

**First Semester** - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCT 140</td>
<td>Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>IMT 210</td>
<td>Basic Industrial Skills I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 14**

**Second Semester** - Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 131</td>
<td>Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>IMT 211</td>
<td>Basic Industrial Skills II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 14**

**Third Semester** - Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Mathematics/Natural Sciences Electives on page B-4</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

**Fourth Semester** - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/Social Sciences Electives on page B-3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

### Electrician: Automation and Industrial Career Path

#### Evening

Credit Requirements: 62 Semester Credit Hours

#### Recommended Sequence of Courses

**First Semester** - Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Basic Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 8**

**Second Semester** - Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 118</td>
<td>Electrical Circuits II</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 6**

**Third Semester** - Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
<tr>
<td>EEM 131</td>
<td>Solid State Devices</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 8**

**Fourth Semester** - Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>IMT 163</td>
<td>Problem Solving for Mechanical Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 7**

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Fifth Semester – Summer
IMT 210 Basic Industrial Skills I 3
IMT 211 Basic Industrial Skills II 3

Total 6

Sixth Semester – Fall
BCT 140 Commercial Wiring 3
EEM 251 Programmable Controllers 3

Total 6

Seventh Semester – Spring
EEM 221 DC/AC Drives 3
EEM 252 Programmable Controller Applications 3

Total 6

Eight Semester – Summer
ENG 101 English Composition I 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3

Total 6

Ninth Semester – Fall
ELE HUM Select one course from Humanities Electives on page B-3 3
ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
ELE Oral Select one course from Oral Communication Electives 3

Total 9

Oral Communication Electives
ENG 260 Advanced Technical Communications 3
HSS 201 Issues in Humanities 3
SPC 205 Public Speaking 3
SPC 209 Interpersonal Communication 3
THE 101 Introduction to Theater 3

Electrician: Industrial and Construction Career Path
Day
Credit Requirements: 62 Semester Credit Hours

Recommended Sequence of Courses
First Semester – Fall
BCT 140 Commercial Wiring 3
EEM 117 AC/DC Circuits I 4
EEM 118 AC/DC Circuits II 4
IMT 210 Basic Industrial Skills I 3

Total 14

Second Semester – Spring
EEM 117 AC/DC Circuits I 4
EEM 131 Solid State Devices 4
IMT 211 Basic Industrial Skills II 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3

Total 14
### Industrial Technology

#### Third Semester – Summer
- BCT 141 Fixtures and Installation 3
- EEM 107 Industrial Computer Techniques 2
- EEM 217 AC/DC Machines with Electrical Codes 4
- EEM 221 DC/AC Drives 3
  
  **Total 12**

#### Fourth Semester – Fall
- EEM 140 National Electrical Code 3
- EEM 151 Motor Controls I 4
- EEM 251 Programmable Controllers 3
- ENG 101 English Composition I 3
  
  **Total 13**

#### Fifth Semester – Spring
- ELE HUM Select one course from Humanities Electives on page B-3 3
- ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
- ELE Oral Select one course from Oral Communication Electives 3
  
  **Total 9**

#### Oral Communication Electives
- ENG 260 Advanced Technical Communications 3
- HSS 201 Issues in Humanities 3
- SPC 205 Public Speaking 3
- SPC 209 Interpersonal Communication 3
- THE 101 Introduction to Theater 3

#### Electrician: Industrial and Construction Career Path

#### Evening

Credit Requirements: 62 Semester Credit Hours

**Recommended Sequence of Courses**

**First Semester – Spring**
- EEM 117 AC/DC Circuits I 4
- EEM 165 Residential/Commercial Wiring 4
  
  **Total 8**

**Second Semester – Summer**
- EEM 107 Industrial Computer Techniques 2
- EEM 118 AC/DC Circuits II 4
  
  **Total 6**

**Third Semester – Fall**
- EEM 131 Solid State Devices 4
- EEM 217 AC/DC Machines with Electrical Codes 4
  
  **Total 8**

**Fourth Semester – Spring**
- BCT 141 Fixtures and Installation 3
- EEM 151 Motor Controls I 4
  
  **Total 7**

**Fifth Semester – Summer**
- IMT 210 Basic Industrial Skills I 3
- IMT 211 Basic Industrial Skills II 3
  
  **Total 6**

**Sixth Semester – Fall**
- BCT 140 Commercial Wiring 3
- EEM 251 Programmable Controllers 3
  
  **Total 6**

**Seventh Semester – Spring**
- EEM 140 National Electrical Code 3
- EEM 221 DC/AC Drives 3
  
  **Total 6**

**Eighth Semester – Summer**
- ENG 101 English Composition I 3
- ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
  
  **Total 6**

**Ninth Semester – Fall**
- ELE HUM Select one course from Humanities Electives on page B-3 3
- ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
- SPC 205 Public Speaking 3
  
  **or**
- SPC 209 Interpersonal Communication 3
  
  **Total 9**

### Engineering Design Graphics

#### Course Display

Credit Requirements: 70 Semester Credit Hours

**Core Curriculum Requirements**
- CPT 101 Introduction to Computers 3
- ENG 101 English Composition I 3
- ELE HUM Select one course from Humanities Electives on page B-3 3
- ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
- ECO 210 Macroeconomics 3
  
  **or**
- PSY 201 General Psychology 3

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Industrial Technology

Primary Path
EGT 109 Introduction to Engineering Design Graphics 3
or
EGR 275 Introduction to Engineering/Computer Graphics 3
EGT 115 Engineering Graphics II 4
EGT 130 Geometric Dimensioning and Tolerancing Applications 3
EGT 151 Introduction to CAD 3
EGT 152 Fundamentals of CAD 3
EGT 210 Engineering Graphics III 4
EGT 220 Structural and Piping Application 4
EGT 251 Principles of CAD 3
EGT 252 Advanced Computer Aided Design 3

Secondary Path
AET 202 History of Architecture 3
AET 110 Architectural Graphics I 3
AET 111 Architectural Computer Graphics I 3
AET 120 Architectural Graphics II 3
AET 221 Architectural Computer Graphics II 4

Additional Requirements
CET 120 Construction Materials 3
EGT 257 Advanced Civil CAD 3
EGT 265 CAD/CAM Applications 3

Engineering Design Graphics
Career Path
Credit Requirements: 70 Semester Credit Hours

Recommended Sequence of Courses
First Semester – Fall
EGR 275 Introduction to Engineering/Computer Graphics 3
or
EGT 109 Introduction to Engineering Design Graphics 3
CET 120 Construction Materials 3
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
Total 12

Second Semester – Spring
*AET 202 History of Architecture 3
EGT 115 Engineering Graphics II 4
EGT 151 Introduction to CAD 3
ELE HUM Select one course from Humanities Electives on page B-3 3
PSY 201 General Psychology 3
or
ECO 210 Macroeconomics 3
Total 16

Third Semester – Summer
*AET 110 Architectural Graphics I 3
EGT 152 Fundamentals of CAD 3
EGT 210 Engineering Graphics III 4
EGT 220 Structural and Piping Application 4
Total 14

Fourth Semester – Fall
*AET 111 Architectural Computer Graphics I 3
EGT 251 Principles of CAD 3
EGT 252 Advanced Computer Aided Design 3
EGT 257 Advanced Civil CAD 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
Total 15

Fifth Semester – Spring
*AET 120 Architectural Graphics II 3
*AET 221 Architectural Computer Graphics II 4
EGT 265 CAD/CAM Applications 3
EGT 130 Geometric Dimensioning and Tolerancing Applications 3
Total 13

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

Industrial Maintenance Mechanics
Course Display
Credit Requirements: 64-65 Semester Credit Hours

Core Curriculum Requirements
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 18
### Industrial Technology

#### Primary Path

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
<td>4</td>
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<td>IMT 105</td>
<td>Mechanical Sketching</td>
<td>2</td>
</tr>
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<td>IMT 121</td>
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<td>2</td>
</tr>
<tr>
<td>IMT 124</td>
<td>Pumps</td>
<td>2</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>IMT 151</td>
<td>Piping Systems</td>
<td>3</td>
</tr>
<tr>
<td>IMT 160</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IMT 163</td>
<td>Problem Solving for Mechanical</td>
<td>3</td>
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<td></td>
<td>Applications</td>
<td></td>
</tr>
<tr>
<td>IMT 210</td>
<td>Basic Industrial Skills I</td>
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</tr>
<tr>
<td>IMT 211</td>
<td>Basic Industrial Skills II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 29**

#### Secondary Path

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

**Welding**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 111</td>
<td>Arc Welding I</td>
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<tr>
<td>WLD 118</td>
<td>Gas Metal Arc Welding Ferrous I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 132</td>
<td>Inert Gas Welding Ferrous</td>
<td>4</td>
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</tbody>
</table>

**Total 12**

**Electrical and Automated Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 118</td>
<td>AC/DC Circuits II</td>
<td>4</td>
</tr>
<tr>
<td>EEM 151</td>
<td>Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical</td>
<td>4</td>
</tr>
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<td>Codes</td>
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**Total 12**

**Machine Tool**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory and Practice II</td>
<td>5</td>
</tr>
<tr>
<td>MTT 143</td>
<td>Precision Measurements</td>
<td>2</td>
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</table>

**Total 12**

#### Additional Requirements

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

**Welding**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>WLD 141</td>
<td>Weld Quality</td>
<td>2</td>
</tr>
<tr>
<td>WLD 201</td>
<td>Welding Metallurgy</td>
<td>2</td>
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</table>

**Total 5**

**Electrical and Automated Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
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</tbody>
</table>

**Total 5**

**Machine Tool Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTT 145</td>
<td>Machining of Metals</td>
<td>3</td>
</tr>
<tr>
<td>MTT 240</td>
<td>Specifications</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 6**

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

### Industrial Maintenance Mechanics

#### Career Path

**Credit Requirements:** 64-66 Semester Credit Hours

**Evening**

**Primary Path Only**

See advisor for Secondary Path sequence and other required courses (17-18 hours).

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>EGR 110</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduction to Computer Environment</td>
<td></td>
</tr>
<tr>
<td>IMT 163</td>
<td>Problem Solving for Mechanical</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Applications</td>
<td></td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Electives on page B-3</td>
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</table>

**Total 9**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
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<tr>
<td>IMT 151</td>
<td>Piping Systems</td>
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<td>or</td>
<td>SPC 209</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Interpersonal Communication</td>
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**Total 10**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>IMT 210</td>
<td>Basic Industrial Skills I</td>
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<tr>
<td>IMT 211</td>
<td>Basic Industrial Skills II</td>
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<tr>
<td>ELE MAT</td>
<td>Select one math course from</td>
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<td>Mathematics/Natural Sciences</td>
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**Total 9**

**Fourth Semester – Fall**

<table>
<thead>
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<th>Course Code</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>IMT 105</td>
<td>Mechanical Sketching</td>
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<td>IMT 121</td>
<td>Drive Systems</td>
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</tr>
<tr>
<td>IMT 124</td>
<td>Pumps</td>
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**Total 9**

**Fifth Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EEM 117</td>
<td>AC/DC Circuits I</td>
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<td>IMT 160</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/</td>
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</tr>
<tr>
<td></td>
<td>Social Sciences Electives on page B-3</td>
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</table>

**Total 10**

For updated catalog, visit www.tridenttech.edu.
IMT prefix courses are available based on demand. See your program advisor.

**Machine Tool Technology Course Display**

**Credit Requirements: 63 Semester Credit Hours**

### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>EGR 110</td>
<td>3</td>
</tr>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Mathematics/Natural Sciences Electives on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>ELE SSC</td>
<td>Select one course from Behavioral/Social Sciences Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SPC 209</td>
<td>3</td>
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</table>

### Primary Path

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EGT 106</td>
<td>Print Reading and Sketching</td>
<td>3</td>
</tr>
<tr>
<td>IET 223</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory and Practice II</td>
<td>5</td>
</tr>
<tr>
<td>MTT 145</td>
<td>Machining of Metals</td>
<td>3</td>
</tr>
<tr>
<td>MTT 240</td>
<td>Specifications</td>
<td>3</td>
</tr>
<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
<td>3</td>
</tr>
<tr>
<td>MTT 253</td>
<td>CNC Programming and Operations</td>
<td>3</td>
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</table>

### Secondary Path

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 109</td>
<td>Introduction to Engineering Design Graphics</td>
<td>3</td>
</tr>
<tr>
<td>EGT 151</td>
<td>Introduction to CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
<tr>
<td>EGT 251</td>
<td>Principles of CAD</td>
<td>3</td>
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</table>

### Additional Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>QAT 101</td>
<td>3</td>
</tr>
<tr>
<td>MTT 143</td>
<td>Precision Measurement</td>
<td>2</td>
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**Machine Tool Technology**

**Career Path**

**Credit Requirements: 63 Semester Credit Hours**

**Recommended Sequence of Courses**

**First Semester – Fall (Evening)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 106</td>
<td>Print Reading and Sketching</td>
<td>3</td>
</tr>
<tr>
<td>MTT 111</td>
<td>Machine Tool Theory and Practice I</td>
<td>5</td>
</tr>
<tr>
<td>IET 223</td>
<td>Industrial Safety</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>or</td>
<td>EGR 110</td>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MTT 112</td>
<td>Machine Tool Theory and Practice II</td>
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</tr>
<tr>
<td>MTT 143</td>
<td>Precision Measurements</td>
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<tr>
<td>MTT 145</td>
<td>Machining of Metals</td>
<td>3</td>
</tr>
<tr>
<td>EGT 109</td>
<td>Introduction to Engineering Design Graphics</td>
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**Total 14**

**Third Semester – Summer**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MTT 240</td>
<td>Specifications</td>
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<tr>
<td>MTT 250</td>
<td>Principles of CNC</td>
<td>3</td>
</tr>
<tr>
<td>MTT 253</td>
<td>CNC Programming and Operations</td>
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</tr>
<tr>
<td>EGT 151</td>
<td>Introduction to CAD</td>
<td>3</td>
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**Total 13**

**Fourth Semester – Fall**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ELE HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>QAT 101</td>
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</table>

**Total 12**

**Fifth Semester – Spring**

<table>
<thead>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EGT 251</td>
<td>Principles of CAD</td>
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<td>ELE SSC</td>
<td>Select one course from Behavioral/Social Sciences Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>ELE MAT</td>
<td>Select one math course from Mathematics/Natural Sciences Electives on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>SPC 209</td>
<td>3</td>
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</tbody>
</table>

**Total 12**
Welding Course Display

Credit Requirements: 70-71 Semester Credit Hours

Core Curriculum Requirements

CPT 101  Introduction to Computers  3

or

EGR 110  Introduction to Computer Environment  3

ENG 101  English Composition I  3

ELE HUM  Select one course from Humanities Electives on page B-3  3

ELE MAT  Select one math course from Mathematics/Natural Sciences Electives on page B-4  3

ECO 210  Macroeconomics  3

or

PSY 201  General Psychology  3

SPC 205  Public Speaking  3

or

SPC 209  Interpersonal Communication  3

Primary Path: Select any two concentration groups

Concentration Group 1: Shielded Metal Arc

WLD 101  Cutting Processes  1
WLD 111  Arc Welding I  4
WLD 113  Arc Welding II  4
WLD 114  Advanced Arc Welding  1
WLD 145  Field Welding  2
WLD 170  Qualification Welding  4

Concentration Group 2: Gas Tungsten Arc

WLD 132  Inert Gas Welding Ferrous  4
WLD 133  Inert Gas Welding Ferrous Tubing  1
WLD 152  Tungsten Arc Welding  4
WLD 153  Tungsten Arc Welding Stainless Steel Tubing  1
WLD 135  Inert Gas Welding of Aluminum  4
WLD 137  Inert Gas Welding Aluminum Tubing  1

Concentration Group 3: Gas Metal Arc and Flux Cored Arc

WLD 118  Gas Metal Arc Welding Ferrous I  4
WLD 119  Gas Metal Arc Welding Ferrous II  1
WLD 120  Flux Cored Arc Welding I  4
WLD 121  Flux Cored Arc Welding II  1
WLD 122  Gas Metal Arc Welding Nonferrous I  4
WLD 123  Gas Metal Arc Welding Nonferrous II  1

Secondary Path

EGT 109  Introduction to Engineering Design Graphics  3
EGT 114  Welding Print Basics  2

EGT 117  Welding Print Principles  2
EGT 151  Introduction to CAD  3
EGT 152  Fundamentals of CAD  3

Additional Requirements

WLD 110  Welding Safety and Health  1
WLD 141  Weld Quality  2
WLD 201  Welding Metallurgy  2
WLD 240  Robotic Welding and Manufacturing  4

Welding Career Path

Credit Requirements: 70-71 Semester Credit Hours

Evening

Recommended Sequence of Courses

First Semester – Fall

EGT 114  Welding Print Basics  2
WLD 110  Welding Safety and Health  1
*WLD 132  Inert Gas Welding Ferrous  4
* WLD 133  Inert Gas Welding Ferrous Tubing  1
WLD 201  Welding Metallurgy  2

Total 10

Second Semester – Spring

EGT 117  Welding Print Principles  2
WLD 141  Weld Quality  2
*WLD 152  Tungsten Arc Welding  4
*WLD 153  Tungsten Arc Welding Stainless Steel Tubing  1

Total 9

Third Semester – Summer

*WLD 135  Inert Gas Welding of Aluminum  4
*WLD 137  Inert Gas Welding Aluminum Tubing  1

Total 5

Fourth Semester – Fall

EGR 110  Introduction to Computer Environment  3
*WLD 118  Gas Metal Arc Welding Ferrous I  4
*WLD 119  Gas Metal Arc Welding Ferrous II  1

Total 8

Fifth Semester – Spring

*WLD 120  Flux Cored Arc Welding I  4
*WLD 121  Flux Cored Arc Welding II  1
WLD 240  Robotic Welding and Manufacturing  4

Total 9

Sixth Semester – Summer

*WLD 122  Gas Metal Arc Welding Nonferrous I  4
*WLD 123  Gas Metal Arc Welding Nonferrous II  1

Total 5

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Industrial Technology

Seventh Semester – Fall
EGT 109 Introduction to Engineering Design Graphics 3
ENG 101 English Composition I 3
PSY 201 General Psychology 3
Total 9

Eighth Semester – Spring
EGT 151 Introduction to CAD 3
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
ELE HUM Select one course from Humanities Electives on page B-3 3
Total 9

Ninth Semester – Summer
EGT 152 Fundamentals of CAD 3
SPC 209 Interpersonal Communication 3
Total 6

*Other Welding courses may be substituted as shown in the Primary Path above. Courses shown with * are the Gas Metal Arc and Flux Cored Arc and the Gas Tungsten Arc concentration.

Horticulture Technology

Associate in Applied Science
Credit Requirements: 69-70 Semester Credit Hours

The Horticulture Technology program prepares students for positions in landscape design and construction, turf supervision, horticultural sales, nursery plant production and landscape maintenance. Students in horticulture must see an advisor for specific scheduling needs. Classes are taught in the Horticulture Technology building, the greenhouse and horticulture gardens. Some courses will transfer to Clemson University’s horticulture program. See your advisor for more information.

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

Recommended Sequence of Courses
First Semester – Fall
HRT 106 Ornamentals 2
HRT 110 Plant Form and Function 4
HRT 144 Plant Pests 3
*ELE HRT Horticulture Electives 2-3
ELE HUM Select one course from Humanities Electives on page B-3
Total 12, 14 or 15

Second Semester – Spring
HRT 102 Landscape Design 4
HRT 107 Woody Ornamentals 2
HRT 125 Soils 4
ELE MAT Select one math course from Mathematics/Natural Sciences Electives on page B-4 3
Total 13

Third Semester – Summer
HRT 108 Annuals and Perennials 2
HRT 139 Plant Propagation 3
Total 5

Fourth Semester – Fall
CPT 101 Introduction to Computers 3
HRT 153 Landscape Construction 3
HRT 171 Landscape Business Techniques 3
HRT 241 Turf Management 3
Total 12

Fifth Semester – Spring
*ELE HRT Horticulture Elective 3
ENG 101 English Composition I 3
HRT 130 Greenhouse Production 3
HRT 240 Pesticides 4
ELE SSC Select one course from Behavioral/Social Sciences Electives on page B-3 3
Total 13 or 16

Sixth Semester – Summer
HRT 121 Commercial Irrigation 3
**HRT 212 Commercial Landscape Design 3
HRT 254 Landscape Maintenance 2
Total 8

Horticulture Electives
HRT 101 Introduction to Horticulture 3
HRT 111 Foliage Plants 2
HRT 169 Sustainability in Horticulture 3

*Horticulture elective may be taken Fall or Spring only. HRT 101 and HRT 111 are taught only Fall Semester. HRT 169 is taught only Spring Semester.

**Can substitute ENG 260 Advanced Technical Communication, HSS 201 Issues in Humanities, SPC 205 Public Speaking or SPC 209 Interpersonal Communication
Cosmetology

Diploma in Applied Science
Credit Requirements: 48 Semester Credit Hours

Day

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses

First Semester – Fall
COS 112 Shampoo and Rinses 4
COS 108 Nail Care 3
COS 120 Manikin Practice 3
COS 206 Chemical Hair Waving 3
Total 13

Second Semester – Spring
COS 110 Scalp and Hair Care 3
COS 101 Fundamentals of Cosmetology 3
COS 210 Hair Coloring 3
COS 220 Cosmetology Clinical Practice I 3
Total 12

Third Semester – Summer
COS 106 Facials and Makeup 3
COS 116 Hair Styling I 4
MAT 155 Contemporary Mathematics 3
Total 10

Fourth Semester – Fall
COS 114 Hair Shaping 4
COS 222 Cosmetology Clinical Practice II 3
ENG 150 Basic Communications 3
PSY 110 Applied Psychology 3
Total 13

Note: For Spring-start sequence, see advisor.

Cosmetology

Diploma in Applied Science
Credit Required: 48 Semester Credit Hours

Evening

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses

First Semester – Fall
COS 120 Fall Practice 3
COS 112 Shampoo and Rinses 4
Total 7

Second Semester – Spring
COS 206 Chemical Hair Waving 3
COS 114 Hair Shaping 4
ENG 150 Basic Communications 3
Total 10

Third Semester – Summer
COS 101 Fundamentals of Cosmetology 3
COS 110 Scalp and Hair Care 3
Total 6

Fourth Semester – Fall
COS 210 Hair Coloring 3
COS 116 Hair Styling I 4
PSY 110 Applied Psychology 3
Total 10

Fifth Semester – Spring
COS 220 Clinical Practice I 3
COS 222 Clinical Practice II 3
MAT 155 Contemporary Mathematics 3
Total 9

Sixth Semester – Summer
COS 108 Nail Care 3
COS 106 Facials and Makeup 3
Total 6

Air Conditioning/Refrigeration Beginning Certificate

Certificate in Applied Science
Credit Requirements: 14 Semester Credit Hours

This is a basic ACR fundamentals certificate designed to offer documentation of basic knowledge in the ACR field. It prepares students for entry positions where multiple trades are required such as in apartment and/or building maintenance. Other positions such as counter/distributor HVAC sales would also benefit.

For updated catalog, visit www.tridenttech.edu.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACR 106</td>
<td>Basic Electricity</td>
<td>4</td>
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<tr>
<td>ACR 108</td>
<td>Refrigeration Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>ACR 109</td>
<td>Tools and Service II</td>
<td>2</td>
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#### Second Semester – Spring

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<tr>
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<tbody>
<tr>
<td>ACR 122</td>
<td>Principles of Air Conditioning</td>
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### Air Conditioning/Refrigeration Mechanics

**Certificate in Applied Science**

**Credit Requirements: 29 Semester Credit Hours**

The Air Conditioning/Refrigeration Mechanics program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field.

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

#### Recommended Sequence of Courses

#### First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 106</td>
<td>Basic Electricity for HVAC/R</td>
<td>4</td>
</tr>
<tr>
<td>ACR 108</td>
<td>Refrigeration Fundamentals</td>
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<tr>
<td>ACR 109</td>
<td>Tools and Service II</td>
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#### Second Semester – Spring

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<tr>
<td>ACR 111</td>
<td>Gas Heating Principles</td>
<td>3</td>
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<tr>
<td>ACR 122</td>
<td>Principles of Air Conditioning</td>
<td>5</td>
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<tr>
<td>ACR 206</td>
<td>Advanced Electricity</td>
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#### Third Semester – Summer

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<tr>
<td>ACR 131</td>
<td>Commercial Refrigeration</td>
<td>4</td>
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<tr>
<td>ACR 210</td>
<td>Heat Pumps</td>
<td>4</td>
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<tr>
<td>ACR 224</td>
<td>Codes and Ordinances</td>
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</table>
Industrial Technology

Automatic Transmission Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automatic Transmission Repair Specialist certificate program provides instruction on the theory, service and repair of automobile manual and automatic transmissions, and transaxle and conventional drive axles. Graduates of this program should be able to perform most phases of transmission repair including diagnosis, disassembly, measurement, preassembly checks, reassembly and unit testing. Graduates with the required work experience should be prepared for the ASE certification tests in Automatic Transmission and Transaxle and Manual Drive Train and Axles.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
AUT 152 Automatic Transmission 4
AUT 153 Automatic Transmission Diagnosis 3
Total 7

Second Semester – Summer
*AUT 252 Advanced Automatic Transmission 4
Total 4

* Prerequisite AUT 152

Automotive Brakes and Alignment Specialist

Certificate in Applied Science
Credit Requirements: 10 Semester Credit Hours

The Automotive Brakes and Alignment Specialist program provides instruction in the theory, diagnosis and repair of automobile steering and braking systems. Graduates of this program should be able to service and repair the hydraulic, vacuum and mechanical components of automobile braking systems, and to diagnose, adjust and repair components of manual and power assist steering systems. Graduates with the required work experience should be prepared for the ASE certification tests in Brakes and Suspension and Steering.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
*AUT 145 Engine Performance 3
AUT 149 Ignition and Fuel Systems 4
Total 7

Second Semester – Summer
*AUT 247 Electronic Fuel Systems 4
Total 4

* AUT 149 Prerequisite

Automotive Engine Performance Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

This certificate program provides instruction on the theory, diagnosis and repair of engine fuel, electrical and emission control systems. Graduates of this program should be able to evaluate, diagnose and repair carbureted and fuel-injected automobile fuel systems, conventional and electronic ignition systems, emission control systems, and on-board, computer-managed engine systems. Graduates with the required work experience should be prepared for the ASE certification test in Engine Performance.

Admission into this program requires a valid driver’s license, qualifying scores on SAT, ACT or TTC’s placement test, and successful completion of AUT 133 or departmental approval. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
*AUT 145 Engine Performance 3
AUT 149 Ignition and Fuel Systems 4
Total 7

Second Semester – Summer
*AUT 247 Electronic Fuel Systems 4
Total 4

* AUT 149 Prerequisite
Automotive Engine Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automotive Engine Repair Specialist certificate program provides instruction on the theory, service and repair of automobile engines. Graduates of this program should be able to perform all phases of engine repair including diagnosis, disassembly, measurement, machining and reconditioning of components, reassembly and run-in of engines. Graduates with the required work experience should be prepared for the ASE certification test in Engine Repair.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall
AUT 101 Engine Fundamentals 3
Total 3

Second Semester – Summer
AUT 103 Engine Reconditioning 4
Total 4

Third Semester – Fall
AUT 263 Advanced Automotive Machining 4
Total 4

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
AUT 101 Engine Fundamentals 3
AUT 133 Electrical Fundamentals 3
Total 6

Second Semester – Spring
AUT 122 Suspension and Alignment 4
AUT 131 Electrical Systems 3
Total 7

Third Semester – Summer
AUT 111 Brakes 3
AUT 241 Automotive Air Conditioning 4
Total 7
Industrial Technology

Fourth Semester – Fall
AUT 116 Manual Transmission and Axle 4
AUT 152 Automatic Transmission 4
Total 8

Fifth Semester – Spring
AUT 145 Engine Performance 3
AUT 149 Ignition and Fuel Systems 4
Total 7

Sixth Semester – Summer
AUT 103 Engine Reconditioning 4
Total 4

Basic Construction Trades

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
This certificate program teaches basic residential construction skills. A combination of credit courses is used to teach and build a house. The program prepares students for entry into the residential construction industry.

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

Recommended Sequence of Courses
First Semester – Fall
BCT 102 Fundamentals of Building Construction 4
BCT 103 Construction Site Layout 4
BCT 105 Tool Usage and Safety 2
BCT 106 Beginning Woodworking 2
BCT 112 Construction Print Reading 2
Total 14

Second Semester – Spring
BCT 138 Residential Wiring 5
BCT 151 Introduction to Residential Plumbing 3
BCT 203 Exterior and Interior Finishes 5
Total 13

Basic Industrial Work Skills

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours
This certificate is designed to offer employability skills for the industrial environment and prepare the student for various entry-level positions at industrial and manufacturing work sites. Topics such as safety, communication, problem solving and computer use are introduced.

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

Recommended Sequence of Courses
First Semester – Summer
IMT 102 Industrial Safety 2
*CWE 114 Cooperative Work Experience 4
Total 6

Second Semester – Fall
IMT 210 Basic Industrial Work Skills I 3
ENG 150 Basic Communications 3
Total 6

Third Semester – Spring
IMT 163 Problem Solving for Mechanical Applications 3
IMT 211 Basic Industrial Work Skills II 3
Total 6

Fourth Semester – Summer
QAT 110 Manufacturing Methods 3
CPT 101 Introduction to Computers 3
*CWE 122 Cooperative Work Experience 2
Total 8

*Students may substitute the following for CWE 114 and CWE 122: six credit hours from one of the following categories: IMT, WLD, ACR, MTT or EEM. Courses selected must be from the same course category and are subject to advisor approval.

Basic Machining and CNC Fundamentals

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
Fall Semester/Evening Start
This program introduces students to workplace safety, blueprint reading, precision measuring, basic conventional machining and CNC operations including set-up and programming. Students are prepared for entry-level employment in the 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.

For updated catalog, visit www.tridenttech.edu.
Cosmetology

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

Day

This certificate prepares students for entry into the cosmetology career field by providing instruction in basic salon service skills.

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 and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses

First Semester – Fall
- COS 206 Chemical Hair Waving 3
- COS 108 Nail Care 3
- COS 112 Shampoo and Rinses 4
- COS 120 Manikin Practice 3

Total 13

Fourth Semester – Fall
- COS 114 Hair Shaping 4
- COS 222 Cosmetology Clinical Practice II 3

Total 7

Second Semester – Summer
- COS 101 Fundamentals of Cosmetology 3
- COS 110 Scalp and Hair Care 3

Total 6

Third Semester – Fall
- COS 206 Chemical Hair Waving 3
- COS 114 Hair Shaping 4

Total 7

Fifth Semester – Summer
- COS 108 Nail Care 3
- COS 106 Facials and Makeup 3

Total 6

Fourth Semester – Spring
- COS 210 Hair Coloring 3
- COS 116 Hair Styling I 4

Total 7

Sixth Semester – Fall
- COS 220 Clinical Practice I 3
- COS 222 Clinical Practice II 3

Total 6

Note: For Spring-start sequence, see your advisor.
Industrial Technology

Electrical Line Worker: Third Class

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

During the Electrical Line Worker—Third Class program, offered in its entirety both Fall and Spring semesters, students will receive classroom training in electrical theory and troubleshooting, circuit analysis, power systems components and operation including three-phase transformer banking, Personal Protective Equipment (PPE) and protective grounding, substation components, as well as a general overview of overhead and underground line work. Training especially emphasizes the importance of safety and teamwork in every aspect of the work. Students with this training are prepared to enter the utility industry as apprentice electrical line workers.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation or GED is required and you must be at least 18 years old. Students must also be physically fit. Industries will require prospective employees to pass a background check as well as a drug and alcohol screening.

ELW 110  Electrical Computations  2
ELW 111  Introduction to Electrical Line Worker  3
ELW 112  Introduction to Electricity  3
ELW 114  Overhead Line Construction I  3
ELW 211  Underground Line Construction I  3
ELW 231  Electrical Power Systems  3

Total 17

Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

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

Recommended Sequence of Courses

First Semester – Fall
EEM 117  AC/DC Circuits I  4
IMT 131  Hydraulics and Pneumatics  4

Total 8

Second Semester – Spring
EEM 118  AC/DC Circuits II  4
EEM 131  Solid State Devices  4

Total 8

Third Semester – Summer
EEM 107  Industrial Computer Techniques  2
EEM 221  DC/AC Drives  3

Total 5

Fourth Semester – Fall
EEM 251  Programmable Controllers  3

Total 3

For updated catalog, visit www.tridenttech.edu.
Electrician: Automated Controls

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

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

Recommended Sequence of Courses
First Semester – Spring
EEM 117  AC/DC Circuits I  4
IMT 131  Hydraulics and Pneumatics  4
Total 8

Second Semester – Summer
EEM 107  Industrial Computer Techniques  2
EEM 118  AC/DC Circuits II  4
Total 6

Third Semester – Fall
EEM 131  Solid State Devices  4
EEM 251  Programmable Controllers  3
Total 7

Fourth Semester – Spring
EEM 221  DC/AC Drives  3
EEM 252  Programmable Controllers Applications  3
Total 6

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

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

Recommended Sequence of Courses
First Semester – Fall
BCT 140  Commercial Wiring  3
EEM 110  AC/DC Circuits I  4
EEM 165  Residential/Commercial Wiring  4
IMT 210  Basic Industrial Work Skills I  3
Total 14

Second Semester – Spring
EEM 118  AC/DC Circuits II  4
IMT 211  Basic Industrial Work Skills II  3
Total 7

Third Semester – Summer
BCT 141  Fixtures and Installation  3
EEM 107  Industrial Computer Techniques  2
Total 5

Fourth Semester – Fall
EEM 140  National Electrical Code  3
Total 3

Electrician: Construction

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

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.
### Industrial Technology

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Spring</th>
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<tbody>
<tr>
<td>EEM 117 AC/DC Circuits I</td>
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<tr>
<td>EEM 165 Residential/Commercial Wiring</td>
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<th>Second Semester – Summer</th>
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<tr>
<td>EEM 107 Industrial Computer Techniques</td>
<td>2</td>
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<tr>
<td>EEM 118 AC/DC Circuits II</td>
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<table>
<thead>
<tr>
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<td>BCT 140 Commercial Wiring</td>
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<tbody>
<tr>
<td>EEM 131 Solid State Devices</td>
<td>4</td>
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<td>EEM 217 AC/DC Machines with Electrical Codes</td>
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<td>BCT 140 Commercial Wiring</td>
<td>3</td>
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<td>EEM 251 Programmable Controllers</td>
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</table>

### Electrician: Industrial

**Certificate in Applied Science**

**Credit Requirements: 34 Semester Credit Hours**

**Day**

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

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

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Spring</th>
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<tr>
<td>EEM 117 AC/DC Circuits I</td>
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<td>EEM 107 Industrial Computer Techniques</td>
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<tr>
<td>EEM 118 AC/DC Circuits II</td>
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<th>Third Semester – Fall</th>
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<tr>
<td>EEM 131 Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EEM 217 AC/DC Machines with Electrical Codes</td>
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<th>Fourth Semester – Spring</th>
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<tr>
<td>EEM 151 Motor Controls I</td>
<td>4</td>
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<tr>
<td>EEM 251 Programmable Controllers</td>
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<th>Fifth Semester – Summer</th>
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<tbody>
<tr>
<td>BCT 140 Commercial Wiring</td>
<td>3</td>
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<tr>
<td>EEM 251 Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
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</table>
Industrial Technology

Sixth Semester – Fall
EEM 140 National Electrical Code 3
EEM 221 DC/AC Drives 3
Total 6

Esthetics
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
This certificate program teaches basic skin care, various facials, makeup application, hair removal, sanitation procedures and salon management practices.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses
First Semester
COS 151 Dermatology 3
COS 152 Hygiene and Sanitation 2
COS 153 Structure and Function of Human Systems 3
COS 156 Fundamentals of Massage 2
COS 158 Facial Treatments 2
COS 160 Electric Current Facial Treatments 1
COS 162 Hair Removal 1
Total 14

Second Semester
COS 164 Basic Makeup and Application 3
COS 221 Facial Practice I 2
COS 223 Facial Practice II 2
Total 10

Note: Palmer Campus sequence of courses varies. See your advisor.

Golf Course Maintenance
Certificate in Applied Science
Credit Requirements: 23 Semester Credit Hours
The Golf Course Maintenance certificate program provides short-term training for individuals employed in golf course maintenance and those wishing to enter the field. The program is structured so that novice students can develop basic skills, and those individuals currently employed at golf courses can upgrade their skills through formal course work combined with on-the-job training. This on-the-job training consists of supervised work experience in which students are placed at a golf course for hands-on practice with chemical and fertilizer application equipment as well as training in routine maintenance practices. Students must see the Horticulture faculty for more information.

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

Recommended Sequence of Courses
First Semester – Fall
HRT 110 Plant Form and Function 4
HRT 144 Plant Pests 3
HRT 241 Turf Management 3
Total 10

Second Semester – Spring
HRT 125 Soils 4
HRT 240 Pesticides 4
Total 8

Third Semester – Summer
CWE 112 Cooperative Work Experience 2
HRT 121 Commercial Irrigation 3
Total 5

Horticultural Sustainability
Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours
The Horticultural Sustainability certificate addresses current environmental issues. Sustainable agriculture/horticulture has been practiced for many years, stressing the conservation of resources to maintain a sustainable environment. Students would be well-versed in new developments in landscape construction and current horticultural practices that minimize the impact on the environment.

