This Catalog is effective Fall Semester 2013.

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

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

Notice of Nondiscrimination

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

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

www.tridenttech.edu

843.574.6111
Accreditations and Approvals

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

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

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

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

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

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

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

Emergency Medical Technology
Commission on Accreditation of Allied Health Education Programs
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
3387 Duke St.
Alexandria, VA 22314-5219

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

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

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

Occupational Therapy Assistant
Accreditation Council for Occupational Therapy c/o Accreditation Department
American Occupational Therapy Department
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449

Paralegal
American Bar Association
Standing Committee on Paralegals
321 N. Clark St.
Chicago, IL 60654
### Pharmacy Technician
American Society of Health-System Pharmacists  
7272 Wisconsin Ave.  
Bethesda, MD 20814

### Physical Therapist Assistant
Commission on Accreditation in Physical Therapy Education  
1111 North Fairfax St.  
Alexandria, VA 22314-1488

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

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

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

The beginning of an academic year brings exciting opportunities at Trident Technical College (TTC). Let me be the first to welcome and encourage you as you prepare for your future.

More than 17,000 students attend TTC. You share something in common with each student—you all face challenges. These challenges might revolve around your personal life, work, physical limitations, academic performance, transportation, finances, etc. At TTC, our goal is to help you face and overcome challenges. Your academic success is important to us, and so is your success in finding a fulfilling career and future. We are here to help you excel and complete your program of study, and ultimately to help you find a job in your chosen career.

Sometimes the hardest aspect of facing challenges is to ask for help. TTC faculty and staff provide assistance in many forms including new student orientation, one-on-one faculty advising, learning assistance, personal and career counseling, and job placement assistance. Furthermore, we help you explore financial aid options and scholarships that can greatly reduce our already-low tuition and fees.

Your success doesn’t end with a certificate, diploma or degree from TTC. It’s just the beginning, and we are proud to be a part of your future accomplishments and contributions to our community and society. Here’s to a successful academic year and promising future!

Best wishes,

Mary Thornley, Ed.D.
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**A-7**
College Calendar
2013-2014

Fall Semester 2013
Application Deadline ........................................ Aug. 8
Registration ........................................................ Aug. 20
Course Cancellation ........................................... Aug. 22

Fall Full
Classes Begin .................................................. Aug. 26
Drop/Add ......................................................... Aug. 26-30
Labor Day Holiday
   (College closed to the public) .................... Sept. 2
Student Activity Period ................................. Sept. 19
Midterm ......................................................... Oct. 14
Course Evaluation ......................................... Oct. 14-Dec. 14
Student Holiday ............................................ Oct. 15-22
Last Day to Withdraw with a Grade of W .... Nov. 18
Student Activity Period ................................. Nov. 13
Student Holiday ............................................ Nov. 27
Thanksgiving Holidays
   (College closed) ...................... Nov. 28-30
Holiday Drop-In ............................................. Dec. 7
Classes End .................................................. Dec. 14
Winter Holidays (College closed) ...... Dec. 19-Jan. 1

Students enrolled in Fall 1 or Fall 2 classes should review the Fall Semester information list above for
dates of student activity periods and student and college holidays.

Fall 1
Registration Ends ........................................ Aug. 23
Classes Begin ............................................... Aug. 26
Drop/Add ......................................................... Aug. 26-28
Course Evaluation .................................... Sept. 18-Oct. 14
Last Day to Withdraw with a Grade of W .... Oct. 1
Classes End .................................................. Oct. 14

Fall 2
Registration Ends ........................................ Oct. 22
Classes Begin ............................................... Oct. 23
Drop/Add ......................................................... Oct. 23-25
Course Evaluation .................................... Nov. 14-Dec. 2
Last Day to Withdraw with a Grade of W .... Dec. 2
Classes End .................................................. Dec. 14

Fall 2013 Financial Aid Calendar

June 7, 2013
This is the priority date to have a completed
Financial Aid file in order to have funds
available for Fall Semester 2013.

July 8, 2013
This is the priority date to complete
Financial Aid Verification in order to have
funds available for Fall Semester 2013.

Make-up tests and retests taken in the
Testing Center must be completed prior to your last day of class.
**Spring Semester 2014**

Application Deadline ............................................. Dec. 5
Registration ............................................................ Jan. 7
Course Cancellation ................................................. Jan. 9

**Spring Full**

Classes Begin ......................................................... Jan. 13
Drop/Add ............................................................... Jan. 13-17
Martin Luther King Holiday
(College closed to the public) ................ Jan. 20
Student Activity Period .................................... Feb. 6
Graduation Ceremony Application/Cap and Gown
Order Deadline ........................................ Feb. 27
Midterm ................................................................. March 3
Course Evaluation .................................. March 3-April 28
Student Holiday ........................................ March 5-11
Student Activity Period ............................ March 26
Last Day to Withdraw with a
Grade of W .................................................. April 3
Classes held ........................................ April 18-19
College closed to the public ................ April 20
Classes End .................................................. April 28
Awards Day .................................................. May 2
Graduation .................................................. May 2

*Students enrolled in Spring 1 or Spring 2 classes should review the Spring Semester information list above for dates of student activity periods and student and college holidays.*

Spring 1

Registration Ends ........................................ Jan. 10
Classes Begin .................................................. Jan. 13
Drop/Add .................................................. Jan. 13-15
Course Evaluation ................................. Feb. 5-March 3
Last Day to Withdraw with a Grade of W ..... Feb. 18
Classes End .................................................. March 3

Spring 2

Registration Ends ........................................ March 11
Classes Begin .................................................. March 12
Drop/Add ........................................ March 12-14
Course Evaluation ................................ April 3-29
Last Day to Withdraw with a Grade of W ..... April 16
Classes End .................................................. April 29

**Spring 2014 Financial Aid Calendar**

Nov. 1, 2013
This is the priority date to have a completed Financial Aid file in order to have funds available for Spring Semester 2014.

Dec. 2, 2013
This is the priority date to complete Financial Aid Verification in order to have funds available for Spring Semester 2014.

Make-up tests and retests taken in the Testing Center must be completed prior to your last day of class.
**Maymester 2014**

- Application Deadline .................... April 28
- Registration Ends .......................... May 1
- Classes Begin ................................. May 5
- Drop/Add ..................................... May 5
- Confederate Memorial Day Observed
  (Classes held. College closed to the public) May 9
- Course Evaluation ......................... May 13-23
- Last Day to Withdraw with a Grade of W May 16
- Classes End .................................. May 23

**Summer Semester 2014**

- Application Deadline .................... May 15
- Registration .................................. May 20
- Course Cancellation ....................... May 22
- Memorial Day
  (College closed to the public) .......... May 26

**Summer Full**

- Classes Begin ................................. May 27
- Drop/Add ..................................... May 27-29
- Student Activity Period ................. June 10
- Midterm .................................... June 26
- Course Evaluation ......................... June 26-Aug. 4
- Student Holidays .......................... June 30-July 5
- Independence Day Holiday
  (College closed) ............................ July 4
- Student Activity Period ................. July 16
- Last Day to Withdraw with a Grade of W July 21
- Classes End .................................. Aug. 4

**Summer 1**

- Registration Ends ........................ May 23
- Classes Begin ................................. May 27
- Drop/Add ..................................... May 27-28
- Course Evaluation ......................... June 10-25
- Last Day to Withdraw with a Grade of W June 18
- Classes End .................................. June 25

**Summer 2**

- Registration Ends ........................ July 3
- Classes Begin ................................. July 7
- Drop/Add ..................................... July 7-8
- Course Evaluation ......................... July 21-Aug. 5
- Last Day to Withdraw with a Grade of W July 29
- Classes End .................................. Aug. 5

**Summer 2014 Financial Aid Calendar**

- **April 4, 2014**
  This is the priority date to have a completed Financial Aid file in order to have funds available for Summer Semester 2014.

- **April 21, 2014**
  This is the priority date to complete Financial Aid Verification in order to have funds available for Summer Semester 2014.

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

*Students enrolled in Summer 1 and Summer 2 classes should review the Summer Semester information list above for dates of student activity periods and student and college holidays.*
College Information

Mission Statement

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

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

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

Role and Scope

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

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

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

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

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

Location

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

History

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

1960s

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

1970s

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

1980s

The 1980s saw additional changes that opened new opportunities to students. Palmer Campus moved to its current site in downtown Charleston, and the college built its Berkeley Campus near Moncks Corner. Technological advances during the decade increased accessibility with the introduction of academic computing, email, and televised courses, the first distance learning program.
1990s

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

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

2000s

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

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

2010s

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

Publisher’s Note

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Your Checklist for Enrolling at Trident Technical College

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

1. If new to TTC, complete the admission application and submit it with the application fee prior to the application deadline for the semester in which you plan to enroll.

2. Apply for financial aid, starting with the Free Application for Federal Student Aid (FAFSA). TTC also has a number of campus-based scholarships.

3. Within a few days of receiving your application, the Admissions office will send you a letter with account information for my.tridenttech.edu email and TTC Express. Be sure to log in, as updates and important announcements will only be available through these accounts.

4. Complete the application requirements based on your Admit Type (see page A-15–17). Proof of high school graduation is required for associate degree programs and most certificate or diploma programs. Check individual diploma and certificate program admission requirements listed under Programs of Study in this Catalog. A copy of your high school or GED diploma, high school transcript, military record verifying completion of high school, and proof of an associate degree or higher are acceptable forms of proof of high school graduation. A high school certificate of completion is not acceptable proof. An applicant under 18 years of age must be a high school graduate or have a GED, or meet the college’s early admit or dual credit requirements. You also must submit qualifying scores on the SAT (480 critical reading, 580 math), ACT (19 English, 22 math), transferrable course work in English and math OR you may take the TTC placement test. Proof of a bachelor’s degree or higher is acceptable proof of English proficiency. You may provide unofficial college transcripts to Admissions to exempt portions or all of the placement test, but official copies are required for transfer credit to be awarded. You also must provide proof of lawful presence in the United States. (See the Verification of Citizenship section of this Catalog for more information).

5. Once admitted, complete the new student orientation process at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online at the Orientation Services web page. Your academic advisor will be assigned to you after the orientation process is completed.

6. Contact your academic advisor to schedule an advising session and select your courses. Be sure to check the academic calendar for registration deadlines and advisor availability.

7. Purchase books for the courses for which you are enrolled.

8. Pay tuition and fees or enroll in a payment plan by the fee payment deadline at Main Campus, Palmer Campus, Berkeley Campus, Mount Pleasant Campus or online via your TTC Express account.

9. Obtain a Student ID.

10. Read all emails from TTC and check your TTC Express account regularly.

 Verification of Citizenship

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

 Application Status

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

 Program Admission Requirements

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

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

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

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

Admit Types

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

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

Readmit: You are a readmit student if you have taken classes at TTC, and you completed prior to 1985. You must complete an admission application. Contact the Registrar’s office at 843.574.6129 for more information.

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

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

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

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

Students with Special Admission Requirements

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

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

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

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

Other Special Circumstances

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

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

DISCLAIMER:

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

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

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

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

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, 843.899.8079 at Berkeley Campus, 843.958.5810 at Mount Pleasant Campus, 843.323.3800 at St. Paul’s Parish or 843.574.2591 at Dorchester QuickJobs Training Center. If your reading score is below the minimum requirement, TTC will refer you to an adult education or literacy program. You may exempt comparable components of the placement test if you provide qualifying SAT or ACT scores. If you are exempting the placement test because you have qualifying SAT or ACT scores, you will be placed into appropriate math and English courses based on those scores. You may exempt the writing and reading components of the placement test with SAT critical reading scores of 480 or ACT English component score of 19. You may exempt the math component with SAT math scores of 580 or ACT math component score of 22. SAT and ACT scores are valid for five years. Scores on the writing and reading components of TTC’s placement test are valid for five years, and scores on the math component are valid for two years from the date of testing. You may also exempt testing requirements if you submit college transcripts with equivalent English and math credits; you may exempt the reading and English portion of the placement test by providing evidence of a degree at the baccalaureate level or higher. Entry into TTC does not guarantee admission into specific programs or courses. Placement in a specific course is based on standards that will help ensure your academic success.

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

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

Orientation Center Locations
Main Campus, Bldg. 420
Berkeley Campus, Student Success Center, Rm. 111
Palmer Campus, Student Success Center, Rm. 226
Mount Pleasant Campus, Rm. 143

Schedule of Classes
The class schedule is accessible on the website and can be accessed through TTC Express. The college reserves the right to adjust the published schedule, including the cancellation of any class, if TTC deems it necessary and appropriate.

Academic Advising
Your academic advisor guides you in scheduling an academic program to meet your educational goals. Appointments are required during the advisement/registration process. Office hours for academic advisors are posted on their office doors.

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

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

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

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

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

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

For TTC to consider your transfer credits, you must have official transcripts of previous college work sent to TTC’s Admissions office, and you may be asked to provide additional documentation. TTC awards transfer credit only when the grade is C- or higher or when the sending institution confirms that the grade (P for example) is equivalent to a C- or higher. Transfer credit will not be included in the calculation of your GPA at TTC except for certain financial aid requirements. For more information,
see Transfer: State Policies and Procedures, p. A-42

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

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

Tests for Advanced Standing

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

a. You may receive up to 16 semester credit
   hours in advanced standing but not more
   than one-fourth of the total curriculum hours
   required for program completion.

b. You must verify that the Registrar’s office
   has your official score reports prior to the
   beginning of the semester in which you seek
   advanced standing.

c. You may not receive credit for a course you
   previously attempted, including withdrawals.

d. You may retest six months after the original
test date of a CLEP exam.

e. You may retest three months after the original
test day of a DANTES DSSTS exam.

f. Your GPA will not be affected by advanced
   standing credits.

g. TTC does not guarantee that advanced
   standing credit awarded for TTC courses will
   transfer to other institutions.

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

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

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

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

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

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

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

Home Program

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

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

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

Grading System

<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>Yes</td>
<td>Yes</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Yes</td>
<td>Yes</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Yes</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>No</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>No</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>SC</td>
<td>No</td>
<td>Yes</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>No</td>
<td>No</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>No</td>
<td>No</td>
<td>0</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 website.

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

Classification of Students

Student Status

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

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

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

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

Financial Aid Student Classification

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

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

Residency

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

Senior Citizens

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

Student Insurance

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

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

Fee Changes

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

Refund Policy

Trident Technical College issues full or partial refunds according to the refund periods published each term 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>Refund Period</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelled Courses</td>
<td>100%</td>
</tr>
<tr>
<td>Before the 1st day of the full semester</td>
<td>100%</td>
</tr>
<tr>
<td>1st-5th calendar day of full semester</td>
<td>100%</td>
</tr>
<tr>
<td>6th-7th system unavailable – no drop/add</td>
<td>0%</td>
</tr>
<tr>
<td>8th-14th calendar day of full semester</td>
<td>50%</td>
</tr>
<tr>
<td>15th-19th calendar day of full semester</td>
<td>25%</td>
</tr>
<tr>
<td>After 19th calendar day of full semester</td>
<td>0%</td>
</tr>
</tbody>
</table>

Calendar days include Saturdays and Sundays.

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

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

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

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

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

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

Veterans Tuition Payments

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

Veterans and Overpayments

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

The overpayment will appear on the student’s TTC account as a balance due. It is the student’s responsibility to contact the Department of Veterans Affairs to appeal an overpayment status.

For updated catalog, visit www.tridenttech.edu.

### Additional Fees and Charges

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

**Fees**

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

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

**Debts Owed to the College**

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

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

Types of Financial Aid

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

Eligibility for Financial Aid

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

Priority Dates

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

Applying for Financial Aid

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

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

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

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

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

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

Cost of Attendance for Nine Months

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

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

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

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

The Pell Grant Program

The Pell Grant provides financial assistance to those who demonstrate financial need. The Pell Grant is intended to be the floor of a financial aid package and may be combined with other forms of aid to help you meet the costs of education. Any student working toward a degree/diploma/certificate may be eligible for the Pell Grant, which ranges in 2013-14 from $577 to $5,635, depending on the number of semesters attending, the number of credit hours enrolled each semester, and eligibility as calculated by the Department of Education based on your FAFSA.

The Federal Supplemental Educational Opportunity Grant Program

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

The South Carolina Need-Based Grant

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

Federal Work-Study Program

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

For updated catalog, visit www.tridenttech.edu.
### Institutional Work-Study

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

### Student Loans

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

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

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

### Federal Parent Loan

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

### Scholarships

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

### LIFE Scholarship

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

### S.C. Lottery Tuition Assistance

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

For additional information on tax incentives, call 1.800.4FED.AID or seek advice from your tax consultant or the IRS. You also may visit the IRS website at www.irs.gov.

Student Loan Interest Deductions

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

South Carolina Tuition Tax Credit (State Tax Forms)

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

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

### Financial Aid Criteria

<table>
<thead>
<tr>
<th>Program</th>
<th>Pell Grant**</th>
<th>Federal Supplemental Educational Opportunity Grant (FSEOG)**</th>
<th>South Carolina Need-Based Grant (SCNBG)**</th>
<th>Federal Work-Study (FWS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who's Eligible to Apply</td>
<td>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 default on student loans.</td>
<td>Students carrying at least six semester credit hours who have a proven need and who show academic promise. Must have Pell Grant eligibility.</td>
<td>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.</td>
<td>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 default on student loans.</td>
</tr>
<tr>
<td>Award</td>
<td>Based on federal guidelines, fall and spring</td>
<td>Varies</td>
<td>Varies</td>
<td>Paid by the hour</td>
</tr>
<tr>
<td>How to Apply</td>
<td>Complete the Free Application for Federal Student Aid. For the South Carolina Need-Based Grant, students must complete a S.C. Need-Based Affidavit.</td>
<td>1. Apply for and be accepted for admission to TTC as a regular, degree-seeking student.</td>
<td>2. Complete the Free Application for Federal Student Aid (FAFSA) at <a href="http://www.fafsa.gov">www.fafsa.gov</a> and list TTC to receive the information (code 004920).</td>
<td>3. Submit the completed FAFSA form online. In two to four weeks you will receive a Student Aid Report (SAR). TTC will receive your Institutional Student Information Report (ISIR). If corrections are required, or additional information requested, you can either mail it or submit it on the web. Your SAR will be sent to you electronically. You can make your corrections electronically as well. It is important to respond promptly to any requests for corrections or additional information, or your FAFSA cannot be sent to TTC or accurately processed for financial aid awards!</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

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

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

### Financial Aid Criteria

<table>
<thead>
<tr>
<th>Program</th>
<th>S.C. Lottery Tuition Assistance</th>
<th>S.C. 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 website for more details.</td>
<td>Students enrolled in at least six semester credit hours who have a proven financial need. Applications must be approved by the Financial Aid office and the Department of Education.</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 disabled veterans.</td>
</tr>
<tr>
<td><strong>Award</strong></td>
<td>Varies</td>
<td>Varies</td>
<td>Varies Award is for fall/spring/summer</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 complete loan entrance counseling and a master promissory note (MPN).</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 program funding is provided by the U.S. Department of Education and serves eligible veterans across the nation.

Enrollment Opportunities for Veterans, Veterans Dependents and Service Personnel

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Veterans Retraining Assistance Program (VRAP). VRAP offers up to 12 months of training assistance to unemployed veterans who are at least 35 but no more than 60 years old, are unemployed on the date of application, have received an other than dishonorable discharge, are not eligible for any other VA education benefit program (e.g., the Post-9/11 GI Bill, Montgomery GI Bill, Vocational Rehabilitation and Employment Assistance), are not in receipt of VA compensation due to un-employability, and are not enrolled in a federal or state job training program. Participants must attend full-time in order to receive up to 12 months of assistance equal to the monthly full-time payment rate under the Montgomery GI Bill – Active Duty program ($1,546 effective October 1, 2012).

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

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

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

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

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

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

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

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

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

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

Veterans Attendance Policy

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

Veterans Tuition Payments

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

Veterans and Overpayments

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

VA Certification for Online Courses

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

Adult Students Returning to School

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

Will I be the oldest student in class?

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

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

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

How can I get extra help with courses?

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

Main Campus, The Learning Center
Bldg. 920, Rm. 211, 843.574.6409
Berkeley Campus, Room 141, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

Where can I get help with classroom skills?

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

Main Campus, Student Center
Bldg. 410, Rm. 210, 843.574.6131
Berkeley Campus, Room 111, 843.899.8079
Palmer Campus, Room 226, 843.722.5516

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

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

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

Main Campus, Student Center
Bldg. 410, Rm. 210, 843.574.6131
Berkeley Campus, Room 111, 843.899.8079
Palmer Campus, Room 226, 843.722.5516
Mount Pleasant Campus (by appointment) 843.574.6131

Can I get a meal on campus?

Main Campus has a food court in the Student Center (Bldg. 410) and the TTC Café in Bldg. 950. Additional vending machines are located in Bldgs. 100, 200, 500, 600, 630, 700/800, 900, 920, 940, and the 100/300 breezeway. The Culinary Institute of Charleston operates the Mikasa Dining Room at Main Campus and 181 Palmer at Palmer Campus, which are open to the public. The Berkeley and Palmer campuses have small food service operations and vending machines. Mount Pleasant Campus has vending machines available in the student lounge.

Alumni Association

The Alumni Association was founded in 1980 with the mission to support the advancement, growth and development of the college, and to provide educational and leadership opportunities for graduates. All students who earn a TTC degree, certificate or diploma are eligible for membership in 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. Graduates who present their membership card are eligible for the following benefits:

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

For more information, visit the TTCAA website at www.tridenttech.edu/alumni.htm or contact the Alumni Association office at 843.574.6456.

**Continuing Education and Economic Development**

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

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

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

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

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

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

The division is located in Bldgs. 910, 920 and 940 in the Complex for Economic Development on Main Campus. The Complex contains a variety of flexible, multipurpose instructional areas that house a wide range of training programs and accommodate group sessions for up to 150 attendees. The classrooms, seminar rooms and hands-on labs are equipped for multimedia instruction.

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

**Dorchester County QuickJobs Training Center – St. George**

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

**St. Paul’s Parish Site – Hollywood**

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

**Summerville Site at Trolley Road**

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

**Corporate and Information Technology**

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

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

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

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

Utilizing various skills assessment programs, TTC can assist companies in determining the skill level of both current and potential employees and together develop and implement a training program to increase employee performance and productivity. TTC encourages and facilitates partnerships among industries to provide the most efficient and economic training programs for both pre-employment and incumbent workers, including assembly, manufacturing and logistics.

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

This department is a leader in training individuals who will require certification or recertification in environmental and regulatory programs. Courses offered include OSHA- and EPA-recognized programs in asbestos, lead, water, wastewater, and air quality, and OSHA-mandated programs such as Hazwoper technician, operator and annual refresherers. 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 Enrichment

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

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

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

Health Care

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

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

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

Aeronautical

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

Continuing Education Online Registration

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

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

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

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

Cooperative Education

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

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

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

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

**Education Abroad**

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

**Learning Assistance**

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

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

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

**Distance Learning Courses**

Through the Distance Learning office, the college provides a number of online and mixed-mode courses. The Distance Learning office is constantly exploring new and more efficient ways to make courses available to more people – courses with instruction not limited to specific times or places. Courses offered through Distance Learning are listed on the college’s website under the course search.

**Learning Resources (Libraries)**

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

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

TTC’s library participates in several partnership agreements that increase the amount of resources available to faculty, staff and students. The Charleston Area Library Consortium (CALC) includes TTC and other area academic libraries. Through this consortium, TTC students, faculty and staff have physical access, and students have certain checkout privileges, to the academic libraries of area colleges by presenting a current TTC identification card.

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

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

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

I. General Information
   A. Purpose
      These procedures were developed to comply with SBTCE policy 8-2-109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor’s English fluency.
   
   B. Exclusions
      This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studios and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

II. Procedural Guidelines
   A. Applicants for permanent and adjunct faculty vacancies will proceed through the college’s normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
   
   B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The Committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the Committee through the performance of the following minimum proficiency exercises:
      1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.
      2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.
   
   C. The Committee will include representatives from the following:
      One representative from the Vice President for Academic Affairs office;
      One representative from Developmental Studies Reading;
      One representative from curriculum English;
      One representative from Employee Relations.
      The Committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in Section II.
   
   D. Any grievances under this procedure are to be filed with the office of the vice president for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in Sections I and II.
   
   E. An instructor who is judged proficient by the Committee will continue teaching assignments without any further action.
   
   F. A permanent instructor judged deficient by the Committee will be given 120 calendar days to develop sufficient skills to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
   
   G. Any adjunct instructor judged deficient by the Committee may be immediately terminated.
   
   H. The college’s Human Resources office will annually report to SBTCE a recap of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.
Confidentiality of Student Records

Annual Notice to Students

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

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

Procedures to be used for compliance with the provision of the act can be found in the Registrar’s office and the Vice President for Student Services’ office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar’s office and the Vice President for Student Services’ office. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920.
Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina
(Revised 12/2009)

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

Admission Criteria, Course Grades, GPAs, Validations

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

A. The institution’s definition of a transfer student.
B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
D. Information about course equivalencies and transfer agreements.
E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic course work taken elsewhere, for course work repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
F. Information about institutional procedures used to calculate student applicants’ GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; they will also describe whether all course work taken prior to transfer or only course work deemed appropriate to the student’s intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
G. Institutional policies related to “academic bankruptcy” (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student’s earlier record.
H. “Residency requirements” for the minimum number of hours required to be earned at the institution for the degree.

South Carolina Transfer and Articulation Center (SCTRAC)

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

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

Statewide Transfer Blocks

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

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

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

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

Assurance of Transferability of Course Work Covered by the Transfer Policy

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

Any 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 course work for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the course work has been reviewed and approved on a timely basis by sending and receiving institutions alike.
Transfer Officers

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

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

Statewide Publication and Distribution of Information on Transfer

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Environmental Health and Safety Emergencies

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

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

Disruption of Academic Process

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

Lost and Found

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

Personal Attitudes and Behavior

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

Alcohol and Drugs

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

Classroom Policies

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

Smoking

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

Restricted Areas

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

College/State Vehicles

Smoking is prohibited in college state vehicles.

Monitoring No-Smoking Regulations

Public Safety will advise individuals who are not in compliance with the college’s no-smoking procedure of the outdoor smoking areas. Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

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

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

Motor Vehicle Registration and Traffic Regulations

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

Parking Decals for Persons with Disabilities

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

Children

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

Animals

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

Preventing or Reporting Sexual Assaults

Sexual assault is strictly prohibited by the college. The college’s Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. “Sexual assault” is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent. “Rape” is defined as vaginal, anal or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the
victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term “unable to consent” means:

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

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

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

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

Sexual Assault Prevention

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

Public Safety Department Programs

The Public Safety Department offers educational and personal safety programs for students, faculty and staff. Among these programs is the women’s Rape Aggression Defense (R.A.D.) course which is offered free of charge several times each year. Course offerings are announced on Public Safety’s website and through the college’s official email system.

Crime Prevention

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

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

**S.C. Sex Offenders Registry**

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

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

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

**If you are sexually assaulted:**

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

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

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

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident.
  A family member, friend or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will make contact with and escort you to an appropriate medical facility.
- Public Safety and TTC’s Counseling Services will contact other assistance agencies.
(People Against Rape, Solicitor’s Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor’s Office will help you file any documents related to the S.C. Victim’s Compensation Fund.

- Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudge you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

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

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

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

Victim’s Rights

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

How the College Can Help
• The college’s Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
• The college will also change your academic situation if changes are requested and reasonably available.

Emergency Numbers*

<table>
<thead>
<tr>
<th>Public Safety</th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Off Campus</td>
<td>843.574.6911</td>
<td></td>
</tr>
<tr>
<td>On Campus</td>
<td>6911</td>
<td></td>
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<table>
<thead>
<tr>
<th></th>
<th>Police/Fire/EMS</th>
<th>Nonemergency</th>
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</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>Dorchester Co. Sheriff</td>
<td>911</td>
<td>832.0300</td>
</tr>
<tr>
<td>(Summerville)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dorchester Co. Sheriff</td>
<td>911</td>
<td>563.0300</td>
</tr>
<tr>
<td>(St. George)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town of Mt. Pleasant Police</td>
<td>911</td>
<td>884.4176</td>
</tr>
<tr>
<td>Summerville Police</td>
<td>911</td>
<td>871.2463</td>
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</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.

Vincent Ashby  
Palmer Campus  
Room 226H  
843.722.5519

Yolanda Bland  
Berkeley Campus  
Room 111A  
843.899.8008

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

Jane Claiborne  
Main Campus  
Bldg. 430/Room 110  
843.574.6289

Dana Coombs  
Berkeley Campus  
Room 166J  
843.899.8038

Carlie Dixon  
Main Campus  
Bldg. 940/Suite G  
Room 101L1  
843.574.6825

Mary Edwards  
Palmer Campus  
Room 226G  
843.722.5574

Amanda Hollinger  
Main Campus  
Bldg. 900/Room 135  
843.574.6068

Muriel Horton  
Main Campus  
Bldg. 630/206A  
843.574.6138

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

Regina Lane  
Main Campus  
Bldg. 910/Room 103  
843.574.6304

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

Daryl Milligan  
Main Campus  
Bldg. 200/Room 121  
843.574.6354

Judd Morrison  
Palmer Campus  
Room 226D  
843.722.5530

Jim Orgel  
Main Campus  
Bldg. 410/Room 210  
843.574.6362

Ruth Ott  
Berkeley Campus  
Room 125B  
843.899.8050

Carlie Dixon  
Main Campus  
Bldg. 940/Suite G  
Room 101L1  
843.574.6825

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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**

**Associate in Science**

**Associate in Applied Science**

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

**Diploma Programs**

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

**Certificates**

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

**Certificates in Transfer Engineering**

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

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

### Associate Degree Requirements

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

### Technology Requirement

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

### General Education Core Curriculum Requirements

#### Rationale

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

#### General Education Competencies

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

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

### General Education Requirements

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

#### 1. Communication

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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#### 2. Humanities

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<td>ART 101</td>
<td>Art History and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 105</td>
<td>Film as Art</td>
<td>3</td>
</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>ART 210</td>
<td>History of Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>ENG 203</td>
<td>American Literature Survey</td>
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<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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<td>ENG 208</td>
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<td>World Literature II</td>
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<tr>
<td>ENG 214</td>
<td>Fiction</td>
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<tr>
<td>HIS 101</td>
<td>Western Civilization to 1689</td>
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<td>HIS 102</td>
<td>Western Civilization Post 1689</td>
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<tr>
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<td>World History I</td>
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<tr>
<td>HIS 105</td>
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<td>HIS 201</td>
<td>American History: Discovery to 1877</td>
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<td>American History: 1877 to Present</td>
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<td>HSS 110</td>
<td>History of Ideas</td>
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<td>MUS 105</td>
<td>Music Appreciation</td>
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<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
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<td>PHI 105</td>
<td>Logic</td>
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<td>PHI 110</td>
<td>Ethics</td>
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<td>REL 101</td>
<td>Introduction to Religion</td>
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</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theater</td>
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#### 3. Behavioral/Social Sciences

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<td>ECO 210</td>
<td>Macroeconomics</td>
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<td>ECO 211</td>
<td>Microeconomics</td>
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<tr>
<td>GEO 102</td>
<td>World Geography</td>
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<td>PSC 201</td>
<td>American Government</td>
<td>3</td>
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<td>PSC 215</td>
<td>State and Local Government</td>
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<td>PSC 220</td>
<td>Introduction to International Relations</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SOC 102</td>
<td>Marriage and the Family</td>
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<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>
<td>SOC 230</td>
<td>Introduction to Gerontology</td>
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### 4. Mathematics/Natural Sciences

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<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
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</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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<tr>
<td>CHM 105</td>
<td>General Organic and Biochemistry</td>
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<td>CHM 106</td>
<td>Contemporary Chemistry I</td>
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<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
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<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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<td>College Algebra</td>
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<td>MAT 112</td>
<td>Pre-Calculus</td>
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<td>MAT 120</td>
<td>Probability and Statistics</td>
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<td>MAT 130</td>
<td>Elementary Calculus</td>
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<td>MAT 140</td>
<td>Analytic Geometry and Calculus I</td>
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<td>MAT 155</td>
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<td>MAT 170</td>
<td>Algebra, Geometry and Trigonometry I</td>
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<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>Credits</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 Communication</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.