Recommended Sequence of Courses
First Semester – Fall
HRT 106 Ornamentals 2
HRT 144 Plant Pests 3
HRT 153 Landscape Construction 3
Total 8

Second Semester – Spring
HRT 107 Woody Ornamentals 2
HRT 125 Soils 4
HRT 169 Sustainability in Horticulture 3
Total 9
Industrial Technology

Industrial Mechanic

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours

**Evening**

The Industrial Mechanic program prepares students for employment in industrial mechanics. This program teaches skills required for troubleshooting, maintenance and repair of mechanical systems.

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

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

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IMT 105</td>
<td>Mechanical Sketching</td>
<td>2</td>
</tr>
<tr>
<td>IMT 121</td>
<td>Drive Systems</td>
<td>2</td>
</tr>
<tr>
<td>IMT 124</td>
<td>Pumps</td>
<td>2</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td>IMT 151</td>
<td>Piping Systems</td>
<td>3</td>
</tr>
<tr>
<td>IMT 160</td>
<td>Preventive Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>IMT 163</td>
<td>Problem Solving for Mechanical Applications</td>
<td>3</td>
</tr>
<tr>
<td>IMT 210</td>
<td>Basic Industrial Work Skills I</td>
<td>3</td>
</tr>
<tr>
<td>IMT 211</td>
<td>Basic Industrial Work Skills II</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 106</td>
<td>Ornamentals</td>
<td>2</td>
</tr>
<tr>
<td>HRT 153</td>
<td>Landscape Construction</td>
<td>3</td>
</tr>
</tbody>
</table>

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 102</td>
<td>Landscape Design</td>
<td>4</td>
</tr>
<tr>
<td>HRT 107</td>
<td>Woody Ornamentals</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 6**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 108</td>
<td>Annuals and Perennials</td>
<td>2</td>
</tr>
<tr>
<td>HRT 212</td>
<td>Commercial Landscape Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 101</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HRT 106</td>
<td>Ornamentals</td>
<td>2</td>
</tr>
<tr>
<td>HRT 241</td>
<td>Turf Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 8**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 107</td>
<td>Woody Ornamentals</td>
<td>2</td>
</tr>
<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
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</tbody>
</table>

**Total 5**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 108</td>
<td>Annuals and Perennials</td>
<td>2</td>
</tr>
<tr>
<td>HRT 254</td>
<td>Landscape Maintenance</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 4**

**Nail Technology**

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

**Day**

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices.
Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old and can provide proof of 10th grade completion. (No correspondence schools.)

Recommended Sequence of Courses
First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 130</td>
<td>Professional Image</td>
<td>2</td>
</tr>
<tr>
<td>COS 131</td>
<td>Bacteria and Other Infectious Agents</td>
<td>2</td>
</tr>
<tr>
<td>COS 132</td>
<td>Science of Nail Technology</td>
<td>2</td>
</tr>
<tr>
<td>COS 133</td>
<td>Basic Procedures</td>
<td>3</td>
</tr>
<tr>
<td>COS 135</td>
<td>The Business of Nail Technology</td>
<td>2</td>
</tr>
<tr>
<td>COS 136</td>
<td>Fundamentals of Artificial Nail Application</td>
<td>4</td>
</tr>
<tr>
<td>COS 137</td>
<td>Fundamentals of Nail Art</td>
<td>1</td>
</tr>
<tr>
<td>COS 224</td>
<td>Nail Practice I</td>
<td>4</td>
</tr>
<tr>
<td>COS 226</td>
<td>Nail Practice II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 24

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

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

Recommended Sequence of Courses
First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 114</td>
<td>Welding Print Basics</td>
<td>2</td>
</tr>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
<td>1</td>
</tr>
<tr>
<td>WLD 118</td>
<td>Gas Metal Arc Welding Ferrous I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 119</td>
<td>Gas Metal Arc Welding Ferrous II</td>
<td>1</td>
</tr>
<tr>
<td>WLD 201</td>
<td>Welding Metallurgy</td>
<td>2</td>
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Total 10

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 117</td>
<td>Welding Print Principles</td>
<td>2</td>
</tr>
<tr>
<td>WLD 120</td>
<td>Flux Cored Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 121</td>
<td>Flux Cored Arc Welding II</td>
<td>1</td>
</tr>
<tr>
<td>WLD 141</td>
<td>Weld Quality</td>
<td>2</td>
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Total 9

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>WLD 122</td>
<td>Gas Metal Arc Welding Nonferrous I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 123</td>
<td>Gas Metal Arc Welding Nonferrous II</td>
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</tr>
</tbody>
</table>

Total 5

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

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

Recommended Sequence of Courses
First Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 110</td>
<td>Welding Safety and Health</td>
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</tr>
<tr>
<td>WLD 118</td>
<td>Gas Metal Arc Welding Ferrous I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 119</td>
<td>Gas Metal Arc Welding Ferrous II</td>
<td>1</td>
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</table>

Total 6

Second Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 120</td>
<td>Flux Cored Arc Welding I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 121</td>
<td>Flux Cored Arc Welding II</td>
<td>1</td>
</tr>
</tbody>
</table>

Total 5

Third Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 114</td>
<td>Welding Print Basics</td>
<td>2</td>
</tr>
<tr>
<td>WLD 122</td>
<td>Gas Metal Arc Welding Nonferrous I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 123</td>
<td>Gas Metal Arc Welding Nonferrous II</td>
<td>1</td>
</tr>
<tr>
<td>WLD 201</td>
<td>Welding Metallurgy</td>
<td>2</td>
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</tbody>
</table>

Total 9

Fourth Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 117</td>
<td>Welding Print Principles</td>
<td>2</td>
</tr>
<tr>
<td>WLD 141</td>
<td>Weld Quality</td>
<td>2</td>
</tr>
</tbody>
</table>

Total 4
Industrial Technology

Welding Gas Metal Arc and Flux Cored Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Summer
WLD 118 Gas Metal Arc Welding Ferrous I 4
WLD 119 Gas Metal Arc Welding Ferrous II 1
Total 5

Second Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 120 Flux Cored Arc Welding I 4
WLD 121 Flux Cored Arc Welding II 1
WLD 201 Welding Metallurgy 2
Total 10

Third Semester – Spring
EGT 117 Welding Print Principles 2
WLD 122 Gas Metal Arc Welding Nonferrous I 4
WLD 123 Gas Metal Arc Welding Nonferrous II 1
WLD 141 Weld Quality 2
Total 9

Welding Gas Metal Arc and Flux Cored Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
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 – Fall
WLD 231 Gas Metal Arc/Flux Cored Arc Welding Pipe I 4
WLD 232 Gas Metal Arc/Flux Cored Arc Welding Pipe II 2
Total 6

Second Semester – Spring
WLD 110 Welding Safety and Health 1
WLD 141 Weld Quality 2
Total 3

Third Semester – Fall
EGT 114 Welding Print Basics 2
WLD 201 Welding Metallurgy 2
Total 4

Fourth Semester – Spring
EGT 117 Welding Print Principles 2
Total 2

Welding Gas Metal Arc and Flux Cored Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the Welding instructor at TTC.

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

First Semester – Spring

WLD 231  Gas Metal Arc/Flux Cored Arc Welding Pipe I  4
WLD 232  Gas Metal Arc/Flux Cored Arc Welding Pipe II  2

Total 6

Second Semester – Fall

EGT 114  Welding Print Basics  2
WLD 110  Welding Safety and Health  1
WLD 201  Welding Metallurgy  2

Total 5

Third Semester – Spring

EGT 117  Welding Print Principles  2
WLD 141  Weld Quality  2

Total 4

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

Fall Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

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

Students can enter the certificate program in any semester.

Recommended Sequence of Courses

First Semester – Fall

EGT 114  Welding Print Basics  2
WLD 110  Welding Safety and Health  1
WLD 132  Inert Gas Welding Ferrous  4
WLD 133  Inert Gas Welding Ferrous Tubing  1
WLD 201  Welding Metallurgy  2

Total 10

Second Semester – Spring

EGT 117  Welding Print Principles  2
WLD 152  Tungsten Arc Welding  4
WLD 153  Tungsten Arc Welding Stainless Steel Tubing  1

Total 9

Third Semester – Summer

WLD 135  Inert Gas Welding of Aluminum  4
WLD 137  Inert Gas Welding Aluminum Tubing  1

Total 5
Industrial Technology

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing. Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Summer
WLD 132 Inert Gas Welding Ferrous 4
WLD 133 Inert Gas Welding Ferrous Tubing 1

Total 5

Second Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 152 Tungsten Arc Welding 4
WLD 153 Tungsten Arc Welding Stainless Steel Tubing 1
WLD 201 Welding Metallurgy 2

Total 10

Third Semester – Spring
EGT 117 Welding Print Principles 2
WLD 135 Inert Gas Welding of Aluminum 4
WLD 137 Inert Gas Welding Aluminum Tubing 1
WLD 141 Weld Quality 2

Total 9

Welding Gas Tungsten Arc

Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

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

Recommended Sequence of Courses
First Semester – Spring
WLD 228 Inert Gas Welding Pipe I 4
WLD 229 Inert Gas Welding Pipe II 2

Total 6

Second Semester – Spring
WLD 110 Welding Safety and Health 1
WLD 141 Weld Quality 2

Total 3

Third Semester – Fall
EGT 114 Welding Print Basics 2
WLD 201 Welding Metallurgy 2

Total 4

Fourth Semester – Spring
EGT 117 Welding Print Principles 2

Total 2

Welding Gas Tungsten Arc

Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Spring Semester Start

This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

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

Recommended Sequence of Courses
First Semester – Spring
WLD 228 Inert Gas Welding Pipe I 4
WLD 229 Inert Gas Welding Pipe II 2

Total 6

For updated catalog, visit www.tridenttech.edu.
Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours

Fall Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

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

Students can enter the certificate program in any semester.

Recommended Sequence of Courses

First Semester – Fall
EGT 114  Welding Print Basics  2
WLD 101  Cutting Processes  1
WLD 110  Welding Safety and Health  1
WLD 111  Arc Welding I  4
WLD 201  Welding Metallurgy  2
Total 10

Second Semester – Spring
EGT 117  Welding Print Principles  2
WLD 113  Arc Welding II  4
WLD 114  Advanced Arc Welding  1
WLD 141  Weld Quality  2
Total 9

Third Semester – Summer
WLD 145  Field Welding  2
WLD 170  Qualification Welding  4
Total 6

Fourth Semester – Spring
EGT 117  Welding Print Principles  2
WLD 141  Weld Quality  2
Total 4

Spring Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

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

Students can enter the certificate program in any semester.

Recommended Sequence of Courses

First Semester – Spring
WLD 101  Cutting Processes  1
WLD 110  Welding Safety and Health  1
WLD 111  Arc Welding I  4
Total 6

Second Semester – Summer
WLD 113  Arc Welding II  4
WLD 114  Advanced Arc Welding  1
Total 5

Third Semester – Fall
EGT 114  Welding Print Basics  2
WLD 145  Field Welding  2
WLD 170  Qualification Welding  4
WLD 201  Welding Metallurgy  2
Total 10

Fourth Semester – Spring
EGT 117  Welding Print Principles  2
WLD 141  Weld Quality  2
Total 4
Industrial Technology

Welding Shielded Metal Arc

Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Summer Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance. Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in any semester.

Recommended Sequence of Courses
First Semester – Summer
WLD 101 Cutting Processes 1
WLD 111 Arc Welding I 4
Total 5

Second Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 113 Arc Welding II 4
WLD 114 Advanced Arc Welding 1
WLD 201 Welding Metallurgy 2
Total 10

Third Semester – Spring
EGT 117 Welding Print Principles 2
WLD 145 Field Welding 2
WLD 141 Weld Quality 2
WLD 170 Qualification Welding 4
Total 10

Welding Shielded Metal Arc Advanced

Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
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 125; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses
First Semester – Fall
WLD 225 Arc Welding Pipe I 4
WLD 226 Arc Welding Pipe II 1
WLD 227 Arc Welding Pipe III 1
Total 6

Second Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 201 Welding Metallurgy 2
Total 5

Third Semester – Spring
EGT 117 Welding Print Principles 2
WLD 141 Weld Quality 2
Total 4

For updated catalog, visit www.tridenttech.edu.
Second Semester – Spring
WLD 110  Welding Safety and Health    1
WLD 141  Weld Quality                  2
Total 3

Third Semester – Fall
WLD 201  Welding Metallurgy           2
EGT 114  Welding Print Basics          2
Total 4

Fourth Semester – Spring
EGT 117  Welding Print Principles      2
Total 2

Woodworking
Certificate in Applied Science
Credit Requirements: 8 Semester Credit Hours

The Woodworking certificate program prepares students to work with and install trim, doors, stair parts, cabinets, counters, baseboards, casings and shelving.

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

Recommended Sequence of Courses
First Semester – Fall
BCT 106  Beginning Woodworking          2
Total 2

Second Semester – Spring
BCT 204  Cabinet Making                  4
Total 4

Third Semester – Summer
BCT 108  Finish Trim                     2
Total 2
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 843.722.5526.

**Cancellation Policy**

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

**Programs of Study**

**Associate Degree Programs**
- Criminal Justice
- Paralegal

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

*Note: The CRJ degree and all CRJ certificates are also available online for those students who work or have other situations that prevent in-class attendance.*

**Criminal Justice**

**Associate in Applied Science**

**Credit Requirements: 66 Semester Credit Hours**

The Criminal Justice associate degree prepares students for entry-level positions in law enforcement agencies as police officers and civilian support staff; in corrections and detention facilities as corrections officers and jailers; in prosecutors’ offices and criminal defense firms as investigators, clerks, and support staff; in private security agencies as security officers and investigators and in homeland and corporate security departments as investigators, risk analysis officers and loss prevention and emergency planners where a degree is required. The degree also positions employees for pay raises and promotion eligibility.

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**Overview**

The Division of Law-Related Studies offers students the education needed to enter the law enforcement and paralegal professions.

The Criminal Justice associate degree program is for students who desire to begin careers in law enforcement, upgrade their skills, or transfer to a four-year institution to obtain a bachelor’s degree in criminal justice, criminology or sociology. Some courses offered in the training curriculum at the S.C. Criminal Justice Academy may be eligible for credit toward the Criminal Justice associate degree at TTC. Courses taken at TTC may be transferable to the S.C. Criminal Justice Academy for recertification credit for certified police and detention officers. Some credit may transfer to public and private colleges as well. Contact your advisor for more information about transfer options in criminal justice. The college also offers four Criminal Justice certificates: Law Enforcement, Corrections, Crime Scene Investigation, and Emergency Management and Protection. These certificates are designed for students who are not seeking an associate degree but need course work in criminal justice to help them gain employment or advance in their respective fields of employment.

TTC’s Paralegal associate degree program is designed for students who want a career as a paralegal. The college also offers a Paralegal certificate program for students who already have some college credit. To enter the certificate program students must have at least 49.5 quarter or 33 semester credit hours, at a C or better, from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. Contact your advisor for further details. The Paralegal certificate program and the Paralegal associate degree program have received the approval of the American Bar Association.

**General Information**

Through internships, work-study positions or the college’s cooperative education program, Criminal Justice and Paralegal students are provided the opportunity to receive on-the-job training in a variety of settings.
## Law-Related Studies

### Recommended Sequence of Courses

#### First Semester – Fall
- CPT 101 Introduction to Computers 3
- ENG 101 English Composition I 3
- CRJ 101 Introduction to Criminal Justice 3
- CRJ 125 Criminology 3
- ELE CRJ Electives Select three credit hours from Criminal Justice Electives 3
- **Total 15**

#### Second Semester – Spring
- CRJ 140 Criminal Justice Report Writing 3
  or
- ENG 102 English Composition II 3
- CRJ 220 Judicial Process 3
  or
- BUS 121 Business Law I 3
- CRJ 115 Criminal Law I 3
- ELE CRJ Select three credit hours from Criminal Justice Electives 3
- ELE SSC Select three credit hours from Behavioral/Social Sciences Electives on page B-3 3
- **Total 15**

#### Third Semester – Summer
- CRJ 210 The Juvenile and the Law 3
- CRJ 222 Ethics in Criminal Justice 3
- CRJ 242 Correctional Systems 3
- ELE GEN Select three credit hours from Criminal Justice General Electives 3
- **Total 12**

#### Fourth Semester – Fall
- CRJ 236 Criminal Evidence 3
- ELE MAT/SCI Select one course from Math/Natural Sciences Electives 3
- ELE GEN Select three credit hours from Criminal Justice General Electives 3
- ELE GEN Select three credit hours from Criminal Justice General Electives 3
- **Total 12**

#### Fifth Semester – Spring
- ELE HUM Select one course from Humanities Electives on page B-3 3
- CRJ 130 Police Administration 3
- ELE CRJ Select three credit hours from Criminal Justice Electives 3
- ELE GEN Select three credit hours from Criminal Justice General Electives 3
- **Total 12**

### Note:
Discuss course selection with your advisor regarding transferability to four-year colleges. Some courses may not transfer.

#### Criminal Justice Electives
- CRJ 110 Police Patrol 3
- CRJ 120 Constitutional Law 3
- CRJ 126 Criminal Justice Research Methods 3
- CRJ 140 Criminal Justice Report Writing 3
- CRJ 202 Criminalistics 3
- CRJ 212 Protection Management 3
- CRJ 218 Crisis Intervention 3
- CRJ 232 White Collar Crimes Investigation 3
- CRJ 233 Cyber Crimes and the Law 3
- CRJ 235 Practical Crime Scene Investigation 3
- CRJ 239 Homeland Security and Terrorism 3
- CRJ 244 Probation, Pardon and Parole 3
- CRJ 250 Criminal Justice Internship I 3
- CWE 113 Cooperative Work Experience 3
- CWE 123 Cooperative Work Experience 3

#### Criminal Justice General Electives
- CRJ 102 Introduction to Security 3
- CRJ 224 Police Community Relations 3
- CRJ 230 Criminal Investigation I 3
- CRJ 243 Criminal Profiling 3

Any additional three-hour college-level course from the Catalog except ENG 150, COL 103 and courses labeled nondegree credit in the course description can be used as a criminal justice general elective.

### Paralegal

#### 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.

For updated catalog, visit www.tridenttech.edu.
## Recommended Sequence of Courses

### First Semester – Fall
- **CPT 101** Introduction to Computers 3
- **ENG 101** English Composition I 3
- **LEG 135** Introduction to Law and Ethics 3
- **LEG 201** Civil Litigation I 3
- **SPC 205** Public Speaking 3
  or
- **SPC 209** Interpersonal Communication 3

**Total 15**

### Second Semester – Spring
- **ENG 102** English Composition II 3
- **LEG 120** Torts 3
- **LEG 132** Legal Bibliography 3
- **ELE HIS** Select three credit hours from History Electives 3
- **ELE SSC** Select three credit hours from Behavioral/Social Sciences Electives on page B-3 3

**Total 15**

### Third Semester – Summer
- **BUS 121** Business Law I 3
- **LEG 213** Family Law 3
- **LEG 240** Claims Investigation 3

**Total 9**

### Fourth Semester – Fall
- **LEG 214** Property Law 3
- **LEG 233** Wills, Trusts and Probate 3
- **LEG 242** Law Practice Workshop 3
- **MAT 109** College Algebra with Modeling 3
  or
- **MAT 110** College Algebra 3
  or
- **MAT 120** Probability and Statistics 3
  or
- **MAT 155** Contemporary Mathematics 3
- **ELE LEG** Select three credit hours from Paralegal Electives 3

**Total 15**

### Fifth Semester – Spring
- **CPT 179** Microcomputer Word Processing 3
- **LEG 230** Legal Writing 3
- **CRJ 115** Criminal Law I 3
  or
- **CRJ 210** Criminal Law II 3
- **ELE LEG** Select three credit hours from Paralegal Electives 3
- **CRJ 101** Introduction to Criminal Justice 3

**Total 15**

### History Electives
- **HIS 101** Western Civilization to 1689 3
- **HIS 102** Western Civilization Post 1689 3
- **HIS 104** World History I 3
- **HIS 105** World History II 3
- **HIS 201** American History: Discovery to 1877 3
- **HIS 202** American History: 1877 to Present 3

### Paralegal Electives
- Students may select any three-hour college-level course in the Catalog except ENG 150, COL 103 and any course labeled nondegree credit in the course descriptions.

**Strongly Recommended:** CPT 174, CPT 172, CRJ 115, CRJ 120, CRJ 210, CRJ 220, CRJ 236, LEG 244

*May be taken in Fall or Spring of second year, but not prior to that time*

**Students may elect to take CRJ 115 or LEG 234. LEG 234 is offered only in Spring Semester. Students are not required to take both courses; they should discuss the choice with their advisors.**

Students transferring credits into the Paralegal programs may only transfer five courses for LEG prefix course credit.

### Paralegal Program Objectives

#### Program Objectives
- Explain role of paralegal in law office, identify employment opportunities, prepare resumes and apply effective interview techniques.
- Discuss the S.C. Rules of Professional Conduct and explain their application to lawyers and paralegals.
- Locate, read and analyze constitutional law, statutory law, case law, administrative agency regulations and secondary source materials related to given factual situations.
- Research and prepare legal memoranda and properly cite law used according to the citation rules contained in a Uniform System of Citation.
- Discuss and apply the S.C. Rules of Civil Procedure and describe jurisdiction of state and federal courts.
Law-Related Studies

- Discuss legal issues related to real property, analyze documents for the conveyance and encumbrance of real property for validity and proper form and prepare loan closing documents.
- Apply legal principles involved in tort actions and investigate claims by gathering evidence, preparing discovery documents and interviewing witnesses.
- Apply legal principles related to domestic relations issues and prepare appropriate pleadings and documents.
- Prepare a simple will, analyze various types of trusts and apply legal principles, and prepare forms relative to administration of testate and intestate estates.
- Discuss legal principles governing formation, performance and breach of contracts, as well as appropriate remedies for breach.
- Apply legal principles and skills learned in classroom setting in law office internship or comprehensive research project.

UNAUTHORIZED PRACTICE OF LAW (UPL)
STATEMENT: PARALEGALS ARE NOT AUTHORIZED TO PRACTICE LAW IN SOUTH CAROLINA

No person may either practice law or solicit the legal cause of another person or entity in this State unless he is enrolled as a member of the South Carolina Bar pursuant to applicable court rules, or otherwise authorized to perform prescribed legal activities by action of the Supreme Court of South Carolina. The type of conduct that is the subject of any charge filed pursuant to this section must have been defined as the unauthorized practice of law by the Supreme Court of South Carolina prior to any charge being filed. A person who violates this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

Criminal Justice: Corrections

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
This certificate prepares students for positions in detention facilities, local jails, state prisons, juvenile facilities, and probation and parole agencies as support staff to agents where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses

First Semester – Fall

***CRJ 101 Introduction to Criminal Justice 3
CRJ 125 Criminology 3
CRJ 244 Probation, Pardon and Parole 3
Total 9

Second Semester – Spring

**CRJ 115 Criminal Law I 3
CRJ 140 Criminal Justice Report Writing 3
CRJ 220 Judicial Process 3
or
BUS 121 Business Law I 3
*CRJ 202 Criminalistics 3
Total 9-12

Third Semester – Summer

**CPT 101 Introduction to Computers 3
CRJ 222 Ethics in Criminal Justice 3
CRJ 242 Correctional Systems 3
*CRJ 230 Criminal Investigation I 3
Total 9-12

*Students may choose either CRJ 202 or CRJ 230. CRJ 230 is only offered in summer. Students are not required to take both CRJ 202 and CRJ 230 and should discuss this choice with their advisors.

**Course is offered every semester.

***Course is offered in Fall and Spring semesters.
Criminal Justice:
Law Enforcement

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
This certificate prepares students for law enforcement and security positions where a degree is not required to work as patrol officers, civilian support staff positions, communications officers, community service officers, private security officers and investigators.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall
***CRJ 101  Introduction to Criminal Justice 3
CRJ 125  Criminology 3
*CRJ 224  Police Community Relations 3
or
*CRJ 102  Introduction to Security 3
Total 9

Second Semester – Spring
CRJ 110  Police Patrol 3
CRJ 140  Criminal Justice Report Writing 3
CRJ 220  Judicial Process 3
or
BUS 121  Business Law I 3
*CRJ 202  Criminalistics 3
Total 9-12

Third Semester – Summer
**CPT 101  Introduction to Computers 3
**CRJ 115  Criminal Law I 3
CRJ 222  Ethics in Criminal Justice 3
*CRJ 202  Criminalistics 3
Total 9-12

*Students may take either CRJ 202 or CRJ 230. Students may take CRJ 102 or CRJ 224. However, students do not have to take all four courses.

**Course is offered every semester.

***Course is offered in Fall and Spring semesters.

Crime Scene Investigation

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
This certificate prepares students for entry-level positions in public and private agencies as crime scene investigators, forensic technicians, coroner’s investigators, and crime lab technicians where the degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall
*CRJ 101  Introduction to Criminal Justice 3
CRJ 125  Criminology 3
CRJ 235  Practical Crime Scene Investigations 3
CRJ 236  Criminal Evidence 3
Total 12

Second Semester – Spring
CRJ 140  Criminal Justice Report Writing 3
CRJ 202  Criminalistics 3
**CRJ 250  Criminal Justice Internship I 3
or
CRJ 233  Cyber Crime and the Law 3
Total 9

Third Semester – Summer
CPT 101  Introduction to Computers 3
CRJ 230  Criminal Investigation I 3
CRJ 243  Criminal Profiling 3
Total 9

*Offered in both Fall and Spring semesters

**Approval from advisor is required.

Emergency Management and Protection

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours
This certificate prepares students for positions in public agencies and private corporations as emergency planners, risk analysis officers, fire and safety inspectors and in insurance and regulatory agencies as investigators and loss prevention officers.
**Law-Related Studies**

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- CRJ 101 Introduction to Criminal Justice 3
- CPT 101 Introduction to Computers 3
- CRJ 224 Police Community Relations 3
**Total 9**

**Second Semester – Spring**
- CRJ 232 White Collar Crimes 3
- BUS 121 Business Law I 3
- CRJ 233 Cyber Crimes 3
- or
- CRJ 250 Internship 3
- CRJ 212 Protection Management 3
- CRJ 239 Homeland Security and Terrorism 3
**Total 12**

**Third Semester – Summer**
- CRJ 218 Crisis Intervention 3
- CRJ 140 CRJ Report Writing 3
- CRJ 102 Introduction to Private Security 3
**Total 9**

**Paralegal**

**Certificate in Applied Science**

**Credit Requirements: 36 Semester Credit Hours**

The Paralegal certificate program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law.

To be admitted to the Paralegal certificate program, a student must have completed 33 semester hours or 49.5 quarter hours of college credit at a C or better from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. See advisor for further details. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor’s approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. Seating is limited, so early registration is recommended. See your faculty advisor prior to registration.

For course sequences for Spring and Summer Semester starts, students should see their advisors.

**Recommended Sequence of Courses**

**First Semester – Fall**
- LEG 135 Introduction to Law and Ethics 3
- LEG 201 Civil Litigation I 3
- LEG 214 Property Law 3
**Total 9**

**Second Semester – Spring**
- LEG 120 Torts 3
- LEG 132 Legal Bibliography 3
- LEG 230 Legal Writing 3
- *LEG 234 Title Examination Procedures I 3
**Total 9-12**

**Third Semester – Summer**
- BUS 121 Business Law I 3
- LEG 213 Family Law 3
- LEG 240 Claims Investigation 3
**Total 9**

**Fourth Semester – Fall**
- *CRJ 115 Criminal Law I 3
- LEG 233 Wills, Trusts and Probate 3
- LEG 242 Law Practice Workshop 3
**Total 6-9**

*Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.

Note: Students transferring credits into the Paralegal programs may only transfer five courses for LEG prefix course credit.
Overview

The Learning Center (920/211) provides instruction in developmental studies English, reading, math and critical reading (RDG 100) and offers academic support and tutoring through Learning Assistance. It also offers IDS 101 Human Thought and Learning and courses in English as a Second Language. All of these components provide services that enable students to be successful in college courses and to meet their academic goals.

General Information

The purpose of developmental studies courses is to assist students in acquiring the skills and knowledge necessary for their success in curriculum courses. Many students who wish to continue their education beyond the high school level lack essential competencies in reading, writing and mathematics. Courses in developmental studies are designed to remove deficiencies and 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 needs to 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, MAT and RDG developmental studies courses 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 includes computer tutorials, guided instruction, self-paced lessons using a variety of media (including Internet resources), and small group and 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. Faculty in The Learning Center will provide assistance and opportunities to help students develop the computer literacy skills needed in most of the developmental studies courses.

Students in developmental studies courses will also use college-provided e-mail accounts to access course information, communicate with instructors, and find out information about financial aid and other college services. Grades are posted on the college’s Web site rather than mailed, so knowing how to use your college e-mail account and TTC Express is very important.

Some developmental courses are also offered in online format. Before you enroll in a distance-learning option, you should discuss your situation with your advisor. Not everyone has the discipline to be successful in a distance-education environment. Moreover, to enroll in an online course, students need appropriate computer hardware, access to the Internet, a good knowledge of how to use features of interactive desktops and a definite plan of when they will complete assignments. Students in online courses have to submit course work and complete tests by specified deadlines, so it is important to have a plan before you enroll in a course in which you must manage your own learning time.

Some students enrolled in developmental studies RDG 032 and RDG 100 may be assigned two advisors: a Learning Center advisor and an advisor in their chosen program of study. The academic deans have determined which programs require two advisors for students in RDG 032 and RDG 100. Those students with two advisors must meet with the developmental studies advisor until they totally exit from the reading course (RDG 032 and/or RDG 100). Students who have completed new student orientation will be able to view their advisors’ names on the Student Profile screen in TTC Express. It is your responsibility to visit an Orientation Center on any campus and then contact and meet with your advisor to plan your academic program.

Students enrolled in developmental studies courses are also encouraged to enroll in COL 103 College Skills to discover strategies that will facilitate success in all college courses. Another option is to take IDS 101 Human Thought and Learning, a course that includes topics such as information processing, problem solving, memory and cognitive awareness. Students who need to develop study skills may choose to enroll in a one-credit hour course, COL 104 Study Skills.

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 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 in The Learning Center (920/211). Learning Assistance helps students succeed in their course work. The center provides one-to-one tutoring, videos, computer tutorials, reference materials, worksheets, informational handouts, and small group workshops to supplement learning needs in English, mathematics, physical and biological sciences, and some other subjects. Tutors in The Writing Center and in The Math and Science Center are available to help students practice and master the skills learned in the classroom. Learning Assistance can also assist with calculator and computer use, including orientation to TTC Express and college e-mail accounts. Students have access to computers for writing papers and using the Internet. Appointments for individual tutoring may be scheduled through the reception desk. Students should also check for schedules of small group workshop sessions offered each semester.

Whether a student needs help with developmental English or with writing a research paper, with basic arithmetic or with calculus, with English as a Second Language or problem solving on a graphing calculator, Learning Assistance has resources available. Students should contact The Learning Center on Main Campus at 843.574.6409, on Palmer Campus at 843.722.5516 or on Berkeley Campus at 843.899.8079 for additional information or to schedule an appointment for assistance. Tutoring and resources in Learning Assistance are provided free of charge to TTC students.
Nursing

Overview

TTC’s Division of Nursing offers a curriculum with multiple entry and exit points with options for students to earn a certificate, diploma and associate degree. The Nursing curriculum incorporates course requirements for all Nursing programs into three levels. The sequential program levels prepare students for progressive roles of nursing practice: the nursing assistant, the practical nurse and the registered nurse. Students may successfully complete requirements for each program level and exit, or progress, to the next level. Requirements for each program level of the curriculum are progressive and must be met before entering courses in the next program level.

All qualified students may enter the first program level, the Nursing Assistant certificate. Students who successfully complete the course requirements of the first program level (Nursing Assistant) may exit with the Certificate in Applied Science or meet the progression requirements for the next program level and continue in the curriculum. Students who successfully complete the requirements for the second program level (Practical Nursing) may exit with a Diploma in Applied Science or meet the progression requirements for the third program level and continue in the curriculum. Students who successfully complete the required courses of the third program level (Associate Degree Nursing) exit with an Associate in Applied Science degree.

Qualified students who are Certified Nursing Assistants may enter the second program level of the curriculum and follow the CNA-to-PN Option. Students successfully completing the CNA-to-PN Option may exit with a Diploma in Applied Science or meet the progression requirements for the third program level and continue in the curriculum. Qualified students who are Licensed Practical Nurses may enter the third program level of the curriculum and follow the LPN-to-ADN Option. The LPN students who successfully complete the third and final program level exit with an Associate in Applied Science degree.

The Nursing curriculum combines general education courses and clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice to assure students obtain the most current knowledge and high-level skills available in the nursing profession.

General Information

TTC’s Associate Degree and Practical Nursing programs are accredited by the National League for Nursing Accrediting Commission (NLNAC, 3343 Peachtree Rd., NE, Suite 500, Atlanta, GA, 30326, 800.669.1656) and approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing (P.O. Box 12367, Columbia, SC 29211, 803.896.4550). The Nursing Assistant program is approved by the Department of Health and Human Services. All clinical Nursing courses are FastForward sessions. Professional courses for the Associate Degree Nursing level are offered in sequence and require two years for completion with the exception of the Accelerated Option. Professional courses for the Practical Nursing level are offered in sequence and require three-and-a-half semesters for completion. The course for the Nursing Assistant level requires one-half semester for completion.

Prior to beginning clinical experiences in the Nursing programs, students must have current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination, and all required immunizations (see information in Open Advising Session) and tests. In these programs students are required to purchase uniforms, laboratory supplies and other course materials. Since students will be assigned to clinical sites off campus, they must have reliable transportation. In order to be in compliance with affiliation agreements between Trident Technical College and clinical facilities, all students entering Nursing programs are required to have a completed drug screen and criminal background check within six months prior to starting the Nursing program. Background checks for students will include, at a minimum, the following:

- Social Security number verification
- Criminal search
- Employment verification to include reason for separation and eligibility for re-employment
- Violent Sexual Offender and Predator Registry search
- HHS/OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control, List of Specially Designated Nationals
- Applicable State Exclusion List
Nursing

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 screens and criminal background check will be made available to the dean, who will forward any adverse findings to the clinical agency.

The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student be disqualified from clinical practice in a clinical agency, the student must meet with the dean to review potential options. To be eligible for graduation, the student must be able to complete all clinical rotations.

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 requirement for the nursing program are subject to change. Students should visit www.tridenttech.edu/nursing.htm at the beginning of each semester for changes in admission requirements.

Cancellation Policy

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

Admission to the Nursing Programs

In order to apply for admission to the Nursing programs, students must first be accepted to TTC. Please note that admission to TTC does not guarantee admission to the Nursing programs.

Students are admitted to the Nursing programs on a first-qualified, first-admitted basis to the next-available space. Dates for the next-available spaces in the Nursing programs are posted on the Nursing Web page at www.tridenttech.edu/nursing.htm.

All students applying to Nursing programs must meet the General Nursing Program Admission Requirements and the Program Specific Admission Requirements.

General Nursing Admission Requirement

1. Complete the online Open Advising Session. This should be done first since all program requirements are reviewed in this session. The online Open Advising Session is available at www.tridenttech.edu/nursing.htm. Click on the red box on the right.
2. Submit official transcripts from all post-secondary institutions previously attended. Students who have had a cumulative GPA of less than 2.0 for courses taken during the last five years must complete 10 semester hours with a minimum grade of C or better in each course, and a minimum cumulative GPA of 2.0. At least one of these courses must be a required laboratory science. Laboratory sciences must be taken within five years of the entry date to the program.
3. Meet the Program Specific Admission Requirements identified under each program.

Application Process

Students who meet all admission requirements are to follow the steps listed below to apply to the Nursing program.

1. Submit the following three documents together:
   a. Completed Nursing Application specifying your program of choice
   b. Completed Statement of Completion form confirming that you have met all admission requirements
   c. An Open Advising Session Verification form certifying completion of an Open Advising Session

   Important note: Students admitted to the CNA-PN/ADN programs or the LPN-ADN program must submit these five documents together:
   a. Completed Nursing Application specifying your program of choice
   b. Completed Statement of Completion form confirming that you have met all admission requirements
   c. An Open Advising Session Verification form certifying completion of an Open Advising Session
   d. Verification of the work requirement as CNA or LPN
   e. A copy of SC CNA Certification or SC LPN License

2. Submit the three documents listed in number one either in person or by certified mail to:
Trident Technical College
Admissions Office
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067)
Charleston, SC 29423-8067

3. Return the form accepting your seat in the Nursing program either in person or by certified mail to the address in number 2 by the deadline and pay the $100 seat reservation fee to the Business Office.

**Additional Requirements**

Prior to enrolling in the first clinical nursing course, all students must:

1. Have a minimum cumulative GPA of 2.0 for courses taken at TTC and NOT be on academic or disciplinary suspension at the time of admission and date of entry into the program.

2. Show evidence of a criminal background check and drug screen completed within six months prior to starting the Nursing program. Only criminal background checks and drug screens that are conducted through the agency designated by the college will be accepted.

*Important Note:* Instructions for obtaining criminal background checks and drug screens will be given to students the semester before the date of entry to the Nursing program. Students will be assessed a processing fee.

*Important Note:* Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current South Carolina licensure as a practical nurse prior to progressing to the ADN program.

*Reminder:* Prerequisites for clinical courses may change based on clinical affiliation agreement requirements. Students are responsible for meeting all prerequisites to clinical courses throughout the program.

**Falsification of any information submitted will make a student ineligible for admission to or continuation in the Nursing program.**
include: Hepatitis B, rubella, rubeola, varicella and tetanus.

Additionally, students selected for Merit Placement must attend both of the mandatory meetings scheduled for the class they are entering. Dates and times will be announced.

Students who have questions or need additional information can use their official TTC e-mail accounts to e-mail their advisors. Advisor names and contact information are listed under My Profile in TTC Express.

Transfer to Specific Programs

Students seeking admission to a Nursing program at TTC who have been enrolled in (and not completed) another Nursing program must complete the following requirements to be considered for admission:

1. Meet the college’s admission requirements.
2. Meet the Nursing program’s admission requirements.
3. Submit a letter from the dean or director of the former nursing program that addresses the student’s
   a. theoretical standing
   b. clinical standing
   c. eligibility for readmission to that program

NOTE: Only students who have no more than one unsuccessful attempt (W, D, F or U) in a clinical nursing course are considered for admission.

4. Meet the college’s requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for nursing courses taken within the last two years by submitting a written request to the department head.

Course Sequence and Progression

To progress in the program, the student must achieve a minimum grade of C in all Nursing and non-nursing prerequisite and corequisite 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.

Repeat Policy and Termination

Nursing Assistant students may have no more than one unsuccessful attempt in Basic Nursing Skills (NUR 102). Practical Nursing and Associate Degree Nursing students may have no more than two unsuccessful attempts in clinical nursing courses. LPN-ADN students may have no more than one unsuccessful attempt in clinical nursing courses. Students enrolled in the following non-clinical courses may have no more than three unsuccessful attempts: Health Calculations (AHS 126), Health Calculations II (AHS 129), Transitional Nursing (NUR 201) and Pharmacology for Nurses (NUR 105). An unsuccessful attempt is defined as receiving a W, D, F or U.

Readmission

Students enrolled in any Nursing program who do not progress in the curriculum sequence for any reason (academic or personal) must seek readmission to progress to another clinical course. Readmission is not automatic. Criteria for readmission are outlined in the Student Nurses Handbook.

Graduation Requirements

All general education requirements must be completed prior to or during the final semester to ensure eligibility to take the National Council Licensure Examination (NCLEX) upon graduation. Prior to graduation, students are required to demonstrate attainment of stated program competencies.

Programs of Study

Associate Degree Programs
Nursing (ADN)
Nursing (ADN) Accelerated Option
Nursing (ADN) – CNA to ADN Option
Nursing (ADN) – LPN to ADN Option

Diploma Programs
Practical Nursing
Practical Nursing – CNA to PN Option

Certificate Programs
Nursing Assistant
Pre-Nursing
Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Fall Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students may re-test every six months.
   OR
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

Recommended Sequence of Courses

First Semester – Fall
- BIO 210 Anatomy and Physiology I 4
- ENG 101 English Composition I 3
- NUR 102 Basic Nursing Care Skills 4
- NUR 104 Nursing Care Management I 4
- NUR 105 Pharmacology for Nurses 1
- PSY 201 General Psychology 3

Total 19

Second Semester – Spring
- BIO 211 Anatomy and Physiology II 4
- NUR 158 Health Promotion for Families I 4
- NUR 159 Nursing Care Management II 6
- PSY 203 Human Growth and Development 3

Total 17

Third Semester – Summer
- CPT 101 Introduction to Computers 3
- +NUR 206 Clinical Skills Application 2

Total 5

Fourth Semester – Fall
- BIO 225 Microbiology 4
- NUR 207 Mental Health Promotion 4
  or
- NUR 208 Health Promotion for Families II 4
- NUR 209 Nursing Care Management III 5

Total 13

Fifth Semester – Spring
- MAT 110 College Algebra 3
  or
- MAT 120 Probability and Statistics 3
- NUR 207 Mental Health Promotion 4
  or
- NUR 208 Health Promotion for Families II 4
- NUR 219 Nursing Management and Leadership 4
- *THE 101 Introduction to Theater 3

Total 14

*Requirement may be met through co-op enrollment (CWE 112) or international clinical experience NUR 246.
*This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209).
Nursing

Nursing (ADN)

Associate in Applied Science

Credit Requirements: 68 Semester Credit Hours

Students entering Spring Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students may re-test every six months.
   OR
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

<table>
<thead>
<tr>
<th>Recommended Sequence of Courses</th>
<th>First Semester – Spring</th>
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<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>NUR 102</td>
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<td>Nursing Care Management I</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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<table>
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<td>BIO 211</td>
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<td>PSY 203</td>
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<td>NUR 208</td>
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<td>NUR 219</td>
</tr>
<tr>
<td>*THE 101</td>
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</table>

   +Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

   *This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives on page B-3.
Nursing (ADN)

Associate in Applied Science
Accelerated Option
Credit Requirements: 68 Semester Credit Hours

Students entering Summer Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

In the Accelerated Option clinical nursing courses can be completed in 15 months after the non-nursing courses have been completed in the first two semesters. Students in this option must have no work obligations while enrolled in clinical nursing courses.

Note: The first Fall and Spring semesters include non-nursing courses only. For this option these courses are prerequisites for Basic Nursing Care Skills (NUR 102) and must be completed prior to submitting an application.

For the Accelerated Option, lab science courses must be within five years of date of admissions as well as date of entry and cannot be taken while student is enrolled in the program.

Note: Students who have been required to take developmental studies or bridge courses are not eligible for this option.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following two admission options:
   a. Hold a baccalaureate or higher degree with a minimum GPA of 3.5 from a regionally accredited school.
   OR
   b. Achieve a composite score equivalent to the 80th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students may re-test every six months.

2. Complete all of the required non-nursing courses on the first attempt with a grade of C or better in each course and a minimum cumulative GPA of 3.25 and a GPA of 3.0 in the three required lab sciences.

   BIO 210   Anatomy and Physiology I (lab science)
   BIO 211   Anatomy and Physiology II (lab science)
   BIO 225   Microbiology (lab science)
   CPT 101   Introduction to Computers
   ENG 101   English Composition I
   MAT 120   Probability and Statistics or
   MAT 110   College Algebra
   PSY 201   General Psychology
   PSY 203   Human Growth and Development
   THE 101   Introduction to Theater

Readmission to a Program Level (Accelerated)

Students who receive a grade of W, D, U or F in a clinical nursing course must seek readmission to the program to repeat the course or progress to another clinical course. Readmission to the program is not automatic. Note: Students in the accelerated option who receive a grade of W, D, U or F must seek readmission into the generic option. Criteria for readmission are stated in the Student Nurses Handbook.

Recommended Sequence of Courses

First Term – Summer

*NUR 102   Basic Nursing Care Skills   4
*NUR 105   Pharmacology for Nurses   1
*NUR 104   Nursing Care Management I   4

Total 9

Second Semester – Fall

**NUR 159   Nursing Care Management II   6
**NUR 158   Health Promotion for Families I   4
NUR 206   Clinical Skills Application   2

Total 12

Third Semester – Spring

*NUR 209   Nursing Care Management III   5
*NUR 208   Health Promotion for Families II   4
*NUR 207   Mental Health Promotion   4

Total 13
Nursing

Fourth Term – Summer
NUR 219 Nursing Management and Leadership 4
Total 4

*Courses taught in four-and-a-half weeks. Weekly contact hours will triple for class and lab.
**Courses taught in seven weeks. Weekly contact hours will double for class and lab.

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 68 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Associate Degree Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students may re-test every six months.
   OR
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

AND
2. Provide proof of current South Carolina certification as a nursing assistant. Submit with application.
3. CNAs from another nursing program or who have been out of TTC’s Nursing Assistant program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Recommended Sequence of Courses

First Semester – Fall
BIO 210 Anatomy and Physiology I 4
ENG 101 English Composition I 3
*NUR 104 Nursing Care Management I 4
NUR 105 Pharmacology for Nurses 1
PSY 201 General Psychology 3
Total 15

Second Semester – Spring
BIO 211 Anatomy and Physiology II 4
NUR 158 Health Promotion for Families I 4
NUR 159 Nursing Care Management II 6
PSY 203 Human Growth and Development 3
Total 17

Third Semester – Summer
CPT 101 Introduction to Computers 3
+NUR 206 Clinical Skills Application 2
Total 5

Fourth Semester – Fall
BIO 225 Microbiology 4
NUR 207 Mental Health Promotion 4
or
NUR 208 Health Promotion for Families II 4
NUR 209 Nursing Care Management III 5
Total 13

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### Nursing (ADN)

**Associate in Applied Science**  
**CNA to ADN Option Career Path**

**Credit Requirements:** 68 Semester Credit Hours

**Students entering Spring Semester**

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Associate Degree Nursing admission requirements.

**Admission Requirements**

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

**Program-Specific Admission Requirements**

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students may re-test every six months.

**OR**

c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

**AND**

2. Provide proof of current South Carolina certification as a Nursing Assistant. Submit with application.

3. CNAs from another nursing program or who have been out of TTC’s Nursing Assistant program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

#### Recommended Sequence of Courses

**First Semester – Spring**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIO 210</td>
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<td>ENG 101</td>
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<tr>
<td>*NUR 104</td>
<td>Nursing Care Management I</td>
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<tr>
<td>NUR 105</td>
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<td>PSY 201</td>
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**Total 15**

**Second Semester – Summer**

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<td>+NUR 206</td>
<td>Clinical Skills Application</td>
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<td>PSY 203</td>
<td>Human Growth and Development</td>
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**Total 9**

**Third Semester – Fall**

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<th>Course</th>
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</tr>
<tr>
<td>NUR 158</td>
<td>Health Promotion for Families I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 159</td>
<td>Nursing Care Management II</td>
<td>6</td>
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</table>

**Total 13**
Nursing

Fourth Semester – Spring
BIO 225 Microbiology 4
NUR 207 Mental Health Promotion 4
or
NUR 208 Health Promotion for Families II 4
NUR 209 Nursing Care Management III 5
Total 13

Fifth Semester – Fall
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
NUR 207 Mental Health Promotion 4
or
NUR 208 Health Promotion for Families II 4
NUR 219 Nursing Management and Leadership 4
**THE 101 Introduction to Theater 3
Total 14

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).
*Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
**This course requirement can be met by taking both a Humanities Elective and either SPC 205 Public Speaking or SPC 209 Interpersonal Communication. See Humanities Electives on page B-3.

Nursing (ADN)
Associate in Applied Science
LPN to ADN Option Career Path
Credit Requirements: 71 Semester Credit Hours
Students entering Fall Semester

Applicants who are Licensed Practical Nurses from another program or who have been out of TTC’s PN program two or more years are eligible to be considered for admission to the LPN-to-ADN Option. Students in this option will be required to complete a transition course with a grade of C or better before entering the third program level Nursing courses.

Note: Spring Semester includes non-nursing courses only. These courses are prerequisites for Transition Nursing (NUR 201) and must be completed prior to enrolling in NUR 201.

If you have completed these non-nursing courses, you may enroll in NUR 201 entering Fall, which is the third semester.

Applicants who have graduated from TTC’s PN program less than two years before application must meet Associate Degree Nursing Admission Requirements. These students are not required to take the transition course.

Admission Requirements
In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements
1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students may retest every six months.
   OR
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

AND
2. Achieve the required minimum score on the PN Comprehensive Predictor (equivalent to 97 percent predicted probability of passing the NCLEX-PN on the first attempt). Applicants will have two attempts to achieve this score and must wait 60 days between attempts. To make arrangements for testing, use your official TTC e-mail account to contact your Nursing advisor. Advisor names and contact information are listed under My Profile in TTC Express. If you do not have a Nursing advisor, please contact the Orientation Center at 843.574.6436.
3. Provide proof of graduation from a practical nursing program by submitting official transcripts.

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5. LPNs from another program or who have been out of TTC’s PN program for two years or more must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment as a LPN providing direct patient care to adult medical/surgical patients in a hospital or nursing home within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experience must include demonstrated competencies required by the program.

Recommended Sequence of Courses

First Semester – Spring
- BIO 210 Anatomy and Physiology I 4
- CPT 101 Introduction to Computers 3
- ENG 101 English Composition I 3
- PSY 201 General Psychology 3
Total 13

Second Semester – Summer
- BIO 211 Anatomy and Physiology II 4
- PSY 203 Human Growth and Development 3
Total 7

Third Semester – Fall
- BIO 225 Microbiology 4
- NUR 201 Transition Nursing 3
Total 7

Fourth Semester – Spring
- MAT 110 College Algebra 3
OR
- MAT 120 Probability and Statistics 3
- NUR 207 Mental Health Promotion 4
- *NUR 208 Health Promotion for Families II 4
- **THE 101 Introduction to Theater 3
Total 14

Fifth Semester – Summer
- NUR 219 Nursing Management and Leadership 4

*Automatic credit for courses in the Practical Nursing program will be awarded after successful completion of the first clinical nursing course.

**This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives on page B-3.

Practical Nursing

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours

Students entering Fall Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students may re-test every six months.

   OR
Nursing

c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

Important Note:
Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

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<thead>
<tr>
<th>First Semester – Fall</th>
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<tbody>
<tr>
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<td>ENG 101 English Composition I</td>
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<td>PSY 201 General Psychology</td>
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<td>BIO 211 Anatomy and Physiology II</td>
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<td>PSY 203 Human Growth and Development</td>
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+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

Practical Nursing

Diploma in Applied Science
Credit Requirements: 46 Semester Credit Hours
Students entering Spring Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   **OR**
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students may re-test every six months.
   **OR**
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

For updated catalog, visit www.tridenttech.edu.
Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Basic Nursing Care Skills</td>
<td>4</td>
</tr>
<tr>
<td>NUR 104</td>
<td>Nursing Care Management I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 105</td>
<td>Pharmacology for Nurses</td>
<td>1</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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Second Semester – Summer

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<thead>
<tr>
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<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+NUR 206</td>
<td>Clinical Skills Application</td>
<td>2</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
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Third Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>NUR 158</td>
<td>Health Promotion for Families I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 159</td>
<td>Nursing Care Management II</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
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Fourth Semester – Spring

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUR 209</td>
<td>Nursing Care Management III</td>
<td>5</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
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</tbody>
</table>

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 46 Semester Credit Hours

Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   
   **OR**
   
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students may re-test every six months.
   
   **OR**
   
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

2. Provide proof of current South Carolina certification as a Nursing Assistant. Submit with application.

3. CNAs from another nursing program or who have been out of TTC’s Nursing Assistant program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C.
Nursing

licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

First Semester – Fall
BIO 210 Anatomy and Physiology I 4
ENG 101 English Composition I 3
*NUR 104 Nursing Care Management I 4
NUR 105 Pharmacology for Nurses 1
PSY 201 General Psychology 3
Total 15

Second Semester – Spring
BIO 211 Anatomy and Physiology II 4
NUR 158 Health Promotion for Families I 4
NUR 159 Nursing Care Management II 6
PSY 203 Human Growth and Development 3
Total 17

Third Semester – Summer
CPT 101 Introduction to Computers 3
+NUR 206 Clinical Skills Application 2
Total 5

Fourth Semester – Fall
NUR 209 Nursing Care Management III 5
Total 5

+Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

*Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.

Practical Nursing

Diploma in Applied Science
CNA to PN Option Career Path
Credit Requirements: 46 Semester Credit Hours
Students entering Spring Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students may re-test every six months.
   OR
   c. Complete the Pre-Nursing Certificate with a minimum GPA for the Certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing Certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C.

AND

4. Provide proof of current South Carolina certification as a Nursing Assistant. Submit with application.
5. CNAs from another nursing program or who have been out of TTC’s Nursing Assistant program for two or more years must provide proof (letter from employer) of a minimum of 960 hours (equivalent to six months full-time) employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a CNA within three years prior to admission to the program. Submit letter from the employer with application. Employment through an agency does not meet this requirement. Work experiences must include demonstrated competencies required by the program.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current S.C. licensure as a Practical Nurse prior to progressing to the ADN program.
Recommended Sequence of Courses

First Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>*NUR 104</td>
<td>Nursing Care Management I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 105</td>
<td>Pharmacology for Nurses</td>
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<td>PSY 201</td>
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Second Semester – Summer

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<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>+NUR 206</td>
<td>Clinical Skills Application</td>
<td>2</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
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<td></td>
<td><strong>Total</strong></td>
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Third Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>NUR 158</td>
<td>Health Promotion for Families I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 159</td>
<td>Nursing Care Management II</td>
<td>6</td>
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<td></td>
<td><strong>Total</strong></td>
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</table>

Fourth Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NUR 209</td>
<td>Nursing Care Management III</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

*Requirement may be met through co-op enrollment (CWE 112) or international clinical experience (NUR 246).

*Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.

Nursing Assistant

Certificate in Applied Science

Credit Requirements: 8 Semester Credit Hours

The Nursing Assistant program is a curriculum program that offers eight hours of college credit. It prepares students to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Nurse or a Licensed Practical Nurse. Graduates of the Nursing Assistant program are eligible to take the Nurse Aide Certification exam administered by the Department of Health and Human Services (DHHS). Upon satisfactory completion of the exam, graduates are Certified Nursing Assistants. Nursing Assistants work in hospitals, nursing homes and home health agencies.

The curriculum incorporates classroom instruction, laboratory simulation and clinical practice.

Prior to beginning clinical training, students must have a current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination and all required immunizations/testing.

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following two admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75.
   OR
   b. Achieve the required minimum scores on the COMPASS (READ-86; WRTG-75).
   OR
   c. Complete General Psychology (PSY 201) with a minimum grade of B and Cardiopulmonary Resuscitation (AHS 106) with a minimum grade of Satisfactory Complete (SC).

Important Note:

Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current certification as a Nursing Assistant prior to progressing to the PN or ADN programs.

Recommended Sequence of Courses

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 106</td>
<td>Cardiopulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>NUR 102</td>
<td>Basic Nursing Care Skills</td>
<td>4</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>
Nursing

Pre-Nursing Certificate

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

The Pre-Nursing Certificate is a curriculum program, which offers 26 hours of college credit. Pending admission to one of the Nursing programs, students may complete the certificate program. While completion of this certificate may not be an admission requirement, it will provide the student with skills and knowledge prior to entering one of the Nursing programs.

The curriculum incorporates classroom and laboratory instruction. Students interested in the Pre-Nursing Certificate program should complete the online Open Advising Session by visiting TTC’s Web site.

Recommended Sequence of Courses

First Semester
BIO 210 Anatomy and Physiology I 4
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
PSY 201 General Psychology 3

Total 13

Second Semester
BIO 211 Anatomy and Physiology II 4
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
PSY 203 Human Growth and Development 3
**THE 101 Introduction to Theater 3

Total 13

**This course requirement can be met by taking both a Humanities elective and either Public Speaking (SPC 205) or Interpersonal Communication (SPC 209). See Humanities Electives on page B-3.

Note: Completion of the Pre-Nursing Certificate alone does not meet the pre-nursing certificate option for admission to the Nursing program. Students using the Pre-Nursing Certificate as their admission option must complete all courses in the Pre-Nursing Certificate with a grade of C or better and minimum cumulative GPA of 2.75. No more than four of the eight required courses required for the Pre-Nursing Certificate may be repeated to meet this admission option.
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.

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 Program
Associate in Science

Associate in Science
Credit Requirements: 60 Semester Credit Hours

Program Credit Requirements

The Associate in Science degree is designed for students planning to transfer to four-year programs and for students who wish to broaden their general knowledge. The degree stresses mathematics and natural and physical sciences.

Recommended Sequence of Courses

I. General Education Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>ENG 102</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>or</td>
<td>MAT 112</td>
<td>Precalculus</td>
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<tr>
<td>or</td>
<td>MAT 120</td>
<td>Probability and Statistics</td>
</tr>
<tr>
<td>or</td>
<td>MAT 140</td>
<td>Analytic Geometry and Calculus I</td>
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<tr>
<td>or</td>
<td>PSY 201</td>
<td>General Psychology</td>
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<tr>
<td>or</td>
<td>ECO 210</td>
<td>Macroeconomics</td>
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<tr>
<td>or</td>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>or</td>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>or</td>
<td>THE 101</td>
<td>Introduction to Theater</td>
</tr>
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### Science and Mathematics

#### II. Math/Lab Science Requirements

(Must include another math course and at least one lab science course.)

Select 21 semester credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>AST 101</td>
<td>Solar System Astronomy</td>
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<tr>
<td>AST 102</td>
<td>Stellar Astronomy</td>
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<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
<td>4</td>
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<tr>
<td>BIO 102</td>
<td>Biological Science II</td>
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<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIO 225</td>
<td>Microbiology</td>
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<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
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<td>CHM 111</td>
<td>College Chemistry II</td>
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<td>CHM 211</td>
<td>Organic Chemistry I</td>
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<td>CHM 212</td>
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<td>MAT 110</td>
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<td>MAT 111</td>
<td>College Trigonometry</td>
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<td>MAT 112</td>
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<td>MAT 120</td>
<td>Probability and Statistics</td>
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<td>MAT 132</td>
<td>Discrete Mathematics</td>
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<td>MAT 140</td>
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<td>MAT 141</td>
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<td>MAT 240</td>
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<tr>
<td>MAT 242</td>
<td>Differential Equations</td>
<td>4</td>
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<tr>
<td>PHY 201</td>
<td>Physics I</td>
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<td>PHY 202</td>
<td>Physics II</td>
<td>4</td>
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<tr>
<td>PHY 221</td>
<td>University Physics I</td>
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<td>PHY 222</td>
<td>University Physics II</td>
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<tr>
<td>PHY 223</td>
<td>University Physics III</td>
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#### III. Humanities, Languages and Social Science Requirements

Select nine semester credit hours from the following (must include at least one Humanities course):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Art History and Appreciation</td>
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</tr>
<tr>
<td>ART 107</td>
<td>History of Early Western Art</td>
<td>3</td>
</tr>
<tr>
<td>ART 108</td>
<td>History of Western Art</td>
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</tr>
<tr>
<td>ENG 203</td>
<td>American Literature Survey</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 206</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 208</td>
<td>World Literature I</td>
<td>3</td>
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<td>ENG 209</td>
<td>World Literature II</td>
<td>3</td>
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<td>ENG 214</td>
<td>Fiction</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
<td>3</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
<td>3</td>
</tr>
<tr>
<td>HIS 104</td>
<td>World History I</td>
<td>3</td>
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<tr>
<td>HIS 105</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 106</td>
<td>Introduction to African History</td>
<td>3</td>
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<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877</td>
<td>3</td>
</tr>
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<td>HIS 202</td>
<td>American History: 1877 to Present</td>
<td>3</td>
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<td>MUS 105</td>
<td>Music Appreciation</td>
<td>3</td>
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<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHI 110</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theater</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Languages/Social Sciences:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>General Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECO 211</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FRE 101</td>
<td>Elementary French I</td>
<td>4</td>
</tr>
<tr>
<td>FRE 102</td>
<td>Elementary French II</td>
<td>4</td>
</tr>
<tr>
<td>FRE 201</td>
<td>Intermediate French I</td>
<td>3</td>
</tr>
<tr>
<td>FRE 202</td>
<td>Intermediate French II</td>
<td>3</td>
</tr>
<tr>
<td>GER 101</td>
<td>Elementary German I</td>
<td>4</td>
</tr>
<tr>
<td>GER 102</td>
<td>Elementary German II</td>
<td>4</td>
</tr>
<tr>
<td>GER 201</td>
<td>Intermediate German I</td>
<td>3</td>
</tr>
<tr>
<td>GER 202</td>
<td>Intermediate German II</td>
<td>3</td>
</tr>
<tr>
<td>HIS 101</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>HIS 201</td>
<td>American History: Discovery to 1877</td>
<td>3</td>
</tr>
</tbody>
</table>

#### IV. Computing Requirement

(Select one from the following.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>EGR 270</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
</tbody>
</table>

#### V. Electives

Select 12 credits from the following courses:

(NOTE: Students may also select from courses in Mathematics and Lab Science requirements and Humanities, Languages and Social Sciences requirements above.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Ecology</td>
<td>3</td>
</tr>
<tr>
<td>BIO 206</td>
<td>Ecology Lab</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 121</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>CHM 201</td>
<td>Survey of Organic Chemistry</td>
<td>3</td>
</tr>
</tbody>
</table>

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### Associate in Science

**Credit Requirements: 60 Semester Credit Hours**

**Sample Degree Plan**

The Associate in Science program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor for the Associate in Science program. This degree plan may not be suited to your goal.

#### First Semester
- **English Composition I (ENG 101)** 3
- **General Psychology (PSY 201)** 3 **or**
- **Macroeconomics (ECO 210)** 3
- **Introduction to Computers (CPT 101)** 3
- **College Algebra (MAT 110)** 3
- **Lab Science** 4

#### Second Semester
- **English Composition II (ENG 102)** 3
- **College Trigonometry (MAT 111)** 3
- **Lab Science** 4
- **Languages/Social Science** 3
- ***Electives** 3

#### Third Semester
- **Math or Lab Science** 4
- **Math or Lab Science** 4
- **Humanities** 3
- ***Electives** 3

#### Fourth Semester
- **Communication (SPC 205, SPC 209 or THE 101)** 3
- **Humanities/Languages/Social Sciences** 3
- ***Electives** 4-6

Minimum semester credit hours required: 60

*Recommend additional math/lab science or humanities/languages/social sciences courses as electives*

All courses must be selected from the Associate in Science display.

Lighter semester loads may be accomplished by attending Summer Semester(s).
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 – Allied Health Sciences
AR – Aeronautical Studies
BT – Business Technology
CF – Community, Family and Child Studies
FV – Film, Media and Visual Arts
LC – The Learning Center
ET – Industrial and Engineering Technology
HS – Humanities and Social Sciences
CI – The Culinary Institute of Charleston
IT – Industrial and Engineering Technology
LR – Law-Related Studies
NU – Nursing
OR – Orientation Center
SM – Science and Mathematics

Prerequisites/Corequisites
Prerequisites are required before enrolling in a course; they will be identified following the course description. See your advisor for details. Corequisites are courses that must be taken at the same time and will be identified following the course description.
Most courses have additional prerequisite reading skills that can be demonstrated by test scores or transfer credit.

Course Schedule
Not all of the courses in the following list are taught each semester. On Course is published prior to each semester, showing the courses that will be offered. 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

ACC 001 Lec: Lab: Cred:
Indicates credit given for accounting course work transferred from another college for which there is no equivalent course at TTC.

ACC 100 Lec: 3 Lab: 0 Cred: 3 BT
Basic Accounting
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, trial balances and preparing financial statements for sole proprietorships. (Nondegree credit)
Prereq: MAT 032 or MAT 013 or appropriate test scores

ACC 101 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles I
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. This course is designed to include all aspects of financial accounting at the introductory level.
Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores and ACC 100 or advisor approval. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 102 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Principles II
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis.
Prereq: ACC 101 or ACC 111, CPT 101 or 102 or appropriate math test scores

ACC 111 Lec: 3 Lab: 0 Cred: 3 BT
Accounting Concepts
This course is the study of the principles of the basic accounting functions – collecting, recording, analyzing and reporting information.
Prereq: MAT 101 or MAT 152. Students who receive credit for ACC 111 may not receive credit for ACC 101.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Lec: Lab: Cred:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 112</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Organizational Accounting</strong>&lt;br&gt;This course is the study of financial accounting with specific emphasis on partnerships and the corporate form of organization.&lt;br&gt;<em>Prereq: ACC 111</em></td>
</tr>
<tr>
<td>ACC 124</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Individual Tax Procedures</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 101 or ACC 112</em></td>
</tr>
<tr>
<td>ACC 150</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Payroll Accounting</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 101 or ACC 111, CPT 101</em></td>
</tr>
<tr>
<td>ACC 201</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Intermediate Accounting I</strong>&lt;br&gt;This course explores fundamental processes of accounting theory, including the preparation of financial statements.&lt;br&gt;<em>Prereq: ACC 101 or ACC 112</em></td>
</tr>
<tr>
<td>ACC 202</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Intermediate Accounting II</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 201</em></td>
</tr>
<tr>
<td>ACC 203</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Intermediate Accounting III</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 202</em></td>
</tr>
<tr>
<td>ACC 221</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Corporate Taxation</strong>&lt;br&gt;This course is a study of federal tax regulations and procedures governing corporations, partnerships and special tax situations of individuals.&lt;br&gt;<em>Prereq: ACC 124, ACC 101 or ACC 112</em></td>
</tr>
<tr>
<td>ACC 226</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Tax Audit and Research</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 221</em></td>
</tr>
<tr>
<td>ACC 240</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Computerized Accounting</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 101 or ACC 111, CPT 101</em></td>
</tr>
<tr>
<td>ACC 245</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Accounting Applications</strong>&lt;br&gt;This course introduces microcomputer accounting using electronic spreadsheet software.&lt;br&gt;<em>Prereq: ACC 101 or ACC 111, CPT 101</em></td>
</tr>
<tr>
<td>ACC 260</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Auditing</strong>&lt;br&gt;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.&lt;br&gt;<em>Prereq: ACC 101 or ACC 112</em></td>
</tr>
<tr>
<td>ACC 265</td>
<td>3</td>
<td>Lec: 3 Lab: 0</td>
<td><strong>Not-for-Profit Accounting</strong>&lt;br&gt;This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.&lt;br&gt;<em>Prereq: ACC 102 or ACC 112</em></td>
</tr>
<tr>
<td>ACC 275</td>
<td>3</td>
<td>Lec:3 Lab:0</td>
<td><strong>Selected Topics in Accounting</strong>&lt;br&gt;This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.&lt;br&gt;<em>Prereq: ACC 202 and ACC 221</em></td>
</tr>
</tbody>
</table>

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Course Descriptions

ACM 101 Lec: 2 Lab: 0 Cred: 2 AR
General Regulations
This course covers FAA regulations that pertain to the mechanics and maintenance of aircraft engines and airframes, technical standard orders, manufacturers’ maintenance and parts manuals, service letters, bulletins and instructions.

ACM 102 Lec: 3 Lab: 0 Cred: 3 AR
Aviation Sciences
This course is a study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications, including basic math and algebraic operations.

ACM 105 Lec: 3.5 Lab: 1.5 Cred: 4 AR
Basic Aircraft Electricity
This course covers basic electricity including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, and batteries and their maintenance.

ACM 110 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Drawings
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

ACM 114 Lec: 1 Lab: 0 Cred: 1 AR
Fluid Lines and Fittings
This course covers the techniques used to identify, select, inspect, service, repair and fabricate both rigid and flexible plumbing systems.

ACM 115 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Ground Handling and Servicing
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpreting and applying aircraft weight and balance procedures.

ACM 120 Lec: 3 Lab: 3 Cred: 4 AR
Materials and Corrosion Control
This course covers nondestructive testing; identification and selection of aircraft hardware and materials; use of hand, power and precision measuring tools; identification and use of cleaning materials; and identification and treatment of aircraft corrosion.

ACM 125 Lec: 1 Lab: 3 Cred: 2 AR
Wood Structures, Coverings and Finishes
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures; selection, application and maintenance of aircraft fabric and fiberglass coverings; and selection, application and maintenance of aircraft finishes, trim and lettering.

ACM 135 Lec: 1.5 Lab: 7.5 Cred: 4 AR
Sheet Metal and Non-metallic Structures
This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass and thermoplastics for aircraft applications also are included in the course.

ACM 145 Lec: 1 Lab: 3 Cred: 2 AR
Aircraft Welding
This course covers the welding techniques and safety procedures used to manufacture and repair truss-type aircraft structures. It includes types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium.

ACM 150 Lec: 2 Lab: 3 Cred: 3 AR
Assembly and Rigging
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed-wing and rotor-wing aircraft, balancing, and rigging of flight control surfaces are covered.

ACM 155 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Aircraft Environmental Systems
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

ACM 160 Lec: 3 Lab: 0 Cred: 3 AR
Utility and Warning Systems
This course covers the principles of inspecting, troubleshooting, servicing and repairing instrument systems, communication and navigation systems, and landing gear antiskid indicating and warning systems.
Course Descriptions

ACM 165 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Hydraulic and Pneumatic Systems
This course covers the operating principles for aircraft hydraulic and pneumatic power systems. The theory of fluid power; identification and selection of aircraft hydraulic fluids; and servicing, troubleshooting, inspecting and repairing of hydraulic and pneumatic power systems and components are included.

ACM 167 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Landing Gear Systems
This course covers the skills required to perform maintenance and service requirements for aircraft landing gear systems. The inspection, servicing, repair and operational check of landing gear, retracting systems, shock struts, brakes, wheels, tires and steering systems are included.

ACM 170 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Aircraft Electrical Systems
This course covers skills required to inspect, check, service, troubleshoot and repair aircraft electrical system controls, wiring installation, switches, indicators and protective devices.

ACM 172 Lec: 0 Lab: 3 Cred: 1 AR
Aircraft Fuel Systems
This course covers maintenance of aircraft fuel systems including troubleshooting, inspection, service and repair principles for fuel system components, pressure fuel systems, quantity indicating systems, pressure and temperature systems, dump systems, and fuel management procedures.

ACM 174 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Airframe Inspection
This course covers the fundamentals of airframe inspection, including the purposes, requirements and type of inspection, inspection records, and suggested methods for performing systematic inspection procedures.

ACM 201 Lec: 2 Lab: 0 Cred: 2 AR
Lubricating Systems
This course covers the use and classification of lubricants, oils and greases. The basic lubrication systems of opposed, radial and turbine engines are included.

ACM 205 Lec: 2 Lab: 3 Cred: 3 AR
Ignition and Starting Systems
This course covers the theory and operation of aircraft powerplant ignition systems used on reciprocating and turbine engines, including the requirements for inspecting, servicing, repairing and/or overhauling magnetos, spark plugs, and ignition harnesses and switches.

ACM 210 Lec: 0.5 Lab: 10.5 Cred: 4 AR
Reciprocating Engine Overhaul
This course covers the theory and development of the internal combustion engine used in aviation and the disassembly, inspection, service, repair and overhaul of opposed and radial aircraft engines.

ACM 212 Lec: 3 Lab: 0 Cred: 3 AR
Engine Installation
This course covers the techniques for removal and installation of opposed and radial aircraft piston engines, including the evaluation of performance after reconditioning, testing, inspection, troubleshooting, preservation and return to service after long-term storage.

ACM 220 Lec: 1.5 Lab: 4.5 Cred: 3 AR
Turbine Engines
This course covers the history, theory, construction and principles of operation of turbine engines, including removal, installation, maintenance, testing, inspection, adjustment and overhaul.

ACM 226 Lec: 0.5 Lab: 1.5 Cred: 1 AR
Engine Inspection
This course covers the procedures necessary for powerplant inspection to conform to the manufacturer’s and FAA requirements.

ACM 234 Lec: 2.5 Lab: 4.5 Cred: 4 AR
Propellers and Components
This course covers the theory, installation, inspection, service, maintenance, repair and principles of operation of fixed and controllable pitch propellers. This course also includes the study of propeller de-icing, anti-icing, synchronization, and selection and use of propeller lubricants for reciprocating and turbo propeller engines.
Course Descriptions

ACM 240 Lec: 1 Lab: 6 Cred: 3 AR
Engine Electrical Instrumentation and Fire Protection
This course covers the skills required to inspect, check, service, troubleshoot and repair reciprocating and turbine engine starters and generators, alternators and charging systems, including wiring controls; switches; protective devices; and temperature, pressure, RPM-indicating and fire protection systems.

ACM 245 Lec: 3 Lab: 3 Cred: 4 AR
Powerplant Fuel Systems
This course covers inspecting, troubleshooting, servicing, repairing and overhauling of powerplant fuel metering systems, including warning indicators, pressure and rate-of-flow instruments, and carburetor overhaul.

ACM 250 Lec: 2.5 Lab: 1.5 Cred: 3 AR
Induction Cooling and Exhaust
This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.

ACR 001 Lec: Lab: Cred:
Indicates credit given for heating, ventilation and air conditioning courses transferred from another college for which there is no equivalent course at TTC.

ACR 106 Lec: 2 Lab: 6 Cred: 4 IT
Basic Electricity for HVAC/R
This course includes a basic study of electricity including Ohm’s Law and series and parallel circuits as they relate to heating, ventilating, air conditioning and refrigeration systems.

ACR 108 Lec: 2 Lab: 3 Cred: 3 IT
Refrigeration Fundamentals
This course is an introduction to the principles of refrigeration.