---

**Program Exit Examination**

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

**College Policies**

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

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**University Transfer Programs**

Trident Technical College provides many opportunities for students who plan to transfer to four-year colleges or universities. TTC students can transfer successfully to public and private institutions both within South Carolina and across the United States if they choose courses carefully. Transfer students can tailor their TTC course work to the requirements of the four-year college or university they have chosen. Those requirements vary considerably from college to college and even among majors at a single college. Planning an effective sequence of classes requires careful consideration of points such as these:

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

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

<table>
<thead>
<tr>
<th>General Transfer Division</th>
<th>Phone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate in Arts Humanities and Social Sciences</td>
<td>843.574.6034</td>
<td>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</td>
</tr>
<tr>
<td>Associate in Science Science and Mathematics</td>
<td>843.574.6015</td>
<td>For students who want to take courses at TTC leading to bachelor’s degrees in such fields as science, engineering and health-related fields</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialty Transfer Programs Division</th>
<th>Phone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Humanities and Social Sciences</td>
<td>843.574.6034</td>
<td>B.S. in Business Administration – The Citadel</td>
</tr>
<tr>
<td>Criminal Justice Humanities and Social Sciences</td>
<td>843.574.6034</td>
<td>2+2 B.S. in Criminal Justice – The Citadel</td>
</tr>
<tr>
<td></td>
<td>843.574.6890</td>
<td>2+2 B.S. in Criminal Justice – The Citadel</td>
</tr>
<tr>
<td>Engineering Engineering Technology</td>
<td>843.574.6156</td>
<td>2+2 agreement for B.S. in Civil Engineering – The Citadel 2+2 agreement for B.S. in Electrical Engineering – The Citadel</td>
</tr>
<tr>
<td>Nursing Nursing</td>
<td></td>
<td>2+2 agreement for B.S.N. at Charleston Southern University</td>
</tr>
</tbody>
</table>

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

Overview

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

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

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs
Aircraft Maintenance Technology
General Technology
Avionics Maintenance Technology

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

Aircraft Maintenance Technology

Associate in Applied Science
Credit Requirements: 92 Semester Credit Hours

Day

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

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

Recommended Sequence of Courses

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

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

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

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

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

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

General Technology

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

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

Avionics Maintenance Technology
Course Display

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

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

Secondary Path
(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.)
ACM 101  General Regulations  2
ACM 102  Aviation Sciences  3
ACM 110  Aircraft Drawings  1
ACM 115  Ground Handling and Services  3
ACM 120  Materials and Corrosion Control  4

or

Secondary Technical Specialty – Aircraft Assembly
13 credit hours
AMF 109  Aircraft Materials and Hand Tools  3
AMF 110  Corrosion Control and Sealing Applications  2
AMF 132  Aircraft Sheet Metal Assembly  3
AMF 137  Aircraft Composite Structures  3
AMF 142  Aircraft Auxiliary Systems  2

For updated catalog, visit www.tridenttech.edu.
**Avionics Maintenance Technology**

**Career Path**

Credit Requirements: 68 Semester Credit Hours

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVT 101</td>
<td>Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>AVT 105</td>
<td>Aircraft Electricity</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>
</tbody>
</table>

**Total 15**

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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>
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</tbody>
</table>

**Total 13**

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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**

Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ACM 101</td>
<td>General Regulations</td>
<td>2</td>
</tr>
<tr>
<td>*ACM 102</td>
<td>Aviation Sciences</td>
<td>3</td>
</tr>
<tr>
<td>*ACM 110</td>
<td>Aircraft Drawings</td>
<td>1</td>
</tr>
<tr>
<td>*ACM 115</td>
<td>Ground Handling and Servicing</td>
<td>3</td>
</tr>
<tr>
<td>*ACM 120</td>
<td>Materials and Corrosion Control</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.

**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 Name</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>
</tbody>
</table>

**Total 13**

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMF 132</td>
<td>Aircraft Sheet Metal Assembly</td>
<td>3</td>
</tr>
<tr>
<td>AMF 137</td>
<td>Aircraft Composite Structures</td>
<td>3</td>
</tr>
<tr>
<td>AMF 142</td>
<td>Aircraft Auxiliary Systems</td>
<td>2</td>
</tr>
<tr>
<td>AMF 147</td>
<td>Aviation Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AMF 152</td>
<td>Aircraft Flight Control Systems</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total 13**
Aircraft Maintenance

Airframe

Certificate in Applied Science
Credit Requirements: 29 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Spring
ACM 125  Wood Structures, Coverings and Finishes 2
ACM 135  Sheet Metal and Non-metallic Structures 4
ACM 145  Aircraft Welding 2
ACM 165  Hydraulic and Pneumatic Systems 3

Total 11

Second Semester – Summer
ACM 150  Assembly and Rigging 3
ACM 155  Aircraft Environmental Systems 3
ACM 160  Utility and Warning Systems 3
ACM 167  Landing Gear Systems 3

Total 12

Third Semester – Fall
ACM 170  Aircraft Electrical Systems 4
ACM 172  Aircraft Fuel Systems 1
ACM 174  Airframe Inspection 1

Total 6

Aircraft Maintenance

General

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

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

Total 17

Second Semester – Spring
ACM 114  Fluid Lines and Fittings 1

Total 1

Aircraft Maintenance

Powerplant

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

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

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

First Semester – Fall
ACM 201  Lubricating Systems  2
ACM 205  Ignition and Starting Systems  3
ACM 245  Powerplant Fuel Systems  4

Total 9

Second Semester – Spring
AVT 120  Aviation Electronic Communications  4
AVT 125  Aviation Data Communications  3
AVT 140  Avionics Standard Practices  3
AVT 145  Avionics Circuit Repair  3

Total 13

Third Semester – Summer
AVT 150  Aircraft Navigation Systems  3
AVT 155  Aircraft Pulse Systems  3
AVT 160  Aircraft Radar Systems  3
AVT 165  Avionics General Regulations  2
AVT 170  Avionics Program and Test Review  1

Total 12

Avionics Maintenance Technology

Certificate: Industrial Technology
Credit Requirements: 40 Semester Credit Hours

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

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

Recommended Sequence of Courses

First Semester – Fall
AVT 101  Basic Electricity for Avionics  4
AVT 105  Aircraft Electricity for Avionics  4
AVT 110  Aircraft Electronic Circuits  4
AVT 115  Aircraft Digital Circuits  3

Total 15
Business Technology

Overview

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

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs

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

Certificate Programs

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

Accounting

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

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

Recommended Sequence of Courses

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 111</td>
<td>Accounting Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ACC 150</td>
<td>Payroll Accounting</td>
<td>3</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>
</tbody>
</table>

Total 12

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 112</td>
<td>Organizational Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 124</td>
<td>Individual Tax Procedures</td>
<td>3</td>
</tr>
<tr>
<td>ACC 226</td>
<td>Tax Audit and Research</td>
<td>3</td>
</tr>
<tr>
<td>ACC 240</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 15
## Business Technology

### Third Semester
- ACC 201 Intermediate Accounting I 3
- ACC 245 Accounting Applications 3
- BUS 121 Business Law 3
- MGT 120 Small Business Management 3

**Total 12**

### Fourth Semester
- ACC 202 Intermediate Accounting II 3
- ACC 221 Corporate Taxation 3
- ACC 260 Auditing 3
- MAT 120 Probability and Statistics 3
- PHI 110 Ethics 3

**Total 12**

### Fifth Semester
- ACC 203 Intermediate Accounting III 3
- ECO 210 Macroeconomics 3
- ENG 102 English Composition II 3
- or
- ENG 260 Advanced Technical Communications 3
- ACC 265 Not-for-Profit Accounting 3
- ACC 275 Selected Topics in Accounting 3

**Total 15**

### Administrative Office Technology

#### Associate in Applied Science

**Office Administration Career Path**

**Credit Requirements: 68 Semester Credit Hours**

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

#### Recommended Sequence of Courses

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

**Total 16**

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

**Total 16**

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

**Total 12**

##### Fourth Semester
- AOT 234 Administrative Office Communications 3
- AOT 251 Administrative Systems and Procedures 3
- or
- AOT 252 Medical Systems and Procedures 3
- CPT 172 Microcomputer Database 3
- CPT 174 Microcomputer Spreadsheets 3

**Total 12**

##### Fifth Semester
- AOT 267 Integrated Information Processing 3
- CPT 270 Advanced Microcomputer Applications 3
- ECO 210 Macroeconomics 3
- MGT 110 Office Management 3

**Total 12**

#### Administrative Office Technology Electives
- ACC 150 Payroll Accounting (ACC 101 prerequisite) 3
- AHS 104 Medical Vocabulary/Anatomy 3
- AHS 105 Medical Ethics and Law 3
- AOT 212 Medical Document Production 3
- BUS 110 Entrepreneurship 3
- BUS 112 Service Management Systems 3
- BUS 121 Business Law 3
- BUS 176 International Marketing 3
- BUS 210 Introduction to e-Commerce 3
- BUS 250 Introduction to International Business 3
- CPT 220 e-Commerce 3
- CWE Cooperative Work Experience
- FRE 101 Elementary French I 4
- FRE 102 Elementary French II 4

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### Business Technology

**GER 101 Elementary German I** 4  
**GER 102 Elementary German II** 4  
**HIM 110 Health Information Science I** 3  
**HIM 130 Billing and Reimbursement** 3  
**MGT 101 Principles of Management** 3  
**MGT 120 Small Business Management** 3  
**MGT 121 Small Business Operations** 3  
**MGT 150 Fundamentals of Supervision** 3  
**MGT 160 Managerial Motivation** 3  
**MGT 201 Human Resource Management** 3  
**MGT 210 Employee Selection and Retention** 3  
**MGT 270 Managerial Communication** 3  
**MKT 101 Marketing** 3  
**MKT 110 Retailing** 3  
**MKT 120 Sales Principles** 3  
**MKT 135 Customer Service Techniques** 3  
**MKT 210 Merchandising** 3  
**MKT 240 Advertising** 3  
**MKT 250 Consumer Behavior** 3  
**MKT 260 Marketing Management** 3  
**SPA 101 Elementary Spanish I** 4  
**SPA 102 Elementary Spanish II** 4  
**SPA 155 Technical Spanish I** 4  

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

**Computer Technology**

**Associate in Applied Science**  
**Computer Programming Career Path**

**Credit Requirements: 72 Semester Credit Hours**

This program prepares students for employment as programmers.

**Recommended Sequence of Courses**

**First Semester – Fall**
- CPT 102 Basic Computer Concepts 3
- CPT 172 Microcomputer Database 3  
- CPT 232 C++ Programming I 3  
- ENG 101 English Composition I 3  
- MAT 109 College Algebra with Modeling 3  
- MAT 110 College Algebra 3  
- MAT 120 Probability and Statistics 3  

**Second Semester – Spring**
- ACC 101 Accounting Principles I 3  
- CPT 220 e-Commerce 3  
- CPT 233 C++ Programming II 3  
- CPT 242 Database 3  
- IST 190 LINUX Essentials 3

### Third Semester – Summer

- CPT 236 Introduction to Java Programming 3  
- IST 220 Data Communications 3  
- IST 239 Datum and JavaScript 3
- **REQ HUM Select one course from Humanities listing on page B-3** 3  

**Total 12**

### Fourth Semester – Fall

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

**Total 15**

### Fifth Semester – Spring

- CPT 244 Data Structures 3  
- CPT 264 Systems and Procedures 3  
- CPT 288 Computer Game Development 3
- **or**
- IST 235 Handheld Computer Programming 3  
- ECO 210 Macroeconomics 3  
- ELE PGM Select one course from Programming electives 3

**Total 15**

**Computer Programming Career Path Electives**

- CPT 207 Complex Computer Applications 3  
- CPT 239 Active Server Pages 3  
- CPT 283 PHP Programming I 3  
- CPT 288 Computer Game Development 3  
- IST 235 Handheld Computer Programming 3  
- ARV 229 Advanced Multimedia 3  
- BUS 101 Introduction to Business 3

### Fifth Semester – Spring

- CPT 244 Data Structures 3  
- CPT 264 Systems and Procedures 3  
- CPT 288 Computer Game Development 3
- **or**
- IST 235 Handheld Computer Programming 3  
- ECO 210 Macroeconomics 3  
- ELE PGM Select one course from Programming electives 3

**Total 15**

**Computer Technology**

**Associate in Applied Science**

**Information Systems Specialist Career Path**

**Credit Requirements: 72 Semester Credit Hours**

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- CPT 102 Basic Computer Concepts 3
- CPT 114 Computers and Programming 3
- CPT 179 Microcomputer Word Processing 3
- CPT 172 Microcomputer Database 3
- CPT 220 e-Commerce 3

**Total 15**

**Second Semester – Spring**
- CPT 207 Complex Computer Operations 3
- CPT 174 Microcomputer Spreadsheets 3
- ENG 101 English Composition I 3
- IST 220 Data Communications 3
- MAT 109 College Algebra with Modeling 3
  or
- MAT 110 College Algebra 3
  or
- MAT 120 Probability and Statistics 3

**Total 15**

**Third Semester – Summer**
- CPT 242 Database 3
- CPT 268 Computer End-User Support 3
- CPT 209 Computer Systems Management 3
- ELE CPT Computer Technology Elective 3

**Total 12**

**Fourth Semester – Fall**
- IST 190 Linux Essentials 3
- CPT 270 Advanced Microcomputer Applications 3
- ELE CPT Computer Technology Elective 3
- ELE CPT Computer Technology Elective 3
- MGT 270 Managerial Communication 3

**Total 15**

**Fifth Semester – Spring**
- CPT 264 Systems and Procedures 3
- ECO 210 Macroeconomics 3
- ELE CPT Computer Technology Elective 3
- ELE CPT Computer Technology Elective 3
- ELE HUM Humanities Elective 3

**Total 15**

**Computer Technology Electives**

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

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

**Unix Systems Operations**
- IST 166 Network Fundamentals 3
- IST 191 Linux System Administration 3
- IST 192 Linux Network Applications 3

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

**Database**
- IST 272 Relational Database 3

**A+**
- CPT 210 Computer Resource Management 3
- IST 161 Introduction to Network Administration 3
- IST 166 Network Fundamentals 3
- IST 293 IT and Data Assurance I 3

**Computer Gaming**
- CPT 288 Computer Game Development 3

**Other**
- ARV 227 Web Design I 3
- ARV 229 Advanced Multimedia 3
- CPT 282 Information Systems Security 3
- CPT 290 Microcomputer Multimedia Concepts and Applications 3
- CWE Cooperative Work Experience 3
- IST 162 Introduction to Workstation Networking Administration 3
- IST 235 Handheld Computer Programming 3
- IST 286 Technical Support Internship I 3

**General Business**

**Associate in Applied Science**

**Customer Service Career Path**

**Credit Requirements: 69 Semester Credit Hours**

The General Business/Customer Service career path prepares students for careers in service-related industries, including the fundamentals of customer service and the makeup of service businesses. Students will study customer relationship
management, process standards, measurement systems and the importance of human assets in a firm’s internal network along with the philosophy of customer service.

### 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</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 Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 155 Contemporary Mathematics</td>
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**Total 12**

**Second Semester – Spring**

<table>
<thead>
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<th>Title</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
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</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 270</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
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**Total 15**

**Third Semester – Summer**

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<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<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>
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</tbody>
</table>

**Total 12**

**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BAF 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>CPT 282</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 211 Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>MKT 135</td>
<td>Customer Service Techniques</td>
<td>3</td>
</tr>
<tr>
<td>MKT 260</td>
<td>Marketing Management</td>
<td>3</td>
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**Total 15**

**Fifth Semester – Spring**

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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>BUS 112</td>
<td>Service Management Systems</td>
<td>3</td>
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<tr>
<td>MGT 201</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MKT 250</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ELE BMT</td>
<td>Select one course from Business/Management Electives on page B-19</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

General Business

Associate in Applied Science
Marketing Career Path
Credit Requirements: 69 Semester Credit Hours
The General Business/Marketing career path prepares students for careers in the various aspects of marketing including retailing, sales and advertising. Students will gain knowledge in the areas of pricing, promotion and distribution of goods and services as well as the concepts of merchandising.

Recommended Sequence of Courses
First Semester – Fall
BUS 101 Introduction to Business 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
Total 12

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

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

General Business

Associate in Applied Science
Small Business/Entrepreneurship Career Path
Credit Requirements: 69 Semester Credit Hours
The Small Business/Entrepreneurship career path prepares students for owning and operating a small business. Students will gain knowledge in all aspects of small-business ownership including management, risk and day-to-day operation. Students will also develop a business plan.

Recommended Sequence of Courses
First Semester – Fall
BUS 101 Introduction to Business 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
Total 12

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

Third Semester – Summer
MKT 110 Retailing 3
BUS 121 Business Law 3
MKT 260 Marketing Management 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3
Total 15

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### Business Technology

#### Third Semester – Summer
- CPT 282 Information Systems Security 3
- MGT 255 Organizational Behavior 3
- CPT 174 Microcomputer Spreadsheets 3
- MGT 201 Human Resource Management 3

**Total 12**

#### Fourth Semester – Fall
- BAF 101 Personal Finance 3
- BUS 220 Business Ethics 3
- MGT 120 Small Business Management 3
- MGT 210 Employee Selection and Retention 3
- MGT 270 Managerial Communication 3

**Total 15**

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

**Total 15**

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

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

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### 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 15**

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

**Total 15**

#### Third Semester – Summer
- BUS 220 Business Ethics 3
- ECO 210 Macroeconomics 3
  or
- ECO 211 Microeconomics 3
- MGT 230 Managing Information Resources 3
- MKT 101 Marketing 3

**Total 12**

#### Fourth Semester – Fall
- CPT 179 Microcomputer Word Processing 3
- MGT 201 Human Resource Management 3
- MGT 240 Management Decision Making 3
- MGT 255 Organizational Behavior 3
- MGT 270 Managerial Communication 3

**Total 15**
Management

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

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

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

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

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

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

Fifth Semester – Spring
CPT 282 Information Systems Security 3
MGT 201 Human Resource Management 3
MGT 255 Organizational Behavior 3
QAT 232 Statistical Quality Control 3
ELE BMT Select one course from Business/Management Electives on page B-23 3
Total 15

Management

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

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

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

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

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

Associate in Applied Science

Human Resources Career Path
Credit Requirements: 69 Semester Credit Hours
The Management/Human Resources career path prepares students for careers in human resource departments of business and governments. Students will study the challenges facing human resources organizations in social and economic environments. This program offers a practical understanding of wages, salaries, hiring and benefit systems.

Recommended Sequence of Courses

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

Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
BUS 101 Introduction to Business 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3

Total 15

Third Semester – Summer
MGT 255 Organizational Behavior 3
MGT 250 Situational Supervision 3
ELE MGF Nine hours of SCFA credit 9

Total 15

Fourth Semester – Fall
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
MGT 270 Managerial Communication 3
*ELE MGF Nine hours of SCFA credit 9

Total 15

Fifth Semester – Spring
BUS 121 Business Law I 3
MKT 101 Marketing 3
*ELE MGF Six hours of SCFA credit 6

Total 12

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

Management

Associate in Applied Science

Leadership Development Career Path
Credit Requirements: 69 Semester Credit Hours
The Management/Leadership Development career path develops leadership skills and provides students with an understanding of the basic functions of management. The program prepares students with a foundation to build personal skills, develop effective work teams, and enhance workplace and individual performance. The program includes a major emphasis in the development of group and individual competencies in effective oral communication skills.

Recommended Sequence of Courses

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

Total 12

Second Semester – Spring
ACC 101 Accounting Principles I 3
BUS 101 Introduction to Business 3
ECO 210 Macroeconomics 3
or
ECO 211 Microeconomics 3
MGT 101 Principles of Management 3
MKT 101 Marketing 3

Total 15

Third Semester – Summer
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 210 Employee Selection and Retention 3
MGT 235 Production Management 3
MGT 270 Managerial Communication 3

Total 12

Fifth Semester – Spring
ACC 150 Payroll Accounting 3
BAF 101 Personal Finance 3
BUS 121 Business Law 3
MGT 201 Human Resource Management 3
ELE BMT Select one course from Business/Management Electives on page B-23 3

Total 15
Recommended Sequence of Courses

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

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

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

Fourth Semester – Fall
BAF 101 Personal Finance 3
BUS 121 Business Law I 3
MGT 201 Human Resource Management 3
MGT 250 Situational Supervision 3
ELE BMT Select one course from Business/ Management Electives on page B-23 3
Total 15

Fifth Semester – Spring
BUS 220 Business Ethics 3
MGT 235 Production Management 3
MGT 240 Management Decision Making 3
MGT 255 Organizational Behavior 3
ELE BMT Select one course from Business/ Management Electives on page B-23 3
Total 15

Management

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

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

Recommended Sequence of Courses

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

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

Third Semester – Summer
CPT 282 Information Systems Security 3
LOG 125 Transportation and Logistics 3
LOG 215 Supply Chain Management 3
MGT 270 Managerial Communication 3
Total 12

Fourth Semester – Fall
BAF 101 Personal Finance 3
BUS 121 Business Law I 3
LOG 240 Purchasing Logistics 3
MGT 201 Human Resource Management 3
MGT 235 Production Management 3
Total 15

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### 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**

<table>
<thead>
<tr>
<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>
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<tr>
<td>or</td>
<td>CPT 102</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120</td>
<td>3</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<tr>
<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
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**Second Semester – Spring**

<table>
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<th>Course</th>
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<th>Credits</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 210</td>
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<tr>
<td>or</td>
<td>ECO 211</td>
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</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
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</tr>
<tr>
<td>TRL 101</td>
<td>Introduction to Transportation</td>
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**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LOG 125</td>
<td>Transportation and Logistics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 255</td>
<td>Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>MMT 135</td>
<td>Shipping Operations</td>
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</tbody>
</table>

**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BAF 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<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**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS 121</td>
<td>Business Law I</td>
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<tr>
<td>CPT 282</td>
<td>Information Systems Security</td>
<td>3</td>
</tr>
<tr>
<td>MGT 270</td>
<td>Managerial Communication</td>
<td>3</td>
</tr>
<tr>
<td>TRL 106</td>
<td>Export/Import</td>
<td>3</td>
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<tr>
<td>ELE BMT</td>
<td>Select one course from Business/Management Electives on page B-23</td>
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**Business/Management Electives**

<table>
<thead>
<tr>
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<th>Title</th>
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<tbody>
<tr>
<td>ACC 102</td>
<td>Accounting Principles II</td>
<td>3</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>
<td>3</td>
</tr>
<tr>
<td>CWE</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>CHN 101</td>
<td>Elementary Chinese I</td>
<td>4</td>
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<tr>
<td>CHN 102</td>
<td>Elementary Chinese II</td>
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</tr>
<tr>
<td>FRE 101</td>
<td>Elementary French I</td>
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<tr>
<td>FRE 102</td>
<td>Elementary French II</td>
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<tr>
<td>GER101</td>
<td>Elementary German I</td>
<td>4</td>
</tr>
<tr>
<td>GER102</td>
<td>Elementary German II</td>
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</tr>
<tr>
<td>IDS 201</td>
<td>Leadership Development</td>
<td>3</td>
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<tr>
<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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</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
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</tbody>
</table>

All courses from the following prefixes that are not required in the career path:

- BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, TRL

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**Behavioral/Social Sciences Electives on page B-3**

- 3

**Humanities Electives on page B-3**

- 3

**Math/Natural Sciences Electives on page B-4**

- 3-4

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All courses from the following prefixes that are not required in the career path:

- BAF, BUS, IMG, LOG, MGT, MKT, MMT, QAT, TRL
Network Systems Management

Associate in Applied Science
Credit Requirements: 72 Semester Credit Hours

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

Recommended Sequence of Courses

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

Total 15

Second Semester
- CPT 210 Computer Resource Management 3
- IST 161 Introduction to Network Administration 3
- IST 190 Linux Essentials 3
- IST 201 Cisco Internetworking Concepts 3
- ELE TSM Select one course from Network Systems Management Electives on page B-24-25 3

Total 15

Third Semester
- CPT 220 e-Commerce 3
- IST 202 Cisco Router Configuration 3
- ELE TSM Select one course from Network Systems Management Electives on page B-24-25 3

Total 12

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

Total 15

Fifth Semester
- ECO 210 Macroeconomics 3
- IST 260 Network Design 3
- MGT 270 Managerial Communications 3
- ELE TSM Select one course from Network Systems Management Electives on page B-24-25 3

Total 15

Network Systems Management Electives
- CPT 282 Information Systems Security 3
- CRJ 233 Cybercrimes and the Law 3
- CWE 113 Cooperative Work Experience 3
- CWE 123 Cooperative Work Experience 3
- IST 162 Introduction to Workstation Network Administration 3
- IST 163 Internet Server Network Configuration 3
- IST 164 Implementing Windows Network Infrastructure Services 3
- IST 165 Implementing and Administering Windows Directory Services 3
- IST 166 Network Fundamentals 3
IST 191 Linux System Administration 3
IST 192 Linux Network Applications 3
IST 203 Advanced Cisco Router Configuration 3
IST 204 Cisco Troubleshooting 3
IST 205 Cisco Advanced Routing 3
IST 206 Cisco Remote Access 3
IST 207 Cisco Multilayer Switching 3
IST 208 Cisco Internetwork Troubleshooting 3
IST 209 Fundamentals of Wireless LANs 3
IST 250 Network Management 3
IST 253 LAN Service and Support 3
IST 259 Electronic Messaging 3
IST 263 Designing Windows Network Security 3
IST 268 Computer Forensics 3
IST 269 Digital Forensics 3
IST 286 Technical Support Internship I 3
IST 287 Technical Support Internship II 3
IST 291 Fundamentals of Network Security I 3
IST 292 Fundamentals of Network Security II 3
IST 294 IT and Data Assurance II 3
MKT 135 Customer Service Techniques 3

A+/Network+ Technician

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

Recommended Sequence of Courses
First Semester
CPT 102 Basic Computer Concepts 3
IST 220 Data Communications 3
Total 6

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

Total 9

Bookkeeping

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

This program prepares you for entry-level accounting positions with basic skills in accounting, individual tax and payroll. Training in computerized accounting and electronic spreadsheets utilizing accounting applications is included in the program. Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test.

Recommended Sequence of Courses
First Semester
ACC 111 Accounting Concepts 3
ACC 150 Payroll Accounting 3
CPT 101 Introduction to Computers 3
ENG 101 English Composition 3
Total 12

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

Business Information Systems

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

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## 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.

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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.

**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**

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**Computer Network Technician**

**Certificate in Applied Science**

**Credit Requirements: 27 Semester Credit Hours**

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

**Recommended Sequence of Courses**

**First Semester**
- CPT 102 Basic Computer Concepts 3
- IST 166 Network Fundamentals 3
- IST 220 Data Communications 3

**Total 9**

**Second Semester**
- IST 161 Introduction to Network Administration 3
- IST 190 Linux Essentials 3
- IST 253 LAN Service and Support 3

**Total 9**

---

**Corporate Quality**

**Certificate in Applied Science**

**Credit Requirements: 24 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- MGT 235 Production Management 3
- QAT 101 Introduction to Quality Assurance 3
- QAT 105 Total Quality Systems 3

**Total 9**

**Second Semester – Spring**
- QAT 110 Manufacturing Methods 3
- QAT 201 Quality Cost Analysis/Auditing 3
- QAT 240 Advanced Quality Concepts 3

**Total 9**

**Third Semester – Summer**
- QAT 232 Statistical Quality Control 3
- QAT 245 ISO Standards and Auditing 3

**Total 6**
Customer Service

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
MKT 101 Marketing 3
MKT 110 Retailing 3
QAT 105 Total Quality Systems 3
Total 9

Second Semester – Spring
MKT 120 Sales Principles 3
MKT 130 Customer Service Principles 3
MKT 250 Consumer Behavior 3
Total 9

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

Database

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
MKT 101 Marketing 3
MKT 110 Retailing 3
QAT 105 Total Quality Systems 3
Total 9

Second Semester – Spring
MKT 120 Sales Principles 3
MKT 130 Customer Service Principles 3
MKT 250 Consumer Behavior 3
Total 9

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

e-Commerce

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
BUS 210 Introduction to e-Commerce in Business 3
CPT 174 Microcomputer Spreadsheets 3
MGT 120 Small Business Management 3
Total 9

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

Third Semester – Summer
CPT 172 Microcomputer Database 3
CPT 179 Microcomputer Word Processing 3
MGT 230 Managing Information Resources 3
Total 9

For updated catalog, visit www.tridenttech.edu.
International Business
Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours
This certificate develops the basic skills necessary to enter the international business environment. The certificate includes studies in the areas of international business, marketing and management. Students are exposed to the power of the Internet along with cultural and political issues within the international business community. Students also study a foreign language(s) as a foundation to understanding the social and communication issues within that environment.

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

Recommended Sequence of Courses
First Semester – Fall
BUS 250  Introduction to International Business  3
ECO 207  International Economics  3
CPT 220  e-Commerce  3
Total 9

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

Third Semester – Summer
BUS 176  International Marketing  3
ELE FLG1  Select a foreign language elective  4
Total 7

ELE FLG1/Foreign Language Electives
FRE 101  Elementary French I  4
FRE 102  Elementary French II  4
GER 101  Elementary German I  4
GER 102  Elementary German II  4
SPA 101  Elementary Spanish I  4
SPA 102  Elementary Spanish II  4

Internet Programming
Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours
This certificate program prepares students for employment with companies looking for Internet programming professionals. Starting with a basic computer class, students progress course by course to a skill level where they can work in any Internet programming environment. The curriculum uses many of the current programming languages to teach students how to design, build, manipulate and maintain business websites.

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

Recommended Sequence of Courses
First Semester
CPT 102  Basic Computer Concepts  3
CPT 220  e-Commerce  3
CPT 114  Computers and Programming  3
or
CPT 232  C++ Programming I  3
Total 9

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

Leadership Development
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
This certificate program provides you with the necessary skills to succeed in the competitive workplace of the 21st century. Studies in leadership, supervision, business technology and decision-making augment the traditional skills required in business and industry.

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

Recommended Sequence of Courses
First Semester – Fall
BUS 220  Business Ethics  3
MGT 101  Principles of Management  3
MGT 235  Production Management  3
Total 9
Medical Office Specialist

Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
AHS 104 Medical Vocabulary/Anatomy 3
AHS 105 Medical Ethics and Law 2
AOT 106 Keyboarding Lab I 1
AOT 134 Office Communications 3
CPT 101 Introduction to Computers 3
CPT 179 Microcomputer Word Processing 3
Total 15

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

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

*May substitute ACC 101

Microcomputer Business Applications

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
CPT 179 Microcomputer Word Processing 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ACC 245 Accounting Applications 3
or
CPT 174 Microcomputer Spreadsheets 3
Total 9

Second Semester
CPT 172 Microcomputer Database 3
Total 3

Microcomputer Expert User

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

**First Semester**
- CPT 172 Microcomputer Database 3
- CPT 179 Microcomputer Word Processing 3
- ACC 245 Accounting Applications 3
- or
- CPT 174 Microcomputer Spreadsheets 3

**Total 9**

**Second Semester**
- CPT 220 e-Commerce 3
- CPT 270 Advanced Microcomputer Applications 3
- CPT 290 Microcomputer Multimedia Concepts and Applications 3

**Total 9**

**Microsoft Network Operations**

**Certificate in Applied Science**

**Credit Requirements: 27 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

**First Semester**
- CPT 102 Basic Computer Concepts 3
- IST 161 Introduction to Network Administration 3
- IST 220 Data Communications 3

**Total 9**

**Second Semester**
- IST 163 Internet Server Network Configuration 3
- IST 165 Implementing and Administering Windows Directory Services 3
- IST 166 Network Fundamentals 3

**Total 9**

**Third Semester**
- IST 164 Implementing Windows Network Infrastructure Services 3
- IST 259 Electronic Messaging 3
- IST 263 Designing Windows Network Security 3

**Total 9**

**Microcomputer Programming**

**Certificate in Applied Science**

**Credit Requirements: 18 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

**First Semester**
- CPT 102 Basic Computer Concepts 3
- CPT 172 Microcomputer Database 3
- CPT 232 C++ Programming I 3

**Total 9**

**Second Semester**
- CPT 233 C++ Programming II 3

**Total 3**

**Third Semester**

Take two of the following three courses:
- CPT 212 Visual Basic Programming 3
- CPT 236 Introduction to Java Programming 3
- CPT 244 Data Structures 3

**Total 6**
Mobile Application Programming

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
- CPT 102 Basic Computer Concepts 3
- CPT 232 C++ Programming I 3
  Total 6

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

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

Fourth Semester
- ARV 229 Advanced Multimedia 3
- IST 235 Handheld Computer Programming 3
  Total 6

Microsoft: Designing Security for a Microsoft Windows Network.

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

Recommended Sequence of Courses
First Semester
- CPT 102 Basic Computer Concepts 3
- CPT 209 Computer Systems Management 3
- CPT 282 Information Systems Security 3
  Total 9

Second Semester
- IST 190 Linux Essentials 3
- IST 268 Computer Forensics 3
- IST 293 IT and Data Assurance I 3
  Total 9

Third Semester
- IST 191 Linux System Administration 3
- IST 269 Digital Forensics 3
- IST 294 IT and Data Assurance II 3
  Total 9

Network Security

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

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

Professional Accountancy

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
- ACC 124 Individual Tax Procedure 3
- ACC 201 Intermediate Accounting I 3
- ACC 226 Tax Audit and Research 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 245 Accounting Applications 3
ACC 265 Not-for-Profit Accounting 3
Total 9

Small Business/Entrepreneurship

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
BUS 112 Service Management Systems 3
CPT 220 e-Commerce 3
MGT 120 Small Business Management 3
Total 9

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

Third Semester – Summer
MKT 130 Customer Service Principles 3
MKT 240 Advertising 3
Total 6

TRANSPORTATION AND LOGISTICS

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
LOG 125 Transportation Logistics 3
MMT 135 Shipping Operations 3
TRL 101 Introduction to Transportation 3
Total 9

Second Semester – Spring
LOG 235 Traffic Management 3
MMT 110 Inventory Management 3
TRL 105 Warehousing 3
Total 9

Third Semester – Summer
TRL 106 Export/Import 3
TRL 107 Commercial Motor Carrier 3
Total 6

UNIX Systems Operations

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester
CPT 102 Basic Computer Concepts 3
IST 220 Data Communications 3
Total 6

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

Third Semester
IST 191 Linux System Administration 3
IST 192 Linux Network Applications 3
Total 6
Community, Family and Child Studies

Overview

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

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

General Information

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

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

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs
Early Care and Education
Child Care Management
Child Care Professional
School-Age and Youth Development
Special Education

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

Diploma Program
Early Childhood Development

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

Associate in Applied Science
Credit Requirements: 69-71 Semester Credit Hours

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

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

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

**Credit Requirements:** 71 Semester Credit Hours

**Recommended Sequence of Courses**

#### First Semester
- **ECD 101** Introduction to Early Childhood 3
- **ECD 132** Creative Experiences 3
- **ECD 133** Science and Math Concepts 3
- **ECD 138** Movement and Music for Children 3

**Total 12**

#### Second Semester
- **CPT 101** Introduction to Computers 3
- **ECD 102** Growth and Development I 3
- **ECD 131** Language Arts 3
- **ECD 203** Growth and Development II 3
- **ENG 101** English Composition 3

**Total 15**

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

**Total 15**

#### Fourth Semester
- **EDU 201** Classroom Inquiry with Technology 3
- **EDU 230** Schools and Communities 4
- **REQ HUM** Select one course from Humanities listing on page B-3 3
- **MAT 110** College Algebra 3
  - or **MAT 120** Probability and Statistics 3
  - or **MAT 155** Contemporary Mathematics 3

**Total 13**

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

**Total 13**

#### Sixth Semester
- **ECD 243** Supervised Field Experience I 3

**Total 3**

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### School-Age Care and Youth Development Career Path

**Credit Requirements:** 71 Semester Credit Hours

**Recommended Sequence of Courses**

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

**Total 12**

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

**Total 15**

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

**Total 15**

#### Fourth Semester
- **EDU 230** Schools and Communities 4
- **SAC 209** Introduction to Special Education for School-Age Children and Youth 3
- **REQ HUM** Select one course from Humanities listing on page B-3 3
- **MAT 110** College Algebra 3
  - or **MAT 120** Probability and Statistics 3
  - or **MAT 155** Contemporary Mathematics 3

**Total 13**

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Fifth Semester
SAC 204 Safety, Health and Nutrition for School-Age Children and Youth 3
SAC 203 Designing Model Environments for School-Age Children and Youth 3
EDU 241 Learners and Diversity 4
PSY 201 General Psychology 3
Total 13

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

Special Education Career Path

Credit Requirements: 69 Semester Credit Hours
Recommended Sequence of Courses

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

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

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

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

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

Sixth Semester
ECD 243 Supervised Field Experience I 3
Total 3

Human Services

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours

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

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

Students will complete a 270-hour field placement covering two semesters (135 per semester) during the last half of the program. Assignments for the field placement exist in mental health, youth services, social services, elderscare, 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. When they are within 12 credits of graduating, students are eligible to sit for the Human Services Board Certified Practitioner Exam. The
Human Services program is nationally accredited through the Council for Standards in Human Services.

**Addictions/Substance Abuse Career Path**

Credit Requirements: 69 Semester Credit Hours

**Recommended Sequence of Courses**

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

**Second Semester**
- CPT 101 Introduction to Computers 3
- HUS 209 Case Management 3
- HUS 219 Psychopharmacology 3
- HUS 230 Interviewing Techniques 3
- PSY 201 General Psychology 3
  
  **Total 15**

**Third Semester**
- HUS 110 Orientation to Human Services 1
- HUS 220 Diversity Issues in Human Services Practice 3
- HUS 241 The Counseling Relationship 3
- HUS 235 Group Dynamics 3
- REQ HUM Select one course from Humanities listing on page B-3 3
  
  **Total 13**

**Fourth Semester**
- HUS 217 Addictions Counseling I 3
- HUS 237 Crisis Intervention 3
- HUS 250 Supervised Field Placement 4
- MAT 110 College Algebra 3
- or
  - MAT 120 Probability and Statistics 3
- or
  - MAT 155 Contemporary Mathematics 3
- ELE ADD Addictions Electives 3
  
  **Total 16**

**Fifth Semester**
- HUS 218 Addictions Counseling II 3
- HUS 223 Program Planning 3
- HUS 249 Human Services Certification Prep 2
- HUS 251 Supervised Field Placement II 4

Addictions Electives
- CRJ 244 Probation, Pardon and Parole 3
- HUS 201 Family System Dynamics 3
- PSY 212 Abnormal Psychology 3
- SOC 101 Introduction to Sociology 3
- SOC 210 Juvenile Delinquency 3

**Family Intervention Studies Career Path**

Credit Requirements: 69 Semester Credit Hours

**Recommended Sequence of Courses**

**First Semester**
- ENG 101 English Composition I 3
- HUS 101 Introduction to Human Services 3
- HUS 102 Personal and Professional Development in the Helping Professions 3
- HUS 103 Writing for Human Services 1
- HUS 203 Human Behavior and Social Environment 3
  
  **Total 13**

**Second Semester**
- CPT 101 Introduction to Computers 3
- HUS 208 Alcohol and Substance Abuse 3
- HUS 209 Case Management 3
- HUS 230 Interviewing Techniques 3
- PSY 201 General Psychology 3
  
  **Total 15**

**Third Semester**
- HUS 110 Orientation to Human Services 1
- HUS 220 Diversity Issues in Human Services Practice 3
- HUS 235 Group Dynamics 3
- SOC 210 Juvenile Delinquency 3
- REQ HUM Select one course from Humanities listing on page B-3 3
  
  **Total 13**

**Fourth Semester**
- HUS 201 Family System Dynamics 3
- HUS 241 The Counseling Relationship 3
- HUS 250 Supervised Field Placement I 4
- MAT 110 College Algebra 3
- or
  - MAT 120 Probability and Statistics 3
- or
  - MAT 155 Contemporary Mathematics 3
- ELE ADD Family Intervention Electives on page B-40 3
  
  **Total 16**
### Community, Family and Child Studies

#### Fifth Semester
- HUS 223  Program Planning  3
- HUS 237  Crisis Intervention  3
- HUS 249  Human Services Certification Prep  2
- HUS 251  Supervised Field Placement II  4

**Total 12**

#### Family Intervention Electives
- PSY 212  Abnormal Psychology  3
- SOC 101  Introduction to Sociology  3
- SOC 205  Social Problems  3

#### Gerontontology Career Path

**Credit Requirements: 68 Semester Credit Hours**

**Recommended Sequence of Courses**

**First Semester**
- ENG 101  English Composition I  3
- HUS 101  Introduction to Human Services  3
- HUS 102  Personal and Professional Development in the Helping Professions  3
- HUS 103  Writing for Human Services  1
- HUS 203  Human Behavior and Social Environment  3

**Total 13**

**Second Semester**
- CPT 101  Introduction to Computers  3
- HUS 205  Gerontology  3
- HUS 209  Case Management  3
- HUS 230  Interviewing Techniques  3
- PSY 201  General Psychology  3

**Total 15**

**Third Semester**
- HUS 110  Orientation to Human Services  1
- HUS 208  Alcohol and Substance Abuse  3
- HUS 211  Developing the Gerontology Professional  3
- HUS 220  Diversity in Human Services  3
- REQ HUM  Select one course from Humanities listing on page B-3  3

**Total 13**

#### Fourth Semester
- HUS 112  Services for the Elderly  2
- HUS 214  Health, Wellness and Nutrition for Special Populations  3
- HUS 237  Crisis Intervention  3
- HUS 250  Supervised Field Placement  4
- MAT 110  College Algebra  3
  or
- MAT 120  Probability and Statistics  3
  or
- MAT 155  Contemporary Mathematics  3

**Total 15**

#### Human Services Generalist Career Path

**Credit Requirements: 69 Semester Credit Hours**

**Recommended Sequence of Courses**

**First Semester**
- ENG 101  English Composition I  3
- HUS 101  Introduction to Human Services  3
- HUS 102  Personal and Professional Development in the Helping Professions  3
- HUS 103  Writing for Human Services  1
- HUS 203  Human Behavior and Social Environment  3

**Total 13**

**Second Semester**
- CPT 101  Introduction to Computers  3
- HUS 208  Alcohol and Substance Abuse  3
- HUS 209  Case Management  3
- HUS 230  Interviewing Techniques  3
- PSY 201  General Psychology  3

**Total 15**

**Second Semester**
- CPT 101  Introduction to Computers  3
- HUS 208  Alcohol and Substance Abuse  3
- HUS 209  Case Management  3
- HUS 230  Interviewing Techniques  3
- PSY 201  General Psychology  3

**Total 15**
### Third Semester
- HUS 110  Orientation to Human Services  1
- HUS 220  Diversity Issues in Human Service Practice  3
- HUS 241  The Counseling Relationship  3
- REQ HUM Select one course from Humanities listing on page B-3  3
- PSY 212  Abnormal Psychology  3
- or
- SOC 101  Introduction to Sociology  3
- or
- SOC 205  Social Problems  3
- **Total 13**

### Fourth Semester
- HUS 235  Group Dynamics  3
- HUS 250  Supervised Field Placement  4
- HUS ELE Select two courses from Generalist Electives on page B-41  6
- MAT 110  College Algebra  3
- or
- MAT 120  Probability and Statistics  3
- or
- MAT 155  Contemporary Mathematics  3
- **Total 13**

### Fifth Semester
- HUS 223  Program Planning  3
- HUS 237  Crisis Intervention  3
- HUS 249  Human Services Certification Prep  2
- HUS 251  Supervised Field Placement II  4
- **Total 12**

### Generalist Electives
- CRJ 244  Probation, Pardon and Parole  3
- HUS 201  Family System Dynamics  3
- HUS 205  Gerontology  3
- HUS 212  Disabilities and Disorders  3
- HUS 214  Health, Wellness and Nutrition for Special Populations  3
- HUS 224  Behaviorally-based Interventions  3
- SOC 210  Juvenile Delinquency  3

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### Rehabilitation Career Path

#### Credit Requirements: 68 Semester Credit Hours

#### Recommended Sequence of Courses

##### First Semester
- ENG 101  English Composition  3
- HUS 101  Introduction to Human Services  3
- HUS 102  Personal and Professional Development  3
- HUS 103  Writing for Human Services  1
- HUS 203  Human Behavior and Social Environment  3
- **Total 13**

##### Second Semester
- CPT 101  Introduction to Computers  3
- HUS 209  Case Management  3
- HUS 212  Disabilities and Disorders  3
- HUS 230  Interviewing Techniques  3
- PSY 201  General Psychology  3
- **Total 15**

##### Third Semester
- HUS 110  Orientation to Human Services  1
- HUS 208  Alcohol and Substance Abuse  3
- HUS 220  Diversity Issues in Human Services Practice  3
- HUS 224  Behaviorally-Based Interventions  3
- REQ HUM Select one course from Humanities listing on page B-3  3
- **Total 13**

##### Fourth Semester
- HUS 214  Health, Wellness and Nutrition for Special Populations  3
- HUS 226  Behaviorally-based Medications  3
- HUS 241  The Counseling Relationship  3
- HUS 250  Supervised Field Placement  4
- MAT 110  College Algebra  3
- or
- MAT 120  Probability and Statistics  3
- or
- MAT 155  Contemporary Mathematics  3
- **Total 15**

##### Fifth Semester
- HUS 251  Supervised Field Placement  4
- HUS 223  Program Planning  3
- HUS 249  Human Services Certification Prep  2
- HUS 237  Crisis Intervention  3
- **Total 12**
Early Childhood Development

Diploma in Applied Science
Credit Requirements: 42 Semester Credit Hours
The Early Childhood Development diploma program prepares students to provide quality care for young children. This program is designed for students preparing for careers in early childhood development as child care providers in diverse child development settings.

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

The Early Childhood Development diploma program requires a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses
First Semester
ECD 101 Introduction to Early Childhood 3
ECD 102 Growth and Development I 3
ECD 132 Creative Experiences 3
ECD 133 Science and Math Concepts 3
ENG 101 English Composition I 3
Total 15

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

Third Semester
ECD 237 Methods and Materials 3
ECD 243 Supervised Field Experience I 3
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
PSY 201 General Psychology 3
Total 12

Addictions/Substance Abuse

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours
The Addictions/Substance Abuse certificate program prepares students to perform ancillary psychotherapeutic treatment functions in both inpatient and outpatient facilities that cater to a broad range of addictive or compulsive behaviors. Students may choose to work in a treatment facility or in a prevention capacity. A criminal background check by the South Carolina Law Enforcement Division (SLED) also 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 Addictions/Substance Abuse certificate program can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses
First Semester
ENG 101 English Composition I 3
HUS 101 Introduction to Human Services 3
HUS 102 Personal and Professional Development in Helping Professions 3
HUS 103 Writing for Human Services 1
HUS 208 Alcohol and Drug Abuse 3
Total 12

Second Semester
HUS 209 Case Management 3
HUS 217 Addictions Counseling 3
HUS 219 Psychopharmacology 3
HUS 230 Interviewing Techniques 3
HUS 241 The Counseling Relationship 3
Total 15
Child Care Management

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

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

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

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

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

Second Semester
ECD 105 Guidance-Classroom Management 3
ECD 107 Exceptional Children 3
ECD 260 Methods of Teaching Special Needs Students 3
Total 9

Early Childhood Development

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Early Childhood Development certificate program prepares students to work primarily in federally funded programs such as Head Start. This certificate also is designed for those currently employed who desire to make a career move and parents who want to learn more about the development of young children.

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

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses
First Semester
ECD 101 Introduction to Early Childhood 3
ECD 102 Growth and Development I 3
ECD 132 Creative Experiences 3
ECD 133 Science and Math Concepts 3
Total 12
Family Intervention Studies

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

The Family Intervention Studies certificate program prepares students for work with fragile families. Specialized study includes child maltreatment, intimate partner violence, elder abuse and working with at-risk youth. Graduates are qualified to perform various levels of intervention, including intake processing, referrals and case management.

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

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

All courses in the Family Intervention Studies certificate program can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses
First Semester
ENG 101 English Composition I 3
HUS 101 Introduction to Human Services 3
HUS 102 Personal and Professional Development in Helping Professions 3
HUS 103 Writing for Human Services 1
HUS 203 Human Behavior and Social Environment 3

Total 13

Second Semester
HUS 208 Alcohol and Drug Abuse 3
HUS 209 Case Management 3
HUS 230 Interviewing Techniques 3
SOC 210 Juvenile Delinquency 3

Total 12

Third Semester
HUS 110 Orientation to Human Services 1
HUS 201 Family System Dynamics 3

Total 4

Gerontology

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

The Gerontology certificate prepares students to work with individuals 65 years old and older. As this population continues to increase in numbers, the need for more services also increases. Students will find careers in areas such as income assistance, health care, housing and leisure activities.

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

A criminal background check by the South Carolina Law Enforcement Division (SLED) is required for students prior to the field placement assignment in HUS 250. Students may be subject to additional agency screening above and beyond those required by TTC.

All courses in the Gerontology certificate can be counted toward the Human Services associate degree in applied science.

Recommended Sequence of Courses
First Semester
ENG 101 English Composition I 3
HUS 101 Introduction to Human Services 3
HUS 102 Personal and Professional Development in Helping Professions 3
HUS 103 Writing for Human Services 1
HUS 203 Human Behavior and Social Environment 3

Total 13

Second Semester
HUS 112 Services for the Elderly 2
HUS 205 Gerontology 3
HUS 209 Case Management 3
HUS 214 Health, Wellness and Nutrition for Special Populations 3
HUS 230 Interviewing Techniques 3

Total 14

Third Semester
HUS 110 Orientation to Human Services 1
HUS 211 Developing the Gerontology Professional 3

Total 4

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Community, Family and Child Studies

Fourth Semester
HUS 206 Death and Dying 3
HUS 250 Supervised Field Placement I 4
Total 7

Infant and Toddler Development

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

The Infant and Toddler Development certificate program upgrades and enhances the skills of infant and toddler child care professionals and also is open to those with no experience. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC). Professionals working with children birth through two years old are provided with adequate training related to experiences in growth and development; curriculum issues; guidance; exceptionality and early intervention; creative experiences; safety, health and nutrition; and socialization.

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

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

Recommended Sequence of Courses
First Semester
ECD 101 Introduction to Early Childhood 3
ECD 102 Growth and Development I 3
ECD 200 Curriculum Issues in Infant and Toddler Development 3
Total 9

Second Semester
ECD 205 Socialization and Group Care of Infants and Toddlers 3
ECD 207 Infants and Toddlers with Special Needs 3
ECD 243 Supervised Field Placement I 3
Total 9

School-Age and Youth Development

Certificate in Applied Science
Credit Requirements: 33 Semester Credit Hours

The School-Age and Youth Development certificate program upgrades and enhances the skills of professionals and for those interested in a career in school-age and youth development. Professionals working with children ages 5-17 will be provided with training related to experiences in human relationships; indoor/outdoor environments; activities; safety, health and nutrition; and administrative skills.

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

Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education, school-age and youth, and human services workforce.

Recommended Sequence of Courses
First Semester
SAC 101 Best Practices in School-Age and Youth Care Skills 3
Total 3
**Community, Family and Child Studies**

### Second Semester
- SAC 200 Introduction to School-Age and Youth Care 3
- SAC 201 Development of the School-Age Child and Youth 3
- SAC 204 Safety, Health and Nutrition for School-Age Children and Youth 3

**Total 9**

### Third Semester
- SAC 202 Administration of School-Age and Youth Programs 3
- SAC 203 Designing Model Environments for School-Age Children and Youth 3
- SAC 209 Introduction to Special Education for School-Age Children and Youth 3

**Total 9**

### Fourth Semester
- SAC 205 Guiding Behavior, Violence Prevention and Classroom Management Strategies 3
- SAC 206 Human Relationships for Children, Staff and Families 3
- SAC 207 Science, Technology and Cultural Arts in School-Age and Youth Programs 3

**Total 9**

### Fifth Semester
- SAC 208 Supervised Field Experience for School-Age and Youth Care 3

**Total 3**

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**Special Education**

**Certificate in Applied Science**

**Credit Requirements: 29 Semester Credit Hours**

The Special Education certificate program helps upgrade and enhance the skills of special education paraeducators and is open to those with no experience. This certificate is organized with standards from the Council for Exceptional Children (CEC) and the National Association for the Education of Young Children (NAEYC). Paraeducators working with children from birth through age eight will be provided adequate training related to experiences in typical growth and development; curriculum issues; exceptionality and early intervention; communication systems; activity therapy; facilitation and environmental management for special education; counseling techniques; creative experiences; and safety, health and nutrition.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Students who have transfer credits of C or better from an approved, regionally accredited postsecondary institution may not need to take the placement test. Program admission requires that students have a health assessment denoting good health, a negative tuberculosis skin test, and compliance with technical standards. A clear criminal background check by the South Carolina Law Enforcement Division (SLED) also is required. In addition to SLED background checks, some child development centers and schools may require fingerprinting. Students entering these laboratory courses may opt to be fingerprinted. Fingerprinting and a SLED background check are required for the early care and education workforce.

**Recommended Sequence of Courses**

### First Semester
- ASL 101 American Sign Language I 4
- ECD 107 Exceptional Children 3
- ECD 207 Infants and Toddlers in Inclusive Care 3
- ECD 259 Behavior Management for Special Needs 3

**Total 13**

### Second Semester
- ASL 102 American Sign Language II 4
- ECD 255 Activity Therapy for ECSE 3
- ECD 256 Counseling Techniques for ECSE 3
- ECD 260 Methods of Teaching Special Needs Students 3

**Total 13**

### Third Semester
- ECD 243 Supervised Field Experience I 3

**Total 3**

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

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

In culinary arts studies, CIC offers an associate degree in Culinary Arts Technology with career paths in Baking and Pastry, and Sports and Health Nutrition, and certificates in Culinary Arts, Baking and Pastry, and Food Service Specialist. Courses offered in the curriculum will also recertify industry employees for the American Culinary Federation. The culinary studies are accredited by the American Culinary Federation Accrediting Commission.

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

CIC courses prepare students with knowledge and practice in the principles, skills and scope of the industry. Classes focus on quality in product and service. Hands-on training takes place within the modern CIC laboratories and through cooperative industry work experiences.

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs
- Culinary Arts Technology
- Baking and Pastry
- Sports and Health Nutrition
- Hospitality and Tourism Management

Certificate Programs
- Baking and Pastry
- Advanced Baking and Pastry
- Culinary Arts
- Advanced Culinary Arts
- Advanced Beverage Service Management
- Event Management
- Food and Beverage Operations
- Hotel Operations
- Sports and Health Nutrition

Culinary Arts Technology

Associate in Applied Science
Credit Requirements: 70 Semester Credit Hours

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

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

Recommended Course Sequence

First Semester – Fall
- BKP 119 Introduction to Baking and Pastry 3
- CPT 101 Introduction to Computers 3
- CUL 104 Introduction to Culinary Arts 3
- CUL 107 Culinary Skills I 3
- CUL 109 Nutrition Science and Sanitation 3

Total 15

Second Semester – Spring
- CUL 111 Culinary Skills II 3
- CUL 122 Advanced Culinary Skills 2
- CUL 128 Culinary Management and Human Resources 3
- CUL 129 Storeroom and Purchasing 3
- CUL 135 Introduction to Dining Room Service 3

Total 14
### Culinary Institute of Charleston

#### 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.

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### Recommended Course Sequence

#### First Semester – Fall

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<th>Course Title</th>
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<tbody>
<tr>
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<td>BKP 118</td>
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<td>BKP 121</td>
<td>Cake Decorating and Finishing Techniques</td>
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<td>BKP 182</td>
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<td>Candies and Confectionaries</td>
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<tr>
<td>BKP 220</td>
<td>Advanced Bakeshop</td>
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<tr>
<td>CUL 171</td>
<td>Food and Beverage Control</td>
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<td>HOS 132</td>
<td>Hospitality Communications and Leadership</td>
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<td>ENG 101</td>
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<tr>
<td>MAT 155</td>
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#### Fifth Semester – Spring

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<td>BKP 221</td>
<td>Retail Baking</td>
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<td>BKP 228</td>
<td>Petit Fours and Mini Pastries</td>
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<td>CUL 235</td>
<td>Menu Planning</td>
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<td>ELE BKP</td>
<td>Baking and Pastry Elective</td>
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### Culinary Electives: Any HOS course not used to meet a requirement.

### Baking and Pastry Career Path

#### Associate in Applied Science

#### Recommended Course Sequence

#### First Semester – Fall

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Sports and Health Nutrition

Career Path

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

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

All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College 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
BKP 119 Introduction to Baking and Pastry 3
CPT 101 Introduction to Computers 3
CUL 104 Introduction to Culinary Arts 3
CUL 107 Culinary Skills I 3
CUL 109 Nutrition Science and Sanitation 3
**Total 15**

Second Semester – Spring
BIO 110 General Anatomy and Physiology 3
CUL 111 Culinary Skills II 3
CUL 127 History of Diets in World Cultures 3
CUL 128 Culinary Management and Human Resources 3
CUL 129 Storeroom and Purchasing 3
**Total 15**

Third Semester – Summer
CUL 277 SCWE in Culinary Arts 3
REQ HUM Select one course from Humanities listing on page B-3 3
**Total 6**

Fourth Semester – Fall
CUL 171 Food and Beverage Controls 3
CUL 242 Vegetarian and Vegan Cuisine 3
ENG 101 English Composition I 3
HOS 132 Hospitality Communications and Leadership 3
HOS 241 Sports Nutrition 3
MAT 155 Contemporary Mathematics 3
**Total 18**

Fifth Semester – Spring
CUL 235 Menu Planning 3
HOS 230 Therapeutic Nutrition 3
HOS 278 Medicinal Herbs and Natural Healing 3
BKP 118 Healthy Baking 3
or
HOS 279 Dietary Health and Spa Cuisine 3
REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3
**Total 15**

Hospitality and Tourism Management

Associate in Applied Science
Credit Requirements: 69 Semester Credit Hours

The Hospitality and Tourism Management degree program prepares students for supervisory positions in hotels, motels, resorts, restaurants, attractions or a variety of other job opportunities within the travel industry.

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

Recommended Sequence of Courses
First Semester – Fall
CPT 101 Introduction to Computers 3
CUL 109 Nutrition Science and Sanitation 3
HOS 132 Hospitality Communications and Leadership 3
HOS 140 The Hospitality Industry 3
ELE HTM Select one 100-level course from Hospitality and Tourism Management Electives 3
**Total 15**
**Second Semester – Spring**

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<thead>
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<th>Course</th>
<th>Title</th>
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<td>CUL 110</td>
<td>Food Production Management</td>
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<td>CUL 145</td>
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<td>HOS 159</td>
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**Third Semester – Summer**

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<td>Beverage Service Management</td>
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**Fifth Semester – Spring**

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<td>Beer Basics</td>
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<td>HOS 258</td>
<td>Convention Management</td>
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<td>Distilled Spirits and Related Products</td>
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<td>Special Topics in Hospitality and Tourism</td>
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<td>SPA 155</td>
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*Baking and Pastry*

**Certificate in Applied Science**

**Credit Requirements: 27 Semester Credit Hours**

The Baking and Pastry certificate program prepares students for baking and pastry positions in a variety of settings including fine dining restaurants and retail bakeries. Students study both theory and practical applications of baking, cake decorating and retail bake-shop management. All culinary courses are presented in culinary theory with application in kitchens of the Culinary Institute of Charleston at Trident Technical College.

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

**Recommended Sequence of Courses**

**First Semester – Fall**

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<thead>
<tr>
<th>Course</th>
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</tbody>
</table>

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BKP 121</td>
<td>Cake Decorating and Finishing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>BKP 220</td>
<td>Advanced Bakeshop</td>
<td>3</td>
</tr>
<tr>
<td>BKP 221</td>
<td>Retail Baking</td>
<td>3</td>
</tr>
<tr>
<td>ELE B/P</td>
<td>Select one course from Baking and</td>
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<tr>
<td></td>
<td>Pastry Electives</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

**Baking and Pastry Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>BKP 118</td>
<td>Healthy Baking</td>
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<tr>
<td>BKP 181</td>
<td>Candies and Confectionaries</td>
<td>3</td>
</tr>
<tr>
<td>BKP 182</td>
<td>Artisan Breads</td>
<td>3</td>
</tr>
<tr>
<td>BKP 183</td>
<td>Plated Desserts</td>
<td>3</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
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</table>
Advanced Baking and Pastry

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test, as well as completion of a Baking and Pastry certificate, culmination of baking and pastry courses totaling 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall
BKP 181 Candies and Confectionaries 3
BKP 182 Artisan Breads 3
BKP 183 Plated Desserts 3
BKP 222 Chocolate and Sugar 3
Total 12

Second Semester – Spring
BKP 185 Ice Cream and Frozen Desserts 3
BKP 223 Wedding Cakes and Decorating Techniques 3
BKP 224 Jams, Jellies, Chutneys and Tarts 3
BKP 228 Petit Fours and Mini Pastries 3
Total 12

Culinary Arts

Certificate in Applied Science
Credit Requirements: 26 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
CUL 178 Farm to Plate 3
CUL 180 French Regional Cuisine 3
CUL 215 Cuisine of the Americas 3
CUL 216 International Cuisine 3
Total 12

Second Semester – Spring
CUL 111 Culinary Skills II 3
CUL 122 Advanced Culinary Skills 2
CUL 128 Culinary Management and Human Resources 3
CUL 129 Storeroom and Purchasing 3
Total 11

Advanced Culinary Arts

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

The Advanced Culinary Arts certificate prepares students for fast-track cooking positions in restaurants, hotels, catering and other foodservice operations. Students study theory and practice hands-on applications of preparing, cooking and presenting food in the Culinary Institute’s fine dining restaurant as well as in a professional restaurant, club, resort or hotel. This program meets advanced standards of education for the American Culinary Federation certification levels.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test as well as completion of a Culinary Arts degree or certificate, a culmination of cooking courses that total 24 credit hours, or professional experience in this field of study with a minimum of 600 hours of documented work.

Recommended Sequence of Courses
First Semester – Fall
CUL 178 Farm to Plate 3
CUL 180 French Regional Cuisine 3
CUL 215 Cuisine of the Americas 3
CUL 216 International Cuisine 3
Total 12
Second Semester – Spring
CUL 186 Mediterranean Cuisine 3
CUL 277 SCWE in Culinary Arts 3
CUL 280 Butchery and Charcuterie 3
ELE CLA 3
Total 12

Advanced Culinary Arts Electives
BKP 224 Jams, Jellies Chutneys and Tarts
CUL 237 Contemporary Cuisine
CUL 242 Vegetarian and Vegan Cuisine
CUL 243 Food Competition Fundamentals
CUL 299 Special Topics
HOS 230 Therapeutic Nutrition
HOS 251 Introduction to Wine

Event Management
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
HOS 140 The Hospitality Industry 3
HOS 161 Event Management 3
HOS 163 International Etiquette and Protocol 3
HOS 265 Hotel, Restaurant and Travel Law 3
Total 12

Second Semester – Spring
HOS 250 Beverage Service Management 3
HOS 258 Convention Management 3
HOS 267 Destination Wedding Planning 3
HOS 272 SCWE in Hospitality Tourism Management 3
Total 12

Advanced Beverage Service Management
Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Fall
HOS 250 Beverage Service Management 3
HOS 251 Introduction to Wine 3
HOS 253 Beer Basics 3
Total 9

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

Food and Beverage Operations
Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours

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

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

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

The Hotel Operations certificate will equip students with the skills necessary to understand and apply basic hotel industry concepts including knowledge of operations, guest services, software applications, sales and marketing. Students will be prepared for entry-level employment in hotels, bed and breakfast operations, timeshares, resorts and other lodging operations and related fields.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. Successful completion of ENG 100 is recommended.