ACR 109 Lec: 1 Lab:3 Cred: 2 IT
Tools and Service Techniques II
This course is an advanced study of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 111 Lec: 2 Lab: 3 Cred: 3 IT
Gas Heating Principles
This course is the study of residential and commercial gas burners and their components.
Prereq: ACR 106

ACR 122 Lec: 4 Lab: 3 Cred: 5 IT
Principles of Air Conditioning
This course is the study of the air cycle, psychrometrics, equipment selection, load calculations and maintenance and/or repair of air conditioning systems.
Prereq: ACR 108 and 109

ACR 131 Lec: 2 Lab: 6 Cred: 4 IT
Commercial Refrigeration
This course is a study of maintenance and repair of commercial refrigeration systems.
Prereq: ACR 106, ACR 108, ACR 109

ACR 206 Lec: 1 Lab: 3 Cred: 2 IT
Advanced Electricity for HVAC/R
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.
Prereq: ACR 106

ACR 210 Lec: 2 Lab: 6 Cred: 4 IT
Heat Pumps
This course is a study of theory and operational principles of the heat pump.
Prereq: ACR 106, ACR 108, ACR 109

ACR 224 Lec: 2 Lab: 0 Cred: 2 IT
Codes and Ordinances
This course covers instruction on how to reference appropriate building codes and ordinances where they apply to the installation of heating and air conditioning.
Prereq: ACR 111, ACR 122 or advisor approval

AET 110 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics I
This course is an introduction to the skills of architectural manual drafting. It includes residential or light commercial drafting, site planning, preliminary sketches, presentation drawings and working drawings. This course also includes computer applications.
Prereq: EGT 151

AET 111 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Computer Graphics I
This course includes architectural construction, basic computer-aided design commands and creation of industry symbols and standards.
Prereq: AET 110
Course Descriptions

AET 120 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics II
This course covers the skills needed for the development of a complete set of residential or commercial working drawings using construction methods, codes, material selection, site development and modular systems.
Prereq: AET 110

AET 202 Lec: 3 Lab: 0 Cred: 3 ET
History of Architecture
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to present.

AET 221 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural Computer Graphics II
This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building, using the computer as a drafting tool, is produced.
Prereq: AET 110, AET 120

AET 233 Lec: 3.5 Lab: 1.5 Cred: 4 ET
Architectural Computer Graphics III
This course covers the development of CAD commands, including 3-D wire frame drawings and rendering capabilities of a building model.
Prereq: AET 111 or departmental approval

AHS 001 Lec: 0 Lab: 0 Cred:
Indicates credit given for Allied 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 110 Lec: 2 Lab: 0 Cred: 2 AH
Patient Care Procedures
This course includes a study of the procedures and techniques used in the general care of the patient.
Prereq: CHM 100 or high school chemistry strongly recommended, MAT 110, approval of program coordinator for RAD students

AHS 114 Lec: 1 Lab: 0 Cred: 1 AH
Basic First Aid
This course provides instruction in basic procedures used in medical emergencies.
Prereq: AHS 106

AHS 121 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pharmacology
This course covers the nature of drugs, their actions in the body and side effects.

AHS 126 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations
This course is a study of the mathematical concepts needed in health science studies. It is an introduction to basic drug calculations.
Prereq: Acceptance into the PN or ADN level or instructor approval, unsuccessful completion of the PN level Dosage Calculation Proficiency

AHS 129 Lec: 1 Lab: 0 Cred: 1 NU
Health Calculations II
This course is an introduction to advanced drug calculations.
Prereq: Acceptance into the ADN level or instructor approval, unsuccessful completion of the ADN level Dosage Calculation Proficiency

AHS 142 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Phlebotomy
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians’ offices.
Prereq: Vaccination series for Hepatitis B begun by second week of class
AHS 170  Lec: 3  Lab: 0  Cred: 3  AH
**Fundamentals of Disease**
This course includes a study of the general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities.  
*Prereq or Coreq: AHS 104*

AMF 103  Lec: 3  Lab: 0  Cred: 3  AR
**Introduction to Aviation**
This course is designed to introduce the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft, and safety. (This course is not FAA Part 147 approved.)

AMF 104  Lec: 3  Lab: 0  Cred: 3  AR
**Basic Aviation Sciences**
This course is designed to equip the student with a basic working knowledge of mathematical concepts used in aircraft construction and design, including basic math and geometric concepts, theory of flight, and simple machines. (This course is not FAA Part 147 approved.)
*Prereq: MAT 032 or appropriate test scores*

AMF 109  Lec: 2.5  Lab: 1.5  Cred: 3  AR
**Aircraft Materials and Hand Tools**
This course covers the identification and selection of materials used in aircraft construction, aircraft hardware, use of hand tools including precision measuring tools, and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)
*Prereq: MAT 032 or appropriate test scores*

AMF 110  Lec: 1.5  Lab: 1.5  Cred: 2  AR
**Corrosion Control and Sealing Applications**
This course covers the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

AMF 116  Lec: 1.5  Lab: 1.5  Cred: 2  AR
**Aircraft Fluid Lines**
The course covers the identification, selection, fabrication, and installation practices of rigid and flexible aircraft fluid line systems, as well as the basic introduction to aircraft hydraulic systems and fluids. (This course is not FAA Part 147 approved.)

AMF 132  Lec: 2  Lab: 3  Cred: 3  AR
**Aircraft Sheet Metal Assembly**
This course covers the principles of sheet metal layout, bending, drilling, countersinking, as well as installation and removal of fasteners. (This course is not FAA Part 147 approved.)
*Prereq: MAT 032 or appropriate test scores*

AMF 137  Lec: 2  Lab: 3  Cred: 3  AR
**Aircraft Composite Structures**
This course covers the fabrication of aircraft primary and secondary members utilizing composite technology, including the lay-up, bonding, curing, trimming, and machining of composite structures. (This course is not FAA Par 147 approved.)

AMF 142  Lec: 2  Lab: 0  Cred: 2  AR
**Aircraft Auxiliary Systems**
This course is designed to introduce the student to the various systems that make up the infrastructure of an aircraft, to include cabin atmospheric control systems, fire protection, cockpit instrumentation and avionic systems, and warning systems. (This course is not FAA Part 147 approved.)

AMF 147  Lec: 2.5  Lab: 1.5  Cred: 3  AR
**Aviation Electrical Systems**
This course covers the fundamentals of electricity including DC and AC circuits, design and installation practices of aircraft electrical systems including circuit components, power distribution systems, and circuit protection devices. (This course is not FAA Part 147 approved.)
*Prereq: MAT 032 or appropriate test scores*

AMF 152  Lec: 2  Lab: 0  Cred: 2  AR
**Aircraft Flight Control Systems**
This course covers the design and rigging methods of aircraft primary and secondary flight control systems. (This course is not FAA Part 147 approved.)

ANT 101  Lec: 3  Lab: 0  Cred: 3  HS
**General Anthropology**
This course studies physical and cultural anthropology and explores subfields of anthropology to examine primateology, human paleontology, human variation, archeology and ethnology.

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.
Course Descriptions

AOT 105 Lec: 3 Lab: 0 Cred: 3 BT
Keyboarding
This course focuses on the mastery of keyboarding and formatting principles.

AOT 106 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab I
This lab focuses on improving keyboarding speed and accuracy. 
Prereq: AOT 105 or equivalent

AOT 107 Lec: 0 Lab: 3 Cred: 1 BT
Keyboarding Lab II
This lab focuses on improving keyboarding speed and accuracy through the use of intensive skill-building drills. 
Prereq: AOT 106 or equivalent

AOT 122 Lec: 3 Lab: 0 Cred: 3 BT
Medical Transcription I
This course provides experience in transcribing medical documents from dictation equipment. 
Prereq: AHS 104, AOT 106, AOT 134, CPT 179

AOT 134 Lec: 3 Lab: 0 Cred: 3 BT
Office Communications
This course develops proficiency in specialized applications of communications in the office environment. 
Prereq: ENG 100 with a minimum grade of C or appropriate test scores and AOT 105 or equivalent skills 
Coreq: AOT 106, CPT 179

AOT 137 Lec: 3 Lab: 0 Cred: 3 BT
Office Accounting
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office. 
Prereq: MAT 013 or MAT 032 or appropriate test scores

AOT 161 Lec: 3 Lab: 0 Cred: 3 BT
Records Management
This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential. 
Prereq: AOT 105 or keying skills; knowledge of Windows environment

AOT 212 Lec: 3 Lab: 0 Cred: 3 BT
Medical Document Production
This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production. 
Prereq: AOT 106, CPT 179, and AHS 104 or BIO 110

AOT 222 Lec: 3 Lab: 0 Cred: 3 BT
Advanced Medical Transcription
This course provides advanced experience in transcribing medical documents from dictation equipment. 
Prereq: AOT 122

AOT 234 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Office Communications
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills. 
Prereq: AOT 106, AOT 134, CPT 179

AOT 251 Lec: 3 Lab: 0 Cred: 3 BT
Administrative Systems and Procedures
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills. 
Prereq: AOT 106, AOT 134, AOT 161, CPT 179

AOT 252 Lec: 3 Lab: 0 Cred: 3 BT
Medical Systems and Procedures
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. 
Prereq: AOT 106, AOT 134, CPT 179 and AHS 104 or BIO 110

AOT 254 Lec: 3 Lab: 0 Cred: 3 BT
Office Simulation
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. (Must be taken in final semester.) This course is open only to Medical Transcription certificate students.
AOT 265  Lec: 3  Lab: 0  Cred: 3  BT  
Office Desktop Publishing  
This course covers the integration of text and graphics using computer software to design, edit and produce a variety of documents.  
Prereq or Coreq: AOT 106, CPT 179

AOT 267  Lec: 3  Lab: 0  Cred: 3  BT  
Integrated Information Processing  
This course covers the application of integrated computer software.  
Prereq: CPT 172, CPT 174, CPT 290

ART 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 214  Lec: 3  Lab: 0  Cred: 3  HS  
Art History Study Abroad  
This course provides a study abroad experience for students studying art history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary art, artists and architecture, with emphasis on art history.  
Prereq: ART 107 or ART 108

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 121  Lec: 2  Lab: 3  Cred: 3  FV  
Design  
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

ARV 123  Lec: 2  Lab: 3  Cred: 3  FV  
Composition and Color  
This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.  
Prereq: ARV 121 with a minimum grade of C

ARV 124  Lec: 2  Lab: 3  Cred: 3  FV  
Sequential Drawing I  
This course covers the basic principles, techniques and tools of creating sequential drawings for illustration and animation.  
Prereq: ART 111 with a minimum grade of C or approval of department head
Course Descriptions

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. It is recommended that students enrolling in ARV 136 be familiar with basic computer functions and computer file management.

ARV 162 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Reproduction I
This course is a study of the principles and practices used in print preparation and print reproduction.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C

ARV 205 Lec: 2 Lab: 3 Cred: 3 FV
Graphic Illustration
This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.
Coreq: ARV 121
Prereq: ART 111 with a minimum grade of C

ARV 210 Lec: 2 Lab: 3 Cred: 3 FV
Computer Graphics II
This course is an advanced computer art course that includes a study of the creation of graphic design using electronic imagery.
Prereq: ARV 110 with a minimum grade of C

ARV 212 Lec: 2 Lab: 3 Cred: 3 FV
Digital Photography
This course is a study of the principles, terminology, techniques, tools and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. It is recommended that students enrolling in ARV 212 be familiar with basic computer functions and computer file management.

ARV 213 Lec: 2 Lab: 3 Cred: 3 FV
Lighting
This course introduces the fundamentals of photographic lighting techniques.
Prereq: ARV 212 with a minimum grade of C

ARV 214 Lec: 2 Lab: 3 Cred: 3 FV
Photography II
This course covers advanced projects in photography including studio work. Medium format cameras will be used.
Prereq: ARV 114 with a minimum grade of C

ARV 215 Lec: 2 Lab: 3 Cred: 3 FV
Photography III
This course incorporates advanced projects in photography, including studio and lab work. Large format cameras will be used.
Prereq: ARV 213 and ARV 214 with a minimum grade of C

ARV 216 Lec: 2 Lab: 3 Cred: 3 FV
Lighting II
This course covers advanced projects in photographic lighting techniques used in the studio and on location.
Prereq: ARV 213 with a minimum grade of C

ARV 217 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. Adobe Photoshop software is used. It is recommended that students enrolling in ARV 217 be familiar with basic computer functions and computer file management.

ARV 218 Lec: 2 Lab: 3 Cred: 3 FV
Computer Imagery II
This course covers advanced computer techniques in creating images for visual communications such as presentations, print, graphics, etc. Editorial illustration will be the focus.
Prereq: ARV 110 and ARV 217 with a minimum grade of C

ARV 219 Lec: 2 Lab: 3 Cred: 3 FV
Multimedia Techniques
This course introduces the production of current interactive multimedia. It is recommended that students enrolling in ARV 219 be familiar with basic computer functions and computer file management.

ARV 221 Lec: 2 Lab: 3 Cred: 3 FV
Interactive Media Design
This course introduces techniques and concepts used to develop proposals, treatments, production scripts and design documents that act as templates for interactive media applications.
ARV 222  Lec: 2  Lab: 3  Cred: 3  FV
Computer Animation
This course introduces techniques of creating the illusion of motion and three-dimensional space using computer software. It is recommended that students enrolling in this course be familiar with basic computer functions and computer file management.

ARV 223  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation I
This course covers advanced techniques used in creating 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C. Departmental approval for non Animation and Advanced Animation majors

ARV 224  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation II
This course includes advanced projects in 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 223 with a minimum grade of C

ARV 225  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Computer Animation
This course covers advanced techniques for creating motion using computer software.
Prereq: ARV 222 with a minimum grade of C

ARV 227  Lec: 2  Lab: 3  Cred: 3  FV
Web Site Design I
This course introduces the production of an interactive Web site. It is recommended that students enrolling in ARV 227 be familiar with basic computer functions and computer file management.

ARV 228  Lec: 2  Lab: 3  Cred: 3  FV
Web Site Design II
This course covers a study of advanced Web site design techniques culminating in an interactive Web site.
Prereq: ARV 217 and ARV 227 with a minimum grade of C

ARV 229  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Multimedia
This course covers a study of advanced multimedia techniques culminating in an interactive CD-ROM. It is recommended that students enrolling in ARV 229 be familiar with basic computer functions and computer file management.

ARV 230  Lec: 3  Lab: 0  Cred: 3  FV
Visual Arts Business Procedures
This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.
Prereq: ENG 100 or appropriate test scores

ARV 232  Lec: 2  Lab: 3  Cred: 3  FV
Digital Photography II
This course covers advanced projects in digital photography including studio as well as computer lab work.
Prereq: ARV 217 and ARV 217 with a minimum grade of C

ARV 247  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation III
This course is an exploration of the basic principles of animation using three-dimensional computer-generated animation. Students practice and develop observational skills that aid in creating motion and three-dimensional forms. Maya software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C

ARV 248  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation IV
This course emphasizes the principles of designing and producing three-dimensional computer-generated animation through the creation of advanced motion studies. Projects focus on developing higher-level skills in model building, animation, and color and lighting. Maya software is used.
Prereq: ARV 247 with a minimum grade of C

ARV 249  Lec: 2  Lab: 3  Cred: 3  FV
Special Effects
This course emphasizes the techniques used to create special effects and non-linear animation. Projects focus on creating animations that simulate physical phenomena (fire and smoke), dynamic collisions, objects responding to real world forces (gravity and wind), and particles.
Coreq: ARV 136
Prereq: ARV 247 with a minimum grade of C

ARV 261  Lec: 2  Lab: 3  Cred: 3  FV
Advertising Design I
This course is an introduction to the advertising arts, including the principles, techniques, media, tools and skills used in the visual communication field.
Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C
Course Descriptions

ARV 263 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Computer Animation
This course covers an advanced animation project as assigned from concept to final production. 
Prereq: ARV 248 with a minimum grade of C

ARV 264 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Graphic Arts
This course includes an assigned advanced project from conception to final production.

ARV 267 Lec: 2 Lab: 3 Cred: 3 FV
Special Projects in Photography
This course covers advanced photography projects as assigned from concept to final production. 
Coreq: ARV 215

ARV 268 Lec: 2 Lab: 3 Cred: 3 FV
Studio Practicum I
This course includes advanced practical projects in graphic design, multimedia, animation, Web design, photography and/or computer imagery. This course should be taken in the last semester. 
Coreq: ARV 215

ARV 276 Lec: 2 Lab: 3 Cred: 3 FV
Visual Arts Exit Portfolio
This course covers the preparation of students’ job-seeking or academic-placement portfolios. The course includes lectures, demonstrations and studio work. Students must successfully complete the required Portfolio Review to register for this course. This course should be taken in the last semester. 
Prereq: Departmental approval

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. 
Prereq: ASL 101

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.

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.

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 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 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 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 133 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 133 or advisor 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.

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 133

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 101 or departmental approval

AUT 153 Lec: 2 Lab: 3 Cred: 3 IT
Automatic Transmission Diagnosis
This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns.
Prereq: AUT 133, AUT 152 or departmental approval

AUT 155 Lec: 2 Lab: 3 Cred: 3 IT
Advanced Brakes
This course is a study of four-wheel anti-lock brakes and rear anti-lock brakes, including operation of the system, diagnosis, service and repair.
Prereq: AUT 111

AUT 241 Lec: 2 Lab: 6 Cred: 4 IT
Automotive Air Conditioning
This course is a study in the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.
Prereq: AUT 133 or advisor approval

AUT 247 Lec: 2 Lab: 6 Cred: 4 IT
Electronic Fuel Systems
This course builds on AUT 149 with further study into fuel injection systems, other fuel system components and how computers control fuel delivery.
Prereq: AUT 149 or advisor 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

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.

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
**Course Descriptions**

**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 of electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection and extinguishing systems and anti-skid brakes.  
*Prereq: AVT 101*

**AVT 110  Lec: 3  Lab: 3  Cred: 4  AR**  
**Aircraft Electronic Circuits**  
This course is a study of aircraft electronic circuits. Students will examine and construct basic analog electronic circuits and solve solid state device problems. Course work also includes the analysis, construction, testing and troubleshooting of analog circuits.  
*Prereq: AVT 105*

**AVT 115  Lec: 2  Lab: 3  Cred: 3  AR**  
**Aircraft Digital Circuits**  
This course emphasizes analysis, construction and troubleshooting of digital logic gate circuits and integrated circuits. Topics include number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.  
*Prereq: AVT 110*

**AVT 120  Lec: 3  Lab: 3  Cred: 4  AR**  
**Aviation Electronic Communications**  
This course includes application of electrical theory and analysis techniques to the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.  
*Prereq: AVT 115*

**AVT 125  Lec: 2  Lab: 3  Cred: 3  AR**  
**Aviation Data Communications**  
This course emphasizes the techniques for sending and receiving information through space. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industry standards, networks, and error detection and correction techniques.  
*Prereq: AVT 120*

**AVT 140  Lec: 2  Lab:3  Cred: 3  AR**  
**Avionics Standard Practices**  
This course introduces the student to electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. Topics include the use of electrical tools such as soldering equipment and aircraft grade cable fabrication and testing equipment.  
*Prereq: None*

**AVT 145  Lec: 2  Lab: 3  Cred: 3  AR**  
**Avionics Circuit Repair**  
This course develops the skills necessary to repair printed circuit boards. Topics include detailed drawings, chassis layout, drilling, reaming, punching, cutting, bending of metals, printed board circuit fabrication, wiring, soldering, harness and cable fabrication.  
*Prereq: AVT 140*

**AVT 150  Lec: 2  Lab: 3  Cred: 3  AR**  
**Aircraft Navigation Systems**  
This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omni-directional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.  
*Prereq: AVT 125*

**AVT 155  Lec: 2  Lab: 3  Cred: 3  AR**  
**Aircraft Pulse Systems**  
This course covers the operation and maintenance of air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission, signal reception and processing.  
*Prereq: AVT 150*

**AVT 160  Lec: 2  Lab: 3  Cred:3  AR**  
**Aircraft Radar Systems**  
This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.  
*Prereq: AVT 155*
AVT 165  Lec: 2  Lab: 0  Cred: 2  AR
Avionics General Regulations
This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers’ maintenance and parts manuals, service letters, bulletins and instructions.
Prereq: None

AVT 170  Lec: 1  Lab: 0  Cred: 1  AR
Avionics Program and Test Review
This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination and NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) Written Exam.
Prereq: All AVT courses

BAF 001  Lec:  Lab:  Cred:
Indicates credit given for banking and finance course work transferred from another college for which there is no equivalent course at TTC.

BAF 101  Lec: 3  Lab: 0  Cred: 3  BT
Personal Finance
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.
Prereq: MAT 101 or MAT 152, MAT 155 or appropriate test scores

BAF 201  Lec: 3  Lab: 0  Cred: 3  BT
Principles of Finance
This course introduces the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.
Prereq: ACC 101

BAF 215  Lec: 3  Lab: 0  Cred: 3  BT
Money and Banking
This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

BCT 102  Lec: 3  Lab: 3  Cred: 4  IT
Fundamentals of Building Construction
This course is a study of framing for residential and light commercial building. Also included are exterior walls, windows and doors.

BCT 103  Lec: 3.5  Lab: 1.5  Cred: 4  IT
Construction Site Layout
This course covers location and layout of building corners, elevation and the use of appropriate tools. Also included is foundation masonry.

BCT 105  Lec: 1  Lab: 3  Cred: 2  IT
Tool Usage and Safety
This course covers tool skills and their safe use in construction.

BCT 106  Lec: 1  Lab: 3  Cred: 2  IT
Beginning Woodworking
This course introduces woodworking. The student will have hands-on use of hand and power tools such as table saw, jigsaw, circular saw, router, joiner and radial arm saw to complete projects assigned by the instructor.

BCT 108  Lec: 1  Lab: 3  Cred: 2  IT
Finish Trim
This course covers the intricacies of cutting and installing finish moldings using hand and power tools. It includes the installation of doors, casings, baseboards, shelving and stair parts.

BCT 112  Lec: 2  Lab: 0  Cred: 2  IT
Construction Print Reading
This course is a study of residential and light commercial prints.

BCT 116  Lec: 1  Lab: 0  Cred: 1  IT
Residential Building Exam Preparation
This course prepares you for the South Carolina residential contractor’s exam. It presents a basic review of general contracting including documents, construction budgets, cost accounting and inspections.

BCT 138  Lec: 4.5  Lab: 1.5  Cred: 5  IT
Residential Wiring
This course is a study of wiring methods and practices used in residential application.

BCT 140  Lec: 2  Lab: 3  Cred: 3  IT
Commercial Wiring
This course is a study and application to include service main, loads and installation. Also includes single and three-phase services.

BCT 141  Lec: 2  Lab: 3  Cred: 3  IT
Fixtures and Installation
This course is a study and application of planning and installing electrical fixtures and devices.
## Course Descriptions

**BCT 151** Lec: 2.5 Lab: 1.5 Cred: 3 IT  
**Introduction to Residential Plumbing**  
This course covers plumbing theory as it relates to residential construction.

**BCT 203** Lec: 4 Lab: 3 Cred: 5 IT  
**Exterior and Interior Finishes**  
This course is a study of exterior and interior finishes for residential and light commercial buildings. The course also includes windows, walls, cabinets and painting.

**BCT 204** Lec: 3 Lab: 3 Cred: 4 IT  
**Cabinet Making**  
This course is a study of design and construction of cabinets, custom casework and counter tops.  
*Prereq: BCT 106 or advisor approval*

**BCT 240** Lec: 3 Lab: 0 Cred: 3 IT  
**Green Residential Construction**  
This course is a study of the techniques and methods used for residential construction projects. Primary emphasis is placed on the interaction between carpenters, plumbers and electricians.

**BIO 001** Lec: Lab: Cred:  
Indicates credit given for biology course work transferred from another college for which there is no equivalent course at TTC.

**BIO 100** Lec: 4 Lab: 0 Cred: 4 SM  
**Introductory Biology**  
This general biology course introduces the principles of biology. (Nondegree credit)

**BIO 101** Lec: 3 Lab: 3 Cred: 4 SM  
**Biological Science I**  
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.  
*Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.*

**BIO 102** Lec: 3 Lab: 3 Cred: 4 SM  
**Biological Science II**  
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.  
*Prereq: BIO 101 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.*

**BIO 110** Lec: 3 Lab: 0 Cred: 3 SM  
**General Anatomy and Physiology**  
This course is a non-lab general introduction to the anatomy and physiology of the human body. Emphasis is on human organ systems and their interrelationships.

**BIO 112** Lec: 3 Lab: 3 Cred: 4 SM  
**Basic Anatomy and Physiology**  
This course is a basic integrated study of the structure and function of the major systems of the human body. Labs complement the material presented in lecture.

**BIO 115** Lec: 2 Lab: 3 Cred: 3 SM  
**Basic Microbiology**  
This general course in microbiology includes the study of epidemiology, ubiquity and control, and the identification of microorganisms.  
*Prereq: None, but high school biology or BIO 100 is recommended*

**BIO 205** Lec: 3 Lab: 0 Cred: 3 SM  
**Ecology**  
This course introduces basic principles of population biology, ecology and environmental science as applied to the study of the interactions between human kind and the biosphere.  
*Prereq: BIO 101  
Coreq: BIO 206*

**BIO 206** Lec: 0 Lab: 3 Cred: 1 SM  
**Ecology Lab**  
This ecology laboratory experience consists of discussions, demonstrations, experiments, films and field trips pertaining to the relationships of man to the biosphere, human ecology, resource use and environmental impact.  
*Prereq: BIO 101  
Coreq: BIO 205*
BIO 210  Lec: 3  Lab: 3  Cred: 4  SM
Anatomy and Physiology I
The first part of a two-semester sequence, this comprehensive transfer course is a lecture and laboratory study with model and specimen dissections of the integrated structure and function of the human body. Basic cellular chemistry and the integumentary, skeletal, muscular, nervous and endocrine systems are presented. Cytology and histology are emphasized.  
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 211  Lec: 3  Lab: 3  Cred: 4  SM
Anatomy and Physiology II
This course is a continuation of BIO 210 and includes the study of blood, heart, circulatory, lymphatic, respiratory, digestive, urinary and reproductive systems. Special senses, development and inheritance also are presented. 
Prereq: BIO 210 with a grade of C or higher.  
The prerequisite for this course should have been completed within the last five years.

BIO 218  Lec: 1  Lab: 0  Cred: 1  AH
Head and Neck Anatomy
The anatomy and physiology of the head and neck are studied with special emphasis on nerves, muscles and their attachments, bone structures, and functions of the oral cavity. 
Prereq: BIO 210, BIO 211. The prerequisites for this course should have been completed within the last five years. Enrollment is restricted to Dental Hygiene students.

BIO 225  Lec: 3  Lab: 3  Cred: 4  SM
Microbiology
This lecture and laboratory course introduces bacteria, protozoa, rickettsia, viruses, fungi and algae. The course emphasizes the morphology, physiology, genetics, identification, cultivation and control of microbes. A survey is made of pathogenic microorganisms, their effects on the human body and the immunology of the human body. 
Prereq: BIO 101 or BIO 210 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 238  Lec: 2  Lab: 3  Cred: 3  SM
Musculoskeletal System Anatomy
This course is a study of the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles, addressing their origin, insertion, innervation and action. 
Prereq: BIO 112

BUS 001  Lec:  Lab:  Cred: 
Indicates credit given for business course work transferred from another college for which there is no equivalent course at TTC.

BUS 101  Lec: 3  Lab: 0  Cred: 3  BT
Introduction to Business
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 110  Lec: 3  Lab: 0  Cred: 3  BT
Entrepreneurship
This course introduces the process of starting a small business, including forms of ownership and management. Entrepreneurship addresses innovation, change and planning in the creation of flexible, customer-driven, world-class companies.

BUS 112  Lec: 3  Lab: 0  Cred: 3  BT
Service Management Systems
This course is a study of the conceptualization, structure and organization of a business service company.

BUS 121  Lec: 3  Lab: 0  Cred: 3  LR
Business Law I
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 136  Lec: 3  Lab: 0  Cred: 3  BT
Compensation and Benefits Analysis
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.
BUS 176  Lec: 3   Lab: 0   Cred: 3   BT
International Marketing
This course includes the study of economic, political, legal and cultural environments affecting international marketing; how to adapt the marketing mix to foreign markets; and how a company or product evaluates opportunities in international marketing.

BUS 210  Lec: 3   Lab: 0   Cred: 3   BT
Introduction to e-Commerce in Business
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods online.

BUS 220  Lec: 3   Lab: 0   Cred: 3   BT
Business Ethics
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

BUS 250  Lec: 3   Lab: 0   Cred: 3   BT
Introduction to International Business
This survey course in international business is designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

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 013 or MAT 032

CET 127  Lec: 3   Lab: 3   Cred: 4   ET
Building Construction and Print Reading
This course is a study of construction methods and blueprint reading.

CET 135  Lec: 2   Lab: 0   Cred: 2   ET
Construction Contracts
This course covers basic engineering law, and owner, engineer and contractor relationships and responsibilities. It also includes performance requirements, bidding procedures, and format and specification interpretation.

CET 204  Lec: 3   Lab: 3   Cred: 4   ET
Fundamentals of Surveying
This course is the study of surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. Students are introduced to specific methods and principles of spatial measurements and related techniques used in surveying. The course includes linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. Lab work consists of horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop.
Coreq: MAT 110, EGT 109

CET 205  Lec: 3   Lab: 3   Cred: 4   ET
Surveying II
This course includes electro-optical instrumentation techniques and complex computations used in surveying. The course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, GPS survey technology, and surveying astronomy. Lab work consists of locating objects within a survey boundary, performing a boundary and topographic survey and performing a survey using GPS equipment.
Prereq: CET 204
Coreq: MAT 111, EGT 151

CET 210  Lec: 2   Lab: 3   Cred: 3   ET
Strength of Materials
This course covers the effects of applying various types of loads to structural members and makes comparisons of allowable stresses and strains. The various methods used to design structural members are explored as a foundation for further study.
Prereq: EGR 190

CET 215  Lec: 1   Lab: 3   Cred: 2   ET
Soil Mechanics Fundamentals
This course is a study of soils and their engineering properties, underground investigations, classifications and foundations.
Prereq or Coreq: CET 210

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CET 218 Lec: 2 Lab: 3 Cred: 3 ET
Hydraulics
This course is a study of hydrostatics and fluid flow, control and disposal of water, including flow through open and closed channels, weirs and orifices.
Prereq: PHY 201

CET 230 Lec: 3 Lab: 0 Cred: 3 ET
Construction Management
This course is a study of the management of construction firms dealing with bidding, contracts, costs and labor.

CET 238 Lec: 1 Lab: 3 Cred: 2 ET
Construction Planning and Scheduling
This course covers the organization, planning and scheduling of labor, materials and equipment for a construction project through the use of contemporary scheduling methods.
Prereq: CET 127 or BCT 112

CET 244 Lec: 2 Lab: 3 Cred: 3 ET
Structural Steel Design
This course covers the design of beams and floor framing, columns, tension and compression members, and bolted and welded connections using the AISC specifications.
Prereq: CET 210

CET 245 Lec: 2 Lab: 3 Cred: 3 ET
Cost Estimating
This course covers preparing material lists, project costs and scheduling for a construction project using proven estimating methods.
Prereq: CET 127 or BCT 112 and MAT 032 or MAT 012

CET 246 Lec: 1 Lab: 6 Cred: 3 ET
Environmental Systems Technology
This course covers the design and drafting of sewer systems for subdivisions, including the sources, collection, treatment and distribution of water and sewer.
Prereq: CET 218, GMT 250

CET 251 Lec: 1 Lab: 6 Cred: 3 ET
Highway Design
This course is a study of the design and construction of highways.
Prereq: GMT 250

CGC 001 Lec: Lab: Cred:
Indicates credit given for commercial graphics course work transferred from another college for which there is no equivalent course at TTC.

CGC 106 Lec: 2 Lab: 3 Cred: 3 FV
Typography I
This course covers typography, photocomposition and design with letterforms using Adobe Illustrator software.
Prereq: ARV 110 and ARV 121 with a minimum grade of C

CGC 110 Lec: 2 Lab: 3 Cred: 3 FV
Electronic Publishing
This course covers the fundamentals of electronic publishing and design. Adobe InDesign software is used. It is recommended that students enrolling in CGC 110 be familiar with basic computer functions and computer file management.

CGC 210 Lec: 2 Lab: 3 Cred: 3 FV
Advanced Electronic Publishing
This course covers a wide range of computer hardware, software and peripherals.
Prereq: CGC 110 with a minimum grade of C or advisor approval

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 Allied Health field.
Prereq: MAT 101 or MAT 152, High school chemistry within the last two years, CHM 100 or CHM 106
Course Descriptions

CHM 106 Lec: 3 Lab: 3 Cred: 4 SM
Contemporary Chemistry I
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids, and bases. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: MAT 102, MAT 153 or equivalent test score. Students may not receive credit for both CHM 106 and CHM 110.

CHM 107 Lec: 3 Lab: 3 Cred: 4 SM
Contemporary Chemistry II
This is a survey course in chemistry for non-science majors emphasizing application of chemistry to present society. Topics include organic chemistry, polymers, biochemistry, consumer and environmental chemistry, drugs, fitness, and health. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: CHM 106. Students may not receive credit for both CHM 107 and CHM 111.

CHM 110 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry I
This course is the first in a sequence that includes atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prereq: MAT 109 or MAT 110 or MAT 112. The prerequisite for this course should have been completed within the last five years. High school chemistry or CHM 100 is strongly recommended. Students may not receive credit for both CHM 106 and CHM 111.

CHM 111 Lec: 3 Lab: 3 Cred: 4 SM
College Chemistry II
This course continues the study of atomic and molecular structure, nomenclature and equations, properties, reaction and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics include kinetics, thermodynamics and electrochemistry.
Prereq: CHM 110 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 106 and CHM 111.

CHM 201 Lec: 3 Lab: 0 Cred: 3 SM
Survey of Organic Chemistry
This course is a one-semester survey of the nomenclature, structure, reactions and reaction mechanisms of basic organic chemistry.
Prereq: CHM 111 or advisor approval. Students who receive credit for CHM 201 may not receive credit for CHM 211 or CHM 212.

CHM 211 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry I
This course is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of organic chemistry.
Prereq: CHM 111 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 201 and CHM 211.

CHM 212 Lec: 3 Lab: 3 Cred: 4 SM
Organic Chemistry II
This course is a continuation of organic chemistry. Topics include nomenclature, structure, properties and reaction mechanisms of organic chemistry, biochemistry and spectroscopy.
Prereq: CHM 211 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for both CHM 201 and CHM 212.

CHN 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Chinese I
This course introduces Mandarin Chinese, emphasizing on the sound system and grammatical structure. Elements of Chinese culture and basic Chinese character writing are included.
Prereq: ENG 100

CHN 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Chinese II
This course emphasizes the fundamental communication skills of speaking and listening, as well as the reading and writing of Chinese characters, along with some exploration of Chinese culture.
Prereq: CHN 101

CHN 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese I
This course further develops skills in all facets of communication in Mandarin Chinese, with a more extensive emphasis on writing Chinese characters.
Prereq: CHN 102
CHN 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese II
This course continues the examination and development of communication skills in Mandarin Chinese, with extensive emphasis placed on understanding Chinese culture. Outside reading is required.
Prereq: CHN 201

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.

COL 103 Lec: 3 Lab: 0 Cred: 3 OR
College Skills
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 104 Lec: 1 Lab: 0 Cred: 1 OR
Study Skills
This course includes selected topics under study skills and student success. (Nondegree credit)
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 105 Lec: 3 Lab: 0 Cred: 3 HS
Freshman Seminar
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of a college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills. (Nondegree credit)

COL 107 Lec: 3 Lab: 0 Cred: 3 LC
Computer Literacy Skills for College Success
This course is designed for students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and Web-based instruction and communication. (Nondegree credit)
Prereq: Appropriate test scores

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.

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.
Course Descriptions

COS 130  Lec: 2  Lab: 0  Cred: 2  IT
Professional Image
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.
Coreq: COS 135 or approval of program coordinator

COS 131  Lec: 2  Lab: 0  Cred: 2  IT
Bacteria and Other Infectious Agents
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.
Coreq: COS 132, COS 133, COS 136, COS 137 or approval of program coordinator

COS 132  Lec: 2  Lab: 0  Cred: 2  IT
Science of Nail Technology
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.
Coreq: COS 131, COS 133, COS 136, COS 137 or approval of program coordinator

COS 133  Lec: 3  Lab: 0  Cred: 3  IT
Basic Procedures
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.
Coreq: COS 131, COS 132, COS 136, COS 137 or approval of program coordinator

COS 135  Lec: 2  Lab: 0  Cred: 2  IT
The Business of Nail Technology
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.
Coreq: COS 130 or approval of program coordinator

COS 136  Lec: 4  Lab: 0  Cred: 4  IT
Fundamentals of Artificial Nail Application
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.
Coreq: COS 131, COS 132, COS 133, COS 137 or approval of program coordinator

COS 137  Lec: 1  Lab: 0  Cred: 1  IT
Fundamentals of Nail Art
This course introduces the basic techniques used in nail art design.
Coreq: COS 131, COS 132, COS 133, COS 136 or approval of program coordinator

COS 151  Lec: 3  Lab: 0  Cred: 3  IT
Dermatology
This course is the study of the structure, functions, conditions and disorders of the skin.
Coreq: COS 153 or approval of program coordinator

COS 152  Lec: 2  Lab: 0  Cred: 2  IT
Hygiene and Sanitation
This course is a study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.
Coreq: COS 156, COS 158 or approval of program coordinator

COS 153  Lec: 3  Lab: 0  Cred: 3  IT
Structure and Function of Human Systems
This course is a basic study of the structure and function of the major systems of the human body.
Coreq: COS 151 or approval of program coordinator

COS 156  Lec: 0  Lab: 6  Cred: 2  IT
Fundamentals of Massage
This course introduces the theory, preparation, manipulations and safety measures of massage.
Coreq: COS 152 or approval of program coordinator

COS 158  Lec: 0  Lab: 6  Cred: 2  IT
Facial Treatments
This course introduces the procedures for various skin treatments and safety.
Coreq: COS 152 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.