**Recommended Sequence of Courses**

**First Semester – Fall**
- HOS 140 The Hospitality Industry 3
- HOS 150 Hotel Management 3
- HOS 163 International Etiquette and Protocol 3  
**Total 9**

**Second Semester – Spring**
- CPT 101 Introduction to Computers 3  
**or**  
- HOS 262 Hospitality Software Systems 3
- HOS 258 Convention Management 3
- HOS 265 Hotel, Restaurant and Travel Law 3  
**Total 9**

**Sports and Health Nutrition**

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

The Sports and Health Nutrition certificate prepares students for positions as personal and private cooks, chefs and dietary managers for individuals at home, health care facilities, sports clubs, hospitals and schools. Students study both theory and practical kitchen applications to include proper sanitary handling of food and ethical practices of managing a business.

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

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- BIO 110 General Anatomy and Physiology 3  
**or**  
- CUL 104 Introduction to Culinary Arts 3
- CUL 107 Culinary Skills I 3
- CUL 109 Nutrition Science and Sanitation 3  
**Total 15**

**Second Semester – Spring**
- CUL 111 Culinary Skills II 3  
**or**  
- CUL 127 History of Diets in World Cultures 3
- CUL 128 Culinary Management and Human Resources 3
- CUL 171 Food and Beverage Controls 3  
**Total 12**

**Third Semester – Fall**
- CUL 235 Menu Planning 3  
**or**  
- CUL 242 Vegetarian and Vegan Cuisine 3
- HOS 279 Dietary Health and Spa Cuisine 3
- HOS 241 Sports Nutrition 3  
**Total 12**
Engineering Technology

Overview
TTC’s Division of Industrial and Engineering Technology offers a wide array of associate degrees and certificates designed to provide excellent career opportunities in the highly technical and rapidly expanding area of engineering technology.

Courses offered within the department of Engineering Technology are designed to develop critical thinking and broad technical knowledge. The engineering technology principles learned are applied to practical engineering problems. Classroom study is related to shop, laboratory and field experience.

The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. All have requirements for admission. Students interested in any of these programs should call the Department of Engineering Technology at 843.574.6156 for additional information on programs, scheduling and admission requirements. Any of the programs may be completed on a part-time basis, though it will require a longer period of time to do so.

General Information
As with all TTC programs, students interested in Engineering Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

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

Programs of Study
Associate Degree Programs
Civil Engineering Technology
Electronics Engineering Technology
Mechanical Engineering Technology
Manufacturing and Assembly Career Path

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

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

Civil Engineering Technology
Associate in Applied Science
Credit Requirements: 74-76 Semester Credit Hours
Day
The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil- and materials-testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil- and concrete-testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer-aided drafting and design.
### Recommended Sequence of Courses
#### First Semester – Fall
- CET 120: Construction Materials 3
- CET 204: Surveying I 4
- EGT 151: Introduction to CAD 3
- ENG 101: English Composition I 3
- *MAT 110: College Algebra 3

**Total 16**

#### Second Semester – Spring
- CET 205: Surveying II 4
- EGR 110: Introduction to Computer Environment 3
- EGT 152: Fundamentals of CAD 3
- *MAT 111: College Trigonometry 3
- REQ HUM: Select one course from Humanities listing on page B-3 3

**Total 16**

#### 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 215: Soil Mechanics Fundamentals 2
- CET 218: Hydraulics 3
- EGT 257: Advanced Civil CAD 3
- MAT 120: Probability and Statistics 3

**Total 14**

#### Fifth Semester – Spring
- CET 244: Structural Steel Design 3
- CET 246: Environmental Systems Technology 3
- CET 251: Highway Design 3
- CHM 110: College Chemistry I 4
- ELE CET: Select one course from the Civil Engineering Technology Electives 2-4

**Total 15-17**

### Civil Engineering Technology Electives
- AET 110: Architectural Graphics I 3
- CET 127: Building Construction and Print Reading 4
- CET 135: Construction Contracts 2
- CET 230: Construction Management 3
- CET 238: Construction Planning and Scheduling 2
- CET 245: Cost Estimating 3
- CWE: Cooperative Work Experience 2

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

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### Associate in Applied Science

**Credit Requirements: 74-76 Semester Credit Hours**

#### Day/Evening

The Civil Engineering Technology program prepares students to perform at the technician level in engineering design, drafting, surveying and construction. Employers of Civil Engineering Technology graduates include engineering consultants, surveying firms, state and federal governments, public works, construction companies, highway departments, and soil and materials testing firms. Graduates typically obtain jobs working under the supervision of land development engineers, building inspectors, construction superintendent trainees, and soil- and concrete-testing technicians. They aid engineers in the design of steel and concrete structures, highways, storm drainage, sewage and water supply systems. They also obtain jobs as members of survey teams or in computer aided drafting and design. Note: A number of Civil Engineering Technology courses are offered only during the day.

#### Recommended Sequence of Courses

##### First Semester – Fall
- CET 120: Construction Materials 3
- EGT 151: Introduction to CAD 3
- ENG 101: English Composition I 3

**Total 9**

##### Second Semester – Spring
- EGR 110: Introduction to Computer Environment 3
- *MAT 110: College Algebra 3
- REQ HUM: Select one course from Humanities listing on page B-3 3

**Total 9**

##### Third Semester – Summer
- EGT 152: Fundamentals of CAD 3
- *MAT 111: College Trigonometry 3

**Total 6**

*Students may choose any of the following math sequences: MAT 110, MAT 111, MAT 120; or MAT 112, MAT 120.*

**Students may choose PHY 221 instead of PHY 201.*
Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 74-76 Semester Credit Hours
Day

The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.

Recommended Sequence of Courses

First Semester – Fall
EGR 104 Engineering Technology Foundations 3
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
MAT 110 College Algebra 3
Total 12

Second Semester – Spring
EET 113 Electrical Circuits I 4
EET 145 Digital Circuits 4
MAT 111 College Trigonometry 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
Total 14

Third Semester – Summer
EET 131 Active Devices 4
EGT 151 Introduction to CAD 3
or
EGR 275 Introduction to Engineering/Computer Graphics 3
PHY 201 Physics I 4
Total 11

Fourth Semester – Fall
EET 141 Electronic Circuits 4
EEM 251 Programmable Controllers 3
EGR 175 Manufacturing Processes 3

Total 13-14
Engineering Technology

Fifth Semester – Spring
EEM 252  Programmable Controllers  Applications  3
EET 241  Electronic Communications  4
EET 273  Electronic Senior Project  1
ELE EET  Select one course from Electronics Engineering Technology Technical Electives  3
Total 11

Sixth Semester – Summer
EET 243  Data Communications  3
EGR 230  Measurement Principles  4
REQ HUM  Select one course from Humanities listing on page B-3  3
REQ SSC  Select one course from Behavioral/Social Sciences listing on page B-3  3
Total 13

Electronics Engineering Technology Electives
Technical Electives
EEM 221  DC/AC Drives  3
EGR 270  Introduction to Engineering  3
EGT 152  Fundamentals of CAD  3
Math/Science Electives
CHM 110  College Chemistry I  4
MAT 120  Probability and Statistics  3
MAT 130  Elementary Calculus  3
MAT 140  Analytic Geometry and Calculus I  4
PHY 202  Physics II  4

Sixth Semester – Fall
EGR 104  Engineering Technology Foundations  3
EGR 110  Introduction to Computer Environment  3
ENG 101  English Composition I  3
Total 9

Total 11

Second Semester – Spring
EET 113  Electrical Circuits I  4
EET 145  Digital Circuits  4
MAT 110  College Algebra  3
Total 11

Third Semester – Summer
EGT 131  Active Devices  4
EGT 151  Introduction to CAD  3
or
EGR 275  Introduction to Engineering/Computer Graphics  3
Total 7

Fourth Semester – Fall
EET 141  Electronic Circuits  4
EGR 175  Manufacturing Processes  3
MAT 111  College Trigonometry  3
Total 10

Fifth Semester – Spring
EET 241  Electronic Communications  4
ELE EET  Select one course from Electronics Engineering Technology Technical electives and one course from Math/Science electives  6-8
Total 10-11

Sixth Semester – Summer
EET 243  Data Communications  3
EGR 230  Measurement Principles  4
REQ HUM  Select one course from Humanities listing on page B-3  3
Total 10

Seventh Semester – Fall
EEM 251  Programmable Controllers  3
PHY 201  Physics I  4
SPC 205  Public Speaking  3
or
SPC 209  Interpersonal Communication  3
Total 10

Electronics Engineering Technology

Associate in Applied Science
Credit Requirements: 74-76 Semester Credit Hours
Evening
The Electronics Engineering Technology program prepares students for a broad range of jobs in the electrical and electronic fields. Graduates of the program may become employed as broadcast technicians, business machine technicians, customer service representatives, computer service technicians, engineering technicians, laboratory technicians, field engineering technicians, engineering aides, electrical sales technicians, technical writers and electrical instrument technicians.
Eighth Semester – Spring
EET 273 Electronic Senior Project 1
EEM 252 Programmable Controllers 3
REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3
Total 7

Electronics Engineering Technology Electives
Technical Electives
EEM 221 DC/AC Drives 3
EGR 270 Introduction to Engineering 3
EGT 152 Fundamentals of CAD 3
Math/Science Electives
CHM 110 College Chemistry I 4
MAT 120 Probability and Statistics 3
MAT 130 Elementary Calculus 3
MAT 140 Analytic Geometry and Calculus I 4
PHY 202 Physics II 4

Mechanical Engineering Technology
Associate in Applied Science
Credit Requirements: 71 Semester Credit Hours
Evening
The Mechanical Engineering Technology program prepares students for employment as engineering technicians with industry, consulting engineering firms, public utilities and governmental agencies. Graduates typically obtain jobs as heating, ventilation and air conditioning technicians, machine parts and marine drafters, engineering assistants, field engineer technicians, quality control technicians, mechanical design technicians, and product development technicians.

Recommended Sequence of Courses
First Semester – Fall
EGR 104 Engineering Technology Foundations 3
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
Total 9

Second Semester – Spring
EET 113 Electrical Circuits I 4
MAT 110 College Algebra 3
PSY 201 General Psychology 3
Total 10

Third Semester – Summer
*EGT 151 Introduction to CAD 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
EGR 109 Project Management 3
EGT 130 Geometric Dimensioning and Tolerancing Applications 3
ELE TECH Technical Elective 3
Total 9

Sixth Semester – Summer
EGR 190 Statics 3
REQ HUM Select one course from Humanities listing on page B-3 3
Total 6

Seventh Semester – Fall
CET 210 Strength of Materials 3
MET 237 Fluids: Principles and Applications 4
ELE TECH Technical Elective 3
Total 10

Eighth Semester – Spring
MET 233 Applied Thermal Principles 4
MET 239 Applied Mechanics 4
SPC 205 Public Speaking 3
Total 11

*Allowable alternate: EGR 275

Technical Electives
CHM 110 College Chemistry I 4
EGT 152 Fundamentals of CAD 3
EGT 252 Advanced Computer-Aided Design 3
MAT 120 Probability and Statistics 3
MTT 101 Introduction to Machine Tool 2
MTT 111 Machine Tool Theory and Practice I 5
PHY 202 Physics II 4
### Manufacturing and Assembly Career Path

**Credit Requirements:** 71 Semester Credit Hours

**Evening**

**Recommended Sequence of Courses**

**First Semester – Fall**

- **EGR 104**: Engineering Technology Foundations 3
- **EGR 110**: Introduction to Computer Environment 3
- **ENG 101**: English Composition I 3

**Total 9**

**Second Semester – Spring**

- **EET 113**: Electrical Circuits I 4
- **MAT 110**: College Algebra 3
- **PSY 201**: General Psychology 3

**Total 10**

**Third Semester – Summer**

- ***EGT 151***: Introduction to CAD 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**

- **EGR 109**: Project Management 3
- **EGR 186**: Applied Quality Techniques for Manufacturing and Assembly 3
- **EGT 130**: Geometric Dimensioning and Tolerancing Applications 3

**Total 9**

**Sixth Semester – Summer**

- **EGR 190**: Statics 3
- **REQ HUM**: Select one course from Humanities listing on page B-3 3

**Total 6**

**Seventh Semester – Fall**

- **CET 210**: Strength of Materials 3
- **MET 220**: Production Layout and Process Planning 3
- **MET 238**: Lean Manufacturing for Mechanical Engineering Technology 4

**Total 10**

**Eighth Semester – Spring**

- **MET 233**: Applied Thermal Principles for Mechanical Engineering Technology 4
- **MET 239**: Applied Mechanics for Mechanical Engineering Technology 4
- **SPC 205**: Public Speaking 3

**Total 11**

*Allowable alternate: EGR 275*

### Architectural Design Graphics I

**Certificate in Applied Science**

**Credit Requirements:** 18 Semester Credit Hours

This certificate is designed for students with little or no drafting experience who want to move into architectural graphics. The certificate also includes a study of construction materials and architectural history.

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

**Recommended Sequence of Courses**

**First Semester – Fall**

- **CET 120**: Construction Materials 3
- **EGT 151**: Introduction to CAD 3

**Total 6**

**Second Semester – Spring**

- **AET 202**: History of Architecture 3
- **EGT 152**: Fundamentals of CAD 3

**Total 6**

**Third Semester – Summer**

- **AET 110**: Architectural Graphics I 3
- **EGT 252**: Advanced Computer-Aided Design 3

**Total 6**

### Architectural Design Graphics II

**Certificate in Applied Science**

**Credit Requirements:** 14 Semester Credit Hours

This certificate is designed for students with previous experience in architectural graphics who want to move into the advanced areas of architectural graphics. In addition to the drawing classes, this certificate includes the study of software for architectural presentations.

For updated catalog, visit www.tridenttech.edu.
For admission into this program, you must complete Architectural Design Graphics I or receive approval from your advisor.

**Recommended Sequence of Courses**

**First Semester – Fall**
AET 111 Architectural Computer Graphics I 3

**Total 3**

**Second Semester – Spring**
AET 120 Architectural Graphics II 3
AET 221 Architectural Computer Graphics II 4

**Total 7**

**Third Semester – Summer**
AET 233 Architectural CAD Presentations 4

**Total 4**

### Basic Electronic Journeyman I

#### Certificate in Applied Science

**Credit Requirements: 20 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

**First Semester**
EGR 104 Engineering Technology Foundations 3
*MAT 170 Algebra, Geometry and Trigonometry I 3

**Total 6**

**Second Semester**
**EET 113 Electrical Circuits I 4**
***ENG 150 Basic Communications 3

**Total 7**

**Third Semester**
EEM 131 Solid State Devices 4
QAT 101 Introduction to Quality Assurance 3

**Total 7**

### Chemical Engineering Transfer (USC)

#### Certificate in Applied Science

**Credit Requirements: 35 Semester Credit Hours**

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

**Recommended Sequence of Courses**

ECE 221 Introduction to Electrical Engineering I 3
EGR 260 Engineering Statics 3
EGR 262 Engineering Dynamics 3
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**

*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
Civil Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 36 Semester Credit Hours

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

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 260</td>
<td>Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</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>
<td>3</td>
</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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<tr>
<td>MAT 141</td>
<td>Analytic Geometry and Calculus II</td>
<td>4</td>
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<tr>
<td>MAT 240</td>
<td>Analytic Geometry and Calculus III</td>
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<tr>
<td>PHY 221</td>
<td>University Physics I</td>
<td>4</td>
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<tr>
<td>PHY 222</td>
<td>University Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 36

Civil/Mechanical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 38 Semester Credit Hours

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

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 260</td>
<td>Engineering Statics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 262</td>
<td>Engineering Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 264</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>EGR 266</td>
<td>Engineering Thermodynamics</td>
<td>3</td>
</tr>
<tr>
<td>EGR 275</td>
<td>Introduction to Engineering/Computer Graphics</td>
<td>3</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>or</td>
<td>CHM 111 College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>BIO 101 Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>or</td>
<td>BIO 102 Biological Science II</td>
<td>4</td>
</tr>
</tbody>
</table>

Total 38

Computer Aided Design I

Certificate in Applied Science
Credit Requirements: 9 Semester Credit Hours

This program introduces you to the computer and how it can be used to generate two- and three-dimensional engineering drawings.

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

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 151</td>
<td>Introduction to CAD</td>
<td>3</td>
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</table>

Total 3

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>EGT 152</td>
<td>Fundamentals of CAD</td>
<td>3</td>
</tr>
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</table>

Total 3

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGT 252</td>
<td>Advanced Computer-Aided Design</td>
<td>3</td>
</tr>
</tbody>
</table>

Total 3
Computer Aided Design II

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours

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

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

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

Recommended Sequence of Courses
First Semester – Fall
EGT 265 CAD/CAM Applications 3

Total 3

Second Semester – Spring
EGT 251 Principles of CAD 3

Total 3

Third Semester – Summer
EGT 245 Principles of Parametric CAD 3
EGT 258 Applications of CAD 3

Total 6

Construction Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

This certificate prepares you to work in construction management. It includes reading and understanding construction blueprints, construction materials and methods, materials estimating, scheduling and construction management.

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

Recommended Sequence of Courses
First Semester – Fall
CET 120 Construction Materials 3
CET 127 Building Construction and Print Reading 4

Total 7

Second Semester – Spring
CET 230 Construction Management 3
CET 245 Cost Estimating 3

Total 6

Electrical Engineering Transfer (The Citadel)

Certificate in Applied Science
Credit Requirements: 31 Semester Credit Hours

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

Recommended Sequence of Courses
First Semester – Fall
CET 135 Construction Contracts 2
CET 238 Construction Planning and Scheduling 2

Total 4

Third Semester – Summer
CET 135 Construction Contracts 2
CET 238 Construction Planning and Scheduling 2

Total 4

Electrical Engineering Transfer (USC)

Certificate in Applied Science
Credit Requirements: 34 Semester Credit Hours

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

Recommended Sequence of Courses
First Semester – Fall
ECE 201 Electrical and Computer Engineering Seminar 1
ECE 205 Electrical and Computer Lab I 3
ECE 221 Introduction to Electrical Engineering I 3
ECE 222 Introduction to Electrical Engineering II 3
EGR 273 Problem Solving for Engineers 2
EGR 275 Introduction to Engineering/Computer Graphics 3
MAT 240 Analytic Geometry and Calculus III 4
MAT 242 Differential Equations 4
PHY 221 University Physics I 4
PHY 222 University Physics II 4

Total 31
Engineering Design Graphics

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

The Engineering Design Graphics program prepares you for employment in the broad field of drafting with industry, government and other users of graphic communication. You learn manual and computer aided drafting skills. Graduates typically obtain drafting jobs in architectural, electrical, mechanical, marine, civil, electronics or commercial drafting.

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

Recommended Sequence of Courses
First Semester – Fall
CET 120 Construction Materials 3
EGT 151 Introduction to CAD 3
or
EGR 275 Introduction to Engineering/Computer Graphics 3
Total 6

Second Semester – Spring
EGT 115 Engineering Graphics II 4
EGT 152 Fundamentals of CAD 3
Total 7

Third Semester – Summer
AET 110 Architectural Graphics I 3
EGT 220 Structural and Piping Application 4
Total 7

Surveying

Certificate in Applied Science
Credit Requirements: 20 Semester Credit Hours

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

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

Recommended Sequence of Courses
First Semester – Summer
*EGT 151 Introduction to CAD 3
Total 3

Second Semester – Fall
CET 204 Surveying I 4
MAT 110 College Algebra 3
Total 7

Third Semester – Spring
CET 205 Surveying II 4
EGT 152 Fundamentals of CAD 3
MAT 111 College Trigonometry 3
Total 10

*Allowable alternate: EGR 275
Transfer Engineering Programs

In preparation for transfer to The Citadel

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

Recommended Sequence of Courses

A. Civil Engineering

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<td>EGR 270</td>
<td>Introduction to Engineering</td>
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<tr>
<td>EGR 282</td>
<td>Introduction to Civil Engineering</td>
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<tr>
<td>EGR 285</td>
<td>Engineering Surveying I</td>
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<td>EGR 286</td>
<td>Engineering Surveying II</td>
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<td>EGR 295</td>
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<td>EGR 296</td>
<td>Engineering Surveying Lab II</td>
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B. Electrical Engineering

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<td>ECE 201</td>
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<td>ECE 205</td>
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<td>ECE 222</td>
<td>Introduction to Electrical Engineering II</td>
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<td>EGR 270</td>
<td>Introduction to Engineering</td>
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<tr>
<td>EGR 273</td>
<td>Problem Solving for Engineers</td>
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Required Humanities/Social Sciences Courses

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<tr>
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<td>ENG 102</td>
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<tr>
<td>ENG 205</td>
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<td>ENG 206</td>
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<td>HIS 101</td>
<td>Western Civilization to 1689</td>
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<td>HIS 102</td>
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<td>PSY 201</td>
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Math/Science Requirements

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<td>College Chemistry II</td>
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<td>MAT 140</td>
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<td>MAT 240</td>
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<td>MAT 242</td>
<td>Differential Equations</td>
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<td>PHY 221</td>
<td>University Physics I</td>
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<tr>
<td>PHY 222</td>
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</table>

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

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

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

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

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

Overview

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

General Information

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

Cancellation Policy

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

Programs of Study

Associate Degree Programs
Commercial Graphics
Animation
Digital Media
Graphic Design
Photography
General Technology
Film Production
Radio and Television Broadcasting

Certificate Programs
Advanced Computer Animation
Advanced Film Production
Art Foundations
Basic Digital Production
Computer Animation
Computer Graphics
Digital Media Software
Digital Photography
Film Production
Filmmaking
Illustration
Multimedia Design
Non-Linear Film Editing
Online Media Production
Photography
Radio Production
Website Design

Commercial Graphics

Associate in Applied Science
Animation Career Path

Credit Requirements: 72 Semester Credit Hours

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

Recommended Sequence of Courses

First Semester – Fall
ART 111 Basic Drawing I 3
ARV 110 Computer Graphics I 3
ARV 121 Design 3
ARV 217 Computer Imagery 3
ARV 247 3-D Animation III 3
Total 15

Second Semester – Spring
ARV 123 Composition and Color 3
ARV 125 Drawing for Animators 3
ARV 222 Computer Animation 3
ARV 248 3-D Animation IV 3
ENG 101 English Composition I 3
Total 15

Third Semester – Summer
ARV 136 Motion Graphics I 3
ARV 249 Special Effects 3
MAT 109 College Algebra with Modeling 3
or
MAT 155 Contemporary Mathematics 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 170 Algebra, Geometry and Trigonometry I 3
SPC 205 Public Speaking 3
Total 12
### Film, Media and Visual Arts

#### Fourth Semester – Fall
- ARV 223 3-D Animation I 3
- ARV 224 3-D Animation II 3
- ARV 227 Website Design I 3
- ARV 263 Special Projects in Computer Animation 3
- ARV 279 Portfolio Preparation 3

**Total 15**

#### Fifth Semester – Spring
- ART 105 Film as Art 3
- ARV 280 Visual Arts Exit Portfolio 3
- FLM 148 Basic Editing 3
- REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3

**Total 15**

### Animation Electives
- ARV 124 Sequential Drawing 3
- ARV 191 Media Arts Study Abroad 3
- ARV 225 Advanced Computer Animation 3
- ARV 228 Website Design II 3
- ARV 230 Visual Arts Business Procedures 3
- ARV 276 Studio Practicum I 3
- CGC 110 Electronic Publishing 3
- CGC 106 Typography 3
- *CPT 101 Introduction to Computers 3
- CWE Cooperative Work Experience 3
- FLM 169 Advanced Post-Production II 3
- FLM 230 Animation Production 3
- RTV 101 Audio Techniques 3
- RTV 102 Lighting Fundamentals 3
- RTV 144 Videography 3

*May substitute CPT 102

### Commercial Graphics

#### Associate in Applied Science

**Digital Media Career Path**

**Credit Requirements: 72 Semester Credit Hours**

Digital media is an exciting new field of integrated electronic communication. Employment opportunities are on the increase due to rapid growth in this expanding industry: production management, media integration, web design, presentation and interactive authoring for entertainment and education, information delivery and electronic communications. These are just a few areas where strong demand has arisen for talented digital media specialists. Graduates will be able to qualify for employment positions in many diverse industries such as entertainment, publishing, electronic games, education, marketing, e-commerce, corporate communication and consumer information delivery.

### Recommended Sequence of Courses

#### First Semester – Fall
- ART 111 Basic Drawing I 3
- ARV 110 Computer Graphics I 3
- ARV 121 Design 3
- ARV 221 Interactive Media Design 3
- ENG 101 English Composition I 3

**Total 15**

#### Second Semester – Spring
- ARV 123 Composition and Color 3
- ARV 217 Computer Imagery 3
- ARV 219 Multimedia Techniques 3
- ARV 222 Computer Animation 3
- CGC 106 Typography I 3

**Total 15**

#### Third Semester – Summer
- ART 105 Film as Art 3
- or
- ART 107 History of Early Western Art 3
- or
- ART 108 History of Western Art 3
- or
- ART 210 History of Graphic Design 3
- or
- ARV 213 Motion Graphics I 3
- or
- ARV 225 Advanced Computer Animation 3
- or
- ARV 227 Website Design I 3

**Total 12**

#### Fourth Semester – Fall
- ARV 212 Digital Photography 3
- ARV 229 Advanced Multimedia 3
- ARV 279 Portfolio Preparation 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
- or
- SPC 205 Public Speaking 3

**Total 15**
### Fifth Semester – Spring

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARV 228</td>
<td>Website Design II</td>
<td>3</td>
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<tr>
<td>ARV 280</td>
<td>Visual Arts Exit Portfolio</td>
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</tr>
<tr>
<td>FLM 148</td>
<td>Basic Editing</td>
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<tr>
<td>ELE CGD</td>
<td>Select one course from Digital Media Electives</td>
<td>3</td>
</tr>
<tr>
<td>REQ SSC</td>
<td>Select one course from Behavioral/ Social Sciences listing on page B-3</td>
<td>3</td>
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**Total 15**

### Digital Media Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ARV 125</td>
<td>Drawing for Animators</td>
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</tr>
<tr>
<td>ARV 191</td>
<td>Media Arts Study Abroad</td>
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<tr>
<td>ARV 210</td>
<td>Computer Graphics II</td>
<td>3</td>
</tr>
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<td>ARV 218</td>
<td>Computer Imagery II</td>
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<tr>
<td>ARV 223</td>
<td>3-D Animation I</td>
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<td>ARV 224</td>
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<tr>
<td>ARV 225</td>
<td>Advanced Computer Animation</td>
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<tr>
<td>ARV 230</td>
<td>Visual Arts Business Procedures</td>
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<td>ARV 232</td>
<td>Digital Photography II</td>
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<td>3-D Animation III</td>
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<td>ARV 263</td>
<td>Special Projects in Computer Animation</td>
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<td>CGC 110</td>
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<td>CPT 220</td>
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<td>RTV 101</td>
<td>Audio Techniques</td>
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<td>RTV 102</td>
<td>Lighting Fundamentals</td>
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<tr>
<td>RTV 144</td>
<td>Videography</td>
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*May substitute CPT 102*

### Recommended Sequence of Courses

#### First Semester – Fall

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>or</td>
<td>ART 107</td>
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<td>or</td>
<td>ART 108</td>
<td>3</td>
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<td>or</td>
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<td>ARV 217</td>
<td>Computer Imagery</td>
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<td>ARV 219</td>
<td>Multimedia Techniques</td>
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<td>CGC 106</td>
<td>Typography I</td>
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**Total 15**

#### Third Semester – Summer

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<td>3</td>
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<td>or</td>
<td>MAT 155</td>
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<tr>
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<td>MAT 170</td>
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**Total 12**

#### Fourth Semester – Fall

<table>
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<tbody>
<tr>
<td>ARV 136</td>
<td>Motion Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 162</td>
<td>Graphic Reproduction I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 261</td>
<td>Advertising Design I</td>
<td>3</td>
</tr>
<tr>
<td>ARV 279</td>
<td>Portfolio Preparation</td>
<td>3</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 15**

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### 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.
Fifth Semester – Spring

ARV 227 Website Design 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
REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3

Total 15

Graphic Design Electives

ART 112 Drawing II 3
ARV 114 Photography I 3
ARV 115 Aesthetics of Photography 3
ARV 125 Drawing for Animators 3
ARV 191 Media Arts Study Abroad 3
ARV 205 Graphic Illustration 3
ARV 210 Computer Graphics II 3
ARV 212 Digital Photography 3
ARV 213 Lighting 3
ARV 214 Photography II 3
ARV 215 Photography III 3
ARV 216 Lighting II 3
ARV 218 Computer Imagery II 3
ARV 221 Interactive Media Design 3
ARV 223 3-D Animation I 3
ARV 225 Advanced Computer Animation 3
ARV 228 Website Design II 3
ARV 229 Advanced Multimedia 3
ARV 230 Visual Arts Business Procedures 3
ARV 232 Digital Photography II 3
ARV 247 3-D Animation III 3
ARV 264 Special Projects in Graphic Arts 3
*CPT 101 Introduction to Computers 3
CWE Cooperative Work Experience
FLM 148 Basic Editing 3

*May substitute CPT 102

Recommended Sequence of Courses

First Semester – Fall

ARV 114 Photography I 3
ARV 121 Design 3
ARV 212 Digital Photography 3
ARV 217 Computer Imagery 3
ENG 101 English Composition I 3

Total 15

Second Semester – Spring

ARV 110 Computer Graphics I 3
ARV 115 Aesthetics of Photography 3
ARV 123 Composition and Color 3
ARV 213 Lighting 3
ARV 214 Photography II 3

Total 15

Third Semester – Summer

ART 105 Film as Art 3
or
ART 107 History of Early Western Art 3
or
ART 108 History of Western Art 3
or
ART 210 History of Graphic Design 3
ARV 215 Photography III 3
ARV 216 Lighting II 3
SPC 205 Public Speaking 3

Total 12

Fourth Semester – Fall

ARV 227 Website Design I 3
ARV 230 Visual Arts Business Procedures 3
ARV 232 Digital Photography II 3
ARV 279 Portfolio Preparation 3
MAT 109 College Algebra with Modeling 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
or
MAT 170 Algebra, Geometry and Trigonometry I 3

Total 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.

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Fifth Semester – Spring

ARV 280 Visual Arts Exit Portfolio 3
ELE CGP Select one course from Photography Electives 3
ELE CGP Select one course from Photography Electives 3
ELE CGP Select one course from Photography Electives 3
REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3

Total 15

Photography Electives
ART 111 Basic Drawing I 3
ART 211 Introduction to Painting 3
ART 290 Photojournalism 3
ARV 116 Food Photography I 3
ARV 191 Media Arts Study Abroad 3
ARV 218 Computer Imagery II 3
ARV 219 Multimedia Techniques 3
ARV 228 Website Design II 3
ARV 267 Special Projects in Photography 3
CGC 110 Electronic Publishing 3
*CPT 101 Introduction to Computers 3
CWE Cooperative Work Experience 3
FLM 148 Basic Editing 3
FLM 240 Stage Techniques 3
RTV 102 Lighting Fundamentals 3
RTV 140 Basic Photography 3

*May substitute CPT 102

Core Curriculum Requirements
ART 105 Film as Art 3
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
or
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
or
PSY 201 General Psychology 3
or
SOC 101 Introduction to Sociology 3

Primary Path
FLM 148 Basic Editing 3
FLM 150 Pre-Production 3
FLM 152 Film Equipment 3
FLM 153 Film Lighting 3
FLM 155 Film Production I 3
FLM 156 Film Production II 3
FLM 157 Set Construction/Props/Art 3
FLM 158 Post-Production 3
FLM 230 Animation Production 3
FLM 269 Film Production Practicum 6
RTV 140 Basic Photography 3

Secondary Path
RTV 101 Audio Techniques 3
RTV 102 Lighting Fundamentals 3
RTV 144 Basic Videography 3
RTV 201 Sound for Picture 3
RTV 270 Media Arts Business Procedures 3
RTV 281 Media Arts Exit Portfolio 3

Additional Requirements
ELE FLM Select courses from Film Production Electives totaling 6 hours 6

Film Production Electives
ARV 247 3-D Animation III 3
FLM 159 Digital Distribution 3
FLM 168 Advanced Post-Production I 3
FLM 169 Advanced Post-Production II 3
FLM 178 Advanced Editing 3
FLM 179 Senior Film Editing 3
FLM 180 Special Topics in Film I 1
FLM 181 Special Topics in Film II 1
FLM 182 Special Topics in Film III 1

General Technology

Associate in Applied Science
Film Production Course Display
Credit Requirements: 75 Semester Credit Hours

The General Technology major allows students to select course work necessary to become multiskilled technicians. In addition to completing the college’s core curriculum, students also complete course work in at least two technical areas. The Film Production career path provides students with a general education experience as well as operational training in the use of industry-standard cameras, lighting equipment and editing software. The program trains students in various filmmaking and production techniques so that they possess the skills needed to compete in this growing field. The following is an example of a career path available.
Film, Media and Visual Arts

FLM 183 Special Topics in Film IV 1
FLM 240 Insert Stage Techniques 3
FLM 248 Film Editing Capstone 3
FLM 250 Film Production Senior Project 3
FLM 252 Cinematography 3
FLM 255 Film Production III 3
FLM 256 Film Production IV 3
FLM 260 Professional Experience in Film 3
FLM 261 Professional Experience in Film II 3
FLM 262 Professional Experience in Film III 1
FLM 263 Professional Experience in Film IV 1
FLM 264 Professional Experience in Film V 1
FLM 265 Documentary Filmmaking 3
FLM 272 Directing for the Camera 3
FLM 275 The Camera and the Actor 3
FLM 290 Contemporary Issues in Filmmaking 3
RTV 150 Scriptwriting 3

Third Semester – Summer
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
ENG 101 English Composition I 3
FLM 157 Set Construction/Props/Art 3
FLM 269 Film Production Practicum 6
Total 15

Fourth Semester – Fall
ART 105 Film as Art 3
ELE FLM Select one course from Film Production Electives 3
FLM 156 Film Production II 3
FLM 230 Animation Production 3
RTV 270 Media Arts Business Procedures 3
Total 15

Fifth Semester – Spring
ELE FLM Select one course from Film Production Electives 3
MAT 109 College Algebra with Modeling 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
or
MAT 170 Algebra, Geometry and Trigonometry I 3
or
PSY 201 General Psychology 3
or
SOC 101 Introduction to Sociology 3
RTV 201 Sound for Picture 3
RTV 281 Media Arts Exit Portfolio 3
Total 15

Film Production Electives
ARV 247 3-D Animation III 3
FLM 159 Digital Distribution 3
FLM 168 Advanced Post-Production I 3
FLM 169 Advanced Post-Production II 3
FLM 178 Advanced Editing 3
FLM 179 Senior Film Editing 3
FLM 180 Special Topics in Film I 1
FLM 181 Special Topics in Film II 1
FLM 182 Special Topics in Film III 1
FLM 183 Special Topics in Film IV 1
FLM 240 Insert Stage Techniques 3
FLM 248 Film Editing Capstone 3
FLM 250 Film Production Senior Project 3
FLM 252 Cinematography 3
FLM 255 Film Production III 3

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FLM 256</td>
<td>Film Production IV</td>
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<tr>
<td>FLM 260</td>
<td>Professional Experience in Film</td>
<td>3</td>
</tr>
<tr>
<td>FLM 261</td>
<td>Professional Experience in Film II</td>
<td>3</td>
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<tr>
<td>FLM 262</td>
<td>Professional Experience in Film III</td>
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<td>FLM 263</td>
<td>Professional Experience in Film IV</td>
<td>1</td>
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<td>FLM 264</td>
<td>Professional Experience in Film V</td>
<td>1</td>
</tr>
<tr>
<td>FLM 265</td>
<td>Documentary Filmmaking</td>
<td>1</td>
</tr>
<tr>
<td>FLM 272</td>
<td>Directing for the Camera</td>
<td>3</td>
</tr>
<tr>
<td>FLM 275</td>
<td>The Camera and the Actor</td>
<td>3</td>
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<tr>
<td>FLM 290</td>
<td>Contemporary Issues in Filmmaking</td>
<td>3</td>
</tr>
<tr>
<td>RTV 150</td>
<td>Scriptwriting</td>
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**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT 109</td>
<td>College Algebra with Modeling</td>
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<tr>
<td>or</td>
<td>MAT 110</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>or</td>
<td>MAT 170</td>
<td>3</td>
</tr>
<tr>
<td>RTV 113</td>
<td>Video Editing</td>
<td>3</td>
</tr>
<tr>
<td>RTV 231</td>
<td>SCWE in Broadcasting I</td>
<td>3</td>
</tr>
<tr>
<td>ELE RTV</td>
<td>Select one course from Radio and Television</td>
<td>3</td>
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<tr>
<td>ELE RTV</td>
<td>Broadcasting Electives</td>
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**Total 15**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ART 105</td>
<td>Film as Art</td>
<td>3</td>
</tr>
<tr>
<td>RTV 232</td>
<td>SCWE in Broadcasting II</td>
<td>3</td>
</tr>
<tr>
<td>RTV 281</td>
<td>Media Arts Exit Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>ELE RTV</td>
<td>Select one course from Radio and Television</td>
<td>3</td>
</tr>
<tr>
<td>ELE RTV</td>
<td>Select one course from Radio and Television</td>
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**Total 15**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>FLM 148</td>
</tr>
<tr>
<td>RTV 101</td>
</tr>
<tr>
<td>RTV 105</td>
</tr>
<tr>
<td>RTV 144</td>
</tr>
</tbody>
</table>

**Second Semester – Spring**

| PSY 201               | General Psychology                              | 3       |
| RTV 102               | Lighting Fundamentals                            | 3       |
| RTV 103               | Field Operations                                 | 3       |
| RTV 109               | Writing for Electronic Media                     | 3       |
| RTV 121               | Introduction to Broadcasting                     | 3       |

**Total 15**

<table>
<thead>
<tr>
<th>Third Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELE RTV</td>
</tr>
<tr>
<td>RTV 111</td>
</tr>
<tr>
<td>RTV 222</td>
</tr>
<tr>
<td>SPC 205</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>or</td>
</tr>
</tbody>
</table>

**Total 12**

**Radio and Television Broadcasting Electives**

| ARV 114 | Photography I                                   | 3       |
| ARV 212 | Digital Photography                             | 3       |
| ARV 217 | Computer Imagery                                | 3       |
| ARV 222 | Computer Animation                              | 3       |
| ARV 227 | Website Design                                  | 3       |
| ARV 247 | 3-D Animation III                               | 3       |
| ARV 248 | 3-D Animation IV                                | 3       |
| CPT 101 | Introduction to Computers                       | 3       |
| or      |                                                  |         |
| or      | CPT 102 Basic Computer Concepts                 | 3       |
| FLM 150 | Pre-Production                                  | 3       |
| FLM 152 | Film Equipment                                  | 3       |
| FLM 153 | Film Lighting                                   | 3       |
| FLM 155 | Film Production I                               | 3       |
| FLM 156 | Film Production II                              | 3       |
| FLM 157 | Set Construction/Props/Art                      | 3       |
| FLM 158 | Post-Production                                 | 3       |
| FLM 168 | Advanced Post-Production I                      | 3       |
| FLM 169 | Advanced Post-Production II                     | 3       |
| FLM 178 | Advanced Editing                                | 3       |
| FLM 179 | Senior Film Editing                             | 3       |
| FLM 230 | Animation Production                            | 3       |
| FLM 248 | Film Editing Capstone                           | 3       |
| FLM 250 | Film Production Senior Project                  | 3       |
Advanced Computer Animation

Certificate in Applied Science
Credit Requirements: 21 Semester Credit Hours

This certificate is designed for students with previous experience in 3-D animation who want to move into an advanced software environment and learn how to create 3-D animation using a non-linear, node-based process.

Admission into the program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. The prerequisite for this program is ARV 247 with a minimum grade of C.

Recommended Sequence of Courses
First Semester – Fall
ARV 136 Motion Graphics I 3
ARV 223 3-D Animation I 3
ARV 263 Special Projects in Computer Animation 3
FLM 230 Animation Production 3
Total 12

Second Semester – Spring
ARV 227 Website Design I 3
RTV 101 Audio Techniques 3
RTV 102 Lighting Fundamentals 3
Total 9

Advanced Film Production

Certificate in Applied Science
Credit Requirements: 40 Semester Credit Hours

The Advanced Film Production certificate program provides students who have previous film production experience with additional training in cinematography, lighting and directing techniques. Graduates from this program will be able to create independent media for the rapidly growing Internet and podcasting industries as well as own and operate an independent film production company.

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

Recommended Sequence of Courses
First Semester – Fall
FLM 250 Film Production Senior Project 3
FLM 265 Documentary Filmmaking 3
FLM 275 The Camera and the Actor 3
RTV 150 Scriptwriting 3
RTV 270 Media Arts Business Procedures 3
Total 15

Second Semester – Spring
ART 105 Film as Art 3
FLM 240 Insert Stage Techniques 3
FLM 252 Cinematography 3
FLM 272 Directing for the Camera 3
RTV 201 Sound for Picture 3
Total 15

Third Semester – Summer
FLM 180 Special Topics in Film I 1
FLM 255 Film Production III 3
FLM 290 Contemporary Film Issues 3
RTV 281 Media Arts Exit Portfolio 3
Total 10

Art Foundations

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

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

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

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

Second Semester – Spring
ART 108  History of Western Art  3
ART 112  Basic Drawing II  3
ARV 123  Composition and Color  3
ARV 279  Portfolio Preparation  3
Total 12

Third Semester – Summer
ART 211  Introduction to Painting  3
ARV 114  Photography I  3
or
ARV 212  Digital Photography  3
ARV 280  Visual Arts Exit Portfolio  3
Total 9

Basic Digital Production

Certificate in Applied Science
Credit Requirements: 12 Semester Credit Hours
This certificate program provides training in basic lighting, video, audio and editing. It is designed for students who wish to acquire the fundamental skills of digital production. Graduates will be able to produce program material for the web and small non-broadcast productions.

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

Recommended Sequence of Courses
First Semester
RTV 101  Audio Techniques  3
RTV 102  Lighting Fundamentals  3
RTV 144  Videography  3
FLM 148  Basic Editing  3
Total 12

Second Semester – Spring
ARV 123  Composition and Color  3
ARV 125  Drawing for Animators  3
ARV 222  Computer Animation  3
ARV 248  3-D Animation IV  3
ARV 279  Portfolio Preparation  3
Total 15

Third Semester – Summer
ARV 249  Special Effects  3
ARV 280  Visual Arts Exit Portfolio  3
FLM 148  Basic Editing  3
Total 9

Computer Animation

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
This certificate is designed to provide training in basic design principles and theories, animation 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
ARV 247  3-D Animation III  3
Total 15

Second Semester – Spring
ARV 123  Composition and Color  3
ARV 125  Drawing for Animators  3
ARV 222  Computer Animation  3
ARV 248  3-D Animation IV  3
ARV 279  Portfolio Preparation  3
Total 15

Third Semester – Summer
ARV 249  Special Effects  3
ARV 280  Visual Arts Exit Portfolio  3
FLM 148  Basic Editing  3
Total 9

Computer Graphics

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
The Computer Graphics certificate program provides an opportunity for those working or desiring to work in electronic publishing to acquire the skills necessary for employment in the publishing industry. You are trained on a wide variety of software packages running on both PC and Macintosh platforms.

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

Recommended Sequence of Courses
First Semester – Fall
ARV 110   Computer Graphics I   3
ARV 121   Design   3
ARV 217   Computer Imagery   3
ARV 227   Website Design I   3
Total 12

Second Semester – Spring
ARV 123   Composition and Color   3
ARV 210   Computer Graphics II   3
or
ARV 212   Digital Photography   3
CGC 106   Typography I   3
CGC 110   Electronic Publishing   3
ARV 279   Portfolio Preparation   3
Total 15

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: 33 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 115   Aesthetics of Photography   3
ARV 121   Design   3
ARV 212   Digital Photography   3
ARV 217   Computer Imagery   3
Total 12

Second Semester – Spring
ARV 123   Composition and Color   3
ARV 213   Lighting   3
ARV 232   Digital Photography II   3
ARV 279   Portfolio Preparation   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

Digital Media Software

Certificate in Applied Science
Credit Requirements: 18 Semester Credit Hours
This certificate provides training in basic vector and raster graphics, electronic publishing and web design software. It is designed for students who wish to pursue a career in the graphic arts and marketing industries or professionals working in the field who are required to update their current skills.

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

Recommended Sequence of Courses
First Semester – Fall
ARV 110   Computer Graphics I   3
ARV 217   Computer Imagery   3
ARV 219   Multimedia Techniques   3
Total 9

Second Semester – Spring
ARV 210   Computer Graphics II   3
ARV 222   Computer Animation   3
ARV 227   Website Design I   3
Total 9

Film Production

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
This certificate program provides instruction in a broad spectrum of film production skills including lighting, cinematography, sound, and equipment maintenance and handling. These courses will be combined with practical on-the-job experience to enhance the learning process.

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

Recommended Sequence of Courses
First Semester – Fall
FLM 150   Pre-Production   3
FLM 155   Film Production I   3
FLM 158   Post Production   3
RTV 102   Lighting Fundamentals   3
RTV 140   Basic Photography   3
Total 15

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Film, Media and Visual Arts

Second Semester – Spring
FLM 148 Basic Editing 3
FLM 152 Film Equipment 3
FLM 153 Film Lighting 3
FLM 156 Film Production II 3
RTV 101 Audio Techniques 3
Total 15

Third Semester – Summer
FLM 157 Set Construction/Props/Art 3
FLM 269 Film Production Practicum 6
Total 9

Illustration
Certificate in Applied Science
Credit Requirements: 39 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, that can be used to create imagery for business, advertising, entertainment and educational applications.

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

Recommended Sequence of Courses
First Semester – Fall
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 125 Drawing for Animators 3
or
ARV 212 Digital Photography 3
ARV 279 Portfolio Preparation 3
Total 15

Third Semester – Summer
ART 211 Introduction to Painting 3
ART 210 Computer Graphics II 3
ART 218 Computer Imagery II 3
ART 280 Visual Arts Exit Portfolio 3
Total 12

Multimedia Design
Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours
The Multimedia Design certificate program provides training for teachers, media technicians and those desiring work in the field of interactive media. Courses cover the design, development and production of educational and business interactive multimedia applications for CD and DVD distribution.

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- ARV 110 Computer Graphics I 3
- ARV 121 Design 3
- ARV 217 Computer Imagery 3
- ARV 221 Interactive Media Design 3
**Total 12**

**Second Semester – Spring**
- ARV 123 Composition and Color 3
- ARV 219 Multimedia Techniques 3
- ARV 222 Computer Animation 3
- ARV 227 Website Design I 3
- ARV 279 Portfolio Preparation 3
**Total 15**

**Third Semester – Summer**
- ARV 136 Motion Graphics I 3
- ARV 225 Advanced Computer Animation 3
- ARV 229 Advanced Multimedia 3
- ARV 280 Visual Arts Exit Portfolio 3
**Total 12**

### Non-Linear Film Editing

**Certificate in Applied Science**

**Credit Requirements: 39 Semester Credit Hours**

The curriculum has been designed to train students in non-linear editing with industry-standard hardware and software currently used by filmmaking professionals. Additionally, students will learn skills in visual storytelling through editing images and designing sound and effects around those images.

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- FLM 148 Basic Editing 3
- FLM 158 Post Production 3
- FLM 168 Advanced Post Production I 3
- FLM 230 Animation Production 3
- RTV 101 Audio Techniques 3
**Total 15**

**Second Semester – Spring**
- ARV 247 3-D Animation III 3
- FLM 169 Advanced Post Production II 3
- FLM 178 Advanced Editing 3
- RTV 201 Sound for Picture 3
**Total 12**

### Online Media Production

**Certificate in Applied Science**

**Credit Requirements: 39 Semester Credit Hours**

This certificate is designed for students who wish to pursue a career in conceiving, writing and producing video and audio program material primarily for web-based applications.

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- ARV 212 Digital Photography 3
- RTV 101 Audio Techniques 3
- RTV 102 Lighting Fundamentals 3
- RTV 144 Basic Videography 3
**Total 12**

**Second Semester – Spring**
- ARV 217 Computer Imagery 3
- FLM 148 Basic Editing 3
- RTV 103 Field Operations 3
- RTV 109 Writing for Electronic Media 3
- RTV 121 Introduction to Broadcasting 3
**Total 15**

**Third Semester – Summer**
- ARV 227 Website Design I 3
- FLM 159 Digital Distribution 3
- RTV 107 Producing and Directing 3
- RTV 270 Media Arts Business Procedures 3
**Total 12**

### Photography

**Certificate in Applied Science**

**Credit Requirements: 39 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.

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.

**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
- ARV 279 Portfolio Preparation 3

**Total 15**

**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**

---

**Website Design**

**Certificate in Applied Science**

**Credit Requirements: 39 Semester Credit Hours**

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

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

**Recommended Sequence of Courses**

**First Semester – Fall**
- ARV 110 Computer Graphics I 3
- ARV 121 Design 3
- ARV 217 Computer Imagery 3
- ARV 221 Interactive Media Design 3

**Total 12**

**Second Semester – Spring**
- ARV 123 Composition and Color 3
- ARV 212 Digital Photography 3
- ARV 222 Computer Animation 3
- ARV 227 Website Design I 3
- ARV 279 Portfolio Preparation 3

**Total 15**

**Third Semester – Summer**
- ARV 136 Motion Graphics I 3
- ARV 225 Advanced Computer Animation 3
- ARV 228 Website Design II 3
- ARV 280 Visual Arts Exit Portfolio 3

**Total 12**
Health Sciences

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

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

Students interested in Health Sciences programs may obtain admission requirements information from the Admissions office. Additional information about the sequence of course offerings, class schedules, program costs and job opportunities is available by consulting a faculty advisor or by attending a program advising session. Contact your assigned academic advisor for an appointment. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. See the Orientation section for more details.

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

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

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

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

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

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

Criminal Background Check/Drug Screening
All students enrolled in a Health Sciences program will be required to complete a criminal background check and will be subjected to a random drug screening. Results of the criminal background check and/or drug screening could affect the student’s ability to complete required clinical rotations and/or become credentialled.
(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
(Advanced Placement Option)
General Technology
Expanded Duty Dental Assisting
Massage Therapy
Medical Assisting
Pharmacy Technician
Health Information Management (pending approval)
Medical Laboratory Technology
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Respiratory Care
Veterinary Technology
Diploma Programs
Expanded Duty Dental Assisting
Medical Assisting
Pharmacy Technician

Certificate Programs
Advanced Emergency Medical Technician
Emergency Medical Technician
Fitness Specialist
Massage Therapy
Medical Record Coder
Paramedic
Pharmacy Technician

Dental Hygiene

Associate in Applied Science
Credit Requirements: 84 Semester Credit Hours
The dental hygienist is a licensed primary health care professional, oral health educator and clinician who, as co-therapist with the dentist, provides preventive, educational and therapeutic services supporting total health for the control of oral diseases and the promotion of oral health. Dental hygiene positions are available in general and specialty dental practices, community health centers and hospitals, as well as federal programs, the armed services and dental product promotion.

The curriculum, which includes both general education and professional dental hygiene courses, is accredited by the Commission on Dental Accreditation of the American Dental Association. Graduates are eligible to sit for the Dental Hygiene National Board Exam and individual state board examinations for licensure.

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

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

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

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

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

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

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

E. Provide proof that general education courses and their prerequisites (support courses required in the Dental Hygiene program) have been completed with a minimum grade of C and a cumulative GPA of 2.5. Laboratory sciences must be completed within five years of the admission date with a minimum GPA of 2.5. The following required general education courses may be completed concurrently with the Dental Hygiene program or may be completed prior to admission to the Dental Hygiene program or may be completed concurrently with the Dental Hygiene curriculum:
PSY 201 General Psychology
SOC 101 Introduction to Sociology
ELE HUM Humanities Elective

F. Satisfy academic probation/suspension requirement, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

OR

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

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

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

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

III. General Admission Procedures for the Dental Hygiene Program

Prior to admission to the program, provide the TTC program coordinator with a completed, current Health Sciences–Student Health Record. Applicants who meet college and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. If openings occur in earlier semesters, students who are not enrolled in another Health Sciences program may be offered the opportunity to move to an earlier acceptance date.

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

Readmission to a Program

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

Course Sequence and Progression

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

1. Achieve a grade of C or better in all courses required for the program.
2. Receive a satisfactory in Professional Development.

Recommended Sequence of Courses

Prerequisites

<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>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 105</td>
<td>General Organic and Biochemistry</td>
<td>4</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>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</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></td>
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</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
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Total 28

First Semester – Spring

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

Total 14

Second Semester – Summer

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

Total 12

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HEALTH SCIENCES

Third Semester – Fall
DHG 141 Periodontology 2
DHG 143 Dental Pharmacology 2
DHG 175 Clinical Dental Hygiene II 5
DHG 230 Public Health Dentistry 3
DHG 241 Integrated Dental Hygiene I 1
SOC 101 Introduction to Sociology 3

Total 16

Fourth Semester – Spring
DHG 231 Dental Health Education 1
DHG 255 Clinical Dental Hygiene III 5
DHG 265 Clinical Dental Hygiene IV 5
REQ HUM Select one course from Humanities listing on page B-3 3

Total 14

Emergency Medical Technology

Associate in Applied Science
Advanced Placement Option
Credit Requirements: 77 Semester Credit Hours
Currently certified paramedics who plan to earn an associate degree should consider the advanced placement option. To successfully complete the program, you must complete the following requirements:

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

II. Program Admission Requirements
A. Achieve qualifying scores on the college’s placement test, SAT or ACT.
B. Complete a Health Sciences application for the Emergency Medical Technology program.
C. Attend an official advising session with a program faculty member.

D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.
E. Earn a C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date. General education courses and their prerequisites are not required to have been completed prior to starting EMS courses.
F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.
G. Submit proof of a minimum of Paramedic, ACLS and CPR certifications.
H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

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

Total 13

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

Total 12

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

Total 12

For updated catalog, visit www.tridenttech.edu.
General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<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>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Humanities Elective</td>
<td>3</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>
</tr>
<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>26</strong></td>
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</tbody>
</table>

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

Experiential Learning Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>EMS 110</td>
<td>Basic Emergency Medical Care</td>
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</tr>
<tr>
<td>EMS 111</td>
<td>Intermediate Medical Care</td>
<td>5</td>
</tr>
<tr>
<td>EMS 212</td>
<td>EMS Field Internship I</td>
<td>2</td>
</tr>
<tr>
<td>EMS 219</td>
<td>Advanced EMS Field Internship II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

Emergency Medical Technology

Associate in Applied Science

Credit Requirements: 77 Semester Credit Hours

The Emergency Medical Technology program prepares students to practice in the complex and dynamic profession of the EMT. The curriculum is structured to allow the beginning student to test and practice as a basic or intermediate EMT while continuing in the advanced program. Internship and clinical experiences strengthen learned material and prepare the student for the reality of practice.

Admission Requirements

Applicants will be admitted to the Emergency Medical Technology program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements.

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

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

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

II. Program Admission Requirements

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

B. Complete a Health Sciences application for the Emergency Medical Technology program.

C. Attend an official advising session with a program faculty member.

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

E. Earn a grade of C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date.

F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.

G. Submit proof of a minimum of 12 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time.

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

I. Provide evidence of completion of the criminal background check and drug screen required by the college. EMT faculty will provide information and necessary forms at the advising session.

J. Provide the TTC program coordinator with a completed, current Health Sciences Student Health Record. EMT faculty will provide information and necessary forms at the advising session.

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

#### 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>BIO 210</td>
<td>Anatomy and Physiology I</td>
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</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>EMS 212</td>
<td>EMS Field Internship I</td>
<td>2</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td><strong>Total</strong></td>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
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<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>
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<tr>
<td>EMS 219</td>
<td>Advanced EMS Field Internship II</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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<td><strong>Total</strong></td>
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**Third Semester – Summer**

<table>
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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMS 116</td>
<td>Advanced Cardiac Life Support</td>
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<tr>
<td>EMS 120</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>EMS 217</td>
<td>Introduction to Electrocardiography</td>
<td>2</td>
</tr>
<tr>
<td>EMS 220</td>
<td>Paramedic Internship I</td>
<td>3</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
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<tr>
<td>or</td>
<td>SPC 209 Interpersonal Communication</td>
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**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>EMS 117</td>
<td>Advanced Pediatric Life Support</td>
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<tr>
<td>EMS 119</td>
<td>Emergency Medical Services Operations</td>
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<tr>
<td>EMS 211</td>
<td>Advanced Clinical Experience I</td>
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<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>
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<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
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**Fifth Semester – Spring**

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<td>EMS 210</td>
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<td>EMS 214</td>
<td>Advanced Clinical Experience II</td>
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<tr>
<td>EMS 218</td>
<td>EMS Management Seminar</td>
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<td>EMS 222</td>
<td>Paramedic Internship III</td>
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### General Technology

#### Associate in Applied Science

**Expanded Duty Dental Assisting Career Path**

**Credit Requirements: 70 Semester Credit Hours**

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

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
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<td>DAT 114</td>
<td>Dental Emergencies and Medicine</td>
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<tr>
<td>DAT 115</td>
<td>Ethics and Professionalism</td>
<td>1</td>
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<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>
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**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
<td>DAT 121</td>
<td>Dental Health Education</td>
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<tr>
<td>DAT 122</td>
<td>Dental Office Management</td>
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</tr>
<tr>
<td>DAT 124</td>
<td>Expanded Functions/Specialties</td>
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<tr>
<td>DAT 127</td>
<td>Dental Radiography</td>
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<tr>
<td>DAT 185</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>or</td>
<td>ENG 150 Basic Communications</td>
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**Third Semester – Summer**

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---

### Associate Degree Completion Program

**Associate in Applied Science**

**Expanded Duty Dental Assisting Career Path**

Students who have completed the Expanded Duty Dental Assisting diploma program as outlined above (with CPT 101, ENG 101 and PSY 201) will be eligible for an associate degree in General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work...
presented to fulfill program requirements is required for graduation.

### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities</td>
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</tr>
<tr>
<td></td>
<td>listing on page B-3</td>
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</table>

### Other Required Courses

Select a minimum of 15 hours from the following courses to meet career goals:

<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>
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</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
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<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>MGT 150</td>
<td>Fundamentals of Supervision</td>
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</tr>
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<td>MGT 250</td>
<td>Situational Supervision</td>
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<td>MGT 270</td>
<td>Managerial Communication</td>
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<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
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### Associate Degree Completion Program

#### Associate in Applied Science

**General Technology**

**Massage Therapy Career Path**

<table>
<thead>
<tr>
<th>Course</th>
<th>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>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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<td>MGT 120</td>
<td>Small Business Management</td>
<td>3</td>
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<td>MGT 121</td>
<td>Small Business Operations</td>
<td>3</td>
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<tr>
<td>MKT 101</td>
<td>Marketing</td>
<td>3</td>
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<td>MKT 135</td>
<td>Customer Service Techniques</td>
<td>3</td>
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<tr>
<td>PSY 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
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<td>SPC 209</td>
<td>Interpersonal Communication</td>
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<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities</td>
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<tr>
<td></td>
<td>listing on page B-3</td>
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</tr>
</tbody>
</table>

Total 30

#### General Technology

**Associate in Applied Science**

**Medical Assisting Career Path**

Credit Requirements: 75-76 Semester Credit Hours

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

**Recommended Sequence of Courses**

<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>
</tbody>
</table>

Total 3
## Health Sciences

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

**Total 14**

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

**Total 18**

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

**Total 17**

### Associate Degree Completion Program

#### Associate in Applied Science

##### Medical Assisting Career Path

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

- **BIO 210** Anatomy and Physiology I 4
- **BIO 211** Anatomy and Physiology II 4
- **REQ HUM** Select one course from Humanities listing on page B-3 3

- **MAT 110** College Algebra 3
  - or
  - **MAT 120** Probability and Statistics 3
- **PSY 203** Human Growth and Development 3
  - or
  - **SPC 205** Public Speaking 3
- **MED 120** Small Business Management 3
  - or
  - **MG T 101** Principles of Management 3
- **MK T 101** Marketing 3
  - or
  - **PSY 212** Abnormal Psychology 3
  - or
  - **SPA 101** Elementary Spanish I 4

**Total 26-27**

#### General Technology

##### Associate in Applied Science

##### Pharmacy Technician Career Path

Credit Requirements: 66 Semester Credit Hours

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

**Recommended Sequence of Courses**

**Prerequisite**
- **CPT 101** Introduction to Computers 3

**First Semester – Fall**
- **AHS 104** Medical Vocabulary/Anatomy 3
- **AHS 106** Cardiac Pulmonary Resuscitation 1
- **BIO 115** Basic Microbiology 3
- **PHM 101** Introduction to Pharmacy Tech 3
- **PHM 113** Pharmacy Technician Math 3
- **PHM 114** Therapeutic Agents I 3

**Total 16**

**Second Semester – Spring**
- **PHM 110** Pharmacy Practice 4
- **PHM 124** Therapeutic Agents II 3
- **PHM 152** Pharmacy Technician Practicum I 2
- **PHM 175** Pharmacy Technician Practicum 3

**Total 12**

**Third Semester – Summer**
- **ENG 101** English Composition I 3
- **PHM 118** Community pharmacy Seminar 1
- **PHM 164** Pharmacy Technician Practicum II 4
- **SPC 209** Interpersonal Communication 3

**Total 11**
Associate Degree Completion Program

Pharmacy Technician Career Path

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

SPA 155 Technical Spanish I 3
MAT 155 Contemporary Mathematics 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
MGT 101 Principles of Management 3
MGT 270 Managerial Communication 3
MGT 150 Fundamentals of Supervision 3
PHI 110 Ethics 3
PHM 201 Pharmacy Management 2
PHM 250 Special Topics in Pharmacy 3
PSY 201 General Psychology 3

Total 26

Health Information Management

Health Information Management is a health care profession that ensures the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems; uses computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs; includes competencies in coding diagnoses and procedures in patient records for reimbursement and research; and compiles and maintains data on cancer patients.

Upon completion of the program, graduates will qualify to sit for the American Health Information Association (AHIMA) Registered Health Information Technician (RHIT) credential.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

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

Note: Admission to the college does not guarantee admission to the Health Information Management program.

II. Program Admission Requirements

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

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

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

B. Complete a Health Sciences application for the Health Information Management program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.
A. Achieve the equivalent math score on the TTC placement test, or
   Complete MAT 101 with a minimum grade of C, or
   Complete MAT 152 with a minimum grade of C, or
   Complete a math course equivalent to MAT 101 or MAT 152 from an approved, regionally accredited postsecondary institution.

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

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

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

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

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

III. General Admission Procedures for the Health Information Management Program

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

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

IV. Course Progression

In order to progress to the next semester once accepted into the program, students must:
1. Earn a grade of C or better in all courses required for the program. For updated catalog, visit www.tridenttech.edu.
2. Maintain a minimum 2.0 cumulative GPA throughout the program.
3. Earn a satisfactory grade of S on all professional development evaluations.
4. Successfully meet the clinical attendance policy.