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.
COS 164  Lec: 3  Lab: 0  Cred: 3  IT
Basic Makeup and Application
This course introduces makeup application, including purpose, effects, supplies, implements, preparation, procedures and safety.
Prereq: COS 152 or approval of program coordinator

COS 165  Lec: 3  Lab: 0  Cred: 3  IT
Business Practice
This course covers basic salon business practice, including rules, regulations and codes governing the practice of skin care.
Coreq: COS 221 or approval of program coordinator

COS 206  Lec: 0  Lab: 9  Cred: 3  IT
Chemical Hair Waving
This course is a study of methods of permanently waving the hair, including product types, chemistry and safety.
Prereq: COS 120 or approval of program coordinator

COS 210  Lec: 0.5  Lab: 7.5  Cred: 3  IT
Hair Coloring
This course is a study of the science and art of coloring the hair, including classification, methods, procedures, safety precautions and chemistry.
Prereq: COS 120 or approval of program coordinator

COS 220  Lec: 0  Lab: 9  Cred: 3  IT
Cosmetology Clinical Practice I
This course is an integration of cosmetology skills in a simulated salon environment.
Prereq: COS 120 or approval of program coordinator

COS 221  Lec: 0  Lab: 6  Cred: 2  IT
Facial Practice I
This course is an integration of massage and facial skills in a simulated salon environment.
Coreq: COS 165 or approval of program coordinator

COS 222  Lec: 0  Lab: 9  Cred: 3  IT
Cosmetology Clinical Practice II
This course is an integration of cosmetology skills in a salon environment to provide additional practical hours in skill development.
Prereq: COS 120 or approval of program coordinator

COS 223  Lec: 0  Lab: 6  Cred: 2  IT
Facial Practice II
This course provides for the integration of corrective and preservation facials, massage and makeup application skills in a simulated salon environment.
Prereq: COS 221 or approval of program coordinator

COS 224  Lec: 3  Lab: 3  Cred: 4  IT
Nail Practice I
This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.
Prereq: COS 131 or approval of program coordinator

COS 226  Lec: 3  Lab: 3  Cred: 4  IT
Nail Practice II
This course provides for the supervised practice of manicuring, pedicuring and application of various artificial nail application skills in a simulated salon environment.
Prereq: COS 224 or approval of program coordinator

CPT 001  Lec:  Lab:  Cred:
Indicates credit given for computer course work transferred from another college for which there is no equivalent course at TTC.

CPT 101  Lec: 3  Lab: 0  Cred: 3  BT
Introduction to Computers
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. Presentation graphics will be covered as well. Computer technology majors and those students who desire a more comprehensive computer literacy course should take CPT 102.

CPT 102  Lec: 3  Lab: 0  Cred: 3  BT
Basic Computer Concepts
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications. Prereq: This course is required for computer technology and telecommunications 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.
Course Descriptions

CPT 114  Lec: 3  Lab: 0  Cred: 3  BT
Computers and Programming
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level language. The course includes understanding how computer programs work and the role of the programmer in a business environment. The course starts with assembly language, then scripting language, then finishes with object-oriented programming. No previous programming knowledge is needed.

CPT 124  Lec: 3  Lab: 0  Cred: 3  BT
AS/400 Operations
This introductory course covers the fundamentals of operations, screens and terminology of the AS/400 operating system. Exposure is given to different CL commands and menus used to create, maintain and manipulate libraries, objects and members in the AS/400.

CPT 172  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Database
This course introduces microcomputer database concepts, including generating reports from databases and creating, maintaining and modifying databases using Microsoft Access.

CPT 174  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Spreadsheets
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs using Microsoft Excel.

CPT 179  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Word Processing
This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents using Microsoft Word.

CPT 207  Lec: 3  Lab: 0  Cred: 3  BT
Complex Computer Applications
This course covers analyzing, designing and implementing computerized solutions to realistic business applications problems. This course uses Microsoft Access to solve business problems. Additional topics include determining requirements, designing and building a relational database, designing and building a user interface, importing data in different formats and using Visual Basic for applications to add functionality to a database. 
Prereq: CPT 172

CPT 209  Lec: 3  Lab: 0  Cred: 3  BT
Computer Systems Management
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. This course will cover learning objectives associated with CompTIA A+ core certification test.

CPT 210  Lec: 3  Lab: 0  Cred: 3  BT
Computer Resource Management
This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed. This course will cover learning objectives associated with CompTIA A+ core certification test. Specialties include remote support technician, help desk technician, call center technician specialist, representative, depot technicians and bench technicians.

CPT 212  Lec: 3  Lab: 0  Cred: 3  BT
Visual Basic Programming
This course focuses on windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling. 
Prereq: CPT 233
Coreq: CPT 172

CPT 220  Lec: 3  Lab: 0  Cred: 3  BT
e-Commerce
This course studies fundamental computer and business concepts applied to the world of e-commerce. The course teaches how to become an independent contractor for business Web sites. Domain name registration, Web site hosting, search engine optimization and submission, and the developing of a business plan are covered in depth.

CPT 232  Lec: 3  Lab: 0  Cred: 3  BT
C++ Programming I
This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The course teaches procedural programming using the C++ .NET environment. 
Prereq: MAT 101 or MAT 152
Coreq: CPT 102

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Course Descriptions

CPT 233  Lec: 3  Lab: 0  Cred: 3  BT  
C++ Programming II
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. The course teaches object-oriented design of programs using the C++ .NET environment and the use of one-dimensional arrays.  
Prereq: CPT 232

CPT 236  Lec: 3  Lab: 0  Cred: 3  BT  
Introduction to Java Programming
This course introduces Java programming. Topics cover Java syntax and classes for use in the development of Java applications and applets.  
Prereq: CPT 233

CPT 239  Lec: 3  Lab: 0  Cred: 3  BT  
Active Server Pages
This course is a study of active server pages (ASP) programming to build, implement and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.  
Prereq: CPT 220 and (CPT 114 or CPT 232)

CPT 242  Lec: 3  Lab: 0  Cred: 3  BT  
Database
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Upon completion of this course the student will be able to 1) demonstrate the fundamental skills needed to successfully design and implement a database, 2) demonstrate a thorough understanding of database concepts and technologies, and 3) be able to use and understand SQL commands.  
Prereq: CPT 172 and (CPT 114 or CPT 232)

CPT 244  Lec: 3  Lab: 0  Cred: 3  BT  
Data Structures
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Students use C++ to develop ideas about multi-dimensional tables of objects, variable record length files, pointers and complex programs that reuse functions.  
Prereq: CPT 233

CPT 255  Lec: 3  Lab: 0  Cred: 3  BT  
Operating System Fundamentals
This course examines popular operating systems of several different types of computers. Topics include command languages, utility programs and screen design.  
Prereq: CPT 124

CPT 257  Lec: 3  Lab: 0  Cred: 3  BT  
Operating Systems
This course examines the theory of operating systems and how it is implemented in current operating systems.  
Prereq: CPT 102

CPT 264  Lec: 3  Lab: 0  Cred: 3  BT  
Systems and Procedures
This course covers system analysis, design, development and implementation.  
Prereq: (CPT 242 or CPT 207) and CPT 270

CPT 270  Lec: 3  Lab: 0  Cred: 3  BT  
Advanced Microcomputer Applications
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Students will be required to plan and present a business-oriented project. Integrating Microsoft Project, PowerPoint, Excel and Word will give students a thorough understanding of MSProject and other applications within the Microsoft Office suite. This course introduces the fundamentals of Project Management. Topics include project initiation, project team identification, project budget and scope estimation and resource management.  
Prereq: CPT 101 or CPT 102

CPT 282  Lec: 3  Lab: 0  Cred: 3  BT  
Information Systems Security
This course is the study of the protection of information and equipment in computer systems. Topics include all aspects of systems protection, including physical security, hardware, software and communications security. Students will learn about risk assessment, business continuity planning, privacy and regulatory compliance. Addresses technical, legal and ethical issues.  
Prereq: CPT 101 or CPT 102
Course Descriptions

CPT 283 Lec: 3 Lab: 0 Cred: 3 BT
PHP Programming I
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven Web pages.
Prereq: CPT 220 and (CPT 114 or CPT 232)

CPT 288 Lec: 3 Lab: 0 Cred: 3 BT
Computer Game Development
This course introduces computer game design and development using the Windows API model. Topics include creating 3-D models using matrices, transformation, rotation, texture mapping, 3-D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.
Prereq: CPT 233

CPT 290 Lec: 3 Lab: 0 Cred: 3 BT
Microcomputer Multimedia Concepts and Applications
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development, and creation of multimedia presentations.

CRJ 001 Lec: Lab: Cred:
Indicates credit given for criminal justice course work transferred from another college for which there is no equivalent course at TTC.

CRJ 101 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Criminal Justice
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 102 Lec: 3 Lab: 0 Cred: 3 LR
Introduction to Security
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities and other assets, as well as administrative, legal and technical problems of loss prevention and control are analyzed.

CRJ 110 Lec: 3 Lab: 0 Cred: 3 LR
Police Patrol
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrol officer. Special emphasis is placed on patrol function; line activities, including traffic control and investigation; community relations; vice control; tactical units; civil disturbances; and preventive patrol.

CRJ 115 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Law I
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed.

CRJ 120 Lec: 3 Lab: 0 Cred: 3 LR
Constitutional Law
This course covers an analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125 Lec: 3 Lab: 0 Cred: 3 LR
Criminology
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

CRJ 126 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Justice Research Methods
This course will introduce students to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.
Prereq: MAT 032

CRJ 130 Lec: 3 Lab: 0 Cred: 3 LR
Police Administration
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 140 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Justice Report Writing
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete and selective written articulation of information and observations.
Prereq: ENG 100 or appropriate test score
Course Descriptions

CRJ 202 Lec: 3 Lab: 0 Cred: 3 LR
Criminalistics
This course introduces investigative techniques stressing the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations.

CRJ 210 Lec: 3 Lab: 0 Cred: 3 LR
The Juvenile and the Law
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

CRJ 212 Lec: 3 Lab: 0 Cred: 3 LR
Protection Management
This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fires and accidents. Emphasis is placed on protection as a “profit center” rather than a “cost center.”

CRJ 218 Lec: 3 Lab: 0 Cred: 3 LR
Crisis Intervention
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

CRJ 220 Lec: 3 Lab: 0 Cred: 3 LR
Judicial Process
This course includes an overview of the law-making function of the court, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 222 Lec: 3 Lab: 0 Cred: 3 LR
Ethics in Criminal Justice
This course is a study of the application of ethical theories to the criminal justice profession.

CRJ 224 Lec: 3 Lab: 0 Cred: 3 LR
Police Community Relations
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics is studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 230 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Investigation I
This course is the study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used investigating various crimes are studied.

CRJ 232 Lec: 3 Lab: 0 Cred: 3 LR
White Collar Crimes Investigation
This course is a study of non-violent property crimes including cybercrime, wire and bank fraud, securities fraud, and state property crimes. The course focuses on identifying types of white-collar crimes and associate evidence, investigative techniques, case preparation and presentation.

CRJ 233 Lec: 3 Lab: 0 Cred: 3 LR
Cyber Crimes and the Law
This course examines the problem of crime involving computers and the strategies used for identification, investigation and prosecution. Topics include computer crime offenses, computer fundamentals, security technologies, investigative methods, the Internet, state and federal computer crime statutes, management of electronic evidence, and crime prevention techniques.

Prereq: CPT 101 or CPT 102

CRJ 235 Lec: 3 Lab: 0 Cred: 3 LR
Practical Crime Scene Investigations
This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation and chain of custody of crime scenes and evidence taken from crime scenes.

CRJ 236 Lec: 3 Lab: 0 Cred: 3 LR
Criminal Evidence
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

CRJ 239 Lec: 3 Lab: 0 Cred: 3 LR
Terrorism and Homeland Security
This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.
Course Descriptions

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 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

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 into DAT program

DAT 118 Lec: 2 Lab: 0 Cred: 2 AH
Dental Morphology
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.
Prereq: Restricted to major

DAT 121 Lec: 1 Lab: 3 Cred: 2 AH
Dental Health Education
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prereq: DAT 154

DAT 122 Lec: 1 Lab: 3 Cred: 2 AH
Dental Office Management
This course provides a study of the business aspects of a dental office.
Prereq: CPT 101, DAT 154

DAT 123 Lec: 3 Lab: 0 Cred: 3 AH
Oral Medicine/Oral Biology
This course presents a basic study of oral pathology, pharmacology, nutrition and common emergencies as related to the role of the dental assistant. The basic study of the dental sciences and terminology are included in this course.
Prereq: Restricted to major

Cooperative Work Experience (CWE)

Courses for Cooperative Work Experiences are available in various programs. Call the director of co-op and your advisor to discuss prerequisites and enrollment approvals. Credit and contact hours are distributed in the following manner:

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<tr>
<th>Credits</th>
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See your advisor for specific course needs.

For updated catalog, visit www.tridenttech.edu.
DAT 124  Lec: 0  Lab: 3  Cred: 1  AH  
**Expanded Functions/Specialties**
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.  
Prereq or Coreq: DAT 154, DHG 244

DAT 127  Lec: 3  Lab: 3  Cred: 4  AH  
**Dental Radiography**
This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.  
Prereq: DAT 118

DAT 154  Lec: 2  Lab: 6  Cred: 4  AH  
**Clinical Procedures I**
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant’s role in dental instrumentation.  
Prereq: Restricted to major, physical examination, major medical insurance and Hepatitis B vaccine series  
Coreq: CPT 101 or AOT 163

DAT 177  Lec: 1  Lab: 18  Cred: 7  AH  
**Dental Office Experience**
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.  
Prereq: DAT 124, DAT 127, DAT 154, DAT 185, DHG 244, ENG 150 or ENG 101, CPT 101, DAT 122, PSY 201  
Coreq: DAT 122, PSY 201

DAT 185  Lec: 2  Lab: 9  Cred: 5  AH  
**Dental Specialties**
This course covers the equipment and procedures related to dental specialties used in clinical experiences.  
Prereq: DAT 154, CPT 101, CPR certification and Hepatitis B vaccine series, ENG 150 or ENG 101  
Coreq: ENG 150 or ENG 101

DHG 111  Lec: 2  Lab: 0  Cred: 2  AH  
**Orofacial Embryology**
This course provides a study of the histological and embryonic development of the head, face, and hard and soft tissues of the oral cavity to include developmental abnormalities.  
Prereq: DHG 125

DHG 121  Lec: 2  Lab: 3  Cred: 3  AH  
**Dental Radiography**
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.  
Prereq: DHG 111, DHG 125, DHG 151

DHG 125  Lec: 2  Lab: 0  Cred: 2  AH  
**Tooth Morphology and Histology**
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.  
Prereq: Admission to the Dental Hygiene program

DHG 140  Lec: 2  Lab: 0  Cred: 2  AH  
**General and Oral Pathology**
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck also are discussed.  
Prereq: Admission to the Dental Hygiene program

DHG 141  Lec: 2  Lab: 0  Cred: 2  AH  
**Periodontology**
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.  
Prereq: DHG 121, DHG 140, DHG 165

DHG 143  Lec: 2  Lab: 0  Cred: 2  AH  
**Dental Pharmacology**
This course provides a study of drugs used in dentistry. It emphasizes the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, and indications and contraindications for the use of drugs. A study of dental anesthetics is included.  
Prereq: DHG 165
Course Descriptions

DHG 151 Lec: 3 Lab: 6 Cred: 5 AH
Dental Hygiene Principles
This course is a study of the principles of infection control and hazardous waste communication, instrumentation, instrumentation design, operator patient positioning, operation of basic dental equipment, patient evaluation and medical history review.
Prereq: Admission to the Dental Hygiene program

DHG 165 Lec: 2 Lab: 9 Cred: 5 AH
Clinical Dental Hygiene I
This course introduces the clinical setting for application of dental hygiene skills for patient care.
Prereq: DHG 151, CPR certification, major medical insurance and Hepatitis B vaccine series

DHG 175 Lec: 1.5 Lab: 10.5 Cred: 5 AH
Clinical Dental Hygiene II
This course provides for the continued development of skills necessary to perform dental hygiene care. Emphasis is placed on treatment of the patient with disabilities, total patient care and treatment planning.
Prereq: DHG 165

DHG 230 Lec: 3 Lab: 0 Cred: 3 AH
Public Health Dentistry
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, and on planning, implementation and evaluation of community programs. Nutrition and research also are studied.
Prereq: DHG 165

DHG 231 Lec: 0 Lab: 3 Cred: 1 AH
Dental Health Education
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.
Prereq: DHG 230, DHG 175

DHG 241 Lec: 0.5 Lab: 1.5 Cred: 1 AH
Integrated Dental Hygiene I
This course provides for the integration of basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.
Prereq: DHG 165

DHG 244 Lec: 2 Lab: 3 Cred: 3 AH
Dental Materials
This course is a study of physical and chemical properties, identification, characteristics and manipulation of dental materials.
Prereq: Admission to the Dental Hygiene or Expanded-Duty Dental Assisting program

DHG 255 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene III
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient’s oral health needs.
Prereq: DHG 175

DHG 265 Lec: 1 Lab: 12 Cred: 5 AH
Clinical Dental Hygiene IV
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.
Prereq: DHG 255

ECD 101 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Early Childhood
This course gives an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards. Course content highlights importance of professionalism, family cultural values and practical applications based on historical and theoretical models in early care and education.

ECD 102 Lec: 3 Lab: 0 Cred: 3 CF
Growth and Development I
This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.
Prereq: Departmental approval for nondegree-seeking students

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: Departmental approval for nondegree-seeking students

For updated catalog, visit www.tridenttech.edu.
Observation of Young Children
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.

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: Departmental approval for nondegree-seeking students

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.

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.

Language Arts
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods to select, evaluate and present children’s literature are included. 
Prereq: Departmental approval for nondegree-seeking students

Creative Experiences
In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities. 
Prereq: Departmental approval for nondegree-seeking students

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.

Health, Safety and Nutrition
This course covers a review of health and safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and First Aid. Guidelines and information on nutrition and developmentally appropriate activities also are studied in the course. 
Prereq: Departmental approval for nondegree-seeking students

Music and Movement for Children
This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment and related design of indoor and outdoor environments. 
Prereq: ENG 100

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.
### Course Descriptions

**ECD 201 Lec: 3 Lab: 0 Cred: 3 CF**

Principles of Ethics and Leadership in Early Care and Education

This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, the community and society.

*Prereq: 27 ECD credits to include ECD 102, ECD 107, 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, departmental approval for nondegree-seeking students*

**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.

**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.

**ECD 220 Lec: 3 Lab: 0 Cred: 3 CF**

Social Studies Curriculum in Early Education

This course is an in-depth study and research into planning and implementing a developmentally appropriate social studies curriculum in the early childhood classroom.

**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.

**ECD 239 Lec: 3 Lab: 0 Cred: 3 CF**

Assessment and Program Planning

This course is designed to help students use assessment and evaluation tools to identify strengths and weaknesses of programs and provide developmentally appropriate practices for young children.

**ECD 243 Lec: 1 Lab: 6 Cred: 3 CF**

Supervised Field Experience I

This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.

*Prereq: 27 ECD credits to include ECD 102, ECD 107, ECD 131, ECD 132, ECD 133, ECD 203, departmental approval for nondegree-seeking students*

**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.

**ECD 255 Lec: 3 Lab: 0 Cred: 3 CF**

Activity Therapy for Early Childhood Special Education

This course teaches students to provide assistance in planning and organizing activities focusing on play in a developmentally appropriate environment for children with special needs.

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Course Descriptions

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.

ECD 259  Lec: 3  Lab: 0  Cred: 3  CF
Behavior Management for Special Needs
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.
Prereq: ECD 107

ECD 260  Lec: 3  Lab: 0  Cred: 3  CF
Methods of Teaching Special Needs Students
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.
Prereqs: ECD 107

ECD 270  Lec: 3  Lab: 0  Cred: 3  CF
Foundations in Early Care and Education
This course includes an overview of the history, theories, program models and trends in early care and education. Teaching as a profession will be explored with an emphasis on characteristics of the early childhood teacher.

ECE 201  Lec: 0  Lab: 3  Cred: 1  ET
Electrical and Computer Engineering Seminar
This course covers professionalism, ethics, safety and career planning.

ECE 205  Lec: 2  Lab: 3  Cred: 3  ET
Electrical and Computer Lab I
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.
Prereq or Coreq: ECE 221

ECE 211  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Computer Engineering I
This course covers digital systems and employs basic mathematical techniques used in the design of combinational and sequential systems.
Prereq: MAT 140

ECE 212  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Computer Engineering II
This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming.
Prereq: ECE 211 and EGR 270

ECE 221  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Electrical Engineering I
This course introduces the basic concepts of circuit analysis, applying fundamental laws and principles, resistor circuits, and first- and second-order linear circuits in the time domain using calculus-based solutions where applicable.
Prereq: MAT 141

ECE 222  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Electrical Engineering II
This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms.
Prereq: ECE 221

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
Course Descriptions

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*

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*

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.

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.  
*Co requisite: ECD 243*

EEM 001 Lec: Lab: Cred:  
Indicates credit given for industrial electricity/electronics course work transferred from another college for which there is no equivalent course at TTC.

EEM 107 Lec: 2 Lab: 0 Cred: 2 ET  
**Industrial Computer Techniques**  
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and applications of microcomputers. Emphasis will be placed on industry-standard software for the electrical and automated technologies industry.

EEM 117 Lec: 2 Lab: 6 Cred: 4 IT  
**AC/DC Circuits I**  
This course is a study of direct and alternating current theory, Ohm’s Law, series, parallel and combination circuits. Circuits are constructed and tested.

EEM 118 Lec: 2 Lab: 6 Cred: 4 IT  
**AC/DC Circuits II**  
This course is a continuation of study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.  
*Prereq: EEM 117*

EEM 131 Lec: 3 Lab: 3 Cred: 4 IT  
**Solid State Devices**  
This course is a study of semiconductor theory and common solid state devices. Circuits are constructed and tested.  
*Prereq: EEM 117 or EET 113*

EEM 140 Lec: 1 Lab: 6 Cred: 3 ET  
**National Electrical Code**  
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire and Protection Association (NFPA).  
*Prereq: BCT 140, BCT 141, EEM 165 or advisor approval*

EEM 151 Lec: 2 Lab: 6 Cred: 4 IT  
**Motor Controls I**  
This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes.  
*Prereq: EEM 217*

EEM 165 Lec: 3 Lab: 3 Cred: 4 IT  
**Residential/Commercial Wiring**  
This course is a study of wiring methods and practices used in residential and commercial applications.

EEM 217 Lec: 3 Lab: 3 Cred: 4 IT  
**AC/DC Machines with Electrical Codes**  
This course is a study of AC and DC machines to include operational theory, applications and construction. Relevant sections of the National Electrical Code will also be covered.  
*Prereq: EEM 118*
EEM 221 Lec: 2 Lab: 3 Cred: 3 IT
DC/AC Drives
This course covers the principles of operation and application of DC drives and AC drives.
Prereq: EEM 118
Coreq: EEM 107

EEM 251 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers
This course introduces programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.
Prereq: EEM 107 and EEM 118 or EET 113

EEM 252 Lec: 2 Lab: 3 Cred: 3 IT
Programmable Controllers Applications
This course covers the application of programmable controller theories and operation procedures. Topics such as interfacing, data manipulation and report generation are covered. Programmable controller projects are constructed, operated and tested.
Prereq: EEM 251

EET 001 Lec: Lab: Cred:
Indicates credit given for electronics engineering technology course work transferred from another college for which there is no equivalent course at TTC.

EET 113 Lec: 2 Lab: 6 Cred: 4 ET
Electrical Circuits I
This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel and series-parallel circuits using Ohm’s Law, Kirchhoff’s laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.
Prereq: EGR 104 or advisor approval
Coreq: MAT 110 or MAT 170

EET 141 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Circuits
This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.
Prereq: EET 113

EET 145 Lec: 2 Lab: 6 Cred: 4 ET
Digital Circuits
This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
Prereq: EGR 104 or EEM 117

EET 241 Lec: 3 Lab: 3 Cred: 4 ET
Electronic Communications
This course is a study of the theory of transmitters and receivers, with an emphasis on receivers, mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.
Prereq: EET 141

EET 243 Lec: 2 Lab: 3 Cred: 3 ET
Data Communications
This course is a study of the techniques for sending and receiving information. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industrial standards, networks, and error detection and correction. Circuits are modeled, constructed and tested.
Prereq: EET 145

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
Engineering Technology Foundations
This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications and teamwork are integrated into the course.
Prereq: MAT 102, MAT 153, MAT 170 or equivalent test score

EGR 110 Lec: 2 Lab: 3 Cred: 3 ET
Introduction to Computer Environment
This course provides an overview of computer hardware, available software, operating systems and applications.
Prereq or Coreq: MAT 102, MAT 153 or MAT 170 or appropriate test scores

EGR 170 Lec: 2 Lab: 3 Cred: 3 ET
Engineering Materials
This course is a study of properties, material behaviors and applications.
Prereq: MAT 110
Course Descriptions

EGR 175  Lec: 2  Lab: 3  Cred: 3  ET
Manufacturing Processes
This course includes processes, alternatives and operations in the manufacturing environment. Key elements of manufacturing processes such as quality, materials management, personnel issues and industrial economics will be covered.
Prereq: MAT 102 or MAT 153 and ENG 101

EGR 190  Lec: 3  Lab: 0  Cred: 3  ET
Statics
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
Prereq: MAT 111 and ENG 101

EGR 230  Lec: 3  Lab: 3  Cred: 4  ET
Measurement Principles
This course is a study of basic control circuits and the common sensing elements, components and instruments which are used to measure temperature, pressure, flow, level and related phenomena. The study of calibration standards, accuracy and precision will also be covered.
Prereq: MAT 110

EGR 255  Lec: 1  Lab: 3  Cred: 2  ET
Engineering Technology Senior Systems Project
This course includes an instructor-approved project which is designed, specified, constructed and tested. Projects may include elements of two or more engineering technology disciplines (i.e., EET, MET). This course is a capstone engineering technology course and is designed to be taken toward the end of the student’s program of study.
Prereq: SPC 205 and advisor approval

EGR 260  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Statics
This course introduces the principles of engineering mechanics as applied to forces and force systems. The techniques of vector mathematics are employed.
Prereq: MAT 240, PHY 221

EGR 262  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Dynamics
This course introduces the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.
Prereq: EGR 260

EGR 264  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Engineering Mechanics of Solids
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes.
Prereq: EGR 260

EGR 266  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Thermodynamics Fundamentals
This course introduces the first and second laws of thermodynamics as applied to engineering systems.
Prereq: MAT 240

EGR 270  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Engineering
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications.
Prereq: MAT 111 or MAT 112

EGR 273  Lec: 1  Lab: 3  Cred: 2  ET
Problem Solving for Engineers
This course covers basic problem-solving techniques as applied to the engineering profession.
Prereq: EGR 270, ECE 221
Coreq: ECE 221

EGR 275  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Engineering/Computer Graphics
This course is a study of basic graphical concepts needed for engineering applications.
Prereq or Coreq: MAT 110

EGR 282  Lec: 1  Lab: 3  Cred: 2  ET
Introduction to Civil Engineering
This course covers the engineering process from problem formulation to creative design through practical solution of civil engineering problems.
Prereq: MAT 111 or MAT 112

EGR 285  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Surveying I
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. In addition, it covers latitudes and departures, construction field control, legal aspects of land surveying and public land surveys.
Coreq: MAT 140, EGR 295, EGR 275
EGR 286  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Surveying II
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy. In addition, it covers geospatial representation that includes topographic mapping, advanced adjustments using least squares procedures, map projection, state plan coordinator, astronomic control for mapping, Global Positioning Systems (GPS), Geographic Information Systems (GIS) and remote sensing.
Prereq: EGR 285, MAT 140
Coreq: EGR 296

EGR 295  Lec: 0  Lab: 3  Cred: 1  ET
Engineering Surveying Lab I
This course covers horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop. It includes application of principles introduced in EGR 285.
Coreq: EGR 296

EGR 296  Lec: 0  Lab: 3  Cred: 1  ET
Engineering Surveying Lab II
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map and staking out a horizontal curve. In addition, it covers Global Positioning systems mapping controls, Geographic Information Systems applications and application of principles introduced in EGR 286.
Coreq: EGR 296

EGT 001  Lec: Lab: Cred:
Indicates credit given for engineering graphics course work transferred from another college for which there is no equivalent course at TTC.

EGT 106  Lec: 3  Lab: 0  Cred: 3  ET
Print Reading and Sketching
This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.

EGT 109  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Engineering Design Graphics
This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications for engineering graphics.
Prereq: MAT 101 or MAT 152 or appropriate test scores

EGT 114  Lec: 2  Lab: 0  Cred: 2  ET
Welding Print Basics
This course covers the fundamentals of print reading for welding applications.

EGT 115  Lec: 2  Lab: 6  Cred: 4  ET
Engineering Graphics II
This course in engineering graphics science includes additional drawing techniques for industrial applications. Mechanical detail and assembly drawings will be emphasized. Topics include section views, descriptive geometry, developments, threads and fasteners.
Prereq or Coreq: EGT 151

EGT 117  Lec: 2  Lab: 0  Cred: 2  ET
Welding Print Principles
This course covers welding symbols and their application to pipe fabrication.
Prereq: EGT 114

EGT 130  Lec: 2  Lab: 3  Cred: 3  ET
Geometric Dimensioning and Tolerancing Applications
This course covers interpreting, calculating tolerances, inspecting, computing geometrics of rejected parts, and analyzing the concepts of geometric control.

EGT 151  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to CAD
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prereq: EGR 275 or EGT 109

EGT 152  Lec: 2  Lab: 3  Cred: 3  ET
Fundamentals of CAD
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.
Prereq: EGT 151

EGT 210  Lec: 2  Lab: 6  Cred: 4  ET
Engineering Graphics III
This advanced course in engineering graphics science covers the production of technical working drawings. Computer-aided drafting techniques are included.
Prereq: EGT 115
Course Descriptions

EGT 220  Lec: 4  Lab: 0  Cred: 4  ET
Structural and Piping Application
This advanced drawing course covers structural steel and process piping applications.
Prereq: EGT 115, EGT 151

EGT 245  Lec: 2  Lab: 3  Cred: 3  ET
Principles of Parametric CAD
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software.
Prereq: EGT 152 or departmental approval

EGT 251  Lec: 2  Lab: 3  Cred: 3  ET
Principles of CAD
This course includes the additional use of CAD software for production of technical drawings and related documentation.
Prereq: EGT 152

EGT 252  Lec: 2  Lab: 3  Cred: 3  ET
Advanced Computer Aided Design
This course covers advanced concepts of CAD software and applications. The primary focus is on generating 3-D wireframe, surfaced and solid models.
Prereq: EGT 152

EGT 257  Lec: 2  Lab: 3  Cred: 3  ET
Advanced Civil CAD
This course is a study of the advanced use of CAD in the field of civil engineering. Students will complete drawing projects using concepts related to planning, data capture and project design.
Prereq: EGT 151 or departmental approval

EGT 265  Lec: 2  Lab: 3  Cred: 3  ET
CAD/CAM Applications
This course uses all available CAD skills to produce advanced drawings. The use of solids modeling, CAM and desktop publishing application packages are studied.
Prereq: EGT 252 or departmental approval

ELW 110  Lec: 1  Lab: 3  Cred: 2  ET
Electrical Computations
This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas and usage of a scientific calculator.