Readmission to a Program

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

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary and Anatomy</td>
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<td>AHS 121</td>
<td>Basic Pharmacology</td>
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<td>CPT 101</td>
<td>Intro to Computers</td>
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<th>First Semester – Spring</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AHS 105</td>
<td>Med Law and Ethics</td>
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</tr>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
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<td>HIM 110</td>
<td>Health Information Science I</td>
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<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
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<td><strong>Total</strong></td>
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</table>
Second Semester – Summer  
BIO 211  Anatomy and Physiology II  4  
HIM 140  Current Procedural Terminology I  3  
PSY 201  General Psychology  3  
SPC 205  Public Speaking  3  
Total 13  

Third Semester – Fall  
HIM 130  Billing and Reimbursement  3  
HIM 141  Current Procedural Terminology II  3  
HIM 216  Coding and Classification  3  
HIM 225  Coding and Classification II  3  
Total 12  

Fourth Semester – Spring  
AHS 106  Cardiopulmonary Resuscitation  1  
HIM 115  Medical Records and Law  2  
HIM 120  Health Information Science II  3  
HIM 163  Supervised Clinical Practice I  3  
HIM 250  Coding and Classification III  3  
Total 12  

Fifth Semester – Summer  
HIM 164  Supervised Clinical Practice II  3  
HIM 215  Registries and Statistics  3  
HIM 265  Supervisory Principles  3  
REQ HUM  Select one course from Humanities  
Listing on page B-3  3  
Total 12  

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

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

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

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

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

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

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

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.
III. Procedures Required for Program Progression

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

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

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

D. Earn a grade of C or better in all courses required for the program.

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

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

IV. General Procedures

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

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

Recommended Sequence of Courses

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

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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>
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</tr>
<tr>
<td>*BIO 112</td>
<td>Basic Anatomy and Physiology</td>
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<td>CHM 110</td>
<td>College Chemistry I</td>
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Second Semester – Spring

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

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<th>Course</th>
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<tr>
<td>MLT 105</td>
<td>Medical Microbiology</td>
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<tr>
<td>MLT 108</td>
<td>Urinalysis and Body Fluids</td>
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<td>MLT 115</td>
<td>Immunology</td>
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Fourth Semester – Fall

<table>
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<td>Immunohematology</td>
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<td>MLT 130</td>
<td>Clinical Chemistry</td>
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<tr>
<td>MLT 205</td>
<td>Advanced Microbiology</td>
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<tr>
<td>MLT 210</td>
<td>Advanced Hematology</td>
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Fifth Semester – Spring

<table>
<thead>
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<th>Course</th>
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<tr>
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<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
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</table>

*May substitute BIO 210 and BIO 211 for BIO 112
**May substitute SPC 205
Occupational Therapy Assistant

Associate in Applied Science
Credit Requirements: 76 Semester Credit Hours

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

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449.

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

Program Admission and Course Progression Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

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

II. Program Progression Requirements

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

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

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

B. Complete a Health Sciences application for the Occupational Therapy Assistant program. (Note: When the number of applicants qualifying for progression at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.)

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

D. Provide proof that all general education courses (support courses) required in the Occupational Therapy Assistant program have been completed with a minimum grade of C. Laboratory sciences and AHS 104 Medical Vocabulary/Anatomy must have been taken within five years of admission date.

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

F. Maintain a minimum cumulative 2.5 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into OTA-prefix courses.

Submit proof of minimum of 40 hours of observation/volunteer work performed in two different occupational therapy settings. The applicant is responsible for arranging the observation/volunteer time.
H. Attend an official open advising session and obtain a signed statement from an Occupational Therapy Assistant program faculty member verifying attendance.

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

III. General Admission Procedures for the Occupational Therapy Assistant Program

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

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

Readmission to a Program

Students who receive a W, D, U or F in a professional course may request consideration for readmission to the Occupational Therapy Assistant program. Readmission to the program is not automatic. See the Health Sciences overview.

Course Progression

To progress to the next Occupational Therapy Assistant course, the student must complete all Occupational Therapy Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during field work.

Recommended Sequence of Courses

First Semester – Fall

<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>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 120</td>
<td>Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
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<tr>
<td>Total</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>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
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<tr>
<td>CPT 101</td>
<td>Introduction to Computers</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>
</tr>
<tr>
<td>or</td>
<td>SPC 209 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>PHI 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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<tr>
<td>Total</td>
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Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>OTA 101</td>
<td>Fundamentals of OT</td>
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<td>OTA 105</td>
<td>Therapeutic Analysis in OT</td>
<td>3</td>
</tr>
<tr>
<td>OTA 203</td>
<td>Kinesiology for Occupational Therapy</td>
<td>3</td>
</tr>
<tr>
<td>OTA 213</td>
<td>Group Process and Dynamics</td>
<td>2</td>
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<tr>
<td>OTA 142</td>
<td>OTA Clinical Introduction I</td>
<td>1</td>
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Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>OTA 155</td>
<td>Gerontology</td>
<td>2</td>
</tr>
<tr>
<td>OTA 162</td>
<td>Psychosocial Dysfunction</td>
<td>3</td>
</tr>
<tr>
<td>OTA 164</td>
<td>Physical Dysfunction</td>
<td>6</td>
</tr>
<tr>
<td>OTA 176</td>
<td>Pediatric Development and Dysfunction</td>
<td>4</td>
</tr>
<tr>
<td>OTA 245</td>
<td>Occupational Therapy Departmental Management</td>
<td>2</td>
</tr>
<tr>
<td>OTA 144</td>
<td>OTA Clinical Introduction II</td>
<td>1</td>
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<td>Total</td>
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Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 262</td>
<td>OTA Clinical Application I</td>
<td>7</td>
</tr>
<tr>
<td>OTA 264</td>
<td>OTA Clinical Application II</td>
<td>7</td>
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<tr>
<td>Total</td>
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<td>14</td>
</tr>
</tbody>
</table>

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.

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

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

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

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

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

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

B. Complete a Health Sciences application for the Physical Therapist Assistant program.

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

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

D. Earn a grade of C or better in all courses required for the program. Laboratory sciences and AHS 104 must have been completed within five years of admission date.

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

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

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

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

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

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

Readmission to a Program
Students who receive a U, W, D or F in a professional course may request consideration for readmission to the Physical Therapist Assistant program. Readmission to the program is not automatic. See the Health Sciences overview.
Course Progression

To progress to the next Physical Therapist Assistant course, the student must complete all Physical Therapist Assistant courses with a grade of C or better. The student must earn a grade of satisfactory on the final professional development evaluation each semester of the program.

Note: Students are responsible for transportation, meals and housing expenses during clinical rotations.

Recommended Sequence of Courses

First Semester – Fall

<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>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 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>MAT 120 Probability and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
<td>3</td>
</tr>
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</table>

Total 16

Second Semester – Spring

<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>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>
</tr>
<tr>
<td>or</td>
<td>SPC 209 Interpersonal Communication</td>
<td>3</td>
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</tbody>
</table>

Total 13

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTH 101</td>
<td>Physical Therapy Professional Preparation</td>
<td>2</td>
</tr>
<tr>
<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>
</tr>
</tbody>
</table>

Total 14

Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTH 221</td>
<td>Pathology I</td>
<td>2</td>
</tr>
<tr>
<td>PTH 240</td>
<td>Therapeutic Exercises/Applications</td>
<td>5</td>
</tr>
<tr>
<td>PTH 244</td>
<td>Rehabilitation</td>
<td>4</td>
</tr>
<tr>
<td>PTH 266</td>
<td>Physical Therapy Practicum I</td>
<td>6</td>
</tr>
</tbody>
</table>

Total 17

Fifth Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTH 222</td>
<td>Pathology II</td>
<td>2</td>
</tr>
<tr>
<td>PTH 230</td>
<td>Clinical Electrotherapy</td>
<td>3</td>
</tr>
<tr>
<td>PTH 242</td>
<td>Orthopedic Management</td>
<td>4</td>
</tr>
<tr>
<td>PTH 245</td>
<td>Pediatric Physical Therapy</td>
<td>2</td>
</tr>
<tr>
<td>PTH 275</td>
<td>Advanced Professional Preparation</td>
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</tr>
<tr>
<td>PTH 276</td>
<td>Physical Therapy Practicum II</td>
<td>6</td>
</tr>
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</table>

Total 18

Radiologic Technology

Associate in Applied Science

Credit Requirements: 86 Semester Credit Hours

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

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

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

B. Complete a Health Sciences application for the Radiologic Technology program.

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

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

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

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

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

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

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

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

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

III. General Admission Procedures for the Radiologic Technology Program

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

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

IV. Course Progression

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

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

Readmission to a Program

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

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>MAT 110</td>
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**Total 3**

First Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>CPT 101</td>
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<td>ENG 101</td>
<td>3</td>
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<tr>
<td>RAD 101</td>
<td>2</td>
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<tr>
<td>RAD 121</td>
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**Total 14**

Second Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>BIO 210</td>
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<td>RAD 110</td>
<td>3</td>
</tr>
<tr>
<td>RAD 130</td>
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<tr>
<td>RAD 152</td>
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<td>REQ HUM</td>
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**Total 15**

Third Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
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<td>BIO 211</td>
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<td>RAD 115</td>
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<td>RAD 165</td>
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**Total 15**

Fourth Semester – Summer

<table>
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<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>PSY 201</td>
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<tr>
<td>RAD 175</td>
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<td>RAD 205</td>
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<td>RAD 236</td>
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Fifth Semester – Fall

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<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>RAD 201</td>
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<tr>
<td>RAD 230</td>
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<td>RAD 258</td>
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**Total 13**

Sixth Semester – Spring

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<td>RAD 268</td>
<td>8</td>
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<tr>
<td>SPC 205</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>SPC 209</td>
<td>3</td>
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</table>

**Total 14**

Respiratory Care

Associate in Applied Science

Credit Requirements: 83-84 Semester Credit Hours

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

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

Admission Requirements

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

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

I. General College Admission Requirements

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

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

II. Program Admission Requirements

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

B. Complete a Health Sciences application for the Respiratory Care program.

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

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

D. Submit proof of algebra competencies by completing one of the following:
   1. MAT 110 College Algebra or MAT 109 Algebra with Modeling with a minimum grade of C,
   OR
   2. Complete a college algebra course equivalent to MAT 110 or MAT 109 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

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

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

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

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

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

III. General Admission Procedures for the Respiratory Care Program

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

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

Readmission to a Program

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

Course Progression

To progress to the next Respiratory Care course, students must:
1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>
**Veterinary Technology**

**Associate in Applied Science**

**Credit Requirements: 77 Semester Credit Hours**

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

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

The Veterinary Technology program is fully accredited by the American Veterinary Medical Association. Upon graduation, students are eligible to take the Veterinary Technician National Exam and the South Carolina licensing exam. Successful completion of both of these examinations will earn the graduate the opportunity to be recognized officially as a licensed veterinary technician.

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

**Admission Requirements**

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

1. **General College Admission Requirements**

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

   *Note: Admission to the college does not guarantee admission to the Veterinary Technology program.*
II. Program Admission Requirements

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

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

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

B. Complete a Health Sciences application for the Veterinary Technology program.

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

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

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

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

   **Biology**
   1. BIO 101 Biological Science with a minimum grade of C,
      OR

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

**English**

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

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

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

G. Provide proof of completion for the following courses with a minimum grade of C: VET 105, BIO 101, CPT 101, ENG 101. BIO 101 must have been taken within the last five years. To exempt the VET 105 requirement, provide documentation of at least six months of full-time employment in a veterinary hospital setting.

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

I. Submit a completed observation/volunteer form showing evidence of a minimum of 20 hours of observation/volunteer work in an animal care facility with a veterinarian present. Contact the program faculty at 843.899.8011 or 843.899.8086 for assistance in meeting this requirement. Forms can be obtained from and should be returned to the Admissions office.
J. A rabies vaccination (optional) must be completed by the first day of class. Students who have already been vaccinated must provide proof of adequate blood titer (within previous two years). If a student elects not to receive rabies immunization, he/she must sign a waiver. Call the program coordinator at 843.899.8011.

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

III. General Admission Procedures for the Veterinary Technology Program

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

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

Readmission to a Program

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

Course Progression

To progress to the next Veterinary Technology course the student must:

1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

Full Time

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Recommended Sequence of Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 Biological Science I 4</td>
<td>First Semester – Fall</td>
</tr>
<tr>
<td>CPT 101 Introduction to Computers 3</td>
<td>BIO 115 Basic Microbiology 3</td>
</tr>
<tr>
<td>ENG 101 English Composition I 3</td>
<td>VET 101 Animal Breeds and Husbandry 3</td>
</tr>
<tr>
<td>VET 105 Orientation to Veterinary Technology I</td>
<td>VET 103 Veterinary Medical Terminology 2</td>
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<tr>
<td>Total 11</td>
<td>VET 104 Veterinary Anatomy and Physiology 3</td>
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<tr>
<td></td>
<td>VET 117 Animal Nutrition 2</td>
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<tr>
<td></td>
<td>Second Semester – Spring</td>
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<tr>
<td></td>
<td>PSY 201 General Psychology 3</td>
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<td>VET 140 Veterinary Pharmacology 2</td>
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<td>VET 142 Veterinary Anesthesia 3</td>
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<td>VET 160 Clinical Techniques II 3</td>
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<td>VET 180 Preceptorship 2</td>
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<td>Third Semester – Summer</td>
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<td>PHI 110 Ethics 3</td>
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<td>VET 116 Radiology and Parasitology 3</td>
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<td>VET 215 Laboratory Animal Medicine 2</td>
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<td></td>
<td>VET 240 Office Management and Client Education 3</td>
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<td></td>
<td>Fourth Semester – Fall</td>
</tr>
<tr>
<td></td>
<td>VET 152 Clinical Pathology 4</td>
</tr>
<tr>
<td></td>
<td>VET 203 Small Animal Diseases, Zoonosis and Client Education 3</td>
</tr>
<tr>
<td></td>
<td>VET 207 Large Animal Clinical Practice 3</td>
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<td>VET 250 Clinical Techniques III 3</td>
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<td>Fifth Semester – Spring</td>
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<tr>
<td></td>
<td>MAT 120 Probability and Statistics 3</td>
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<td></td>
<td>SPC 209 Interpersonal Communication 3</td>
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<td></td>
<td>VET 170 Veterinary Technician Externship 6</td>
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<td></td>
<td>VET 260 Clinical Techniques IV 3</td>
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<td></td>
<td>VET 280 Senior Seminar 1</td>
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<td>Total 16</td>
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</tbody>
</table>
Part Time

Recommended Sequence of Courses

**Prerequisites**

- BIO 101 Biological Science I 4
- CPT 101 Introduction to Computers 3
- ENG 101 English Composition I 3
- VET 105 Orientation to Veterinary Technology 1
  
  **Total 11**

**First Semester – Spring**

- VET 103 Veterinary Medical Terminology 2
- VET 117 Animal Nutrition 2
  
  **Total 4**

**Second Semester – Summer**

- PHI 110 Ethics 3
- PSY 201 General Psychology 3
  
  **Total 6**

**Third Semester – Fall**

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

**Fourth Semester – Spring**

- VET 140 Veterinary Pharmacology 2
- VET 142 Veterinary Anesthesia 3
- VET 160 Clinical Techniques II 3
  
  **Total 8**

**Fifth Semester – Summer**

- VET 116 Radiology and Parasitology 3
- VET 180 Preceptorship 2
- VET 215 Laboratory Animal Medicine 2
  
  **Total 7**

**Sixth Semester – Fall**

- VET 152 Clinical Pathology 4
- VET 203 Small Animal Diseases, Zoonosis and Client Education 3
- VET 250 Clinical Techniques III 3
  
  **Total 10**

**Seventh Semester – Spring**

- MAT 120 Probability and Statistics 3
- SPC 209 Interpersonal Communication 3
- VET 260 Clinical Techniques IV 3
  
  **Total 9**

**Eighth Semester – Summer**

- VET 240 Office Management and Client Education 3
  
  **Total 3**

**Ninth Semester – Fall**

- VET 170 Veterinary Technician Externship 6
- VET 207 Large Animal Clinical Practice 3
- VET 280 Senior Seminar 1
  
  **Total 10**

Expanded Duty Dental Assisting

Diploma in Applied Science

Credit Requirements: 46 Semester Credit Hours

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

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

**I. General College Admission Requirements**

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

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

**II. Program Admission Requirements**

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

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

C. Complete a Health Sciences application for the program.

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

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

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

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

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

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

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

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

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

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

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

Readmission to a Program

Students who receive a W, D or F in a prerequisite or corequisite course may request consideration for readmission to the program. Readmission to the program is not automatic. Specific policies and procedures for readmission are listed in the Dental Services Department Policies and Procedures Manual. See the Health Sciences overview.

Course Sequence and Progression

To progress to the next Expanded Duty Dental Assisting course, the student must earn a grade of C or better in all courses required for the program.

Full Time

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
</tr>
<tr>
<td>DAT 114</td>
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<tr>
<td>DAT 115</td>
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<td>DAT 118</td>
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<td>DAT 123</td>
</tr>
<tr>
<td>DAT 154</td>
</tr>
<tr>
<td>DHG 244</td>
</tr>
</tbody>
</table>

Total 19
Health Sciences

Second Semester – Spring
DAT 121 Dental Health Education 2
DAT 122 Dental Office Management 2
DAT 124 Expanded Functions/Specialties 1
DAT 127 Dental Radiography 4
DAT 185 Dental Specialties 5
ENG 101 English Composition I 3
or
ENG 150 Basic Communications 3
Total 17

Third Semester – Summer
DAT 177 Dental Office Experience 7
PSY 201 General Psychology 3
Total 10

Part Time

Recommended Sequence of Courses
First Semester – Spring
CPT 101 Introduction to Computers 3
DAT 123 Oral Medicine/Oral Biology 3
ENG 101 English Composition I 3
or
ENG 150 Basic Communications 3
Total 9

Second Semester – Summer
DAT 114 Dental Emergencies and Medicine 3
DAT 115 Ethics and Professionalism 1
PSY 201 General Psychology 3
Total 7

Third Semester – Fall
DAT 118 Dental Morphology 2
DAT 124 Expanded Functions/Specialties 1
DAT 154 Clinical Procedures I 4
DHG 244 Dental Materials 3
Total 10

Fourth Semester – Spring
DAT 121 Dental Health Education 2
DAT 122 Dental Office Management 2
DAT 127 Dental Radiography 4
DAT 185 Dental Specialties 5
Total 13

Fifth Semester – Summer
DAT 177 Dental Office Experience 7
Total 7

Associate Degree Completion Program

Associate in Applied Science
Expanded Duty Dental Assisting Career Path
Students who have completed the Expanded Duty Dental Assisting diploma program as outlined above (with CPT 101, ENG 101 and PSY 201) will be eligible for an associate degree in General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college work presented to fulfill program requirements is required for graduation.

Core Curriculum Requirements
MAT 110  College Algebra 3
or
MAT 120  Probability and Statistics 3
SPC 205  Public Speaking 3
or
SPC 209  Interpersonal Communication 3
REQ HUM  Select one course from Humanities listing on page B-3 3

Other Required Courses
Select a minimum of 15 hours from the following courses to meet career goals:
BIO 210  Anatomy and Physiology I 4
BIO 211  Anatomy and Physiology II 4
ECO 210  Macroeconomics 3
MGT 101  Principles of Management 3
MGT 120  Small Business Management 3
MGT 150  Fundamentals of Supervision 3
MGT 250  Situational Supervision 3
MGT 270  Managerial Communication 3
MKT 101  Marketing 3
PSY 203  Human Growth and Development 3
SOC 101  Introduction to Sociology 3
SPA 101  Elementary Spanish I 4

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 Medical Assisting Educational Review Board (MAERB), CAAHEP, 1361 Park St., Clearwater, FL 33756, 727.210.2350. Graduates of the program are eligible to take the national AAMA certification examination.

**Admission Requirements**

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

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

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

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

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

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

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

   **B.** Complete a Health Sciences application for the Medical Assisting program.

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

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

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

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

   **F.** Achieve the appropriate math score on TTC’s placement test
   OR
   **1.** Complete MAT 101 Beginning Algebra or MAT 152 Elementary Algebra or MAT 155 Contemporary Mathematics with a minimum grade of C,
   OR
   **2.** Complete a beginning algebra course equivalent to MAT 101 with a minimum grade of C from an approved, regionally accredited postsecondary institution.

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

   **H.** Provide proof of keyboarding skills by completing AOT 105 Keyboarding or high school keyboarding with a minimum grade of C.
I. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.

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

K. AHS 104 Medical Vocabulary/Anatomy completed within five years.

Note: Students who intend to complete the Associate Degree in General Technology need to complete appropriate prerequisites for the math and English requirements.

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

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

IV. Course Progression
In order to progress to the next semester once accepted into the program, students must:
1. Earn a grade of C or better in all courses required for the program.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Maintain a minimum 2.0 cumulative GPA throughout the program.
4. Successfully meet a stringent clinical attendance policy.

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

Recommended Sequence of Courses
Prerequisite
AHS 104 Medical Vocabulary/Anatomy 3

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.

Recommended Sequence of Courses
Prerequisite
AHS 104 Medical Vocabulary/Anatomy 3
Total 3
**Health Sciences**

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
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</tr>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
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<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities</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>PSY 203</td>
<td>Human Growth and Development</td>
<td>3</td>
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<tr>
<td>SPC 205</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>or</td>
<td>SPC 209 Interpersonal Communication</td>
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<td>MGT 101</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>MGT 120</td>
<td>Small Business Management</td>
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<tr>
<td>or</td>
<td>MKT 101 Marketing</td>
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<tr>
<td>or</td>
<td>PSY 212 Abnormal Psychology</td>
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<tr>
<td>or</td>
<td>SPA 101 Elementary Spanish I</td>
<td>4</td>
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</tbody>
</table>

**Total 26-27**

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

**Pharmacy Technician**

**Diploma in Applied Science**

**Credit Requirements: 45 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**

1. **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.

2. **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 MAT 155 Contemporary Mathematics with a minimum grade of C.

   C. Achieve the appropriate sentence skills scores on TTC’s placement test OR

      1. Complete English 100 Introduction to Composition with a minimum grade of C,

      OR

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

   D. Provide proof successful completion of CPT 101.

   E. Complete a Health Sciences application for the Pharmacy Technician program.

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

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

   G. Provide proof of high school graduation or equivalent by submitting a copy of your high school transcript, diploma or GED.
H. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office, OR, complete six semester credit hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

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

J. At the time of entry to the program, show evidence of completion of the criminal background check and drug screening required by the college. Students entering the associate degree in Applied Science – General Technology program may submit a letter of recommendation from their employer in lieu of a background check.

III. General Admission Procedures for the Pharmacy Technician Program

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

You must receive a satisfactory background check before the mandatory program orientation session. Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

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

IV. Course Progression

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

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

4. Successfully meet a stringent clinical attendance policy.

Readmission to a Program

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

Recommended Sequence of Courses

Prerequisite

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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First Semester – Fall

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
<td>3</td>
</tr>
<tr>
<td>AHS 106</td>
<td>Cardio Pulmonary Resuscitation</td>
<td>1</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Basic Microbiology</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>
<td>3</td>
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<tr>
<td>PHM 114</td>
<td>Therapeutic Agents I</td>
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Total 19

Second Semester – Spring

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<th>Course</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>PHM 110</td>
<td>Pharmacy Practice</td>
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<tr>
<td>PHM 124</td>
<td>Therapeutic Agents II</td>
<td>3</td>
</tr>
<tr>
<td>PHM 152</td>
<td>Pharmacy Technician Practicum I</td>
<td>2</td>
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<tr>
<td>PHM 175</td>
<td>Pharmacy Technician Practicum</td>
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Total 12

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PHM 118</td>
<td>Community pharmacy Seminar</td>
<td>1</td>
</tr>
<tr>
<td>PHM 164</td>
<td>Pharmacy Technician Practicum II</td>
<td>4</td>
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<tr>
<td>SPC 209</td>
<td>Interpersonal Communication</td>
<td>3</td>
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</tbody>
</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 Pharmacy Technician diploma program as outlined above (with ENG 101) will be eligible for an Associate in Applied Science – General Technology upon completion of the following general education and secondary specialty courses. A grade point average of 2.0 on all college
work presented to fulfill program requirements is required for graduation.

SPA 155 Technical Spanish I 3
MAT 155 Contemporary Mathematics 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
MGT 101 Principles of Management 3
MGT 270 Managerial Communication 3
MGT 150 Fundamentals of Supervision 3
PHI 110 Ethics 3
PHM 201 Pharmacy Management 2
PHM 250 Special Topics in Pharmacy 3
PSY 201 General Psychology 3

Total 26

Emergency Medical Technology Certificate Programs

Program Admission Requirements

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

A. Achieve qualifying scores on the college’s placement test, SAT or ACT.
B. Complete a Health Sciences application for the Emergency Medical Technology program.
C. Attend an official advising session with a program faculty member.
D. Provide proof of high school graduation or equivalent by submitting a copy of high school transcript, diploma or GED.
E. Earn a grade of C or better in all courses required for the program. Laboratory sciences must have been completed within five years of the admission date.
F. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA on all college course work by submitting official copies of college transcripts, other than TTC transcripts, to the Admissions office.
G. Submit proof of a minimum of 12 hours of observation of an EMT-Paramedic employed by an emergency services agency. The applicant is responsible for arranging the observation time for the Emergency Medical Technician certificate only.

H. Maintain a minimum cumulative 2.0 GPA and not be on academic or disciplinary suspension at the time of admission and date of entry into the program.
I. Provide evidence of completion of the criminal background check and drug screen required by the college. EMT faculty will provide information and necessary forms at the advising session.
J. Provide the TTC program coordinator with a completed, current Health Student Health Record. EMT faculty will provide information and necessary forms at the advising session.
K. Provide proof of current CPR, EMT-B, and/or EMT-I certifications.

Emergency Medical Technician

Certificate in Applied Science
Credit Requirements: 11 semester credit hours

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

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

First Semester – Fall
BIO 210 Anatomy and Physiology I 4
EMS 110 Emergency Medical Technician 5
EMS 212 EMS Field Internships 2

Total 11

Advanced Emergency Medical Technician

Certificate in Applied Science
Credit Requirements: 12 semester credit hours

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

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

First Semester – Spring
BIO 211  Anatomy and Physiology II  4
EMS 111  Advanced Emergency Care  5
EMS 115  International Trauma Life Support  1
EMS 219  EMS Field Internships II  2
Total 12

Paramedic

Certificate: Paramedic Certificate
Credit Requirements: 36 semester credit hours

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

Admission to this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT, or the TTC placement test as well as successful completion of the EMT Basic Apprentice Certificate and the Advanced Emergency Medical Technician certificate program or current Advanced Emergency Medical Technician certification. Two college-approved Anatomy and Physiology courses (BIO 210/211) with a grade of C or better within the last five years are also required.

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

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

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

Fitness Specialist

Certificate: Applied Science
Credit Requirements: 37 semester credit hours

The Fitness Specialist certificate provides entry-level training for the fitness industry. Graduates will be qualified to work in gyms, commercial and corporate fitness centers and provide aerobics, cardio, weight training, wellness, and personal fitness training services.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I.  General College Admission Requirements

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

Note: Admission to the college does not guarantee admission to the Fitness Specialist program.

II.  Program Admission Requirements

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

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

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

B.  Complete a Health Sciences application for the Fitness Specialist program.

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

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

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

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

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

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

III. General Admission Procedures for the Fitness Specialist Program

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

IV. Course Progression

Earn a grade of C or better in all courses required for the program.

Readmission to a Program

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

### Summer Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFT 103</td>
<td>Sports First Aid and Safety</td>
<td>3</td>
</tr>
<tr>
<td>BIO 112</td>
<td>Basic Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>SFT 109</td>
<td>Lifetime Fitness and Wellness</td>
<td>3</td>
</tr>
<tr>
<td>SFT 110</td>
<td>Weight Training: Theory and Application</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

### Fall Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFT 101</td>
<td>Introduction to Exercise Physiology</td>
<td>3</td>
</tr>
<tr>
<td>SFT 125</td>
<td>Personal Trainer Techniques</td>
<td>3</td>
</tr>
<tr>
<td>SFT 130</td>
<td>Aerobics Instructor Training</td>
<td>3</td>
</tr>
<tr>
<td>BIO 238</td>
<td>Musculoskeletal Anatomy</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

### Spring Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SFT 105</td>
<td>Fitness Assessment and Exercise Program Design</td>
<td>3</td>
</tr>
<tr>
<td>SFT 107</td>
<td>Nutrition for Fitness and Training</td>
<td>3</td>
</tr>
<tr>
<td>SFT 121</td>
<td>Medical Exercise</td>
<td>3</td>
</tr>
<tr>
<td>SFT 202</td>
<td>Internship for Personal Trainer</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

### Massage Therapy

**Certificate in Applied Science**

**Credit Requirements: 30 Semester Credit Hours**

The Massage Therapy program prepares a student for employment as a massage therapist. Swedish, sports and deep tissue massage techniques are emphasized. Chair massage, neuromuscular therapy and Eastern massage techniques also are introduced. Employment opportunities include private practice, physical fitness facilities, hotels/resorts, sports medicine clinics and health care facilities.

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

**Admission Requirements**

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

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

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

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

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

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

B. Complete a Health Sciences application for the Massage Therapy program.

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

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

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

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

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

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

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

IV. Course Progression
Earn a grade of C or better in all courses required for the program.

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

Recommended Sequence of Courses

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

* 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

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

Certificate in Applied Science
Credit Requirements: 37 Semester Credit Hours

A medical record coder is a health information management professional who focuses on medical record coding. Health care statistics, indexes, databases, regulatory requirements, procedural coding, billing and compliance are major components of this profession.

The Medical Record Coder program prepares students for employment as a medical record coder. Graduates will be eligible to take the certification and registry examinations administered by the American Health Information Management Association and American Academy of Professional Coders.

Admission Requirements

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

APPLICANTS MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS

I. General College Admission Requirements

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

Note: Admission to the college does not guarantee admission to the Medical Record Coder program.

II. Program Admission Requirements

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

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

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

B. Complete a Health Sciences application for the Medical Record Coder program.

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

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

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

E. Achieve the equivalent math score on TTC’s placement test, OR

Complete MAT 032 (Developmental Mathematics) with a minimum grade of SC,

OR

Complete a math course equivalent to MAT 032 with a minimum grade of SC from an approved, regionally accredited postsecondary institution.

F. Achieve the equivalent English score on TTC’s placement test, OR

Complete ENG 100 with a minimum grade of C.

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

H. Complete these prerequisite courses with a grade of C or better: AHS 104 Medical Vocabulary/Anatomy; BIO 112 Basic Anatomy and Physiology; CPT 101 Introduction to Computers; MAT 155 Contemporary Mathematics.
I. At the time of entry to the program, show evidence of completion of the criminal background check required by the college.

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

III. General Admission Procedures for the Medical Record Coder Program

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

IV. Course Progression

To progress to the next Medical Record Coder course, the student must meet the following requirements:
1. Earn a C or better in all courses required for the program.
2. Earn a satisfactory grade of S on all professional development evaluations.

V. Readmission to the Medical Record Coder Program

Students who receive a W, D or F in a prerequisite, corequisite or HIM course may request consideration for readmission to the Medical Record Coder program. Readmission to the program is not automatic. See the Health Sciences overview.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Record Coder program.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>First Semester – Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 104</td>
<td>Medical Vocabulary/Anatomy</td>
<td>3</td>
</tr>
<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>
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<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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Second Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>AHS 105 Medical Ethics and Law</td>
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<tr>
<td>AHS 121 Basic Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HIM 130 Billing and Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>HIM 141 Current Procedural Terminology II</td>
<td>3</td>
</tr>
<tr>
<td>HIM 225 Coding and Classification II</td>
<td>3</td>
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Third Semester – Fall

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>HIM 228 Coding Seminars</td>
<td>2</td>
</tr>
<tr>
<td>HIM 250 Coding and Classification III</td>
<td>3</td>
</tr>
<tr>
<td>HIM 264 Clinical Practice</td>
<td>4</td>
</tr>
<tr>
<td>HIM 266 Computers in Health Care</td>
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<tr>
<td><strong>Total</strong></td>
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</table>

Pharmacy Technician

Certificate in Applied Science
Credit Requirements: 25 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:
A. Submit affidavit of employment of 1,000 hours or more from employer on company letterhead and copy of SCBOP registration.

B. Submit proof of PTCB Certification (copy of PTCB certificate).

C. Achieve qualifying scores on the college’s placement test, SAT or ACT. Contact an academic advisor and complete all courses indicated by placement test scores.

D. Complete MAT 155 Contemporary Mathematics with minimum grade of C.

E. Achieve the appropriate reading/writing score on TTC’s placement test, or Complete English 100 (Introduction to Composition) with a minimum grade of C, or Complete an introductory English composition course with a minimum grade of C.

F. Complete a Health Sciences application for the Pharmacy Technician program.

Note: When the number of applicants qualifying at the same time exceeds the number of spaces available in this program, admission will be prioritized according to the date and time that the Health Sciences application was received in the Admissions office.

G. Attend an advising session and obtain a signed statement from a program faculty member verifying attendance. (Advising session schedules are posted on the bulletin board located on the second floor of Building 630, Room 206.)

H. Provide proof of graduation from an accredited high school or equivalent by submitting a copy of your high school transcript, diploma or GED.

I. Satisfy academic probation/suspension requirements, if applicable, by providing proof of a minimum 2.0 GPA by submitting official copies of college transcripts, other than TTC transcripts, OR, complete six semester hours with a minimum grade of C in each course, and a cumulative 2.0 GPA.

J. Maintain a minimum cumulative 2.0 GPA for courses taken at TTC, and not be on academic probation/suspension or disciplinary suspension at the time of admission and date of entry into the program.

K. Criminal Background Check/Drug Screening

All students applying to programs in the Health Sciences Division are required to have completed a criminal background check and drug screening. Results of the criminal background check and drug screening could affect the student’s ability to complete required clinical rotations and/or become credentialed (conviction of a felony could make a student ineligible to take the licensing exam(s) required by the profession upon graduation). Faculty advisors will provide information about the criminal background check and drug screening procedures at the program open advising.

Note: S.C. Code of Law prohibits pharmacies from employing anyone who has been convicted of a felony offense relating to controlled substances.

III. General Admission Procedures for the Pharmacy Technician Program

Applicants who meet TTC and program requirements will be considered qualified and will be admitted on a first-qualified, first-admitted basis. Qualified applicants will be sent a letter indicating the year and semester that they have been admitted. See college Catalog for course progression requirements.

IV. Readmission to the Pharmacy Technician Program

Students who receive a W, D or F in a prerequisite, corequisite or PHT course may request consideration for readmission to the Pharmacy Technician program. Readmission to the program is not automatic.

Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Pharmacy Technician program.
Recommended Sequence of Courses

Prerequisite
MAT 155 Contemporary Mathematics 3

First Semester – Fall
PHM 101 Introduction to Pharmacy Technician 3
PHM 113 Pharmacy Technician Math 3
PHM 114 Therapeutic Agents I 3
*PHM 152 Pharmacy Technician Practicum I 2
Total 11

Second Semester – Spring
PHM 110 Pharmacy Practice 4
PHM 124 Therapeutic Agents II 3
**PHM 164 Pharmacy Technician Practicum II 4
Total 11

*To receive experiential credit for PHM 152 Pharmacy Technician Practicum I, submit affidavit of employment of 2000hrs or more in a community/retail pharmacy from employer on company letterhead and a current copy of SC Board of Pharmacy Registration.

**To receive experiential credit for PHM 164 Pharmacy Technicians Practicum III, submit affidavit of employment of 2000hrs or more in a hospital/institutional pharmacy, proof of completion of USP 797 Microbial Testing from employer on company letterhead and a copy of SC Board of Pharmacy Registration.
Humanities and Social Sciences

Overview
The Humanities and Social Sciences (HSS) Division offers the Associate in Arts (AA) degree and the certificate in Professional Writing and provides general education and support courses for most other programs at TTC. The AA degree, while emphasizing communication, social sciences and humanities, can provide students with the first two years of baccalaureate course work. The AA program is designed to prepare students for four-year (baccalaureate) majors in fields such as:

- Business Administration
- Accounting
- Communication
- Management
- English
- Foreign Language
- Education
- Music
- Political Science
- Psychology
- History
- Pre-Law
- Sociology
- Other Humanities, Fine Arts and Social Sciences

AA students should consult with their academic advisors to discuss program requirements. Academic advisors are assigned through the college orientation process conducted in the Orientation Centers on each campus. Your AA advisor will work closely with you to pick courses that not only fulfill curriculum requirements for the AA degree but also, in most cases, fulfill the general education requirements at a four-year institution (if you plan to transfer).

The certificate in Professional Writing provides students with fundamental writing skills for use in a variety of disciplines, including business writing, creative writing, journalism, technical writing and writing for electronic media.

General Information
For general information on the Humanities and Social Sciences Division, the AA degree, and/or the Professional Writing certificate, call 843.574.6034.

Cancellation Policy
TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Program
Associate in Arts

Certificate Program
Professional Writing

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II</td>
<td>3</td>
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</table>

Select three semester credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 260</td>
<td>Advanced Technical Communication</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>SPC 210</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>THE 101</td>
<td>Introduction to Theater</td>
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</table>

Computer Technology

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
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</table>

Social Science

Select three semester credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ANT 101</td>
<td>General Anthropology</td>
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<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
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<tr>
<td>PSC 201</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>PSC 215</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>PSC 220</td>
<td>Introduction to International Relations</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Communication, Humanities and Social Science Requirements</td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>----------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Select three semester credit hours from the following:</strong></td>
<td><strong>Select 21 semester credit hours from the following:</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 109 College Algebra with Modeling 3</td>
<td><em>(Note: Students also may select from extra courses in Communication, Social Science and History.)</em></td>
<td></td>
</tr>
<tr>
<td>MAT 110 College Algebra 3</td>
<td><strong>Communication</strong></td>
<td></td>
</tr>
<tr>
<td>MAT 120 Probability and Statistics 3</td>
<td>ENG 260 Advanced Technical Communications 3</td>
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<tr>
<td>MAT 123 Contemporary College Mathematics 3</td>
<td>JOU 101 Introduction to Journalism 3</td>
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</tr>
<tr>
<td><strong>History</strong></td>
<td>SPC 205 Public Speaking 3</td>
<td></td>
</tr>
<tr>
<td><strong>Select six semester credit hours from the following:</strong></td>
<td>SPC 209 Interpersonal Communication 3</td>
<td></td>
</tr>
<tr>
<td>HIS 101 Western Civilization to 1689 3</td>
<td>SPC 210 Oral Interpretation of Literature 3</td>
<td></td>
</tr>
<tr>
<td>HIS 102 Western Civilization Post 1689 3</td>
<td>SPC 225 Introduction to Communication Theory 3</td>
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</tr>
<tr>
<td>HIS 104 World History I 3</td>
<td><strong>Foreign Language</strong></td>
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<tr>
<td>HIS 105 World History II 3</td>
<td>CHN 101 Elementary Chinese I 4</td>
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<tr>
<td>HIS 201 American History: Discovery to 1877 3</td>
<td>CHN 102 Elementary Chinese II 4</td>
<td></td>
</tr>
<tr>
<td>HIS 202 American History: 1877 to Present 3</td>
<td>CHN 201 Intermediate Chinese I 3</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics or Natural Sciences</strong></td>
<td>CHN 202 Intermediate Chinese II 3</td>
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</tr>
<tr>
<td><strong>Select six semester credit hours from the following:</strong></td>
<td><strong>Humanities</strong></td>
<td></td>
</tr>
<tr>
<td>AST 101 Solar System Astronomy 4</td>
<td>ART 101 Art History and Appreciation 3</td>
<td></td>
</tr>
<tr>
<td>AST 102 Stellar Astronomy 4</td>
<td>ART 107 History of Early Western Art 3</td>
<td></td>
</tr>
<tr>
<td>BIO 101 Biological Science I 4</td>
<td>ART 108 History of Western Art 3</td>
<td></td>
</tr>
<tr>
<td>BIO 102 Biological Science II 4</td>
<td>ART 208 Art Since 1945 3</td>
<td></td>
</tr>
<tr>
<td>BIO 210 Anatomy and Physiology I 4</td>
<td>ART 214 Art History Study Abroad 3</td>
<td></td>
</tr>
<tr>
<td>BIO 211 Anatomy and Physiology II 4</td>
<td>ENG 203 American Literature Survey 3</td>
<td></td>
</tr>
<tr>
<td>BIO 225 Microbiology 4</td>
<td>ENG 205 English Literature I 3</td>
<td></td>
</tr>
<tr>
<td>CHM 106 Contemporary Chemistry I 4</td>
<td>ENG 206 English Literature II 3</td>
<td></td>
</tr>
<tr>
<td>CHM 107 Contemporary Chemistry II 4</td>
<td>ENG 208 World Literature I 3</td>
<td></td>
</tr>
<tr>
<td>CHM 110 College Chemistry I 4</td>
<td>ENG 209 World Literature II 3</td>
<td></td>
</tr>
<tr>
<td>CHM 211 Organic Chemistry I 4</td>
<td>ENG 214 Fiction 3</td>
<td></td>
</tr>
<tr>
<td>CHM 212 Organic Chemistry II 4</td>
<td>ENG 236 African-American Literature 3</td>
<td></td>
</tr>
<tr>
<td>MAT 109 College Algebra with Modeling 3</td>
<td>ENG 238 Creative Writing 3</td>
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<tr>
<td>MAT 110 College Algebra 3</td>
<td>ENG 299 Special Topics in English 3</td>
<td></td>
</tr>
<tr>
<td>MAT 111 College Trigonometry 3</td>
<td>HIS 106 Introduction to African History 3</td>
<td></td>
</tr>
<tr>
<td>MAT 112 Precalculus 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HUMANITIES AND SOCIAL SCIENCES

HIS 108 Introduction to East Asian Civilization 3
HIS 130 African-American History to 1877 3
HIS 131 African-American History: 1877 to Present 3
HIS 226 Black History and Culture of the South Carolina Sea Islands 3
HSS 110 History of Ideas 3
MUS 105 Music Appreciation 3
MUS 110 Music Fundamentals 3
PHI 101 Introduction to Philosophy 3
PHI 105 Introduction to Logic 3
PHI 110 Ethics 3
REL 101 Introduction to Religion 3
THE 101 Introduction to Theater 3
THE 225 Theater Production 3

Social Sciences
ANT 101 General Anthropology 3
ECO 210 Macroeconomics 3
ECO 211 Microeconomics 3
GEO 102 World Geography 3
PSC 201 American Government 3
PSC 215 State and Local Government 3
PSC 220 Introduction to International Relations 3
PSY 201 General Psychology 3
PSY 203 Human Growth and Development 3
PSY 212 Abnormal Psychology 3
SOC 101 Introduction to Sociology 3
SOC 102 Marriage and the Family 3
SOC 205 Social Problems 3
SOC 210 Juvenile Delinquency 3
SOC 230 Introduction to Gerontology 3

Electives
ELE AA Select up to nine hours in Associate in Arts Electives 9

*Hours vary.

Associate in Arts Electives
These electives are for the Associate in Arts program only.
Select up to nine hours of college-level credit from the current Catalog. Hours beyond the number required in Oral Communication, Social Science, Mathematics, History, Natural Sciences, Literature and Humanities categories will count toward the nine elective hours. Up to nine hours of nonequivalent transfer credit also may be used.

Strongly Recommended: Students should choose courses that transfer to their chosen four-year college or university. See your transfer advisor for help in selecting appropriate electives.

Exceptions: These courses cannot be counted toward the nine hours of electives: MAT 155, IDS 101, COL 104, ENG 100, ENG 150 and any course listed in the Catalog as a nondegree course.
No more than 15 hours of courses with the same prefix may apply toward the AA degree.
No course can count more than once.

Associate in Arts

Sample Degree Plan
The AA program allows flexibility in course selection and sequencing. The following sample may be a helpful guide for students who are planning to transfer but are unsure where or for what major. If you already know where you plan to transfer and/or for which major, see your assigned advisor. This degree plan may not be suited to your goal.

Recommended Sequence of Courses
First Semester
English Composition I (ENG 101)  3
College Algebra with Modeling (MAT 109)  3
or
College Algebra (MAT 110)  3
or
Probability and Statistics (MAT 120)  3
Social Sciences 3
**Foreign Language  4
Introduction to Computers (CPT 101)  3
Total  16

Second Semester
English Composition II (ENG 102)  3
*Math or Lab Science  3-4
Social Science  3
History  3
Foreign Language  4
Total  16-17

Third Semester
***Elective  3
*Math or Lab Science  3-4
*Communication (ENG 260, SPC 205, SPC 209, SPC 210 or THE 101)  3
Foreign Language  3
History  3
Total  15-16
Fourth Semester
Literature 3
Humanities 3
Foreign Language 3
***Electives 6
Total 15

Minimum semester credit hours required: 60
(See also Requirements for Graduation.)
*Check requirements for your major at the four-
year college to which you are transferring before 
choosing.
**Some colleges do not require a foreign language. 
You may want to substitute a humanities or social 
science course.
***Electives are open to most courses offered at 
TTC. See exceptions in Electives Listing for details.

Professional Writing

Credit Requirements: 18 Semester Credit Hours
This certificate teaches students fundamental 
writing skills for use in a variety of disciplines, 
including creative writing, journalism, technical 
writing and writing for media.
Admission into this program requires proof of 
high school graduation (or GED) and qualifying 
scores on SAT, ACT or TTC’s placement test.

Recommended Sequence of Courses
First Semester – Fall
ENG 101 English Composition I 3
JOU 101 Introduction to Journalism 3
RTV 109 Writing for Electronic Media 3
Total 9

Second Semester – Spring
ENG 102 English Composition II 3
ENG 260 Advanced Technical 
Communications 3
*ARV 221 Interactive Media Design 3
or
*RTV 150 Scriptwriting 3
Total 9

*Students who have successfully completed ENG 
102 may choose to take ENG 238 Creative Writing 
instead.
Industrial Technology

Overview
Rapid advancements in the Industrial Technology areas make the need for up-to-date education and training essential. TTC’s Industrial Technology programs combine classroom study and hands-on training emphasizing skill development, related technical knowledge and general education.

TTC offers a wide array of associate degrees, diplomas and certificates. The associate degree programs require two years of study. The certificate programs require two to four semesters of study and are offered when sufficient interest is generated to support class-size groups. Any of the programs may be completed on a part-time basis, though it will require more time to do so.

General Information
As with all TTC programs, students interested in Industrial Technology programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. For more information, call 843.574.6156.

Cancellation Policy
TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
General Technology
Air Conditioning/Refrigeration Mechanics
Automotive Technology
Cosmetology
Electrical Line Worker
Electrician: Automation and Industrial
Electrician: Industrial and Construction
Engineering Design Graphics
Industrial Maintenance Mechanics
Machine Tool Technology
Welding
Horticulture Technology

Automotive Engine Performance Specialist
Automotive Engine Repair Specialist
Automotive Servicing
Basic Industrial Work Skills
Basic Machining and CNC Fundamentals
Cosmetology
Cosmetology Instructor Training
Electrical Line Worker – Third Class
Electrical Line Worker – Advanced
Electrician: Automated Controls
Electrician: Construction
Electrician: Industrial
Esthetics
Golf Course Maintenance
Horticultural Sustainability
Industrial Mechanic
Landscape Design
Landscape Management
Nail Technology
Welding Gas Metal Arc and Flux Cored Arc
Welding Gas Metal Arc and Flux Cored Arc Advanced
Welding Gas Tungsten Arc
Welding Gas Tungsten Arc Advanced
Welding Shielded Metal Arc
Welding Shielded Metal Arc Advanced

General Technology

Associate in Applied Science

The General Technology major allows students to select course work necessary to become multskilled technicians. In addition to completing the college’s core curriculum, students also complete course work in at least two technical areas. The following is an example of a career path available. The secondary paths may be substituted for courses in other programs’ primary path. Interested students should talk with their advisors.

For entry into this program the student must be a high school graduate or possess a GED and take the college’s placement test or meet the college’s SAT or ACT requirements. Automotive Technology students must have a valid driver’s license.
Air Conditioning/Refrigeration
Mechanics Course Display
Credit Requirements: 64 Semester Credit Hours

Core Curriculum Requirements

Core
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
REQ HUM Select one course from Humanities listing on page B-3 3
REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
ECO 210 Macroeconomics 3
or
PSY 201 General Psychology 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3

Primary Path
ACR 106 Basic Electricity for HVAC/R 4
ACR 107 Wiring Diagrams 2
ACR 108 Refrigeration Fundamentals 3
ACR 109 Tools and Service II 2
ACR 111 Gas Heating 3
ACR 120 Basic Air Conditioning 4
ACR 210 Heat Pumps 4
ACR 224 Codes and Ordinances 2
ACR 250 Duct Fabrication 2
ACR 252 Special Topics in Air Conditioning and Heating 2

Secondary Path
(These are suggested courses. Other courses may be substituted from other primary technical programs. See your program advisor.)
MGT 101 Principles of Management 3
MGT 120 Small Business Management 3
MKT 101 Marketing 3
MKT 130 Customer Service Principles 3

Additional Requirements
ELE BUS Select two courses from Business Electives 6

Air Conditioning/Refrigeration
Mechanics Career Path
Credit Requirements: 64 Semester Credit Hours

Day

Recommended Sequence of Courses
First Semester – Fall
ACR 106 Basic Electricity for HVAC/R 4
ACR 108 Refrigeration Fundamentals 3
ACR 109 Tools and Service II 2
Total 9

Second Semester – Spring
ACR 107 Wiring Diagrams 2
ACR 111 Gas Heating 3
ACR 120 Basic Air Conditioning 4
Total 9

Third Semester – Summer
ACR 210 Heat Pumps 4
ACR 250 Duct Fabrication 2
ACR 224 Codes and Ordinances 2
ACR 252 Special Topics in Air Conditioning and Heating 2
Total 10

Fourth Semester – Fall
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
REQ HUM Select one course from Humanities listing on page B-3 3
ECO 210 Macroeconomics 3
or
PSY 201 General Psychology 3
Total 12

Fifth Semester – Spring
*MGT 101 Principles of Management 3
*MGT 120 Small Business Management 3
*MKT 101 Marketing 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
Total 12

Sixth Semester – Summer
REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
*MKT 130 Customer Service Principles 3
ELE GBS Select two courses from Business Electives 6
Total 12
**General Business Small Business/Entrepreneurship Career Path Electives**

BAF 215  Money and Banking 3
CPT 172  Microcomputer Database 3
CPT 174  Microcomputer Spreadsheets 3
CPT 179  Microcomputer Word Processing 3
CWE  Cooperative Work Experience 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
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: 64 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 107  Wiring Diagrams 2
ACR 111  Gas Heating 3
ACR 120  Basic Air Conditioning 4

**Third Semester – Summer**

ACR 210  Heat Pumps 4
ACR 224  Codes and Ordinances 2
ACR 250  Duct Fabrication 2
ACR 252  Special Topics in Air Conditioning and Heating 2

**Fourth Semester – Fall**

CPT 101  Introduction to Computers 3
or
EGR 110  Introduction to Computer Environment 3
ENG 101  English Composition I 3
REQ HUM  Select one course from Humanities listing on page B-3 3

**Fifth Semester – Spring**

ECO 210  Macroeconomics 3
or
PSY 201  General Psychology 3
REQ MAT  Select one math course from Mathematics/Natural Sciences listing on page B-4 3

**Sixth Semester – Summer**

SPC 205  Public Speaking 3
or
SPC 209  Interpersonal Communication 3
*MGT 101  Principles of Management 3

**Seventh Semester – Fall**

*MGT 120  Small Business Management 3
*MKT 101  Marketing 3
*MKT 130  Customer Service Principles 3

**Eighth Semester – Spring**

ELE GBS  Select two courses from Business Electives 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

**Total 9**

**Total 6**

**Total 6**

**Total 9**

**Total 6**
### Industrial Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAT 240</td>
<td>Advanced Quality Concepts</td>
<td>3</td>
</tr>
<tr>
<td>SPA 101</td>
<td>Elementary Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>SPA 102</td>
<td>Elementary Spanish II</td>
<td>4</td>
</tr>
<tr>
<td>TRL 106</td>
<td>Export/Import</td>
<td>3</td>
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</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.*

## Automotive Technology

### Course Display

**Credit Requirements: 82-84 Semester Credit Hours**

#### Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or 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>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>REQ MAT</td>
<td>Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or 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 SPC 209</td>
<td>Interpersonal Communication</td>
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**Total 18**

#### Primary Path

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AUT 101</td>
<td>Engine Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUT 103</td>
<td>Engine Reconditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUT 111</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUT 116</td>
<td>Manual Transmission and Axle</td>
<td>4</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AUT 131</td>
<td>Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUT 133</td>
<td>Electrical Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUT 149</td>
<td>Ignition and Fuel Systems</td>
<td>4</td>
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</table>

#### Secondary Path

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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>
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</tbody>
</table>

**Additional Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AUT 145</td>
<td>Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUT 152</td>
<td>Automatic Transmission</td>
<td>4</td>
</tr>
<tr>
<td>AUT 153</td>
<td>Automatic Transmission Diagnosis</td>
<td>3</td>
</tr>
<tr>
<td>AUT 211</td>
<td>Advanced Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUT 241</td>
<td>Automotive Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUT 247</td>
<td>Electronic Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 252</td>
<td>Advanced Automatic Transmission</td>
<td>4</td>
</tr>
<tr>
<td>AUT 263</td>
<td>Advanced Automotive Machining</td>
<td>4</td>
</tr>
</tbody>
</table>

### Automotive Technology

#### Career Path

**Credit Requirements: 82-84 Semester Credit Hours**

**Day**

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 101</td>
<td>Engine Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUT 111</td>
<td>Brakes</td>
<td>3</td>
</tr>
<tr>
<td>AUT 133</td>
<td>Electrical Fundamentals</td>
<td>3</td>
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</tbody>
</table>

**Total 12**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT 103</td>
<td>Engine Reconditioning</td>
<td>4</td>
</tr>
<tr>
<td>AUT 145</td>
<td>Engine Performance</td>
<td>3</td>
</tr>
<tr>
<td>AUT 149</td>
<td>Ignition and Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AUT 241</td>
<td>Automotive Air Conditioning</td>
<td>4</td>
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</table>

**Total 15**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>AUT 116</td>
<td>Manual Transmission and Axle</td>
<td>4</td>
</tr>
<tr>
<td>AUT 122</td>
<td>Suspension and Alignment</td>
<td>4</td>
</tr>
<tr>
<td>AUT 152</td>
<td>Automatic Transmission</td>
<td>4</td>
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</tbody>
</table>

**Total 12**

**Fourth Semester – Fall**

**or**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUT 263</strong></td>
<td>Advanced Automotive Machining</td>
<td>4</td>
</tr>
<tr>
<td><strong>CWE</strong></td>
<td>Cooperative Work Experience</td>
<td>3</td>
</tr>
<tr>
<td>REQ MAT</td>
<td>Select one math course from Mathematics/Natural Sciences listing on page B-4</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>
</tbody>
</table>

**Total 12-13**

For updated catalog, visit www.tridenttech.edu.
### Automotive Technology Career Path

**Credit Requirements:** 82-84 Semester Credit Hours

**Evening**

#### Recommended Sequence of Courses

**First Semester – Fall**
- AUT 101 Engine Fundamentals 3
- AUT 133 Electrical Fundamentals 3
  **Total 6**

**Second Semester – Spring**
- AUT 122 Suspension and Alignment 4
- AUT 131 Electrical Systems 3
  **Total 7**

**Third Semester – Summer**
- AUT 111 Brakes 3
- AUT 241 Automotive Air Conditioning 4
  **Total 7**

#### Fourth Semester – Fall
- AUT 116 Manual Transmission and Axle 4
- AUT 152 Automatic Transmission 4
  **Total 8**

#### Fifth Semester – Spring
- AUT 145 Engine Performance 3
- AUT 149 Ignition and Fuel Systems 4
  **Total 7**

#### Sixth Semester – Summer
- AUT 103 Engine Reconditioning 4
- *MKT 101 Marketing 3
  **Total 7**

#### Seventh Semester – Fall
- **AUT 263** Advanced Automotive Machining 4
- **CWE** Cooperative Work Experience 3
- CPT 101 Introduction to Computers 3
- ECO 210 Macroeconomics 3
- SPC 205 Public Speaking 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
  **Total 13**

#### Tenth Semester – Fall
- ENG 101 English Composition I 3
- REQ HUM Select one course from Humanities listing on page B-3 3
- SPC 205 Public Speaking 3
  **Total 9**
Cosmetology Course Display
Credit Requirements: 60 Semester Credit Hours

Core Curriculum Requirements: 15 credit hours
CPT 101 Introduction to Computers 3
REQ COM Select one course from Communication listing on page B-3 3
REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
REQ HUM Select one course from Humanities listing on Page B-3 3
REQ SSC Select one course from Behavioral/Social Sciences Listing on page B-3 3

Primary Path: Select a minimum of 28 credit hours from the list of COS courses*
COS 101 Fundamentals of Cosmetology 3
COS 106 Facials and Makeup 3
COS 108 Nail Care 3
COS 110 Scalp and Hair Care 3
COS 112 Shampoo and Rinses 4
COS 114 Hair Shaping 4
COS 116 Hair Styling I 4
COS 120 Manikin Practice 3
COS 130 Professional Image 2
COS 131 Bacteria and Other Infectious Agents 2
COS 132 Science of Nail Technology 2
COS 133 Basic Procedures 3
COS 135 The Business of Nail Technology 2
COS 136 Fundamentals of Artificial Nail Application 4
COS 137 Fundamentals of Nail Art 1
COS 151 Dermatology 3
COS 156 Fundamentals of Massage 2
COS 158 Facial Treatments 2
COS 160 Electric Current Facial Treatments 1
COS 162 Hair Removal 1
COS 164 Basic Makeup and Application 3
COS 167 Professional Practices for Estheticians 1
COS 172 Infection Control for Estheticians 1
COS 173 Human Anatomy for Estheticians 2
COS 206 Chemical Hair Waving 3
COS 210 Hair Coloring 3
COS 220 Clinical Practice I 3
COS 221 Facial Practice I 2
COS 222 Clinical Practice II 3
COS 223 Facial Practice II 2
COS 224 Nail Practice I 4
COS 225 Advanced Spa Services 1
COS 226 Nail Practice II 4
COS 251 Advanced Dermatology 3
COS 262 Advanced Hair Removal 1
COS 281 Introduction to Teaching Cosmetology 3
COS 282 Cosmetology Classroom Preparation 5
COS 283 Regulations for Cosmetology Teachers 3
COS 284 Cosmetology Clinic and Classroom Supervision I 3
COS 285 Cosmetology Clinic and Classroom Supervision II 3

Secondary Path Requirements: 12 credit hours
MGT 101 Principles of Management 3
MGT 120 Small Business Management 3
MGT 121 Small Business Operations 3
MGT 210 Employee Selection and Retention 3

Additional Requirements:
Select a minimum of five credit hours of COS courses not used in the Primary Path

*Select courses from a current Cosmetology, Nails or Esthetics certificate program, following the recommended sequence of courses for that program.