ELW 111  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Electrical Line Worker
This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.
Prereq: ELW 110

ELW 112  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Electricity
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles, components and operation of test equipment.
Prereq: ELW 110

ELW 113  Lec: 2  Lab: 3  Cred: 3  ET
National Electrical Safety Code
This course covers the use of the current National Electrical Safety Code. Topics include terms, basic components meters, overhead and underground line construction and maintenance procedures.
Prereq: ELW 112

ELW 114  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction I
This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole-climbing techniques.
Prereq: ELW 111

ELW 115  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction II
This course introduces overhead line maintenance, construction, and framing as well as the safe working practices and procedures for working off a pole using hooks.
Prereq: ELW 114

ELW 116  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction III
This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.
Prereq: ELW 115

ELW 117  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction IV
This course introduces regulators, transformer connections, reclosures, fuses, lightning arresters and troubleshooting of primary and secondary outages.
Prereq: ELW 116

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Course Descriptions

ELW 211  Lec: 2  Lab: 3  Cred: 3  ET
Underground Line Construction I
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.
Prereq: ELW 111

ELW 212  Lec: 2  Lab: 3  Cred: 3  ET
Underground Line Construction II
This course covers troubleshooting of underground systems and associated equipment including fault locating, single and three-phase enclosures, and overhead/underground terminations.
Prereq: ELW 211

ELW 221  Lec: 2  Lab: 3  Cred: 3  ET
Advanced Line Construction
This course introduces advanced line construction concepts, including worksite safety practices, excavations, digital paneling for regulators and reclosure, lightning protection and traffic control devices.
Prereq: ELW 117 and ELW 212

ELW 231  Lec: 2  Lab: 3  Cred: 3  ET
Electrical Power Systems
This course covers the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams, and performance of per unit calculations for circuit performance analysis.
Prereq: ELW 112

EMS 101  Lec: 2  Lab: 3  Credit: 3  AH
Emergency Care for First Responder
This course is a study of emergency care procedures for the first persons responding to an emergency incident. It includes basic skills related to patient assessment, fractures, airway, and trauma management. Nondegree credit

EMS 110  Lec: 3  Lab: 6  Cred: 5  AH
Basic Emergency Medical Care
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
Prereq: Acceptance to EMT program

EMS 111  Lec: 3  Lab: 6  Cred: 5  AH
Intermediate Emergency Care
This course is a study of the concepts and skills related to general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue.
Prereq: EMS 110

EMS 115  Lec: 1  Lab: 0  Cred: 1  AH
International Trauma Life Support
This course is designed to educate the experienced pre-hospital healthcare 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: EMS 110

EMS 116  Lec: 1  Lab: 0  Cred: 1  AH
Advanced Cardiac Life Support
This course is designed to educate the experienced healthcare 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: EMS 111

EMS 117  Lec: 1  Lab: 0  Cred: 1  AH
Pediatric Advanced Life Support
This course is designed to educate the experienced healthcare 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: EMS 116
Course Descriptions

EMS 118 Lec: 1 Lab: 0 Cred: 1 AH
Advanced Medical Life Support
This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.
Prereq: EMS 117

EMS 119 Lec: 2 Lab: 0 Cred: 2 AH
Emergency Medical Services Operations
This course is a multi-faceted approach to the theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism and weapons of mass destruction.
Prereq: EMS 120, except for Advanced Placement students

EMS 120 Lec: 3 Lab: 0 Cred: 3 AH
Pharmacology
This course is a study of concepts related to the pharmacological actions of groups of drugs and includes the development of skills related to the administration of medications and intravenous therapy. Physiology of systems affected by drug action is also included in the course.
Prereq: EMS 110

EMS 210 Lec: 4 Lab: 3 Cred: 5 AH
Advanced Emergency Medical Care I
This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous systems, GI/GU systems, anaphylaxis, toxicologic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies.
Prereq: EMS 110
Coreq: EMS 211

EMS 211 Lec: 1 Lab: 6 Cred: 3 AH
Advanced Clinical Experience I
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings.
Prereq: EMS 110
Coreq: EMS 210

EMS 213 Lec: 3 Lab: 3 Cred: 4 AH
Advanced Emergency Medical Care II
This course is a study of the concepts and skills related to care of specific medical problems. Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory system, cardiovascular system and the endocrine system. Concepts related to the classification, therapeutic actions and side effects of common chemotherapeutic agents are emphasized.
Prereq: EMS 210, EMS 211

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 210, EMS 211
Coreq: EMS 210, EMS 211 and EMS 213

EMS 217 Lec: 1 Lab: 3 Cred: 2 AH
Introduction to Electrocardiography
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.
Prereq: EMS 111

EMS 218 Lec: 2 Lab: 0 Cred: 2 AH
EMS Management Seminar
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting, utilizing a problem-solving approach.
Prereq: EMS 210

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 or Coreq: EMS 210 and EMS 211

EMS 221 Lec: 0 Lab: 9 Cred: 3 AH
Paramedic Internship II
This course builds on the experiences gained in Paramedic Internship I. Focus is on the students and their ability to apply knowledge gained in the classroom during emergency situations while treating a wide variety of patients in different situations.
Prereq: EMS 220

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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 225  Lec: 3  Lab: 3  Cred: 4  AH
Critical Care Transport Paramedic
This course exposes students to the treatment and transport of the critically ill patient. Topics include medical/legal issues, pharmacology, clinical lab values, advanced level respiratory care, and advanced cardiac care to include balloon pumps and hemodynamic monitoring.
Prereq: EMS 120, except for Advanced Placement students

EMS 250  Lec: 5  Lab: 0  Cred: 5  AH
Advanced Placement Paramedic Care I
This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology and assessment.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 251  Lec: 4  Lab: 0  Cred: 4  AH
Advanced Placement Paramedic Care II
This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental and geriatric diseases.
Prereq: EMS 250

EMS 252  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Clinical Experience I
This course covers physician- or clinician-directed clinical experiences in cardiothoracic and emergency/trauma interventions and assessments.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 253  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Clinical Experience II
This course covers physician or clinician-directed experiences in OB, pediatrics and trauma.
Prereq: EMS 252

EMS 254  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Internship Experience I
This course covers the application of theory to develop clinical skills and knowledge, and problem-solving ability.
Prereq: Current South Carolina paramedic certification, program admission and approval from course coordinator

EMS 255  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Internship Experience II
This course uses theory to develop administrative skills and knowledge, and problem-solving ability.
Prereq: EMS 254

ENG 032  Lec: 3  Lab: 0  Cred: 3  LC
Developmental English
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. (Nondegree credit)
Prereq: Appropriate test score

ENG 100  Lec: 3  Lab: 0  Cred: 3  HS
Introduction to Composition
This course is a study of basic writing and may include a review of usage. Appropriate literary selections serve as the basis for writing assignments. (Nondegree credit)
Prereq: Appropriate test scores, writing sample or satisfactory completion of ENG 032

ENG 101  Lec: 3  Lab: 0  Cred: 3  HS
English Composition I
This course is a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. It also reviews standard usage and presents basic research techniques.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

ENG 102  Lec: 3  Lab: 0  Cred: 3  HS
English Composition II
This course includes the development of writing skills through logical organization, effective style, literary analysis, research and an introduction to literary genres.
Prereq: ENG 101 with a minimum grade of C
Course Descriptions

ENG 150  Lec: 3  Lab: 0  Cred: 3  HS
Basic Communications
This course develops practical oral and written communication skills.
Prereq: Students must meet placement test score criteria for ENG 100

ENG 203  Lec: 3  Lab: 0  Cred: 3  HS
American Literature Survey
This course is a survey of American literature: major authors, genres and periods.
Prereq: ENG 102

ENG 205  Lec: 3  Lab: 0  Cred: 3  HS
English Literature I
This course covers the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.
Prereq: ENG 102

ENG 206  Lec: 3  Lab: 0  Cred: 3  HS
English Literature II
This course covers the study of English literature from the Romantic period to the present with emphasis on major writers and periods.
Prereq: ENG 102

ENG 208  Lec: 3  Lab: 0  Cred: 3  HS
World Literature I
This course is a study of masterpieces of world literature in translation from the ancient world to the 16th century.
Prereq: ENG 102

ENG 209  Lec: 3  Lab: 0  Cred: 3  HS
World Literature II
This course is a study of masterpieces of world literature in translation from the 17th century to the present.
Prereq: ENG 102

ENG 214  Lec: 3  Lab: 0  Cred: 3  HS
Fiction
This course is a study of fiction from several cultures. Emphasis is on the nature of genres and appropriate reading strategies.
Prereq: ENG 102

ENG 236  Lec: 3  Lab: 0  Cred: 3  HS
African-American Literature
This course is a critical study of African-American literature examined from historical, social, and psychological perspectives.
Prereq: ENG 102

ENG 238  Lec: 3  Lab: 0  Cred: 3  HS
Creative Writing
This course presents techniques of creative writing in various genres. The student learns to analyze and apply the techniques, styles and forms of prose fiction, poetry or drama through extensive writing and reading.
Prereq: ENG 102

ENG 260  Lec: 3  Lab: 0  Cred: 3  HS
Advanced Technical Communications
This course develops skills in research techniques and increases proficiency in written and oral technical communications by focusing on all phases of the preparation of a formal, fully documented technical project. Since it requires the ability to do independent problem solving in the student’s major area of study, the course is designed for students who are near the end of their programs.
Prereq: ENG 101 with a minimum grade of C

ENG 299  Lec: 3  Lab: 0  Cred: 3  HS
Special Topics in English
This course focuses on a specific purpose for, issue in, or type of English such as South Carolina literature, writing for the Web, or a history of literature censorship in the U.S.
Prereq: ENG 102

ESL 011  Lec: 0  Lab: 3  Cred: 1  LC
Reading/Writing I
This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 012  Lec: 0  Lab: 3  Cred: 1  LC
Grammar I
This course is a general review of English grammar with writing emphasis at the sentence level. (Nondegree credit)

ESL 013  Lec: 0  Lab: 3  Cred: 1  LC
Pronunciation I
This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English. (Nondegree credit)

ESL 014  Lec: 0  Lab: 3  Cred: 1  LC
Communication II
This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audio-visual media. (Nondegree credit)
ESL 015  Lec: 0  Lab: 3  Cred: 1  LC
Reading/Writing II
This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 016  Lec: 0  Lab: 3  Cred: 1  LC
Grammar II
This course is a general review of English grammar with writing emphasis at the sentence to paragraph level. (Nondegree credit)

ESL 017  Lec: 0  Lab: 3  Cred: 1  LC
Pronunciation II
This course includes practice in pronunciation with emphasis on intonation, stress, and rhythm of North American English. (Nondegree credit)

ESL 018  Lec: 0  Lab: 3  Cred: 1  LC
Grammar III
This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level. (Nondegree credit)

ESL 019  Lec: 0  Lab: 3  Cred: 1  LC
Composition
This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition. (Nondegree credit)

EVT 201  Lec: 2  Lab: 3  Cred: 3  SM
Environmental Science
This course introduces the basic principles of environmental science; including ecology; energy resources; waste management; and air, water and soil pollution.

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.

FLM 148  Lec: 2  Lab: 3  Cred: 3  FV
Basic Editing
This course covers the fundamentals of film editing. Students will produce several short film projects that will require the mastery of various cutting techniques.

FLM 150  Lec: 2  Lab: 3  Cred: 3  FV
Pre-Production
This course is an introductory overview of the film-making process.

FLM 152  Lec: 2  Lab: 3  Cred: 3  FV
Film Equipment
This course is an introduction to motion picture film and equipment. Course emphasizes use of motion picture cameras and support equipment.

FLM 153  Lec: 2  Lab: 3  Cred: 3  FV
Film Lighting
This course is an introduction to film lighting techniques and equipment. This course will also include advanced techniques used to light sets for feature films and commercials. 
Prereq: RTV 102

FLM 155  Lec: 2  Lab: 3  Cred: 3  FV
Film Production I
This course covers general film production, including the mechanics of a screenplay, scheduling and scouting locations, and the operation of motion picture equipment.

FLM 156  Lec: 2  Lab: 3  Cred: 3  FV
Film Production II
This course covers film production emphasizing post-production techniques and equipment. 
Prereq: FLM 155 or approval of department head

FLM 157  Lec: 2  Lab: 3  Cred: 3  FV
Set Construction/Props/Art
This course introduces set construction and prop building for motion pictures as well as the workings of the art department from design to set dressing.

FLM 158  Lec: 2  Lab: 3  Cred: 3  FV
Post-Production
This course covers traditional editing and editing theory. Industry-standard software will be introduced.

FLM 159  Lec: 2  Lab: 3  Cred: 3  FV
Digital Distribution
This course covers distribution options for digital media, including DVDs, audio and video streaming via the Internet, and wireless podcasting. 
Prereq: FLM 148 or approval of department head

FLM 168  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Post-Production I
This course will provide training in post-production techniques that may include sound, titling and/or image manipulation for non-linear editing. Students will use industry-standard software to construct specific visual effects.
Course Descriptions

FLM 169  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Post-Production II
This is a continuation of Advanced Post-Production I.
Prereq: FLM 168 or approval of department head

FLM 178  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Editing
This course is a study of the editing skills needed to produce a short film. This course is designed to develop skills in animation and graphics. Students will use Maya software to achieve specific visual effects.
Prereq: FLM 169 or approval of department head

FLM 179  Lec: 2  Lab: 3  Cred: 3  FV
Senior Film Editing
Student will study use of industry-standard software to achieve sophisticated visual effects. This course will provide students with advanced editing skills, particularly in the use of animation and modeling software.
Prereq: FLM 169 or approval of department head

FLM 180  Lec: 0.5  Lab: 1.5  Cred: 1  FV
Special Topics in Film I
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.
Prereq: Approval of department head

FLM 230  Lec: 2  Lab: 3  Cred: 3  FV
Animation Production
This course covers how to produce animated films and includes an understanding of cameraless animation, flip books, inbetweening, cel painting, 3-D animation and other forms of single-frame movement.

FLM 240  Lec: 2  Lab: 3  Cred: 3  FV
Insert Stage Techniques
This course is a study of insert stage techniques used in developing professional imagery.
Prereq: RTV 140

FLM 248  Lec: 2  Lab: 3  Cred: 3  FV
Film Editing Capstone
This course is designed to integrate the knowledge and skills from all previous film editing courses. A comprehensive review of skills acquired in prerequisite courses and more advanced hands-on skill competencies are included.
Prereq: FLM 148 or approval of department head

FLM 250  Lec: 2  Lab: 3  Cred: 3  FV
Film Production Senior Project
This senior project course integrates knowledge and skill from all previous film courses. A comprehensive review, detailed content material and advanced hands-on skill competencies are included.
Prereq: Approval of department head

FLM 252  Lec: 2  Lab: 3  Cred: 3  FV
Cinematography
This course covers advanced knowledge, practices and skills used by cinematographers and directors of photography.
Prereq: FLM 152

FLM 255  Lec: 0  Lab: 9  Cred: 3  FV
Film Production III
This course is designed to enable students to produce a short independent film. The entire class works as crew of the film project, which is supervised by professionals in the industry. Students are involved in every aspect of the film production process: casting, rehearsing, shooting and editing the project.
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 256  Lec: 1  Lab: 6  Cred: 3  FV
Film Production IV
This course is for students wishing to do a small independent film.
Prereq: Approval of department head; restricted to film majors

FLM 260  Lec: 1  Lab: 6  Cred: 3  FV
Professional Experience in Film
This is a course with variable content. Emphasis is on specialized job-related training that is not included in other required courses. This course is offered every semester as an independent study. May substitute for a FLM/RTV course; see advisor.
Prereq: Restricted to majors

FLM 261  Lec: 1  Lab: 6  Cred: 3  FV
Professional Experience in Film II
This course continues FLM 260, Professional Experience in Film. This course has variable content with emphasis on specialized job-related training that is not included in other required courses. This course is offered each semester as an independent study. May substitute for a FLM/RTV course, see advisor.
Prereq: Restricted to majors

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FLM 265  Lec: 2    Lab: 3    Cred: 3    FV
Documentary Filmmaking
This course covers the techniques and procedures used to produce a short documentary project.  
Prereq: FLM 148 and RTV 144 or approval of department head

FLM 269  Lec: 4    Lab: 6    Cred: 6    FV
Film Production Practicum
This course provides an environment for students to work with industry professionals on a short film project. Students are involved in every aspect of the film production process, from pre-production through production.  
Prereq: FLM 150 and FLM 155 or approval of department head

FLM 272  Lec: 2    Lab: 3    Cred: 3    FV
Directing for the Camera
This course is an introduction to directing techniques that can help actors and crew to ensure a successful project.  
Prereq: FLM 155

FLM 290  Lec: 2    Lab: 3    Cred: 3    FV
Contemporary Film Issues
This course covers various issues in film such as women in film, minorities in film, the independents, experimental filmmaking and other issues. The class also views and discusses foreign (European, Japanese, Canadian and Soviet) films.  
Prereq: ART 105

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: FLM 148 or specified French placement test scores

FRE 201  Lec: 3    Lab: 0    Cred: 3    HS
Intermediate French I
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.  
Prereq: FRE 102 or specified French placement test scores

FRE 202  Lec: 3    Lab: 0    Cred: 3    HS
Intermediate French II
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose.  
Prereq: FRE 201 or specified French placement test scores

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 and Africa. Diversity of each region is emphasized by examining its physical environment; natural resources; and social, cultural, economic and political systems.

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: GER 101

GER 102  Lec: 4    Lab: 0    Cred: 4    HS
Elementary German II
This course continues the development of the four basic language skills and the study of German culture.  
Prereq: GER 101

GER 201  Lec: 3    Lab: 0    Cred: 3    HS
Intermediate German I
This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.  
Prereq: GER 102
Course Descriptions

**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

**GMT 250  Lec: 1.5  Lab: 4.5  Cred: 3  ET**
Evidence Procedures for Boundary Control
This course is a study of the role of surveyor in retracing land boundaries; methods of boundary establishment; classification and analysis of boundary evidence; laws governing riparian boundaries; preparing deed descriptions and survey plats; preservation of survey evidence; surveyor as expert witness; and ethics, liability and professionalism in surveying. This course also includes the acquisition of field data and its use in preparing subdivision plats using land development computer software.
Prereq: CET 205, EGT 151

**HIM 110  Lec: 3  Lab: 0  Cred: 3  AH**
Health Information Science I
This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.
Prereq: CPT 101

**HIM 130  Lec: 3  Lab: 0  Cred: 3  AH**
Billing and Reimbursement
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prereq: HIM 110

**HIM 140  Lec: 3  Lab: 0  Cred: 3  AH**
Current Procedural Terminology I
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems particular to the physician office setting. Students learn to assign codes to capture the professional component of services provided.
Prereq: Acceptance into the coding program, HIM 110, HIM 216, AHS 170

**HIM 141  Lec: 2  Lab: 3  Cred: 3  AH**
Current Procedural Terminology II
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.
Prereq: HIM 140

**HIM 150  Lec: 2  Lab: 3  Cred: 3  AH**
Coding Practicum I
This course provides clinical practice in the application of basic coding and classification system guidelines in selected health care facilities.
Prereq: HIM 140, HIM 225

**HIM 216  Lec: 2  Lab: 3  Cred: 3  AH**
Coding and Classification I
This course includes a study of disease, procedural coding and classification systems.
Prereq: HIM 110

**HIM 225  Lec: 2  Lab: 3  Cred: 3  AH**
Coding and Classification II
This course provides a study of advanced coding and classification systems.
Prereq: HIM 216

**HIM 228  Lec: 2  Lab: 0  Cred: 2  AH**
Coding Seminars
This course includes specific assigned coding projects and certification examination preparation.
Prereq: HIM 150

**HIM 264  Lec: 0  Lab: 12  Cred: 4  AH**
Clinical Practice IV
This course provides clinical practice in the application of health information system theory in selected health care facilities. Focus is on the application of inpatient and outpatient coding and classification system guidelines.
Prereq: HIM 150

**HIM 266  Lec: 3  Lab: 0  Cred: 3  AH**
Computers in Health Care
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage and data-sharing concepts.
Prereq: HIM 110
Coreq: HIM 130

**HIS 001  Lec:  Lab:  Cred:**
Indicates credit given for History course work transferred from another college for which there is no equivalent course at TTC.

**HIS 101  Lec: 3  Lab: 0  Cred: 3  HS**
Western Civilization to 1689
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping the Western cultural tradition.
Prereq: ENG 100 or appropriate test score

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HIS 102  Lec: 3  Lab: 0  Cred: 3  HS
Western Civilization Post 1689
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shaped the modern Western world.
Prereq: ENG 100 or appropriate test score

HIS 104  Lec: 3  Lab: 0  Cred: 3  HS
World History I
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends that characterized the world in each era.
Prereq: ENG 100 or appropriate test score

HIS 105  Lec: 3  Lab: 0  Cred: 3  HS
World History II
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on Western expansion and on the economic, social, political and cultural aspects of each era.
Prereq: ENG 100 or appropriate test score

HIS 106  Lec: 3  Lab: 0  Cred: 3  HS
Introduction to African History
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the modern, colonial and post-dependence periods.
Prereq: ENG 100 or appropriate test score

HIS 108  Lec: 3  Lab: 0  Cred: 3  HS
Introduction to East Asian Civilization
This course is an analysis of the evolution of social, political and cultural patterns in east Asia, emphasizing the development of philosophical, religious and political institutions and their relationship to literacy and artistic forms in China and Japan.
Prereq: ENG 100 or appropriate test score

HIS 130  Lec: 3  Lab: 0  Cred: 3  HS
African-American History to 1877
This survey course describes the efforts of African Americans to define themselves through their social, economic and political contributions to American history. The history, impact and significance of the institution of slavery is included. The chronological scope of the course ranges from the African origins of African Americans to the frustrations associated with the failure of Reconstruction.
Prereq: ENG 100 or appropriate test score

HIS 131  Lec: 3  Lab: 0  Cred: 3  HS
African-American History: 1877 to Present
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history from the time of Reconstruction to the present.
Prereq: ENG 100 or appropriate test score

HIS 201  Lec: 3  Lab: 0  Cred: 3  HS
American History: Discovery to 1877
This course is a survey of U.S. history from discovery to 1877, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 202  Lec: 3  Lab: 0  Cred: 3  HS
American History: 1877 to Present
This course is a survey of U.S. history from 1877 to the present, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 226  Lec: 3  Lab: 0  Cred: 3  HS
Black History and Culture of the South Carolina Sea Islands
This course focuses on the unique origin, history, language, art, music and literature of the South Carolina Sea Islands and how the customs, folklore and traditions are being fused into the present American society.
Prereq: ENG 100 or appropriate test score

HOS 001  Lec:  CI: Lab: 0  Cred:  Indicates credit given for hospitality and tourism course work transferred from another college for which there is no equivalent course at TTC.

HOS 103  Lec: 3  Lab: 0  Cred: 3  CI
Nutrition
This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

HOS 104  Lec: 3  Lab: 0  Cred: 3  CI
Introduction to Culinary Arts
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.
HOS 107  Lec: 0  Lab: 9  Cred: 3  CI
Culinary Skills I
This course introduces kitchen fundamentals and classical cooking techniques in a hands-on laboratory setting. Students apply theory to practical culinary methodology while supporting the school’s production outlets.

HOS 109  Lec: 2  Lab: 3  Cred: 3  CI
Nutrition Science and Sanitation
This course combines safety and sanitation practices with the science of nutrition. Students will study culinary nutrition in a lab setting while applying safe, sanitary practices. Students will sit for a National Servsafe exam upon completing the course.

HOS 110  Lec: 1  Lab: 6  Cred: 3  CI
Food Production Management
This course covers basic food principles in a production kitchen environment.
Prereq or Coreq: HOS 154

HOS 111  Lec: 0  Lab: 9  Cred: 3  CI
Culinary Skills II
This course is a continuation of Culinary Skills I. Students will demonstrate advanced culinary techniques, including organization, sanitation, and cooking skills, in a hands-on lab setting, while supporting the culinary school’s outlets.

HOS 113  Lec: 1  Lab: 6  Cred: 3  CI
Laminated Doughs and Pastries
This course is designed to develop the knowledge, skill and techniques required in the production and presentation of laminated dough and classical French Viennoiserie products such as croissants, Danish, puff pastry, doughnuts and other breakfast sweets.
Coreq: HOS 154

HOS 114  Lec: 1  Lab: 6  Cred: 3  CI
Introduction to Cakes
This course introduces students to scaling, mixing, baking and decorating cakes and cake products. Students will learn to use various mixing methods and decorating techniques as well as an array of fillings and frostings while making American and international cake products.
Coreq: HOS 154

HOS 118  Lec: 0  Lab: 9  Cred: 3  CI
Healthy Baking
This course introduces the principles of healthy baking and pastry arts. Emphasis is placed on production of traditional baked goods using substitute ingredients, making them light and healthy or lower in fat, while maintaining the quality and integrity of the final products. Labeling and showcasing final baked goods will be a part of this course.
Coreq: HOS 104 and 109

HOS 119  Lec: 0  Lab: 9  Cred: 3  CI
Introduction to Baking and Pastry
This course introduces baking fundamentals and classical baking techniques in a laboratory setting. Students apply theory to practical baking and pastry methodology while supporting the school’s production outlets.

HOS 121  Lec: 1  Lab: 6  Cred: 3  CI
Cake Decorating and Finishing Techniques
This course covers the techniques and assembling used in finishing theme cakes and international cakes with a variety of media used in commercial bakeshops.
Prereq: HOS 120

HOS 122  Lec: 0  Lab: 6  Cred: 2  CI
Advanced Culinary Skills
This course applies advanced cooking techniques and theories in a production setting. Emphasis is placed on individual as well as team production. This course also includes menu development and execution, basic costing, and buffet management.
Prereq: HOS 104, 107 and 109

HOS 127  Lec: 3  Lab: 0  Cred: 3  CI
History of Diets in World Cultures
This course is a study of the history of food and its importance in world societies and religions. Students will analyze the use of dietary pyramids and the cultural phenomena of fad diets, sustainability issues, and psychological eating disorders as they apply to social history.
Pre-requisite: HOS 104 or permission of instructor
Course Descriptions

HOS 128  Lec: 3  Lab: 0  Cred: 3  CI
Culinary Management and Human Resources
This course is the study of the theories and concepts of management with an emphasis on human relations skills and managerial techniques as applied to chefs and kitchen managers. Legal aspects of the industry are introduced as part of human resources and executive team responsibilities.
Prereq: HOS 104, 107 and 109

HOS 129  Lec: 2  Lab: 3  Cred: 3  CI
Storeroom and Purchasing
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prereq: CPT 101, HOS 107 and 109

HOS 132  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Communications and Leadership
This course is a basic course in communication including grammar review and development of written and oral communication skills as applied to hospitality and tourism scenarios. This course also introduces the concept of leadership development through service learning in hospitality.
Prereq: ENG 100 or appropriate test scores

HOS 135  Lec: 1  Lab: 6  Cred: 3  CI
Introduction to Dining Room Service
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and a la carte styles of service. Students develop a natural link between the kitchen and the dining room in the process of serving, through interaction with the guests.
Prereq: HOS 107 and HOS 109

HOS 140  Lec: 3  Lab: 0  Cred: 3  CI
The Hospitality Industry
This course is a survey of the hospitality industry and the principles of operation of both lodging and food service industries. Students learn the range of alternative business options available in the industry from local, national and international perspectives.

HOS 145  Lec: 1  Lab: 6  Cred: 3  CI
Dining Room Operations
This course is a study of operational procedures of the dining area and managerial concerns for effective dining service for food and beverage.
Prereq: Departmental approval for nondegree-seeking students; HOS 154 for degree or diploma students
Coreq: HOS 154

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 154  Lec: 2  Lab: 0  Cred: 2  CI
Safety and Sanitation
This course is a study of local, state and national regulations governing safe and sanitary food handling. This class meets the minimum ACF standards for contact hours.

HOS 159  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Accounting Applications
This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.
Prereq: MAT 101, MAT 152 or appropriate test scores

HOS 160  Lec: 3  Lab: 0  Cred: 3  CI
Purchasing for Hospitality
This course is a study of a systematic approach to the principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.
Prereq: HOS 101 or HOS 110, HOS 154

HOS 163  Lec: 3  Lab: 0  Cred: 3  CI
International Etiquette and Protocol
This course is a cultural survey on a range of international protocols affecting business as well as individual success. Highlights include Asian, African, Middle Eastern, South American and Eastern European societies. Differences studied feature approaches to business and lifestyles.
Course Descriptions

HOS 164  Lec: 3  Lab: 0  Cred: 3  CI
Travel and Tourism
This course covers the history, development, concepts and principles of the travel and tourism industry. Students research case studies as well as local examples of how tourism affects the economy and society. Students also learn to interpret travel trends for business application.

HOS 169  Lec: 3  Lab: 0  Cred: 3  CI
Club Management
This course covers management principles and techniques relevant to country clubs, yacht clubs, and government, fraternal, health, recreational and special organizations.

HOS 171  Lec: 3  Lab: 0  Cred: 3  CI
Food and Beverage Controls
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.

Prereq: HOS 129

HOS 178  Lec: 2  Lab: 3  Cred: 3  CI
Farm to Plate
This course explores traditional farming methods used throughout South Carolina and around the world. Students will study heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.

Prereq or Coreq: HOS 102 or permission of instructor

HOS 180  Lec: 1  Lab: 6  Cred: 3  CI
French Regional Cuisines
This course is the study of the French regional cuisines of Normandy, Brittany, Savoy and Provence with an emphasis on service, standards, language, wines and beverage service. This course also includes cooking from the select regions including Alcace-Lorraine, Bordeaux, the Southwest and Paris. Students also study and produce classical French cuisine.

Prereq: HOS 102 and HOS 227

HOS 181  Lec: 1  Lab: 6  Cred: 3  CI
Candies and Confectionaries
This course focuses on the elements of making candies and confections. It stresses a complete understanding students will develop of all components of chocolates, sugar, pastillage and marzipan, using basic pâtisserie principles.

Prereq: HOS 120

HOS 182  Lec: 1  Lab: 6  Cred: 3  CI
Artisan Breads
This course introduces the fundamental skills, concepts and techniques of artisan bread baking. Use of sponges, wild yeast, bigas and poolish will be incorporated in making authentic rustic bread. An assortment of international breads will be made, as well as breads for special occasions.

Prereq: HOS 120

HOS 183  Lec: 1  Lab: 6  Cred: 3  CI
Plated Desserts
This course focuses on the elements of modern dessert production and consumption. It stresses a thorough understanding and creation of all components of plated dessert production, using basic pastry principles.

Prereq: HOS 220

HOS 185  Lec: 1  Lab: 6  Cred: 3  CI
Ice Cream and Frozen Desserts
This course develops advanced skills in making ice cream, sorbets, gelato and granita and the assembly of frozen desserts. Students will produce ice cream on a retail level using different types of ice cream machines and flavorings. Students will also assemble tortes, bombes and holiday classics that incorporate frozen desserts.

Prereq: HOS 220

HOS 186  Lec: 1  Lab: 6  Cred: 3  CI
Mediterranean Cuisine
This course is the study of the cuisine of the Mediterranean and the Mediterranean Dietary Pyramid, including Spain, France, Italy, Middle East and North Africa. Emphasis is on the culture, cooking methods, food products and beverages of the various countries.

Prereq: HOS 102 and HOS 227
HOS 190  Lec: 1  Lab: 6  Cred: 3  CI  
**Issues in Culinary Arts and Hospitality Abroad**  
This course exposes students to contemporary hospitality and culinary issues in the global marketplace through lecture, cultural preparation and geographic study as well as completion of an experiential visit abroad.  
*Prereq: 24 credit hours and departmental approval*  

HOS 215  Lec: 0  Lab: 9  Cred: 3  CI  
**Cuisine of the Americas**  
This course is a study of the cuisine of the culinary regions of the United States, South and Central America, Mexico and the Caribbean. Students are exposed through lecture and practical hands-on experience, to the history, cultural influences, and types of food eaten in this area of the world. Each class will offer the student an opportunity to work in various cooking stations that represent cold and hot food preparation.  
*Prereq: HOS 122*  

HOS 216  Lec: 0  Lab: 9  Cred: 3  CI  
**International Cuisine**  
This course is a study of the cuisines of the world, including Asia, Europe, the Mediterranean, and Africa. Students are exposed to history, cultural influences, and common recipes. Each class will offer the student an opportunity to work in various cooking stations that represent cold and hot food preparation.  
*Prereq: HOS 122*  

HOS 220  Lec: 1  Lab: 6  Cred: 3  CI  
**Advanced Bakeshop**  
This course is a study of the preparation of advanced, classical and international pastries. Emphasis is placed on producing quality commercial baked goods.  
*Prereq: HOS 120*  

HOS 221  Lec: 1  Lab: 6  Cred: 3  CI  
**Retail Baking**  
This course covers the quantity production of frozen, bagged, scoop’n bake and mixed products. Topics on the marketing of baked products and costing procedures are included.  
*Prereq: HOS 120*  

HOS 222  Lec: 1  Lab: 6  Cred: 3  CI  
**Chocolate and Sugar**  
This course is a study of chocolate artistry and sugar work to include tempering various types of chocolate for modeling and display work, as well as molding, pulling and blowing sugar.  
*Prereq: HOS 181*  

HOS 223  Lec: 1  Lab: 6  Cred: 3  CI  
**Wedding Cakes and Decorating Techniques**  
This course covers the production and assembly of wedding cakes that include artisan decorating techniques and display. Students will learn to use various types of cake materials to include pulled sugar and chocolate work.  
*Prereq: HOS 121*  

HOS 224  Lec: 1  Lab: 6  Cred: 3  CI  
**Jams, Jellies, Chutneys and Tarts**  
This course will focus on the manufacturing, packaging and marketing of various types of jams, jellies and chutneys.  
*Prereq: HOS 120 or permission of instructor*  

HOS 228  Lec: 1  Lab: 6  Cred: 3  CI  
**Petit Fours and Mini Pastries**  
This course introduces the art of miniature pastry making from tea cakes to petit fours secs. Students will produce several types of pastries made in miniature fashion as well as products to be used in such settings as retail bakeries, restaurants, hotels and catering.  
*Prereq: HOS 120*  

HOS 230  Lec: 3  Lab: 0  Cred: 3  CI  
**Therapeutic Nutrition**  
This is an introductory course to the study of diet therapy of an individual with a health problem, the etiology of the disease, and the necessary diet modifications to aid in restoring the individual’s health.  
*Prereq: HOS 109*  

HOS 235  Lec: 3  Lab: 0  Cred: 3  CI  
**Menu Planning**  
This course is a study of the principles of menu planning and design with application of basic nutrition, organization plans, and recordkeeping techniques. Students develop several types of menus to include costing, marketing, and menu analysis. Menus analysis will also include kitchen equipment layout and design.  
*Prereq: HOS 171 Food and Beverage Controls*  

HOS 236  Lec: 0  Lab: 9  Cred: 3  CI  
**Restaurant Capstone**  
This course will include capstone competencies for culinary arts students. Students will manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis, and expedite food from the kitchen to the dining room, in the student-run restaurant.  
*Prereq or Coreq: HOS 171, 215 and 216*
Course Descriptions

HOS 237  Lec: 0  Lab: 6  Cred: 2  CI
Contemporary Cuisine
This course is a study of modern cooking techniques using classical formulas as well as a modern approach to plate presentations. Students prepare cold and hot foods while using culinary techniques that incorporate sound cooking techniques, current and traditional methods.
Prereq or Coreq: HOS 171, 215 and 216

HOS 241  Lec: 1  Lab: 6  Cred: 3  CI
Sports Nutrition
This course emphasizes the importance of food and specific diets to enhance athletic performance. Students will use their knowledge of nutrition and anatomy and physiology to create menus geared for the training tables of various sports.
Prereq: HOS 109, 111 and BIO 110

HOS 242  Lec: 1  Lab: 6  Cred: 3  CI
Vegetarian and Vegan Cuisine
This course is the study of vegetarian and vegan cuisines. Students will prepare recipes and develop menus that represent specific dietary requirements of these cuisines to include lacto, lacto-ovo, micro- and macrobiotic. Natural dietary supplements are included as part of healthy eating regimes that exclude animal proteins.
Prereq: HOS 111 and 127

HOS 243  Lec: 1  Lab: 6  Cred: 3  CI
Food Competition Fundamentals
This course is the study of techniques and procedures for food competitions. Special attention is given to menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competitions.
Prereq: HOS 201

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 154

HOS 251  Lec: 3  Lab: 0  Cred: 3  CI
Introduction to Wine
This course is a study in the basic wine production process with focus on the different styles of wine, countries of origin, terroir and related flavor characteristics. The course will include best practices and industry trends.
Prereq: HOS 154. Students must be 21 years of age by date of first class meeting. Enrollment in this course requires permission of department head.

HOS 252  Lec: 2  Lab: 3  Cred: 3  CI
Advanced Food and Beverage Service
This course is an advanced food and beverage management course requiring conception, operation and management of a small quantity food and beverage operation in an applied lab setting.
Prereq and coreq: HOS 154 or ServSafe Sanitation Certificate

HOS 253  Lec: 3  Lab: 0  Cred: 3  CI
Beer Basics
This course will explore the production, sales and service of domestic and imported beers including ales, pilsners, stout and microbreweries as well as best practices and industry trends.
Prereq: HOS 154. Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

HOS 254  Lec: 3  Lab: 0  Cred: 3  CI
Catering Management
This course is a study of the culinary business’s logistical and entrepreneurial aspects of catering management. Emphasis is placed on food preparation, transportation, presentation and cost controls in a variety of settings. Students observe local catering operations through class tours and guest lecture appearances.
Prereq: HOS 101 or HOS 110, HOS 140, HOS 154

HOS 255  Lec: 3  Lab: 0  Cred: 3  CI
Food Service Management
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.
Prereq: HOS 101 or HOS 110, HOS 154, HOS 159, HOS 245

For updated catalog, visit www.tridenttech.edu.
HOS 256  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Management Concepts
This course is a study of the theory and principles of management as applied to the hospitality industry.
Prereq: HOS 140

HOS 258  Lec: 3  Lab: 0  Cred: 3  CI
Convention Management
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.
Prereq: HOS 140

HOS 261  Lec: 3  Lab: 0  Cred: 3  CI
Distilled Spirits and Related Products
This course will explore the production and service of distilled spirits including key components, procurement, service, sales and storage of distilled products and related products. Current industry trends, best practices and legal requirements for sales and service will be addressed.
Prereq: HOS 154. Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

HOS 262  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Software Applications
This course includes using microcomputer software to manage various areas of the hospitality industry.
Prereq: CPT 101 or departmental approval

HOS 264  Lec: 3  Lab: 0  Cred: 3  CI
Food and Beverage Pairing
This course focuses on the concepts of food and beverage pairing and the influence of ingredient selection, preparation techniques and presentation on enhancing sales, service and profitability.
Prereq: HOS 154
Students must be 21 years of age by the date of the first class meeting. Enrollment in this course requires permission of department head.

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 266  Lec: 3  Lab: 0  Cred: 3  CI
Building a Beverage Business
This course will address planning, developing, operating, marketing and measuring the profitability of a beverage business in a variety of settings.
Prereq: HOS 154

HOS 272  Lec: 0  Lab: 12  Cred: 3  CI
SCWE in Hospitality/Tourism Management
This course integrates hospitality skills at an approved work site related to the hospitality industry.
Prereq: Departmental approval

HOS 277  Lec: 0  Lab: 12  Cred: 3  CI
SCWE in Culinary Arts
This course integrates culinary skills at an approved work site related to the culinary industry.
Prereq: Departmental approval

HOS 278  Lec: 3  Lab: 0  Cred: 3  CI
Medicinal Herbs and Natural Healing
This course introduces philosophical teachings along with the use of medicinal herbs and natural healing remedies including the selection of herbs, spices and blends of ingredients for traditional applications.
Pre-requisite: HOS 241 and BIO 110

HOS 279  Lec: 1  Lab: 6  Cred: 3  CI
Dietary Health and Spa Cuisine
This course is a study of advanced techniques of nutritionally sound food preparation and menu development that reflect current nutritional research. Applications include health care retreats, spa cuisine, and modern retirement community restaurant models.
Prereq or Coreq: HOS 242 and HOS 241

HOS 280  Lec: 1  Lab: 6  Cred: 3  CI
Butchery and Charcuterie
This course develops advanced skills in butchering of meat and poultry products. Students will learn to turn lesser-used cuts into artisan charcuteries, sausages and cured meats and to break down primal cuts of beef, lamb, veal, pork and wild game, turning pieces into retail or restaurants cuts.
Prereq: HOS 227 or permission of instructor

HOS 281  Lec: 1  Lab: 6  Cred: 3  CI
Seafood Cookery
This course develops advanced skills in filleting and cooking seafood and shellfish. Students will fabricate whole fish for use in various cooking methods as well as identify local and imported fish. Students will also study the seafood industry and its importance to the economy and environment.
Prereq: HOS 102
Course Descriptions

HRT 001  Lec:   Lab:   Cred:
Indicates credit given for horticulture course work transferred from another college for which there is no equivalent course at TTC.

HRT 101  Lec: 2  Lab: 3  Cred: 3  IT  Introduction to Horticulture
This course covers the basic principles of horticulture as it relates to commercial production.

HRT 102  Lec: 3  Lab: 3  Cred: 4  IT  Landscape Design
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

HRT 106  Lec: 1  Lab: 3  Cred: 2  IT  Ornamentals
This course is a survey of ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names. Plant materials include ground covers, vines, grasses, palms and some shrubs.

HRT 107  Lec: 1  Lab: 3  Cred: 2  IT  Woody Ornamentals
This course is a survey of deciduous and evergreen ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names.

HRT 108  Lec: 1  Lab: 3  Cred: 2  IT  Annuals and Perennials
This course is a survey of herbaceous plants, both annual and perennial, that can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, culture, and botanical and common names.

HRT 110  Lec: 3  Lab: 3  Cred: 4  IT  Plant Form and Function
This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

HRT 111  Lec: 1  Lab: 3  Cred: 2  IT  Foliage Plants
This course is a survey of herbaceous plants suitable for indoor culture and includes those varieties used in interior landscaping. Emphasis is on identification and interior landscape design.

HRT 121  Lec: 2  Lab: 3  Cred: 3  IT  Commercial Irrigation
This course examines the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding also are included.

HRT 125  Lec: 3  Lab: 3  Cred: 4  IT  Soils
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter and life of soils. Materials and methods for supplying nutrients to plants are included.

HRT 130  Lec: 2  Lab: 3  Cred: 3  IT  Greenhouse Production
This course is a study of the basics of greenhouse production. Emphasis is on greenhouse soils, watering, fertilization, pest control, climate control and calculation of production costs.

HRT 139  Lec: 2  Lab: 3  Cred: 3  IT  Plant Propagation
This course is a study of the fundamental principles and techniques involved in plant propagation.

HRT 144  Lec: 2  Lab: 3  Cred: 3  IT  Plant Pests
This course is a study of horticulturally important insects, plant diseases and weeds. Emphasis is on identification, prevention and control.

HRT 153  Lec: 2  Lab: 3  Cred: 3  IT  Landscape Construction
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, brick landscape structures, lighting, water features and drainage.

HRT 169  Lec: 3  Lab: 0  Cred: 3  IT  Sustainability in Horticulture
This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products.
Course Descriptions

HRT 171  Lec: 2  Lab: 3  Cred: 3  IT
Landscape Business Techniques
This course explores ownership and operation of a landscape business. Topics include basic business procedures, finance, employee benefits and license requirements with emphasis on business start-up procedures.

HRT 212  Lec: 2  Lab: 3  Cred: 3  IT
Commercial Landscape Design
This course is a study of landscaping principles and practices with emphasis on large commercial or public landscape developments. Students are introduced to landscape design using computers.
Prereq: HRT 102 or advisor approval

HRT 240  Lec: 3  Lab: 3  Cred: 4  IT
Pesticides
This course is a study of the application of herbicides, insecticides and fungicides. Emphasis is on current certification materials, calibration problems and application of pesticides over large areas.

HRT 241  Lec: 2  Lab: 3  Cred: 3  IT
Turf Management
This course is a study of the identification, use, culture and maintenance of turf grasses. Emphasis is on installing and managing turf in residential, commercial and public areas.

HRT 254  Lec: 1  Lab: 3  Cred: 2  IT
Landscape Maintenance
This course is a study of the methods and procedures used in an overall approach to the maintenance of annuals, perennials, turf, shrubs and trees in a large-scale area.

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 201  Lec: 3  Lab: 0  Cred: 3  HS
Issues in Humanities
Through a study of interpersonal relationships and communication, this course provides a multi-cultural overview of the classic issues in the humanities and their implications for shaping morals, ethics and values. Major emphasis is on the development of group and individual competencies in effective oral communication skills.

HSS 201  Lec: 3  Lab: 0  Cred: 3  HS
Issues in Humanities
Through a study of interpersonal relationships and communication, this course provides a multi-cultural overview of the classic issues in the humanities and their implications for shaping morals, ethics and values. Major emphasis is on the development of group and individual competencies in effective oral communication skills.

HUM 001  Lec:  Lab:  Cred:
Indicates credit given for humanities course work transferred from another college for which there is no equivalent course at TTC.

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.

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.

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.

HUS 112  Lec: 2  Lab: 0  Cred: 2  CF
Services for the Elderly
This course studies the services available for older adults, including health, social services, recreation, financial and educational services.

HUS 201  Lec: 3  Lab: 0  Cred: 3  CF
Family System Dynamics
This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions.
HUS 205 Lec: 3 Lab: 0 Cred: 3 CF
Gerontology
This course is a survey of the physical, social and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

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.

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.

HUS 214 Lec: 3 Lab: 0 Cred: 3 CF
Health, Wellness and Nutrition for Special Populations
This course explores theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.

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 231

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

HUS 222 Lec: 3 Lab: 0 Cred: 3 CF
Leadership Development in Human Services
This course provides an overview of human services leadership and professional development principles; historical and contemporary issues common to human services management and administration; and comparative analyses of the personal and professional development philosophies of leaders in the human services field.
Prereq: HUS 101

HUS 230 Lec: 3 Lab: 0 Cred: 3 CF
Interviewing Techniques
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on in their supervised field placements.

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 demonstrate procedures and knowledge of basic counseling theories and techniques related to human services.

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.

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.

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

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.
IDS 101  Lec: 3  Lab: 0  Cred: 3  LC
Human Thought and Learning
This course explores the principles, methods and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (Nondegree credit)

IDS 201  Lec: 3  Lab: 0  Cred: 3  BT
Leadership Development
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. The course aids students in increasing their understanding of themselves, and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. This includes a major emphasis in the development of group and individual competencies in oral communication skills.

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.

IMG 233  Lec: 3  Lab: 0  Cred: 3  BT
Industrial Supervision
This course introduces the principles, concepts, and techniques for effective and efficient utilization of personnel. Emphasis is placed on leadership and human behavior as they relate to employer-employee relationships, teaming and problem-solving.

IMT 102  Lec: 2  Lab: 0  Cred: 2  IT
Industrial Safety
This course covers proper safety habits to avoid dangerous conditions in an industrial complex. Course topics include positive attitude, personal safety, the proper use of equipment, fire prevention, lockout/tagout, electrical safety and OSHA.

IMT 105  Lec: 1  Lab: 3  Cred: 2  IT
Mechanical Sketching
This course provides a hands-on course of instruction in blueprint reading and sketching so the student will be able to utilize analytical and visualization skills in the development of sketching techniques and understanding blueprints.

IMT 121  Lec: 1  Lab: 3  Cred: 2  IT
Drive Systems
This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 124  Lec: 1  Lab: 3  Cred: 2  IT
Pumps
This course covers packing, seals, couplings, alignment, bearings and rebuilding pumps.

IMT 131  Lec: 3  Lab: 3  Cred: 4  IT
Hydraulics and Pneumatics
This course covers the basic technology and principles of hydraulics and pneumatics. Fluid power and variable speed drives also are covered.

IMT 151  Lec: 2  Lab: 3  Cred: 3  IT
Piping Systems
This course covers plumbing and piping systems used in industrial, commercial and/or residential construction. Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IMT 160  Lec: 2  Lab: 3  Cred: 3  IT
Preventive Maintenance
This course covers preventive maintenance techniques, lubrication, bearing, mechanical troubleshooting and the use of computers in maintenance.

IMT 163  Lec: 2  Lab: 3  Cred: 3  IT
Problem Solving for Mechanical Applications
This course covers troubleshooting techniques such as critical thinking in mechanical situations, practical problem-solving techniques, and mechanical procedures with heavy emphasis on computational and analytical problem-solving skills.

IMT 210  Lec: 2.5  Lab: 1.5  Cred: 3  ET
Basic Industrial Skills I
This course is designed to give students an introduction to basic safety, construction math, and hand tools as related to industrial applications. (Note: Course is aligned with NCCER modules 00101-04, 00102-04, and 00103-04)
Course Descriptions

IMT 211  Lec: 2.5  Lab: 1.5  Cred: 3  ET
Basic Industrial Skills II
This course is designed to give students an introduction to power tools, blueprints and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104-04, 00105-04, 00106-04, 00107-04 and 00108-04)

IST 161  Lec: 3  Lab: 0  Cred: 3  BT
Introduction to Network Administration
This course is an introductory study of networking operating system administration. Techniques of installation and administration of a networking operating system will be included. Microsoft desktop and server operating systems will be used in this class.

IST 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 will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service and compatibility issues will be introduced. Prereq: IST 161

IST 164  Lec: 3  Lab: 0  Cred: 3  BT
Implementing Windows Network Infrastructure Services
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. This course covers the objectives of the associated Microsoft MCSE certification. Prereq: IST 161

IST 165  Lec: 3  Lab: 0  Cred: 3  BT
Implementing and Administering Windows Directory Services
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure. Prereq: IST 161

IST 166  Lec: 3  Lab: 0  Cred: 3  BT
Network Fundamentals
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

IST 190  Lec: 3  Lab: 0  Cred: 3  BT
Linux Essentials
This course will provide students with the fundamental knowledge and concepts of the Linux operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. This course helps students prepare for the CompTIA Linux+ certification exam. Prereq: CPT 102

IST 191  Lec: 3  Lab: 0  Cred: 3  BT
Linux System Administration
This course will provide students with the skills necessary to administer a Linux system, including hardware/software configuration, user and group administration, Linux network configuration, and file system management. This course helps students prepare for the Novell Certified Linux Professional exam. Prereq: IST 190

IST 192  Lec: 3  Lab: 0  Cred: 3  BT
Linux Network Applications
This course will provide students with the skills necessary to deploy and administer the core networking services in a Linux system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS, and others. This course helps students prepare for the Novell Certified Linux Professional exam. Prereq: IST 191

IST 201  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Internetworking Concepts
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI model, cabling tools, Cisco routers, router programming, star topology, IP addressing and network standards.

For updated catalog, visit www.tridenttech.edu.
IST 202  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Router Configuration
This course is a study of LANs, WANs, OSI model, Ethernet, token ring, FDDI, TCP/IP protocol, dynamic routing, and the network administrator’s role and function.
Prereq: IST 201

IST 203  Lec: 3  Lab: 0  Cred: 3  BT
Advanced Cisco Router Configuration
This course is a study of configuring Cisco routers.
Prereq: IST 202

IST 204  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Troubleshooting
This course is a study of troubleshooting network problems.
Prereq: IST 203

IST 205  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Advanced Routing
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable Internetworks. This course helps students prepare for the Cisco Routing Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 206  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Remote Access
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site and maximize bandwidth utilization over the remote links. This course helps students prepare for the Cisco Remote Access Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 207  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Multilayer Switching
This course is a detailed study of how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies. This course helps students prepare for the Cisco Switching Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 204

IST 208  Lec: 3  Lab: 0  Cred: 3  BT
Cisco Internetwork Troubleshooting
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches. This course helps students prepare for the Cisco Support Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
Prereq: IST 205, IST 206, IST 207

IST 209  Lec: 3  Lab: 0  Cred: 3  BT
Fundamentals of Wireless LANs
This introductory course is the study of design, installation, configuration, operations and troubleshooting of wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design and best practices, emphasizing real-world applications and skills.
Prereq: IST 204

IST 220  Lec: 3  Lab: 0  Cred: 3  BT
Data Communications
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.

IST 225  Lec: 3  Lab: 0  Cred: 3  BT
Internet Communications
This course covers introductory topics and techniques associated with Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included. This course is recommended for elective credit for CPT majors. It also is recommended that students enrolling in IST 225 be familiar with Windows GUI.

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 Web sites using JavaScript: variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames and arrays. This course covers the basics of the JavaScript language, how to place JavaScript into an HTML file and advanced JavaScript topics such as event handlers, arrays, forms and cookies.
Prereq: CPT 220 and (CPT 114 or CPT 232)
Course Descriptions

IST 250 Lec: 3  Lab: 0  Cred: 3  BT
Network Management
This course is a study of planning, organizing and controlling telecommunication functions for the potential telecommunications manager. It emphasizes current situations and techniques.
Prereq: IST 190

IST 253 Lec: 3  Lab: 0  Cred: 3  BT
LAN Service and Support
This course focuses on installing, maintaining and troubleshooting local area networks in a lab environment. This course covers learning objectives associated with CompTIA Server+ certification.
Prereq: CPT 210

IST 259 Lec: 3  Lab: 0  Cred: 3  BT
Electronic Messaging
This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage and transmission of electronic mail messages and the implementation, configuration and administration of messaging software. This course will provide coverage of the learning objectives associated with the Microsoft 070-284 MCP certification.
Prereq: IST 161

IST 260 Lec: 3  Lab: 0  Cred: 3  BT
Network Design
This course is a study of the processes and techniques required to identify the most attractive design solution of a telecommunications network combining creativity, rigorous discipline, analysis, and synthesis while emphasizing the solution in terms of cost and performance.
Prereq: IST 220, IST 161, IST 190, IST 202, IST 293

IST 263 Lec: 3  Lab: 0  Cred: 3  BT
Designing Windows Network Security
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSEC and certificate servers. Includes configuring, maintaining and securing an array of network services on Linux servers via Linux clients. Covers general security, encryption and authentication for user, file and data security. Identifies the threats to network security and the tools to protect the network; e.g., firewalls, proxies, tunneling, Virtual Private Networks (VPNs) and network intrusion detection systems.
Prereq: IST 165

IST 272 Lec: 3  Lab: 0  Cred: 3  BT
Relational Database
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. Additional topics include forms developer, triggers, stored procedures, and PL/SQL programming.
Prereq: CPT 242

IST 286 Lec: 0  Lab: 9  Cred: 3  BT
Technical Support Internship I
This course is an entry-level technical support/help desk internship. Students intern at the college’s help desk and provide support to faculty and staff. Students will participate in weekly evaluation sessions of calls and solutions.
Prereq: CPT 209, CPT 210, IST 161

IST 287 Lec: 0  Lab: 9  Cred: 3  BT
Technical Support Internship II
This course is an intermediate-level technical support/help desk internship. Students intern at the college’s help desk and provide support to faculty and staff. The student prepares a portfolio for submission.
Prereq: IST 286

IST 291 Lec: 3  Lab: 0  Cred: 3  BT
Fundamentals of Network Security I
This course is a study of introductory levels of security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to manage network security.
Prereq: IST 204

IST 292 Lec: 3  Lab: 0  Cred: 3  BT
Fundamentals of Network Security II
This course is a study of advanced security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to install/configure secure firewalls.
Prereq: IST 204

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IST 293 Lec: 3  Lab: 0  Cred: 3  BT
IT and Data Assurance I
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. This course will provide coverage of the objectives associated with the CompTIA Security+ certification.
Prereq: CPT 210

IST 294 Lec: 3  Lab: 0  Cred: 3  BT
IT and Data Assurance II
This course introduces methods for attacking a network. Concepts, principles, tools, and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. This course will provide coverage of the learning objectives associated with the EC-Council Certified Ethical Hacker certification.
Prereq: IST 293

IST 295 Lec: 3  Lab: 0  Cred: 3  BT
Fundamentals of Voiceover IP
This course is an introduction to features of Voiceover IP protocols, including VOIP hardware selection and network design considerations. Concepts include analog and digital voice encoding signaling and Quality of Service and troubleshooting and configuration of VOIP networks.
Prereq: IST 204

JOU 101 Lec: 3  Lab: 0  Cred: 3  HS
Introduction to Journalism
This course is a study of basic rhetorical and ethical principles of journalistic writing for news media including newspapers, journals, radio and television.
Prereq: ENG 100 with a minimum grade of C, appropriate test scores or writing sample

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.
Pre- or Coreq: LEG 135 or advisor approval

LEG 132 Lec: 3  Lab: 0  Cred: 3  LR
Legal Bibliography
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.
Prereq: LEG 135 or advisor approval

LEG 135 Lec: 3  Lab: 0  Cred: 3  LR
Introduction to Law and Ethics
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.
Prereq: ENG 101 or advisor approval

LEG 201 Lec: 3  Lab: 0  Cred: 3  LR
Civil Litigation I
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice and discovery procedures.
Prereq: ENG 101 or advisor approval

LEG 213 Lec: 3  Lab: 0  Cred: 3  LR
Family Law
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.
Pre- or Coreq: LEG 201 or advisor approval

LEG 214 Lec: 3  Lab: 0  Cred: 3  LR
Property Law
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.
Pre- or Coreq: LEG 135, LEG 201 or advisor approval

LEG 230 Lec: 3  Lab: 0  Cred: 3  LR
Legal Writing
This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.
Pre- or Coreq: LEG 132, LEG 135 or advisor approval

LEG 233 Lec: 3  Lab: 0  Cred: 3  LR
Wills, Trusts and Probate
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of execution using testamentary and intervivos trusts, and probate administration.
Pre- or Coreq: LEG 135, LEG 201 or advisor approval
Course Descriptions

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.
Pre- or Coreq: LEG 135
Prereq: LEG 214 or advisor approval

LEG 240  Lec: 3  Lab: 0  Cred: 3  LR
Claims Investigation
This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, and assembling and presenting evidence.
Prereq: LEG 120
Pre- or Coreq: LEG 201 or advisor approval

LEG 242  Lec: 0  Lab: 9  Cred: 3  LR
Law Practice Workshop
This course includes the application of substantive knowledge in a practical situation as a paralegal.
Prereq: LEG 132, LEG 135, LEG 201 or advisor approval

LEG 244  Lec: 3  Lab: 0  Cred: 3  LR
Special Projects for Paralegals
This course provides specialized paralegal training with an update on changes in laws and procedures.
Prereq: LEG 135, LEG 201 or advisor approval

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.

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 032  Lec: 3  Lab: 0  Cred: 3  LC
Developmental Mathematics
This course includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. (Nondegree credit)
Prereq: Appropriate test score

MAT 101  Lec: 3  Lab: 0  Cred: 3  SM
Beginning Algebra
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Nondegree credit)
Prereq: MAT 032 or appropriate test scores

LOG 235  Lec: 3  Lab: 0  Cred: 3  BT
Traffic Management
This course examines the flow of various traffic activities within an organization’s supply chain. The student will be able to compare transportation service providers, understand the issues facing transportation managers, and describe the impact of decisions on total supply chain costs.

LOG 240  Lec: 3  Lab: 0  Cred: 3  BT
Purchasing Logistics
This course is the study of how purchasing impacts materials management, supply chain, transportation, and global logistics processes. The student will understand methods of electronic sourcing as well as negotiating and pricing principles.

LOG 250  Lec: 3  Lab: 0  Cred: 3  BT
Advanced Global Logistics
This course examines advanced applications related to global operations and logistics strategies, planning, technology, risk, and management necessary in a global business environment. Emphasis is placed on global sourcing, shipping, tracking, and e-logistics systems.

For updated catalog, visit www.tridenttech.edu.
MAT 102  Lec: 3  Lab: 0  Cred: 3  SM
Intermediate Algebra
This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions. (Nondegree credit)
Prereq: MAT 101 or MAT 152, with a minimum grade of C

MAT 109  Lec: 3  Lab: 0  Cred: 3  SM
College Algebra with Modeling
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis is on linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is designed for the student with plans to use college algebra as a terminal course or take MAT 130 after completion. Focus is placed more on applications rather than theoretical mathematics. Students who receive credit for MAT 109 may not receive credit for MAT 110.
Prereq: MAT 102, MAT 153 with a minimum grade of C or appropriate test score

MAT 110  Lec: 3  Lab: 0  Cred: 3  SM
College Algebra
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prereq: MAT 102 or MAT 153, with a minimum grade of C. Students who receive credit for MAT 110 may not receive credit for MAT 109 or MAT 112.

MAT 111  Lec: 3  Lab: 0  Cred: 3  SM
College Trigonometry
This course includes circular functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre’s Theorem, vectors, conic sections, sequences and series.
Prereq: MAT 110 with a minimum grade of C
Students may not receive credit for both MAT 111 and MAT 112.

MAT 112  Lec: 5  Lab: 0  Cred: 5  SM
Precalculus
This course includes algebraic, exponential, logarithmic and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.
Prereq: MAT 102 or MAT 153 with a grade of B or higher or appropriate test scores. Students who receive credit for MAT 112 may not receive credit for MAT 110 or MAT 111.

MAT 120  Lec: 3  Lab: 0  Cred: 3  SM
Probability and Statistics
This course includes introductory probability and statistics including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test of hypothesis for large and small samples, type I and type II errors, linear regression, and correlation.
Prereq: MAT 101 or MAT 152 with a minimum grade of C or appropriate test 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.
Course Descriptions

MAT 132 Lec: 3 Lab: 0 Cred: 3 SM
Discrete Mathematics
This course includes the following topics: mathematical logic and proofs, set operations, relations and digraphs, recurrence relations, combinatorics, and number systems. (This course is designed primarily for computer science students, mathematics majors and engineering students.)
Prereq: MAT 109 or MAT 110 or MAT 112 with a minimum grade of C

MAT 140 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus I
This course includes derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.
Prereq: MAT 111 or MAT 112 with a minimum grade of C. Students may not receive credit for both MAT 140 and MAT 130.

MAT 141 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus II
This course continues calculus of one variable, including analytic geometry, techniques of integration, volumes by integration and other applications, infinite series including Taylor series, and improper integrals.
Prereq: MAT 140 with a minimum grade of C

MAT 152 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra
This course includes the following topics: operations with signed numbers, addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing. MAT 152 is designed for the student with little or no previous experience in algebra, as well as the student who has difficulty with mathematics and would benefit from more instructional time with an emphasis on mathematics study skills. (Nondegree credit)
Prereq: MAT 032 or appropriate test score

MAT 153 Lec: 5 Lab: 0 Cred: 5 SM
Elementary Algebra II
This course is the study of the properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. MAT 153 is designed for the student who has difficulty with mathematics and would benefit from more instructional time with additional instruction of mathematics study skills. Students who receive credit for MAT 153 may not receive credit for MAT 102. (Nondegree credit)
Prereq: MAT 101 or MAT 152 with a minimum grade of C, or appropriate test score

MAT 155 Lec: 3 Lab: 0 Cred: 3 SM
Contemporary Mathematics
This course includes techniques and applications of elementary number theory, algebra, geometry, measurement, graph sketching and interpretations, and descriptive statistics.
Prereq: MAT 032 or appropriate test scores

MAT 170 Lec: 3 Lab: 0 Cred: 3 SM
Algebra, Geometry and Trigonometry I
This course includes elementary algebra, geometry, trigonometry and applications.
Prereq: MAT 101 or MAT 152 with a minimum grade of C

MAT 240 Lec: 4 Lab: 0 Cred: 4 SM
Analytic Geometry and Calculus III
This course covers multivariable calculus including vectors, partial derivatives and their applications to maximum and minimum problems with and without constraints, line integrals, multiple integrals in rectangular and other coordinates, and Stokes’s and Green’s Theorems.
Prereq: MAT 141 with a minimum grade of C

MAT 242 Lec: 4 Lab: 0 Cred: 4 SM
Differential Equations
This course includes solution of linear and elementary nonlinear differential equations by standard methods with sufficient linear algebra to solve systems, applications, series, Laplace transform and numerical methods.
Prereq: MAT 141 with a minimum grade of C
MED 102 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to the Medical Assisting Profession
This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting, and the medical terminology of the medical office.

MED 107 Lec: 4 Lab: 0 Cred: 4 AH
Medical Office Management
This course is a study of the principles and practices of banking and accounting procedures, billing methods and office management.
Prereq: MED 102

MED 114 Lec: 3 Lab: 3 Cred: 4 AH
Medical Assisting Clinical Procedures
This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.
Prereq: AHS 121, AHS 170, MED 102

MED 115 Lec: 3 Lab: 3 Cred: 4 AH
Medical Office Lab Procedures I
This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities, including venipuncture and capillary methods for obtaining blood specimens.
Prereq: AHS 142, MED 102, physical examination, major medical insurance, Hepatitis B vaccine series

MED 131 Lec: 1.5 Lab: 1.5 Cred: 2 AH
Administrative Skills of Medical Office I
This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

MED 132 Lec: 2 Lab: 3 Cred: 3 AH
Administrative Skills of Medical Office II
This course covers managing the finances of the medical office including daily financial practices, medical insurance and coding, billing and collections, and accounting practices.
Prereq: MED 131

MED 158 Lec: 1 Lab: 21 Cred: 8 AH
Clinical Office Experience
This course provides practical experience in selected clinical office settings.
Prereq: MED 114, MED 115

MET 001 Lec: Lab: Cred:
Indicates credit given for mechanical engineering technology course work transferred from another college for which there is no equivalent course at TTC.

MET 213 Lec: 2 Lab: 3 Cred: 3 ET
Dynamics
This course includes the motion of rigid bodies and the forces that produce or change their motion. Rectilinear and curvilinear motion of bodies is covered, as well as the concepts of work, power, energy, impulse, momentum and impact in relation to machines and mechanisms.
Prereq: EGR 190

MET 226 Lec: 3 Lab: 3 Cred: 4 ET
Applied Heat Principles
This course covers energy transfer principles involved in heating, cooling and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.
Prereq: MAT 111, EGR 110, ENG 101, PHY 201

MET 237 Lec: 3 Lab: 3 Cred: 4 ET
Fluids: Principles and Applications
This course covers the flow of incompressible fluids in pipes using the general energy equation. An analysis of proven hydraulic circuits is included. Compressible fluids will also be studied. Pneumatic systems applications will be explored.
Prereq: MAT 111, EGR 110, ENG 101

MGT 001 Lec: Lab: Cred:
Indicates credit given for management course work transferred from another college for which there is no equivalent course at TTC.

MGT 101 Lec: 3 Lab: 0 Cred: 3 BT
Principles of Management
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading and controlling.

MGT 110 Lec: 3 Lab: 0 Cred: 3 BT
Office Management
This course is a study of various approaches to office organization and management, personnel selection and training, and economics in the modern office.
Prereq: CPT 101
Course Descriptions

MGT 120  Lec: 3  Lab: 0  Cred: 3  BT
Small Business Management
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121  Lec: 3  Lab: 0  Cred: 3  BT
Small Business Operations
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.

MGT 150  Lec: 3  Lab: 0  Cred: 3  BT
Fundamentals of Supervision
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 160  Lec: 3  Lab: 0  Cred: 3  BT
Managerial Motivation
This course is a study of human motivation theories and principles, including various motivational techniques appropriate for use in the business environment.

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

MKT 001  Lec: 0  Lab: 0  Cred: 0  BT
Indicates credit given for marketing course work transferred from another college for which there is no equivalent course at TTC.

MKT 101  Lec: 3  Lab: 0  Cred: 3  BT
Marketing
This course introduces the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110  Lec: 3  Lab: 0  Cred: 3  BT
Retailing
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, profit management and e-commerce.

MKT 120  Lec: 3  Lab: 0  Cred: 3  BT
Sales Principles
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.
MKT 130  Lec: 3  Lab: 0  Cred: 3  BT
Customer Service Principles
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 135  Lec: 3  Lab: 0  Cred: 3  BT
Customer Service Techniques
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240  Lec: 3  Lab: 0  Cred: 3  BT
Advertising
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 250  Lec: 3  Lab: 0  Cred: 3  BT
Consumer Behavior
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.

MKT 260  Lec: 3  Lab: 0  Cred: 3  BT
Marketing Management
This course is a study of the marketing system from the decision-maker’s view, including how marketing strategies are planned and utilized in the market place.

MLT 102  Lec: 2  Lab: 3  Cred: 3  AH
Medical Lab Fundamentals
This course introduces basic concepts and procedures in medical laboratory technology. 
Prereq: Meet MLT program admission and progression requirements, health examination, major medical insurance, Hepatitis B vaccine series, phlebotomy skills, current CPR certification, SLED check, AHS 142, BIO 112, CHM 110, CPT 101 and MAT 110

MLT 105  Lec: 3  Lab: 3  Cred: 4  AH
Medical Microbiology
This course provides a survey of organisms encountered in the clinical microbiology laboratory, and includes sterilization and disinfection techniques. 
Prereq: MLT 102

MLT 108  Lec: 1  Lab: 6  Cred: 3  AH
Urinalysis and Body Fluids
This course introduces the routine analysis and clinical significance of urine and other body fluids. 
Prereq: MLT 102

MLT 110  Lec: 3  Lab: 3  Cred: 4  AH
Hematology
This course provides an introduction to the study of hematology, including terminology, safety and techniques for routine laboratory procedures. 
Coreq: MLT 102

MLT 112  Lec: 1  Lab: 3  Cred: 2  AH
Introduction to Parasitology
This course provides an introductory study of human parasites, including classification, life cycles, vectors and differential morphology of the medically important parasites. 
Prereq: ENG 101 or equivalent, advisor approval

MLT 115  Lec: 2  Lab: 3  Cred: 3  AH
Immunology
This course provides a study of the immune system, disease states and the basic principles of immunological testing. 
Prereq: MLT 102, MLT 110

MLT 120  Lec: 3  Lab: 3  Cred: 4  AH
Immunohematology
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems; compatibility testing; and hemolytic disease of the newborn. 
Prereq: MLT 102, MLT 115, MLT 110

MLT 130  Lec: 3  Lab: 3  Cred: 4  AH
Clinical Chemistry
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance. 
Prereq: MLT 102, MLT 219

MLT 205  Lec: 3  Lab: 3  Cred: 4  AH
Advanced Microbiology
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory. 
Prereq: MLT 105
## Course Descriptions

<table>
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<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
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<th>AH</th>
<th>Description</th>
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</table>
| MLT 210     | 3    | 3    | 4     | AH | Advanced Hematology  
This course provides a study of diseases of blood cells and hematologic procedures including coagulation.  
**Prereq:** MLT 110 |
| MLT 219     | 2    | 3    | 3     | AH | Clinical Instrumentation  
This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation and maintenance.  
**Coreq:** MLT 102 |
| MLT 270     | 2    | 30   | 12    | AH | Clinical Applications  
This course provides sequential practical experience in selected areas of a supervised clinical setting.  
**Prereq:** MLT 108, MLT 112, MLT 120, MLT 130, MLT 205, MLT 210, MLT 219 |
| MMT 110     | 3    | 0    | 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     | 3    | 0    | 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. |
| MTH 120     | 3.5  | 1.5  | 4     | AH | Introduction to Massage  
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.  
**Prereq:** Admission into Massage Therapy program |
| MTH 121     | 3.5  | 1.5  | 4     | AH | Principles of Massage I  
This course is an in-depth study of Swedish massage techniques and application to a complete body massage.  
**Prereq:** MTH 120 |
| MTH 122     | 3    | 3    | 4     | AH | Principles of Massage II  
This course introduces basic assessment skills and applications of therapeutic techniques to deep soft tissue and structure.  
**Prereq:** MTH 121 |
| MTH 124     | 3    | 0    | 3     | AH | Massage Business Applications  
This course addresses the basic business skills necessary to operate a massage business, including writing resumes, marketing, bookkeeping, taxes and record keeping. |
| MTH 127     | 2    | 3    | 3     | AH | Principles of Massage III  
This course continues the applications of basic assessment skills and therapeutic techniques to additional regions of the body.  
**Prereq:** MTH 120 |
| MTH 128     | 1    | 9    | 4     | AH | Clinical Applications of Massage Therapy  
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage.  
**Prereq:** MTH 127 |
| MTT 001     |      |      |       |     | Indicates credit given for machine tool technology course work transferred from another college for which there is no equivalent course at TTC. |
| MTT 101     | 0.5  | 4.5  | 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     | 1    | 12   | 5     | IT | Machine Tool Theory and Practice I  
This course is an introduction to the basic operation of machine shop equipment. |
| MTT 112     | 1    | 12   | 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     | 1.5  | 1.5  | 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 240  Lec: 3  Lab: 0  Cred: 3  ET
Specifications
This course covers standards and specifications relevant to the metal-working trade.

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 253  Lec: 2  Lab: 3  Cred: 3  ET
CNC Programming and Operation
This course is a study of the planning, programming, selecting, tooling, determining speeds and feeds, setting, operating and testing of CNC programs on CNC machines.
CoReq: MTT 250 or advisor approval

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.

NUR 102  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Basic Nursing Care Skills
This course introduces basic nursing care skills, which are applied in long-term care. Students successfully completing this course are eligible to take the exam to become a certified nursing assistant.
Prereq: Acceptance into the NA Level, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.

NUR 104  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Nursing Care Management I
This course focuses on the knowledge, skills and abilities that are fundamental to nursing practice with application in acute or extended care settings.
Prereq: Acceptance into the PN Level, successful completion of PN Level Drug Calculation Proficiency or AHS 126, NUR 102, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements.
Coreq: BIO 210, ENG 101, PSY 201, NUR 105

NUR 105  Lec: 1  Lab: 0  Cred: 1  NU
Pharmacology for Nurses
This course is an introduction to the basic concepts of pharmacology related to drug administration. This course includes information on the basics of pharmacology and pharmacodynamics; nursing considerations for safe practice when giving drugs; laws and ethical issues related to drug administration; the appropriate references used to prepare for drug administration; and recognition of drug side effects, interactions and complications of drug therapy.
Prereq: BIO 210
Coreq: BIO 210, NUR 104 or departmental approval

NUR 158  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Health Promotion for Families I
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203
Course Descriptions

NUR 159 Lec: 3 Lab: 9 Cred: 6 NU
Nursing Care Management II
This course focuses on the delivery of nursing care to individuals experiencing health problems emphasizing selected physiological systems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203

NUR 201 Lec: 3 Lab: 0 Cred: 3 NU
Transition Nursing
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Students who have achieved advanced placement status examine the implications inherent in the role change to that of registered nurse.
Prereq: BIO 210, CPT 101, ENG 101, PSY 201, completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203
Coreq: Completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203

NUR 206 Lec: 0 Lab: 6 Cred: 2 NU
Clinical Skills Application
This course involves the application of knowledge, skills and abilities in a clinical setting.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken. BIO 211, PSY 203
Coreq: BIO 211, PSY 203

NUR 207 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Mental Health Promotion
This course focuses on the development of the relationship skills necessary for the nurse to function as a therapeutic provider when caring for the individual with common mental health problems.
Prereq: Acceptance into the ADN Level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 201, ENG 101, PSY 201 and PSY 203; completion of a PN program, CPR certification, physical examination; and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 208 Lec: 2.5 Lab: 4.5 Cred: 4 NU
Health Promotion for Families II
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting.
Prereq: Acceptance into the ADN Level, successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, CPT 101, ENG 101, NUR 209 or NUR 201, PSY 201, PSY 203, completion of a PN program, CPR certification, physical examination and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 209 Lec: 2 Lab: 9 Cred: 5 NU
Nursing Care Management III
This course focuses on the delivery of nursing care to an increasing number of individuals experiencing health problems, emphasizing selected physiological systems. Students successfully completing this course are eligible to apply to take the NCLEX-PN to become a licensed practical nurse.
Prereq: CPT 101, NUR 158, NUR 159, CWE 112 or NUR 246 or NUR 206, CPR certification, clinical health requirements, Hepatitis B vaccine, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

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**Course Descriptions**

**NUR 219** Lec: 1  Lab: 9  Cred: 4  NU

Nursing Management and Leadership
This course prepares the student for the professional nursing role through the introduction of management skills required to care for small groups of individuals and to function as a leader of a nursing team. Students successfully completing this course are eligible to apply to take the NCLEX-RN to become a registered nurse.

Prereq: NUR 207 and NUR 208, MAT 120, THE 101, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check, successful completion of the PN exit exam and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.

Coreq: MAT 120, THE 101

**NUR 246** Lec: 0  Lab: 6  Cred: 2  NU

Transcultural Clinical Skills Application
This course focuses on the application of nursing knowledge, skills and concepts in international clinical settings.

Prerequisites: NUR 102, NUR 104

**OPH 101** Lec: 3  Lab: 3  Cred: 4  AH

Introduction to Ophthalmic Clinical Assisting
This course introduces the role, scope and duties of the ophthalmic clinical assistant. Topics include ophthalmic medical terminology, anatomy and physiology of the eye; clinical optics; ocular pharmacology; ocular microbiology; and basic ophthalmic diseases and disorders.

**OPH 103** Lec: 5  Lab: 3  Cred: 6  AH

Ophthalmic Clinical Assisting I
This course consists of didactic and practical exercises in basic history taking, medical eye examination and adjunctive testing. In addition, this course introduces aseptic technique and minor surgical assisting.

**OPH 110** Lec: 0  Lab: 15  Cred: 5  AH

Ophthalmic Clinical Assisting Practicum I
This course consists of practical applications to enhance the student’s transition from classroom to the world of work by providing work experiences in a clinical setting.

**OPH 113** Lec: 3  Lab: 3  Cred: 4  AH

Ophthalmic Clinical Assisting II
This course consists of didactic and practical exercises in basic maintenance of ophthalmic instruments and equipment, general medical knowledge, and patient interactions related to special needs. In addition, this course introduces the basic facts about retinoscopy, refractometry, spectacles and contact lenses.

**OPH 120** Lec: 0  Lab: 24  Cred: 8  AH

Ophthalmic Clinical Assisting Practicum II
This course consists of advanced practical applications to enhance the student’s work experiences in a clinical setting.

**OTA 103** Lec: 2  Lab: 0  Cred: 2  AH

Introduction to Occupational Therapy
This course introduces the philosophy, history and development of occupational therapy. This course examines ethical and legal responsibilities, the scope of occupational therapy practice, professional resources and organizations and explores a variety of occupational therapy service models and practice settings as well as emerging practice areas.

Prereq: Admission into OTA program

**OTA 130** Lec: .5  Lab: 1.5  Cred: 1  AH

Therapeutic Media I
This course emphasizes craft media usage for therapeutic purposes. This course examines the intrinsic value in human occupations and focuses on creative and critical thinking. Emphasis is on the use of client-centered, meaningful occupations for skill development and enhancement. It provides instruction in activity analysis with hands-on experience in activities across the lifespan including student application of the teaching/learning process.

Prereq: Admission into OTA program

**OTA 149** Lec: .5  Lab: 1.5  Cred: 1  AH

Interdisciplinary Community Experiences
This course introduces interdisciplinary teams of students to working with clients in a variety of community settings. Students will apply the principles of group dynamics and therapeutic media while interacting with groups of clients. Safety and confidentiality issues regarding interactions with clients will be emphasized. Regulatory standards (e.g. OSHA, HIPPA), ethical behaviors, professional behaviors, and availability of community resources are presented.

Prereq: Admission into OTA program

Coreq: OTA 103, OTA 130, OTA 213
Course Descriptions

OTA 155  Lec: 1.5  Lab: 1.5  Cred: 2  AH
Gerontology
This course explores the role of occupational therapy with the elderly population, including physical, cognitive and psychosocial changes of aging, sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized.
Prereq: OTA 130, OTA 174

OTA 160  Lec: 2  Lab: 0  Cred: 2  AH
Adult Psychosocial Dysfunction
This course presents psychiatric disorders occurring in adulthood. The theory and application of occupational therapy evaluation and treatment principles are included.
Prereq: OTA 130, OTA 174

OTA 165  Lec: 4  Lab: 3  Cred: 5  AH
Adult Physical Dysfunction
This course presents physical dysfunctions occurring in adulthood. Disease processes and theory and application of occupational therapy evaluation and treatment principles are included. How the dysfunctions impact a person’s occupational performance will be analyzed. Basic clinic safety, transfers, goniometry, and models of intervention used while working with adults and elders who have physical dysfunction will be presented.
Prereq: OTA 130, OTA 174

OTA 174  Lec: 5  Lab: 3  Cred: 6  AH
Pediatric Skills for the Occupational Therapy Assistant
This course covers dysfunctions that occur in infancy, childhood and adolescence, including physical and psychosocial disease processes and developmental disabilities. An in-depth study of the basic concepts of occupational therapy evaluation and treatment principles is presented. The process of typical development as compared to atypical development relative to occupational therapy and occupation will be studied. Emerging competencies in documentation and application of appropriate methods, media and modalities while working with children and adolescents who have special needs and who are culturally diverse will be demonstrated.
Prereq: Admission into the OTA program

OTA 203  Lec: 2  Lab: 3  Cred: 3  AH
Kinesiology for Occupational Therapy
This course includes identification and analysis of the components of human motion related to occupational therapy. Muscle, bone and joint structure as it relates to human motion will be emphasized. Course content includes the design and fabrication of orthotics, physical and mechanical modalities, and mobility aids.
Prereq: OTA 174

OTA 213  Lec: 2  Lab: 0  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 into 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 103

OTA 252  Lec: 0  Lab: 6  Cred: 2  AH
OTA Clinical II
This course includes observation and participation in the clinical setting related to treating adults and the elderly.
Prereq: OTA 103

OTA 260  Lec: 0  Lab: 21  Cred: 7  AH
Clinical V
This course emphasizes direct participation in the pediatric, geriatric or mental health clinical experience.
Prereq: Successful completion of all OTA courses except OTA 268

OTA 268  Lec: 0  Lab: 21  Cred: 7  AH
Clinical VI (Physical Disabilities)
This course emphasizes direct participation in the physical disabilities clinical experience.
Prereq: Successful completion of all other OTA courses except OTA 260
**Course Descriptions**

**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 110  Lec: 3  Lab: 0  Cred: 3  HS**  
**Ethics**  
This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

**PHM 101  Lec: 2  Lab: 3  Cred: 3  AH**  
**Introduction to Pharmacy Technician**  
This course provides a study of and an introduction to the pharmacy in providing patient care services.  
*Prereq: Admission into PHM program*

**PHM 110  Lec: 2  Lab: 6  Cred: 4  AH**  
**Pharmacy Practice**  
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.  
*Prereq: PHM 101, PHM 113*

**PHM 113  Lec: 3  Lab: 0  Cred: 3  AH**  
**Pharmacy Technician Math**  
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.  
*Prereq: MAT 102 or MAT 153, admission to program*

**PHM 114  Lec: 3  Lab: 0  Cred: 3  AH**  
**Therapeutic Agents I**  
This course provides an introductory study of therapeutic drug categories.  
*Prereq: PHM 101*

**PHM 118  Lec: 0  Lab: 3  Cred: 1  AH**  
**Community Pharmacy Seminar**  
This course provides a study of the pharmacy issues related to the community pharmacy practice.  
*Prereq: PHM 110, PHM 113, PHM 114*

**PHM 124  Lec: 3  Lab: 0  Cred: 3  AH**  
**Therapeutic Agents II**  
This course provides continued study of therapeutic drug categories.  
*Prereq: PHM 114*

**PHM 152  Lec: 0  Lab: 6  Cred: 2  AH**  
**Pharmacy Technician Practicum I**  
This course provides a practical introduction to the pharmacy environment.  
*Prereq: PHM 101, PHM 113, physical examination, current CPR certification, medical professional liability and major medical insurance*

**PHM 164  Lec: 0  Lab: 12  Cred: 4  AH**  
**Pharmacy Technician Practicum II**  
This course provides practical application to pharmacy skills in pharmacy environments.  
*Prereq: PHM 152, PHM 175*

**PHM 175  Lec: 0  Lab: 9  Cred: 3  AH**  
**Pharmacy Technician Practicum**  
This course provides a study of and an introduction to the pharmacy in providing patient care services.  
*Prereq: PHM 152, physical examination, current CPR certification, medical professional liability and major medical insurance*

**PHM 201  Lec: 2  Lab: 0  Cred: 2  AH**  
**Pharmacy Management**  
This course provides a study in managing personnel, material and workflow in a pharmacy.  
*Prereq: Students must be in third semester of diploma program or be a graduate of an ASHP Pharmacy Technician program*

**PHY 001  Lec:  Lab:  Cred:**  
Indicates credit given for physics course work transferred from another college for which there is no equivalent course at TTC.

**PHY 100  Lec: 3  Lab: 0  Cred: 3  SM**  
**Introductory Physics**  
This course in general physics includes introductory principles for higher-level physics study. It is recommended for students who did not take high school physics. (Nondegree credit)  
*Prereq: MAT 102, MAT 153 or appropriate test scores. The prerequisite for this course should have been completed in the last five years.*
Course Descriptions

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.

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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

PSY 218  Lec: 3  Lab: 0  Cred: 3  HS
Behavior Modification
This course introduces the terminology, methods and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.
Prereq: PSY 201

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 into PTA program, physical examination

PTH 202  Lec: 3  Lab: 3  Cred: 4  AH
Physical Therapy Modalities
This course introduces patient care techniques, including patient preparation and therapeutic hot and cold modalities.
Coreq: PTH 101

PTH 205  Lec: 3  Lab: 3  Cred: 4  AH
Physical Therapy Functional Anatomy
This course introduces basic concepts and principles of muscles, joints and motion, including traditional testing procedures.
Coreq: PTH 101

PTH 221  Lec: 2  Lab: 0  Cred: 2  AH
Pathology I
This course introduces the basic pathophysiology of the body with emphasis on the body’s reaction to disease and injury.
Prereq: PTH 205

PTH 222  Lec: 2  Lab: 0  Cred: 2  AH
Pathology II
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.
Prereq: PTH 221

PSY 218  Lec: 3  Lab: 0  Cred: 3  HS
Behavior Modification
This course introduces the terminology, methods and procedures used in behavior modification, including the application of these procedures and techniques in specific areas of human services.
Prereq: PSY 201

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 into 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
Course Descriptions

PTH 275  Lec: 1  Lab: 0  Cred: 1  AH
Advanced Professional Preparation
This course focuses on skills needed to enter the professional arena including résumé writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.
Prereq: Admission to the 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

QAT 001  Lec:  Lab:  Cred:
Indicates credit given for quality course work transferred from another college for which there is no equivalent course at TTC.

QAT 101  Lec: 3  Lab: 0  Cred: 3  BT
Introduction to Quality Assurance
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

QAT 105  Lec: 3  Lab: 0  Cred: 3  BT
Total Quality Systems
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits, and variable and attribute control charts.

QAT 110  Lec: 3  Lab: 0  Cred: 3  BT
Advanced Quality Concepts
This course introduces students to the theory and practices of fundamental production manufacturing methods.

QAT 150  Lec: 3  Lab: 0  Cred: 3  BT
Total Quality Management Improvement
This course covers the study of management’s responsibility to the total quality improvement process, including organizing for quality, commitment to quality and how to improve quality.

QAT 201  Lec: 3  Lab: 0  Cred: 3  BT
Quality Cost Analysis/Auditing
This course is a study of the categories of quality costs, measurement bases and quality cost trend analysis. It provides an appreciation for the prevention of defects and the effect upon total quality costs. The principles of quality auditing also are covered.

QAT 232  Lec: 3  Lab: 0  Cred: 3  BT
Statistical Quality Control
This course is a study of the basic concepts and techniques of statistical quality processes for both manufacturing and service industries. Topics include fundamentals of statistics, control charts, probability, acceptance sampling and quality costs.

QAT 240  Lec: 3  Lab: 0  Cred: 3  BT
Advanced Quality Concepts
This course is a study of problem prevention through the application of quality concepts. Topics include collecting data, cause-effect diagrams, pareto analysis, control charts, sampling, auditing and quality costs.

QAT 245  Lec: 3  Lab: 0  Cred: 3  BT
ISO Standards and Auditing
This course is a study of ISO standards and ISO auditing. This course will identify methods of implementing an environmental management system within the constraints of business strategies, environmental imperatives and regulatory requirements providing an organization with improvements and techniques needed to guide corporate environmental stewardship.

RAD 101  Lec: 2  Lab: 0  Cred: 2  AH
Introduction to Radiography
This course introduces radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.
Prereq: Admission into RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: AHS 110, RAD 121

RAD 110  Lec: 2  Lab: 3  Cred: 3  AH
Radiographic Imaging I
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prereq: RAD 121
### RAD 115  Lec: 2  Lab: 3  Cred: 3  AH
#### Radiographic Imaging II
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

**Prereq:** RAD 110

### RAD 121  Lec: 4  Lab: 0  Cred: 4  AH
#### Radiographic Physics
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.

**Prereq:** Admission into RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series

**Coreq:** AHS 110 and RAD 101

### RAD 130  Lec: 2  Lab: 3  Cred: 3  AH
#### Radiographic Procedures I
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities is included.

**Prereq:** AHS 110, RAD 101

### RAD 136  Lec: 2  Lab: 3  Cred: 3  AH
#### Radiographic Procedures II
This course is a study of radiographic procedures for visualization of the structures of the body.

**Prereq:** BIO 210, RAD 130

### RAD 152  Lec: 0  Lab: 6  Cred: 2  AH
#### Applied Radiography I
This course introduces students to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures.

**Prereq:** AHS 110, RAD 101

### RAD 165  Lec: 0  Lab: 15  Cred: 5  AH
#### Applied Radiography II
This course allows students to receive instruction in the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**Prereq:** BIO 210, RAD 152

### RAD 175  Lec: 0  Lab: 15  Cred: 5  AH
#### Applied Radiography III
This course builds students’ competence in performing radiographic procedures within the clinical environment.

**Prereq:** RAD 115, RAD 121, RAD 136, RAD 165

### RAD 201  Lec: 2  Lab: 0  Cred: 2  AH
#### Radiation Biology
This course provides instruction in the principles of radiobiology and protection. It emphasizes procedures that minimize radiation exposure of patients, personnel and the population at large.

**Prereq:** RAD 121, RAD 136, RAD 165

### RAD 205  Lec: 2  Lab: 0  Cred: 2  AH
#### Radiographic Pathology
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

**Prereq:** RAD 201, RAD 236

### RAD 220  Lec: 3  Lab: 0  Cred: 3  AH
#### Selected Imaging Topics
This course includes instruction in advanced topics unique to the radiological sciences.

**Prereq:** RAD 205, RAD 230, RAD 258

### RAD 230  Lec: 2  Lab: 3  Cred: 3  AH
#### Radiographic Procedures III
This course provides instruction in special radiographic procedures.

**Prereq:** RAD 175, RAD 201, RAD 236

### RAD 236  Lec: 1  Lab: 3  Cred: 2  AH
#### Radiography Seminar II
This lecture and laboratory course includes a review of the anatomy of the skull and positioning of cranial and facial bones.

**Prereq:** BIO 211, RAD 115, RAD 121, RAD 136, RAD 165

### RAD 258  Lec: 0  Lab: 24  Cred: 8  AH
#### Advanced Radiography I
This course provides an environment for the student to function more independently while performing routine procedures in a working radiology department while also being more involved in advanced radiographic procedures.

**Prereq:** RAD 165, RAD 175, RAD 201

### RAD 268  Lec: 0  Lab: 24  Cred: 8  AH
#### Advanced Radiography II
This course improves students’ competence in routine radiographic examinations and advanced procedures, and builds self-confidence in the clinical atmosphere.

**Prereq:** RAD 205, RAD 230, RAD 258
RDG 032 Lec: 3 Lab: 0 Cred: 3 LC Developmental Reading
This course is for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. (Nondegree credit)
Prereq: Appropriate test score

RDG 100 Lec: 3 Lab: 0 Cred: 3 LC Critical Reading
This course covers the application of basic reading skills to improve critical comprehension and higher-order thinking skills. (Nondegree credit)
Prereq: Appropriate test score

REL 101 Led: 3 Lab: 0 Cred: 3 HS Introduction to Religion
This course provides a study of religion and the nature of religious belief and practice.

RES 110 Lec: 2 Lab: 0 Cred: 2 AH Cardiopulmonary Science I
This course focuses on assessment, treatment and evaluation of patients with cardiopulmonary disease.
Prereq: Admission into RES program, physical examination
Coreq: RES 121

RES 111 Lec: 2 Lab: 0 Cred: 2 AH Pathophysiology
This course is a study of the general principles and analyses of normal and diseased states.
Prereq: RES 110
Coreq: RES 244, RES 247

RES 121 Lec: 3.5 Lab: 1.5 Cred: 4 AH Respiratory Skills I
This course includes a study of basic respiratory therapy procedures and their administration. This course presents the theory of equipment and procedures for patients requiring general cardiopulmonary care. Emphasis is on medical gas therapy, aerosol and humidity therapy, chest physical therapy, and arterial blood gas analysis and puncture.
Prereq: Admission into 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. Physiology of mechanical ventilation and the design and operation of commonly used mechanical ventilators and monitoring devices are discussed. Chest tube drainage systems and chest X-ray interpretation also are included.
Prereq: RES 121

RES 142 Lec: 2 Lab: 0 Cred: 2 AH Basic Pediatric Care
This course includes an introduction to basic pediatric and neonatal care.
Prereq: RES 246
Coreq: RES 152, RES 210, RES 247

RES 152 Lec: 0 Lab: 9 Cred: 3 AH Clinical Applications II
This course includes practice of respiratory care procedures in the hospital setting. An introduction to the critical care setting with emphasis on intensive respiratory care skills, maintenance of artificial airways, continuous mechanical ventilation and physiologic monitoring is provided.
Prereq: RES 161
Coreq: RES 142, RES 210, RES 247

RES 160 Lec: 0 Lab: 3 Cred: 1 AH Clinical I
This course provides an introduction to the hospital setting and basic oxygen therapy.
Prereq: Admission into RES program, RES 121, PPD, CPR certification
Coreq: RES 110

RES 161 Lec: 0 Lab: 12 Cred: 4 AH Clinical II
This course covers fundamental respiratory care.
Prereq: RES 131
Coreq: RES 111, RES 244, RES 247

RES 205 Lec: 2 Lab: 0 Cred: 2 AH Neonatal Respiratory Care
This course focuses on cardiopulmonary physiology, pathology and management of the newborn patient. Neonatal assessment, therapeutic procedures, monitoring, mechanical ventilation and clinical issues in neonatal care are included.
Prereq: RES 142
Coreq: RES 249, RES 254
RES 210  Lec: 3  Lab: 0  Cred: 3  AH  
Cardiopulmonary Science II  
This course is a study of cardiopulmonary, renal and neuromuscular physiology and pathophysiology. Emphasis is on current therapeutic modalities in the care of patients with cardiopulmonary diseases. Etiologic, symptomatic, diagnostic and prognostic facets of each disease are presented.  
Prereq: RES 246  
Coreq: RES 142, RES 152

RES 220  Lec: 1  Lab: 0  Cred: 1  AH  
Hemodynamic Monitoring  
This course is a study of basic hemodynamic monitoring. Included is a study of blood flow utilizing pulmonary artery and central venous pressure catheters.  
Prereq: RES 244  
Coreq: RES 142, RES 152

RES 235  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Respiratory Diagnostics  
This course is a study of diagnostic and therapeutic procedures. Methods, equipment, techniques and interpretation of pulmonary function, exercise testing and hemodynamic monitoring are discussed. Other topics include electrocardiography and hyperbaric oxygenation.  
Prereq: RES 247  
Coreq: RES 253

RES 244  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Advanced Respiratory Skills I  
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.  
Prereq: RES 131  
Coreq: RES 111, RES 161

RES 246  Lec: 2  Lab: 0  Cred: 2  AH  
Respiratory Pharmacology  
This course includes a study of pharmacologic agents used in cardiopulmonary care. Indications, contraindications, hazards and side effects of pharmacological agents used to treat cardiopulmonary and renal disorders are discussed. Emphasis is on agents commonly administered by the respiratory care practitioner.  
Prereq: RES 121  
Coreq: RES 160, RES 131

RES 247  Lec: 2  Lab: 0  Cred: 2  AH  
Advanced Respiratory Pharmacology  
This course covers the indications, side effects and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.  
Prereq: RES 246  
Coreq: RES 244

RES 249  Lec: 2  Lab: 0  Cred: 2  AH  
Comprehensive Applications  
This course includes the integration of didactic and clinical trainers in respiratory care technology. Current issues, problem-solving skills and principles of supervision with emphasis on the role of the first-line supervisor are introduced. Students take a valid entry-level, advanced-level and clinical simulation in preparation for national examinations.  
Prereq: RES 235  
Coreq: RES 205, RES 254

RES 253  Lec: 0  Lab: 18  Cred: 6  AH  
Advanced Clinical Studies I  
This course provides clinical instruction in advanced patient care practice. The student continues to refine techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation.  
Prereq: RES 152, PPD  
Coreq: RES 235, CPR certification

RES 254  Lec: 0  Lab: 21  Cred: 7  AH  
Advanced Clinical Studies II  
This course includes clinical instruction in advanced patient care practice. The course offers clinical instruction in pediatric, neonatal and adult critical care. The student respiratory care practitioner is expected to function as a critical care therapist with limited supervision or instruction.  
Prereq: RES 253  
Coreq: RES 205, RES 249

RTV 101  Lec: 2  Lab: 3  Cred: 3  FV  
Audio Techniques  
This course is an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.  
Prereq: Departmental approval for nondegree-seeking students
Course Descriptions

RTV 102 Lec: 2 Lab: 3 Cred: 3 FV Lighting Fundamentals
This course covers the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

RTV 103 Lec: 2 Lab: 3 Cred: 3 FV Field Operations
This course introduces the setup, operation and application of video equipment for field production. Prereq: RTV 101, RTV 144, departmental approval for nondegree-seeking students

RTV 105 Lec: 2 Lab: 3 Cred: 3 FV TV Studio Operations
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management and control room operations. Prereq: Departmental approval for nondegree-seeking students

RTV 107 Lec: 2 Lab: 3 Cred: 3 FV Producing and Directing
This course includes the processes involved from creating and organizing an idea to the final video product. Prereq: RTV 101, RTV 103, RTV 109, departmental approval

RTV 109 Lec: 2 Lab: 3 Cred: 3 FV Writing for Electronic Media
This course covers writing techniques for radio, television and other electronic media. Emphasis is placed on broadcast news writing, TV and radio commercial writing and short form storytelling. It is recommended that students enrolling in RTV 109 be familiar with basic computer functions and word processing software. Prereq: ENG 100 and basic computer skills

RTV 111 Lec: 2 Lab: 3 Cred: 3 FV Radio Studio Techniques I
This course includes an introduction to the broadcasting studio utilizing the audio control console and recording devices. Prereq: RTV 101, RTV 109, RTV 121, departmental approval for nondegree-seeking students

RTV 112 Lec: 2 Lab: 3 Cred: 3 FV Radio Studio Techniques II
This course covers commercial production, news formatting and program assembly techniques. Prereq: RTV 111, departmental approval for nondegree-seeking students

RTV 113 Lec: 2 Lab: 3 Cred: 3 FV Video Editing
This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing are emphasized. In addition, students will learn contemporary transition techniques used in the broadcast industry. Prereq: FLM 148, departmental approval for nondegree-seeking students

RTV 114 Lec: 2 Lab: 3 Cred: 3 FV Introduction to Broadcasting
This course covers the history of broadcasting, federal communications policies and basic operational practices. Prereq: ENG 100

RTV 116 Lec: 2 Lab: 3 Cred: 3 FV Basic Videography
This course covers the basics of the photographic process. Prereq: Departmental approval for nondegree-seeking students

RTV 121 Lec: 2 Lab: 0 Cred: 3 FV Broadcast Journalism
This course covers the preparation of news in a form desirable for broadcasting. Prereq: ENG 101, RTV 103, RTV 105, RTV 109, departmental approval for nondegree-seeking students

RTV 130 Lec: 2 Lab: 3 Cred: 3 FV Basic Photography
This course covers the basics of the photographic process. Prereq: Departmental approval for nondegree-seeking students

RTV 140 Lec: 2 Lab: 3 Cred: 3 FV Basic Videography
This course covers the basic skills and knowledge required to use a video camera. Camera controls and compositional elements are emphasized.

RTV 150 Lec: 2 Lab: 3 Cred: 3 FV Scriptwriting
This course is designed to teach students the techniques of writing for the visual medium. Emphasis is on the split column and screenplay formats. How to combine visual images with sound also is emphasized. Prereq: ENG 101

RTV 152 Lec: 2 Lab: 3 Cred: 3 FV Radio Studio Techniques III
This course further studies advanced techniques of commercial production, news formatting and program assembly techniques. Prereq: RTV 111, RTV 112, departmental approval required for nondegree-seeking students

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RTV 222  Lec: 2  Lab: 3  Cred: 3  FV
TV Studio Techniques
This course covers an introduction to TV production, including camera movements, directing instructions, editing and sequential photography.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 144, departmental approval for nondegree-seeking students

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

RTV 224  Lec: 2  Lab: 3  Cred: 3  FV
TV Production
This course covers advanced studio techniques, utilizing mixing of audio and video sources.
Prereq: RTV 107, departmental approval for nondegree-seeking students

RTV 226  Lec: 2  Lab: 3  Cred: 3  FV
TV Directing
This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.
Prereq: RTV 107 or departmental approval for nondegree-seeking students

RTV 231  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting I
This course includes supervised production experience at a television or radio location. This course cannot be audited. This course may only be taken twice. A grade of C or better is required to advance to RTV 232.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 111, RTV 121, RTV 222, departmental approval for nondegree-seeking students

RTV 232  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting II
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. This course may not be taken concurrently with RTV 231. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 231 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 233  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting III
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 232 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 270  Lec: 3  Lab: 0  Cred: 3  FV
Media Arts Business Procedures
This course is a study of professional practices involved in the organization and operation of businesses involved in the media arts.
Prereq: 18 semester hours in FLM and/or RTV courses to include FLM 150

RTV 280  Lec: 1  Lab: 0  Cred: 1  FV
Media Arts Exit Review
This course covers the development of the strategies for entering the media arts industry and refining demo reels and résumés to meet professional standards.
Prereq: 18 semester hours in FLM and/or RTV courses; this course should be taken in the last semester.

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: 2  Lab: 3  Cred: 3  CF
Introduction to School-Age and Youth Care
This course introduces students to current theories and practices relevant to the care of school-age children and youth. Characteristics of the components of quality programs are explored using the nationally recognized program appraisal tool A.S.Q. (Assessing School-Age Child Care Quality).

SAC 201  Lec: 2  Lab: 3  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 will gain the knowledge and skills to interpret and evaluate behavior and to make appropriate decisions needed to work effectively with school-age children.
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.

SAC 203  Lec: 3  Lab: 0  Cred: 3  CF
Designing Model Environments for School-Age Children and Youth
This course focuses on the relationship between SAC curriculum and the SAC environment. Students explore curriculum design, standards of quality in the indoor and outdoor environment, as well as how to utilize existing shared indoor space effectively. Field trips are an integral component to the course.
Prereq: SAC 200

SAC 204  Lec: 3  Lab: 0  Cred: 3  CF
Safety, Health and Nutrition for School-Age Children and Youth
This course provides an in-depth look into security issues in school-age programs. Students plan and prepare nutritional snacks and learn techniques to protect and enhance the health of children.

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.

SAC 206  Lec: 3  Lab: 0  Cred: 3  CF
Human Relationships for Children, Staff and Families
This course is a study in the human relationships present in school-age care programs. Focus will be upon the examination of the various relationships and how the management of these relationships provides effective tools for developing quality programs.

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.
Prereq: 12 semester credit hours in SAC courses

SAC 209  Lec: 2  Lab: 3  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.

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 nonlab science course work transferred from another college for which there is no equivalent course at TTC.

SCS 001-002  Lec:  Lab:  Cred:
Indicates credit given for social sciences course work transferred from another college for which there is no equivalent course at TTC.

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.

SPA 001 Lec: Lab: Cred:
Indicates credit given for Spanish course work transferred from another college for which there is no equivalent course at TTC.

SPA 100 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Spanish
This course includes the basics of language, specifically in comparing and contrasting English and Spanish grammar (i.e., parts of speech and sentence structure). The course incorporates the four basic skills (reading, writing, speaking and listening) as well as study and test-taking skills peculiar to the study of foreign language. Nondegree credit
Prereq: ENG 032

SPA 101 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish I
This course is a study of the four basic language skills: listening, speaking, reading and writing. It includes an introduction to Hispanic culture.

SPA 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Spanish II
This course continues development of the basic language skills and the study of the Hispanic culture.
Prereq: SPA 101 or specified Spanish placement test scores

SPA 155 Lec: 3 Lab: 0 Cred: 3 HS
Technical Spanish I
This course is the study of technical communication in Spanish for professionals who work in a bilingual workplace or who work with the Spanish-speaking public. The course includes speaking, reading, writing and understanding Spanish, beginning with fundamentals of basic Spanish, followed by more specialized training in various career fields.
Prereq: ENG 100 or appropriate test scores

SPA 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish I
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prereq: SPA 102 or specified Spanish placement test scores

SPA 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish II
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: SPA 201 or specified Spanish placement test scores

SPA 102 Lec: 3 Lab: 0 Cred: 3 HS
Technical Spanish I
This course is the study of technical communication in Spanish for professionals who work in a bilingual workplace or who work with the Spanish-speaking public. The course includes speaking, reading, writing and understanding Spanish, beginning with fundamentals of basic Spanish, followed by more specialized training in various career fields.
Prereq: ENG 100 or appropriate test scores

SPA 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish I
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prereq: SPA 201 or specified Spanish placement test scores

SPA 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Spanish II
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.
Prereq: SPA 201 or specified Spanish placement test scores

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.
Course Descriptions

SPC 209 Lec: 3 Lab: 0 Cred: 3 HS
Interpersonal Communication
This course introduces the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. This course focuses on interpersonal message development and analysis in a variety of communication contexts, including self, stranger, acquaintance, business and personal.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

SPC 210 Lec: 3 Lab: 0 Cred: 3 HS
Oral Interpretation of Literature
This course presents the principles and practices in the oral interpretation of literary works including the selection, analysis, rehearsal and performance of poetry, prose, and/or drama.
Prereq: ENG 100 with a grade of C or better

SPC 225 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Communication Theory
This is a survey course of various communication theories, which considers the principles, contexts and developments of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender and intercultural communication theories.
Prereq: ENG 100 or equivalent scores

THE 101 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to Theater
This course includes the appreciation and analysis of theatrical literature, history and production.
Prereq: Specified Writing Skills placement test scores or completion of ENG 100 with a minimum grade of C

THE 225 Lec: 2 Lab: 3 Cred: 3 HS
Theater Production
This course includes the study and application of all processes of a theatrical production from page to stage culminating in a production performance.

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 102 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Management
This course is a study of professional telephone etiquette, customer service work environments, customer service failures, problem resolution, complaint policies and communication techniques.

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 104 Lec: 3 Lab: 0 Cred: 3 BT
Transportation Administration
This course is a study of the fundamentals of the administrative aspects of transportation operation, freight classification, tariffs, carrier pricing schedules, rates, bills of lading, contracts and freight claims.

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.
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 into 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.
Coreq: VET 101

VET 105 Lec: 1  Lab: 0  Cred: 1  AH
Orientation to Veterinary Technology
This course is designed to explore the different job opportunities for a veterinary technician. In addition, the course exposes the veterinary technology student to key characteristics of people who are successful in this field.

VET 106 Lec: 1  Lab: 6  Cred: 3  AH
Radiology and Parasitology
This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing and assessing for technical errors of large and small animal radiographs. This course also includes a survey and laboratory study of domestic animal parasites.
Prereq: VET 104

VET 107 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 is covered.
Prereq: Admission into Veterinary Technology program

VET 140 Lec: 2  Lab: 0  Cred: 2  AH
Veterinary Pharmacology
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 142 Lec: 2  Lab: 3  Cred: 3  AH
Veterinary Anesthesia
This course is the study of the principles and practical uses of anesthesia in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 152 Lec: 2  Lab: 6  Cred: 4  AH
Clinical Pathology
This course is a study of veterinary hematology, urology and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.
Prereq: VET 215

VET 160 Lec: 2  Lab: 3  Cred: 3  AH
Clinical Techniques II
This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures.
Prereq: VET 104

VET 170 Lec: 0  Lab: 18  Cred: 6  AH
Veterinary Technician Externship
This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility.
Prereq: VET 250

VET 180 Lec: 1  Lab: 3  Cred: 2  AH
Preceptorship
This course requires the student to observe in a number of different veterinary clinics. The purpose of the course is to expose the Veterinary Technology student to a variety of practices and clinical settings.
Prereq: VET 104

VET 201 Lec: 4  Lab: 0  Cred: 4  AH
Diseases and Zoonosis
This course provides a study of domestic animal diseases, including their causes, symptoms, prevention, treatment and public health significance.
Prereq: VET 180
Course Descriptions

VET 207  Lec: 2  Lab: 3  Cred: 3  AH
Large Animal Clinical Practice
This course covers topics relevant to medical and surgical techniques of the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness.
Prereq: VET 215

VET 215  Lec: 1  Lab: 3  Cred: 2  AH
Laboratory Animal Medicine
This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals.
Prereq: VET 140, VET 142

VET 240  Lec: 3  Lab: 0  Cred: 3  AH
Office Management and Client Education
This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques.
Prereq: VET 160

VET 250  Lec: 1  Lab: 6  Cred: 3  AH
Clinical Techniques III
This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques.
Prereq: VET 215

VET 260  Lec: 1  Lab: 6  Cred: 3  AH
Clinical Techniques IV
This course surveys the technical skills required by veterinary technicians with emphasis on medical and surgical emergencies.
Prereq: VET 250

VET 280  Lec: 1  Lab: 0  Cred: 1  AH
Senior Seminar
This course allows various topics applicable to the second-year student’s curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship.
Prereq: VET 240

WLD 001  Lec:  Lab:  Cred:
Indicates credit given for welding course work transferred from another college for which there is no equivalent course at TTC.

WLD 101  Lec: 0  Lab: 3  Cred: 1  IT
Cutting Processes
This course covers the fundamentals of cutting processes commonly used in the welding industry.

WLD 110  Lec: 1  Lab: 0  Cred: 1  IT
Welding Safety and Health
This course introduces safety and health hazards associated with welding and related processes.

WLD 111  Lec: 1  Lab: 9  Cred: 4  IT
Arc Welding I
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113  Lec: 1  Lab: 9  Cred: 4  IT
Arc Welding II
This course is a study of arc welding of ferrous and nonferrous metals.
Prereq: WLD 111

WLD 114  Lec: 0  Lab: 3  Cred: 1  IT
Advanced Arc Welding
This course is a continued study of out-of-position shielded metal arc welding.
Prereq or Coreq: WLD 113

WLD 118  Lec: 1  Lab: 9  Cred: 4  IT
Gas Metal Arc Welding Ferrous I
This course covers the equipment setup and fundamental techniques for gas metal arc welding on ferrous metals.

WLD 119  Lec: 0  Lab: 3  Cred: 1  IT
Gas Metal Arc Welding Ferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on ferrous metals.
Prereq or Coreq: WLD 118

WLD 120  Lec: 1  Lab: 9  Cred: 4  IT
Flux Cored Arc Welding I
This course covers the equipment setup and fundamental techniques for flux cored arc welding.

WLD 121  Lec: 0  Lab: 3  Cred: 1  IT
Flux Cored Arc Welding II
This course covers the techniques used in preparation for flux cored arc welder qualification.
Prereq or Coreq: WLD 120
WLD 122  Lec: 1  Lab: 9  Cred: 4  IT
Gas Metal Arc Welding Nonferrous I
This course covers equipment setup and the fundamental techniques for gas metal arc welding on nonferrous metals.

WLD 123  Lec: 0  Lab: 3  Cred: 1  IT
Gas Metal Arc Welding Nonferrous II
This course covers the techniques used in preparation for gas metal arc welder qualification on nonferrous metals.
Prereq or Coreq: WLD 122

WLD 132  Lec: 1  Lab: 9  Cred: 4  IT
Inert Gas Welding Ferrous
This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals.

WLD 133  Lec: 0  Lab: 3  Cred: 1  IT
Inert Gas Welding Ferrous Tubing
This course covers the techniques used in gas tungsten arc welding of ferrous tubing.
Prereq or Coreq: WLD 132

WLD 135  Lec: 1  Lab: 9  Cred: 4  IT
Inert Gas Welding of Aluminum
This course covers the setup and adjustment of equipment and fundamental techniques of welding aluminum.

WLD 137  Lec: 0  Lab: 3  Cred: 1  IT
Inert Gas Welding Aluminum Tubing
This course covers the techniques used in gas tungsten arc welding of aluminum tubing.
Prereq or Coreq: WLD 135

WLD 141  Lec: 2  Lab: 0  Cred: 2  IT
Weld Quality
This course introduces weld quality assurance.

WLD 145  Lec: 1.5  Lab: 1.5  Cred: 2  IT
Field Welding
This course covers welding with portable welding machines in field use.
Prereq: WLD 114

WLD 152  Lec: 1  Lab: 9  Cred: 4  IT
Tungsten Arc Welding
This course covers gas tungsten arc welding of carbon steel or stainless steel with stainless steel filler metal.
Prereq or Coreq: WLD 132

WLD 153  Lec: 0  Lab: 3  Cred: 1  IT
Tungsten Arc Welding Stainless Steel Tubing
This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.
Prereq or Coreq: WLD 152

WLD 170  Lec: 1  Lab: 9  Cred: 4  IT
Qualification Welding
This course covers the procedures and practices used in taking welder qualification tests.
Prereq: WLD 114

WLD 201  Lec: 2  Lab: 0  Cred: 2  IT
Welding Metallurgy
This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical and mechanical properties.

WLD 225  Lec: 1  Lab: 9  Cred: 4  IT
Arc Welding Pipe I
This course covers the techniques used in shielded metal arc welding of groove welds on pipe.
Prereq: WLD 170

WLD 226  Lec: 0  Lab: 3  Cred: 1  IT
Arc Welding Pipe II
This course covers the techniques used in shielded metal arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 225

WLD 227  Lec: 0  Lab: 3  Cred: 1  IT
Arc Welding Pipe III
This course covers the techniques used in shielded metal arc welding of groove welds on stainless steel pipe.
Prereq: WLD 225
Coreq: WLD 225

WLD 228  Lec: 1  Lab: 9  Cred: 4  IT
Inert Gas Welding Pipe I
This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.
Prereq: WLD 133

WLD 229  Lec: 0  Lab: 6  Cred: 2  IT
Inert Gas Welding Pipe II
This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and nonferrous pipe.
Prereq: WLD 137, WLD 153, WLD 228
Coreq: WLD 228
Course Descriptions

WLD 231  Lec: 1   Lab: 9   Cred: 4   IT
Gas Metal Arc/Flux Cored Arc Welding Pipe I
This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.
Prereq: WLD 119, WLD 121

WLD 232  Lec: 0   Lab: 6   Cred: 2   IT
Gas Metal Arc/Flux Cored Arc Welding Pipe II
This course covers the techniques used in gas metal arc and/or flux cored arc welding of fillet welds on pipe.
Prereq or Coreq: WLD 231

WLD 240  Lec: 3.5   Lab: 1.5   Cred: 4   IT
Robotic Welding and Manufacturing
This course covers robotic welding systems, safety, operations and applications.
Prereq: Restricted to major
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400  Robotics Welding Building  Industrial Technology
410  Student Center  Admissions/Registrar’s Office/ Financial Aid/Lounge/Counseling/Student Activities/ Testing/Food Court/Business Office
420  Orientation Center
430  Student Support Services Building
500  Communications Technology Building  Film, Media and Visual Arts/Administrative Office Technology/ Printing Services/Broadcasting
510  Learning Resources Center  Library/English
600  Facilities Management/Deliveries Building  Maintenance
620  Horticulture Building
630  Health Sciences Building  Allied Health/Nursing
640  Annex Building  General Classrooms
700/  Industrial and Engineering Technology Building
800  Engineering Technology/Industrial Technology/ Machine Tool Technology Lab/Process Control/ Flexible Manufacturing Lab
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930  Basic Construction Trades
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960  Basic Construction Trades Training Lab
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4. Student Lounge, Room 105
5. Humanities and Social Sciences/Science and Mathematics, Rooms 102, 104, 106
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- Stay on SR-162 for approximately 7 miles.
- Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
- The Ted Corbin Building is .10 of a mile on the left.

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