Electrical Line Worker Technology Course Display
(Restricted to Electric Utility Employees)
Credit Requirements: 65 Semester Credit Hours

Core Curriculum Requirements: 15-18 credit hours
CPT 101 Introduction to Computers 3
or
EGR 110 Introduction to Computer Environment 3
ENG 101 English Composition I 3
REQ HUM Select one course from Humanities listing on page B-3 3
REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
ECO 210 Macroeconomics 3
or
PSY 201 General Psychology 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3

For updated catalog, visit www.tridenttech.edu.
Primary Path: 28-30 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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

* CWE Cooperative Work Experience I 4
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<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>
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Additional Requirements: five credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</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>
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</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: 60 Semester Credit Hours

Core Curriculum Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ COM</td>
<td></td>
<td>Select one course from Communication listing</td>
<td>3</td>
</tr>
<tr>
<td>REQ MAT</td>
<td></td>
<td>Select one math course from Mathematics/Natural Sciences listing</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td></td>
<td>Select one course from Humanities listing</td>
<td>3</td>
</tr>
<tr>
<td>REQ SSC</td>
<td></td>
<td>Select one course from Behavioral/Social Sciences listing</td>
<td>3</td>
</tr>
<tr>
<td>REQ OTH</td>
<td></td>
<td>Select one course from Other courses listed</td>
<td>3</td>
</tr>
</tbody>
</table>

Primary Path Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 115</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EEM 116</td>
<td>AC Circuits</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 166</td>
<td>Commercial/Industrial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>EEM 217</td>
<td>AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
<tr>
<td>EEM 251</td>
<td>Programmable Controllers</td>
<td>3</td>
</tr>
</tbody>
</table>

Secondary Path Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107</td>
<td>Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 170</td>
<td>Electrical Installation</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>
</tbody>
</table>

Additional Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 109</td>
<td>NCCER Core Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
</tr>
</tbody>
</table>

Electrician: Automation and Industrial Career Path

Credit Requirements: 60 Semester Credit Hours

Day

Recommended Sequence of Courses

First Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 115</td>
<td>DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EEM 166</td>
<td>Commercial/Industrial Wiring</td>
<td>4</td>
</tr>
<tr>
<td>IMT 131</td>
<td>Hydraulics and Pneumatics</td>
<td>4</td>
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Total 12

Second Semester – Spring

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 109</td>
<td>NCCER Core Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EEM 116</td>
<td>AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EEM 131</td>
<td>Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EEM 221</td>
<td>DC/AC Drives</td>
<td>3</td>
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Total 14

Third Semester – Summer

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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>REQ COM</td>
<td>Select one course from Communication listing</td>
<td>3</td>
</tr>
</tbody>
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Total 12

Fourth Semester – Fall

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</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>REQ HUM</td>
<td>Select one course from Humanities Electives on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>REQ SSC</td>
<td>Select one course from Behavioral/Social Sciences listing on page B-3</td>
<td>3</td>
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</table>

Total 13
## Industrial Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EEM 252 Programmable Controllers Applications</td>
<td>3</td>
</tr>
<tr>
<td>EEM 170 Electrical Installation</td>
<td>3</td>
</tr>
<tr>
<td>REQ OTH Select three hours from Other courses listed on page B-4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

### Electrician: Automation and Industrial Career Path

Credit Requirements: 60 Semester Credit Hours

Evening

<table>
<thead>
<tr>
<th>Recommended Sequence of Courses</th>
<th>First Semester – Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 115 DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>IMT 131 Basic Hydraulics and Pneumatics</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>8</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Second Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107 Industrial Computer Techniques</td>
</tr>
<tr>
<td>EEM 116 AC Circuits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 217 AC/DC Machines with Electrical Codes</td>
</tr>
<tr>
<td>EEM 131 Solid State Devices</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Fourth Semester – Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 151 Motor Controls I</td>
</tr>
<tr>
<td>EEM 170 Electrical Installation</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fifth Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 109 NCCER Core Curriculum</td>
</tr>
<tr>
<td>REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Sixth Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 166 Commercial/Industrial Wiring</td>
</tr>
<tr>
<td>EEM 251 Programmable Controllers</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Seventh Semester – Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 221 DC/AC Drives</td>
</tr>
<tr>
<td>EEM 252 Programmable Controller Applications</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

### Electrician: Industrial and Construction Course Display

Credit Requirements: 60 Semester Credit Hours

Core Curriculum Requirements

| REQ COM Select one course from Communication listing on page B-3 | 3       |
| REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 | 3       |
| REQ HUM Select one course from Humanities listing on page B-3 | 3       |
| REQ OTH Select three hours from Other courses listing on page B-4 | 3       |
| **Total** | **6**   |

<table>
<thead>
<tr>
<th>Primary Path Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 115 DC Circuits</td>
</tr>
<tr>
<td>EEM 116 AC Circuits</td>
</tr>
<tr>
<td>EEM 166 Commercial/Industrial Wiring</td>
</tr>
<tr>
<td>EEM 131 Solid State Devices</td>
</tr>
<tr>
<td>EEM 151 Motor Controls I</td>
</tr>
<tr>
<td>EEM 217 AC/DC Machines with Electrical Codes</td>
</tr>
<tr>
<td>EEM 221 DC/AC Drives</td>
</tr>
<tr>
<td>EEM 251 Programmable Controllers</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Path Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 107 Industrial Computer Techniques</td>
</tr>
<tr>
<td>EEM 109 NCCER Core Curriculum</td>
</tr>
<tr>
<td>EEM 165 Residential/Commercial Wiring</td>
</tr>
<tr>
<td>EEM 170 Electrical Installation</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<table>
<thead>
<tr>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 140 National Electrical Code</td>
</tr>
<tr>
<td>EEM 221 DC/AC Drives</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

For updated catalog, visit www.tridenttech.edu.
**Electrician: Industrial and Construction Career Path**

**Credit Requirements:** 60 Semester Credit Hours

**Day**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
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<tbody>
<tr>
<td>EEM 115 DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EEM 166 Commercial/Industrial Wiring</td>
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</tr>
<tr>
<td>EEM 165 Residential/Commercial Wiring</td>
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<tr>
<td><strong>Total 12</strong></td>
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<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
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<tbody>
<tr>
<td>EEM 109 NCCER Core Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EEM 131 Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EEM 116 AC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
<td>3</td>
</tr>
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<td><strong>Total 14</strong></td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>EEM 107 Industrial Computer Techniques</td>
<td>2</td>
</tr>
<tr>
<td>EEM 170 Electrical Installation</td>
<td>3</td>
</tr>
<tr>
<td>EEM 217 AC/DC Machines with Electrical Codes</td>
<td>4</td>
</tr>
<tr>
<td>EEM 221 DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 12</strong></td>
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<table>
<thead>
<tr>
<th>Fourth Semester – Fall</th>
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<tbody>
<tr>
<td>EEM 140 National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>EEM 151 Motor Controls I</td>
<td>4</td>
</tr>
<tr>
<td>EEM 251 Programmable Controllers</td>
<td>3</td>
</tr>
<tr>
<td>REQ COM Select one course from Communication listing on page B-3</td>
<td>3</td>
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<tr>
<td><strong>Total 13</strong></td>
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<table>
<thead>
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<th>Fifth Semester – Spring</th>
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<tbody>
<tr>
<td>REQ HUM Select one course from Humanities listing on page B-3</td>
<td>3</td>
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<tr>
<td>REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>REQ OTH Select three hours from Other courses listing on page B-4</td>
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</table>

**Electrician: Industrial and Construction Career Path**

**Credit Requirements:** 60 Semester Credit Hours

**Evening**

**Recommended Sequence of Courses**

<table>
<thead>
<tr>
<th>First Semester – Spring</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EEM 115 DC Circuits</td>
<td>4</td>
</tr>
<tr>
<td>EEM 165 Residential/Commercial Wiring</td>
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<th>Second Semester – Summer</th>
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<tbody>
<tr>
<td>EEM 107 Industrial Computer Techniques</td>
<td>2</td>
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<tr>
<td>EEM 116 AC Circuits</td>
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<td><strong>Total 6</strong></td>
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<table>
<thead>
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<tbody>
<tr>
<td>EEM 131 Solid State Devices</td>
<td>4</td>
</tr>
<tr>
<td>EEM 217 AC/DC Machines with Electrical Codes</td>
<td>4</td>
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<tr>
<td><strong>Total 8</strong></td>
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<tbody>
<tr>
<td>EEM 151 Motor Controls I</td>
<td>4</td>
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<tr>
<td>EEM 170 Electrical Installation</td>
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<th>Fifth Semester – Summer</th>
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<tbody>
<tr>
<td>EEM 109 NCCER Core Curriculum</td>
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</tr>
<tr>
<td>REQ HUM Select one course from Humanities listing on page B-3</td>
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<table>
<thead>
<tr>
<th>Sixth Semester – Fall</th>
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<tbody>
<tr>
<td>EEM 166 Commercial/Industrial Wiring</td>
<td>4</td>
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<tr>
<td>EEM 251 Programmable Controllers</td>
<td>3</td>
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<td><strong>Total 7</strong></td>
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<table>
<thead>
<tr>
<th>Seventh Semester – Spring</th>
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</thead>
<tbody>
<tr>
<td>EEM 140 National Electrical Code</td>
<td>3</td>
</tr>
<tr>
<td>EEM 221 DC/AC Drives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 6</strong></td>
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<table>
<thead>
<tr>
<th>Eighth Semester – Summer</th>
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<tbody>
<tr>
<td>REQ COM Select one course from Communication listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total 6</strong></td>
<td></td>
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</tbody>
</table>
Ninth Semester – Fall
REQ SSC  Select one course from Behavioral/Social Sciences listing on page B-3  3
REQ OTH  Select three hours from Other courses listed on page B-4  3

Total 6

**Engineering Design Graphics**

**Course Display**

**Credit Requirements: 66 Semester Credit Hours**

**Core Curriculum Requirements**
- CPT 101  Introduction to Computers  3
- REQ COM  Select one course from Communication listing on page B-3  3
- REQ HUM  Select one course from Humanities listing on page B-3  3
- REQ MAT  Select one math course from Mathematics/Natural Sciences listing on page B-4  3
- ECO 210  Macroeconomics  3
- or
- PSY 201  General Psychology  3

**Primary Path**
- EGR 275  Introduction to Engineering/Computer Graphics  3
- or
- EGT 151  Introduction to CAD  3
- EGT 115  Engineering Graphics II  4
- EGT 130  Geometric Dimensioning and Tolerancing Applications  3
- EGT 152  Fundamentals of CAD  3
- EGT 220  Structural and Piping Application  4
- EGT 251  Principles of CAD  3
- EGT 252  Advanced Computer Aided Design  3
- EGT 258  Application of CAD  3
- EGT 265  CAD/CAM Applications  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

**Engineering Design Graphics**

**Career Path**

**Credit Requirements: 66 Semester Credit Hours**

**Recommended Sequence of Courses**

**First Semester – Fall**
- EGR 275  Introduction to Engineering/Computer Graphics  3
- or
- EGT 151  Introduction to CAD  3
- CET 120  Construction Materials  3
- CPT 101  Introduction to Computers  3
- REQ MAT  Select one math course from Mathematics/Natural Sciences listing on page B-4  3

Total 6

**Second Semester – Spring**
- *AET 202  History of Architecture  3
- EGT 115  Engineering Graphics II  4
- EGT 152  Fundamentals of CAD  3
- or
- ECO 210  Macroeconomics  3

Total 12

**Third Semester – Summer**
- *AET 110  Architectural Graphics I  3
- EGT 220  Structural and Piping Application  4
- EGT 252  Advanced Computer Aided Design  3
- PSY 201  General Psychology  3
- or
- ECO 210  Macroeconomics  3

Total 13

**Fourth Semester – Fall**
- *AET 111  Architectural Computer Graphics I  3
- EGT 257  Advanced Civil CAD  3
- EGT 265  CAD/CAM Applications  3
- REQ HUM  Select one course from Humanities listing on page B-3  3

Total 12

**Fifth Semester – Spring**
- *AET 120  Architectural Graphics II  3
- *AET 221  Architectural Computer Graphics II  4
- EGT 130  Geometric Dimensioning and Tolerancing Applications  3
- EGT 251  Principles of CAD  3

Total 13

**Sixth Semester – Summer**
- EGT 258  Application of CAD  3

Total 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.

**Industrial Maintenance Mechanics**

**Course Display**

**Credit Requirements:** 65-67 Semester Credit Hours

<table>
<thead>
<tr>
<th>Core Curriculum Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT 101 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or EGR 110 Introduction to Computer Environment</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
<td>3</td>
</tr>
<tr>
<td>SPC 205 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>or SPC 209 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM Select one course from Humanities listing on page B-3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Primary Path**

- IMT 105 Mechanical Sketching | 2 |
- IMT 124 Pumps | 2 |
- IMT 131 Hydraulics and Pneumatics | 4 |
- IMT 151 Piping Systems | 3 |
- IMT 160 Preventive Maintenance | 3 |
- IMT 161 Mechanical Power Applications | 4 |
- IMT 163 Problem Solving for Mechanical Applications | 3 |
- IMT 210 Basic Industrial Skills I | 3 |
- IMT 211 Basic Industrial Skills II | 3 |
- MGT 101 Principles of Management | 3 |

**Secondary Path**

Select one group of courses* from Secondary Path options, minimum of 12 credit hours:

**Welding**

- WLD 111 Arc Welding I | 4 |
- WLD 118 Gas Metal Arc Welding Ferrous I | 4 |
- WLD 132 Inert Gas Welding Ferrous | 4 |

**Air Conditioning/Refrigeration Mechanics**

- ACR 106 Basic Electricity for HVAC/R | 4 |
- ACR 108 Refrigeration Fundamentals | 3 |
- ACR 109 Tools and Service II | 2 |
- ACR 111 Gas Heating | 3 |

*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 and Automated Technology**

- EEM 115 DC Circuits | 4 |
- EEM 151 Motor Controls I | 4 |
- EEM 116 AC Circuits | 4 |

**Machine Tool**

- MTT 111 Machine Tool Theory and Practice I | 5 |
- MTT 112 Machine Tool Theory and Practice II | 5 |
- MTT 143 Precision Measurements | 2 |

**Additional Requirements**

Select one group of courses from Additional Requirements (match to Secondary Path group), minimum of five credit hours:

**Welding**

- WLD 110 Welding Safety and Health | 1 |
- WLD 141 Weld Quality | 2 |
- WLD 201 Welding Metallurgy | 2 |

**Air Conditioning/Refrigeration Mechanics**

- ACR 107 Wiring Diagrams | 2 |
- ACR 120 Basic Air Conditioning | 4 |

**Electrical and Automated Technology**

- EEM 217 AC/DC Machines with Electrical Codes | 4 |
- EEM 251 Programmable Controllers | 3 |

**Machine Tool Technology**

- IET 223 Industrial Safety | 3 |
- MTT 145 Machining of Metals | 3 |

IMT-prefix courses are available based on demand. See your program advisor.
## Industrial Maintenance Mechanics Career Path

Credit Requirements: 65-67 Semester Credit Hours

### Evening

**Primary Path Only**

See advisor for Secondary Path sequence and other required courses (17-19 hours).

### Recommended Sequence of Courses

#### First Semester - Fall

- **IMT 210** Basic Industrial Skills I 3
- **IMT 211** Basic Industrial Skills II 3
- **REQ MAT** Select one math course from Mathematics/Natural Sciences listing on page B-4 3

**Total 9**

#### Second Semester - Spring

- **IMT 151** Piping Systems 3
- **IMT 124** Pumps 2
- **ENG 101** English Composition I 3

**Total 8**

#### Third Semester - Summer

- **IMT 105** Mechanical Sketching 2
- **IMT 161** Mechanical Power Applications 4
- **CPT 101** Introduction to Computer 3
  or **EGR 110** Introduction to Computer Environment 3

**Total 9**

#### Fourth Semester - Fall

- **IMT 131** Hydraulics and Pneumatics 4
- **IMT 160** Preventive Maintenance 3

**Total 7**

#### Fifth Semester - Spring

- **MGT 101** Principles of Management 3
- **IMT 163** Problem Solving for Mechanical Applications 3
- **SPC 205** Public Speaking 3
  or **SPC 209** Interpersonal Communication 3

**Total 9**

#### Sixth Semester - Summer

- **REQ SSC** Select one course from Behavioral/Social Sciences listing on page B-4 3
- **REQ HUM** Select one course from Humanities listing on page B-3 3

**Total 6**

IMT-prefix courses are available based on demand. See your program advisor.

## Machine Tool Technology Course Display

Credit Requirements: 63 Semester Credit Hours

### Core Curriculum Requirements

- **CPT 101** Introduction to Computers 3
  or **EGR 110** Introduction to Computer Environment 3
- **REQ HUM** Select one course from Humanities listing on page B-3 3
- **REQ MAT** Select one course from Mathematics/Natural Sciences listing on page B-4 3
- **REQ SSC** Select one course from Behavioral/Social Sciences listing on page B-3 3
- **ENG 101** English Composition I 3
- **SPC 205** Public Speaking 3
  or **SPC 209** Interpersonal Communication 3

### Primary Path

- **EGT 106** Print Reading and Sketching 3
- **IET 223** Industrial Safety 3
- **MTT 111** Machine Tool Theory and Practice I 5
- **MTT 112** Machine Tool Theory and Practice II 5
- **MTT 145** Machining of Metals 3
- **MTT 250** Principles of CNC 3
- **MTT 251** CNC Operations 3
- **MTT 253** CNC Programming and Operations 3

### Secondary Path

- **EGT 151** Introduction to CAD 3
- **EGT 152** Fundamentals of CAD 3
- **EGT 251** Principles of CAD 3
- **EGT 252** Advanced Computer-Aided Design 3

### Additional Requirements

- **MGT 101** Principles of Management 3
  or **QAT 101** Introduction to Quality Assurance 3
- **MTT 143** Precision Measurement 2
**Machine Tool Technology**

**Career Path**

Credit Requirements: 63 Semester Credit Hours

**Recommended Sequence of Courses**

**First Semester – Fall (Evening)**

- EGT 106 Print Reading and Sketching 3
- MTT 111 Machine Tool Theory and Practice I 5
- IET 223 Industrial Safety 3
- CPT 101 Introduction to Computers 3
  or
- EGR 110 Introduction to Computer Environment 3

**Total 14**

**Second Semester – Spring**

- EGT 151 Introduction to CAD 3
- MTT 112 Machine Tool Theory and Practice II 5
- MTT 143 Precision Measurements 2
- MTT 145 Machining of Metals 3

**Total 13**

**Third Semester – Summer**

- EGT 152 Fundamentals of CAD 3
- MTT 250 Principles of CNC 3
- MTT 251 CNC Operations 3
- MTT 253 CNC Programming and Operations 3

**Total 12**

**Fourth Semester – Fall**

- REQ HUM Select one course from Humanities listing on page B-3 3
- ENG 101 English Composition I 3
- EGT 252 Advanced Computer-Aided Design 3
  or
- MGT 101 Principles of Management 3
- QAT 101 Introduction to Quality Assurance 3

**Total 12**

**Fifth Semester – Spring**

- EGT 251 Principles of CAD 3
- REQ SSC Select one course from Behavioral/Social Sciences listing on page B-3 3
- REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
- SPC 205 Public Speaking 3
  or
- SPC 209 Interpersonal Communication 3

**Total 12**

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**Welding Course Display**

Credit Requirements: 70-71 Semester Credit Hours

**Core Curriculum Requirements**

- CPT 101 Introduction to Computers 3
  or
- EGR 110 Introduction to Computer Environment 3
- ENG 101 English Composition I 3
- REQ HUM Select one course from Humanities listing on page B-3 3
- REQ MAT Select one math course from Mathematics/Natural Sciences listing on page B-4 3
- ECO 210 Macroeconomics 3
  or
- PSY 201 General Psychology 3
- SPC 205 Public Speaking 3
  or
- SPC 209 Interpersonal Communication 3

**Primary Path: Select any two concentration groups**

**Concentration Group 1: Shielded Metal Arc**

- WLD 101 Cutting Processes 1
- WLD 111 Arc Welding I 4
- WLD 113 Arc Welding II 4
- WLD 114 Advanced Arc Welding 1
- WLD 145 Field Welding 2
- WLD 170 Qualification Welding 4

**Concentration Group 2: Gas Tungsten Arc**

- WLD 132 Inert Gas Welding Ferrous 4
- WLD 133 Inert Gas Welding Ferrous Tubing 1
- WLD 152 Tungsten Arc Welding 4
- WLD 153 Tungsten Arc Welding Stainless Steel Tubing 1
- WLD 135 Inert Gas Welding of Aluminum 4
- WLD 137 Inert Gas Welding Aluminum Tubing 1

**Concentration Group 3: Gas Metal Arc and Flux Cored Arc**

- WLD 118 Gas Metal Arc Welding Ferrous I 4
- WLD 119 Gas Metal Arc Welding Ferrous II 1
- WLD 120 Flux Cored Arc Welding I 4
- WLD 121 Flux Cored Arc Welding II 1
- WLD 122 Gas Metal Arc Welding Nonferrous I 4
- WLD 123 Gas Metal Arc Welding Nonferrous II 1
Secondary Path
EGT 114  Welding Print Basics  2
EGT 117  Welding Print Principles  2
EGT 151  Introduction to CAD  3
EGT 152  Fundamentals of CAD  3
EGT 252  Advanced Computer-Aided Design  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

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 10

Third Semester – Summer
*WLD 135  Inert Gas Welding of Aluminum  4
*WLD 137  Inert Gas Welding Aluminum Tubing  1
CPT 101  Introduction to Computers  3
or
EGR 110  Introduction to Computer Environment  3

Total 9

Fourth Semester – Fall
EGT 151  Introduction to CAD  3
*WLD 118  Gas Metal Arc Welding Ferrous I  4
*WLD 119  Gas Metal Arc Welding Ferrous II  1

Total 8

Fifth Semester – Spring
EGT 152  Fundamentals of CAD  3
*WLD 120  Flux Cored Arc Welding I  4
*WLD 121  Flux Cored Arc Welding II  1

Total 8

Sixth Semester – Summer
EGT 252  Advanced Computer-Aided Design  3
*WLD 122  Gas Metal Arc Welding Nonferrous I  4
*WLD 123  Gas Metal Arc Welding Nonferrous II  1

Total 8

Seventh Semester – Fall
ENG 101  English Composition I  3
PSY 201  General Psychology  3
or
ECO 210  Macroeconomics  3
SPC 205  Public Speaking  3
or
SPC 209  Interpersonal Communication  3

Total 9

Eighth Semester – Spring
WLD 240  Robotic Welding and Manufacturing  4
REQ MAT  Select one math course from Mathematics/Natural Sciences listing on page B-4 3-4
REQ HUM  Select one course from Humanities listing on page B-3 3

Total 9-10

*Other Welding courses may be substituted as shown in the Primary Path above. Courses shown with * are the Gas Metal Arc and Flux Cored Arc and the Gas Tungsten Arc concentration.

Horticulture Technology

Associate in Applied Science
Credit Requirements: 65-66 Semester Credit Hours

The Horticulture Technology program prepares students for positions in landscape design and construction, turf supervision, horticultural sales, nursery plant production and landscape maintenance. Students in horticulture must see an advisor for specific scheduling needs. Classes are taught in the Horticulture Technology building, the greenhouse and horticulture gardens. Some courses will transfer to Clemson University’s horticulture program. See your advisor for more information.

For entry into this program the student must be a high school graduate or possess a GED and take the college’s placement test or meet the college’s SAT or ACT requirements.
### Industrial Technology

#### 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>HRT 106</td>
<td>Ornamentals</td>
<td>2</td>
</tr>
<tr>
<td>HRT 110</td>
<td>Plant Form and Function</td>
<td>4</td>
</tr>
<tr>
<td>HRT 144</td>
<td>Plant Pests</td>
<td>3</td>
</tr>
<tr>
<td><em>ELE HRT</em>*</td>
<td>Select one course from Horticulture Electives</td>
<td>2-3</td>
</tr>
<tr>
<td><strong>REQ HUM</strong></td>
<td>Select one course from Humanities listing on page B-3</td>
<td>3</td>
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**Total 14 or 15**

**Second Semester – Spring**

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<th>Course Name</th>
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<tr>
<td>HRT 102</td>
<td>Landscape Design</td>
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<tr>
<td>HRT 107</td>
<td>Woody Ornamentals</td>
<td>2</td>
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<td>HRT 125</td>
<td>Soils</td>
<td>4</td>
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<tr>
<td><strong>REQ MAT</strong></td>
<td>Select one math course from Mathematics/Natural Sciences listing on page B-4</td>
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**Total 13**

**Third Semester – Summer**

<table>
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<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRT 108</td>
<td>Annuals and Perennials</td>
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<tr>
<td>HRT 139</td>
<td>Plant Propagation</td>
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**Total 5**

**Fourth Semester – Fall**

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<th>Course Name</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>HRT 153</td>
<td>Landscape Construction</td>
<td>3</td>
</tr>
<tr>
<td>HRT 171</td>
<td>Landscape Business Techniques</td>
<td>3</td>
</tr>
<tr>
<td>HRT 241</td>
<td>Turf Management</td>
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**Total 12**

**Fifth Semester – Spring**

<table>
<thead>
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<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HRT 130</td>
<td>Greenhouse Production</td>
<td>3</td>
</tr>
<tr>
<td>HRT 240</td>
<td>Pesticides</td>
<td>4</td>
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<tr>
<td><strong>REQ SSC</strong></td>
<td>Select one course from Behavioral/Social Sciences listing on page B-3</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

**Sixth Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 121</td>
<td>Commercial Irrigation</td>
<td>3</td>
</tr>
<tr>
<td><strong>HRT 212</strong></td>
<td>Commercial Landscape Design</td>
<td>3</td>
</tr>
<tr>
<td>HRT 254</td>
<td>Landscape Maintenance</td>
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</tr>
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</table>

**Total 8**

**Horticulture Electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HRT 101</td>
<td>Introduction to Horticulture</td>
<td>3</td>
</tr>
<tr>
<td>HRT 111</td>
<td>Foliage Plants</td>
<td>2</td>
</tr>
<tr>
<td>HRT 169</td>
<td>Sustainability in Horticulture</td>
<td>3</td>
</tr>
</tbody>
</table>

*Horticulture elective (HRT 101 or HRT 111 or HRT 169) may be taken Fall or Spring only. HRT 101 and HRT 111 are taught only Fall Semester. HRT 169 is taught only Spring Semester.*

**Cosmetology**

**Diploma in Applied Science**

**Credit Requirements: 48 Semester Credit Hours**

**Day**

The Cosmetology program prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

#### Recommended Sequence of Courses

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 112</td>
<td>Shampoo and Rinses</td>
<td>4</td>
</tr>
<tr>
<td>COS 108</td>
<td>Nail Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 120</td>
<td>Manikin Practice</td>
<td>3</td>
</tr>
<tr>
<td>COS 206</td>
<td>Chemical Hair Waving</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 110</td>
<td>Scalp and Hair Care</td>
<td>3</td>
</tr>
<tr>
<td>COS 101</td>
<td>Fundamentals of Cosmetology</td>
<td>3</td>
</tr>
<tr>
<td>COS 210</td>
<td>Hair Coloring</td>
<td>3</td>
</tr>
<tr>
<td>COS 220</td>
<td>Cosmetology Clinical Practice I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 106</td>
<td>Facials and Makeup</td>
<td>3</td>
</tr>
<tr>
<td>COS 116</td>
<td>Hair Styling I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 155</td>
<td>Contemporary Mathematics</td>
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</table>

**Total 10**

**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 114</td>
<td>Hair Shaping</td>
<td>4</td>
</tr>
<tr>
<td>COS 222</td>
<td>Cosmetology Clinical Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ENG 150</td>
<td>Basic Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSY 110</td>
<td>Applied Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**

Note: For Summerville Site and Spring Start sequence, see your 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 proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

Recommended Sequence of Courses
First Semester – Fall
COS 120 Manikin Practice 3
COS 112 Shampoo and Rinses 4
Total 7

Second Semester – Spring
COS 210 Hair Coloring 3
COS 116 Hair Styling I 4
PSY 110 Applied Psychology 3
Total 10

Third Semester – Summer
COS 101 Fundamentals of Cosmetology 3
COS 110 Scalp and Hair Care 3
Total 6

Fourth Semester – Fall
COS 220 Clinical Practice I 3
COS 222 Clinical Practice II 3
MAT 155 Contemporary Mathematics 3
Total 9

Fifth Semester – Spring
COS 206 Chemical Hair Waving 3
COS 114 Hair Shaping 4
ENG 150 Basic Communications 3
Total 10

Sixth Semester – Summer
COS 108 Nail Care 3
COS 106 Facials and Makeup 3
Total 6

Note: For Spring-start sequence, see your advisor.

Air Conditioning/Refrigeration Mechanics

Certificate in Applied Science
Credit Requirements: 28 Semester Credit Hours
Day

The Air Conditioning/Refrigeration Mechanics program prepares students for entry-level positions in the residential and light commercial heating and air conditioning field.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall/Spring
ACR 106 Basic Electricity for HVAC/R 4
ACR 108 Refrigeration Fundamentals 3
ACR 109 Tools and Service II 2
Total 9

Second Semester – Spring/Summer
ACR 107 Principles of Air Conditioning 2
ACR 111 Wiring Diagrams 3
ACR 120 Basic Air Conditioning 4
Total 9

Third Semester – Summer/Fall
ACR 210 Heat Pumps 4
ACR 224 Codes and Ordinances 2
ACR 250 Duct Fabrication 2
ACR 252 Special Topics in Air Conditioning and Heating 2
Total 10

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
Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual’s preparation and qualifications for admission into the certificate.

**Recommended Sequence of Courses**

**First Semester – Spring**
- AUT 152 Automatic Transmission 4
- AUT 153 Automatic Transmission Diagnosis 3
  **Total 7**

**Second Semester – Summer**
- AUT 252 Advanced Automatic Transmission 4
  **Total 4**

* Prerequisite AUT 152

**Automotive Brakes and Alignment Specialist**

**Certificate in Applied Science**

**Credit Requirements: 10 Semester Credit Hours**

The Automotive Brakes and Alignment Specialist program provides instruction in the theory, diagnosis and repair of automobile steering and braking systems. Graduates of this program should be able to service and repair the hydraulic, vacuum and mechanical components of automobile braking systems, and to diagnose, adjust and repair components of manual and power-assist steering systems. Graduates with the required work experience should be prepared for the ASE certification tests in Brakes and Suspension and Steering.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual’s preparation and qualifications for admission into the certificate.

**Recommended Sequence of Courses**

**First Semester – Spring**
- AUT 122 Suspension and Alignment 4
  **Total 4**

**Second Semester – Summer**
- AUT 111 Brakes 3
- AUT 211 Advanced Brakes 3
  **Total 6**

* Prerequisite AUT 152

**Automotive Engine Performance Specialist**

**Certificate in Applied Science**

**Credit Requirements: 11 Semester Credit Hours**

This certificate program provides instruction on the theory, diagnosis and repair of engine fuel, electrical and emission control systems. Graduates of this program should be able to evaluate, diagnose and repair carbureted and fuel-injected automobile fuel systems, conventional and electronic ignition systems, emission control systems, and on-board, computer-managed engine systems. Graduates with the required work experience should be prepared for the ASE certification test in Engine Performance.

Admission into this program requires a valid driver’s license, qualifying scores on SAT, ACT or TTC’s placement test, and successful completion of AUT 133 or departmental approval. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual’s preparation and qualifications for admission into the certificate.

**Recommended Sequence of Courses**

**First Semester – Spring**
- *AUT 145 Engine Performance 3
- AUT 149 Ignition and Fuel Systems 4
  **Total 7**

**Second Semester – Summer**
- *AUT 247 Electronic Fuel Systems 4
  **Total 4**

* Prerequisite AUT 149
Automotive Engine Repair Specialist

Certificate in Applied Science
Credit Requirements: 11 Semester Credit Hours

The Automotive Engine Repair Specialist certificate program provides instruction on the theory, service and repair of automobile engines. Graduates of this program should be able to perform all phases of engine repair including diagnosis, disassembly, measurement, machining and reconditioning of components, reassembly and run-in of engines. Graduates with the required work experience should be prepared for the ASE certification test in Engine Repair.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

This specialty certificate teaches advanced skills required for technicians to successfully enter a specialized area of industry. Students requesting this specialty certificate without having completed the Automotive Servicing Certificate must be interviewed and approved by an Automotive advisor who will determine the individual’s preparation and qualifications for admission into the certificate.

Recommended Sequence of Courses
First Semester – Fall
AUT 101 Engine Fundamentals 3
Total 3

Second Semester – Summer
AUT 103 Engine Reconditioning 4
Total 4

Third Semester – Fall
AUT 263 Advanced Automotive Machining 4
Total 4

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall
AUT 101 Engine Fundamentals 3
AUT 111 Brakes 3
AUT 131 Electrical Systems 3
AUT 133 Electrical Fundamentals 3
Total 12

Second Semester – Spring
AUT 103 Engine Reconditioning 4
AUT 145 Engine Performance 3
AUT 149 Ignition and Fuel Systems 4
AUT 241 Automotive Air Conditioning 4
Total 15

Third Semester – Summer
AUT 116 Manual Transmission and Axle 4
AUT 122 Suspension and Alignment 4
AUT 152 Automatic Transmission 4
Total 12

Automotive Servicing

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

The Automotive Servicing program prepares students for employment in the automotive servicing industry. This program teaches the basic skills required for the diagnosis, maintenance and repair of passenger cars and light trucks, through theory and shop instruction.

Admission into this program requires a valid driver’s license and qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall
AUT 101 Engine Fundamentals 3
AUT 111 Brakes 3
AUT 131 Electrical Systems 3
AUT 133 Electrical Fundamentals 3
Total 12

Second Semester – Spring
AUT 103 Engine Reconditioning 4
AUT 145 Engine Performance 3
AUT 149 Ignition and Fuel Systems 4
AUT 241 Automotive Air Conditioning 4
Total 15

Third Semester – Summer
AUT 116 Manual Transmission and Axle 4
AUT 122 Suspension and Alignment 4
AUT 152 Automatic Transmission 4
Total 12
Recommended Sequence of Courses

First Semester – Fall
AUT 101  Engine Fundamentals 3
AUT 133  Electrical Fundamentals 3
Total 6

Second Semester – Spring
AUT 122  Suspension and Alignment 4
AUT 131  Electrical Systems 3
Total 7

Third Semester – Summer
AUT 111  Brakes 3
AUT 241  Automotive Air Conditioning 4
Total 7

Fourth Semester – Fall
AUT 116  Manual Transmission and Axle 4
AUT 152  Automatic Transmission 4
Total 8

Fifth Semester – Spring
AUT 145  Engine Performance 3
AUT 149  Ignition and Fuel Systems 4
Total 7

Sixth Semester – Summer
AUT 103  Engine Reconditioning 4
Total 4

Basic Machining and CNC Fundamentals

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

Evening
This program introduces students to workplace safety, blueprint reading, precision measuring, basic conventional machining and CNC operations including set-up and programming. Students are prepared for entry-level employment in the metal-working industry.

Admission into this program requires qualifying scores on SAT, ACT or the TTC placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses

First Semester – Fall
EGT 106  Print Reading and Sketching 3
MTT 111  Machine Tool Theory and Practice I 5
IET 223  Industrial Safety 3
Total 11

Second Semester – Spring
MTT 112  Machine Tool Theory and Practice II 5
MTT 143  Precision Measurements 2
MTT 145  Machining of Metals 3
Total 10

Third Semester – Summer
MTT 250  Principles of CNC 3
MTT 251  CNC Operations 3
MTT 253  CNC Programming and Operations 3
Total 9
Cosmetology

Certificate in Applied Science
Credit Requirements: 39 Semester Credit Hours

This certificate prepares students for entry into the cosmetology career field by providing instruction in basic skills and theory.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools.)

Recommended Sequence of Courses
First Semester – Fall
COS 206 Chemical Hair Waving 3
COS 108 Nail Care 3
COS 112 Shampoo and Rinses 4
COS 120 Manikin Practice 3
Total 13

Second Semester – Spring
COS 110 Scalp and Hair Care 3
COS 101 Fundamentals of Cosmetology 3
COS 210 Hair Coloring 3
COS 220 Cosmetology Clinical Practice I 3
Total 12

Third Semester – Summer
COS 106 Facials and Makeup 3
COS 116 Hair Styling I 4
Total 7

Fourth Semester – Fall
COS 114 Hair Shaping 4
COS 222 Cosmetology Clinical Practice II 3
Total 7

Note: For Spring-start sequence, see your advisor.

Cosmetology Instructor Training
(Pending Cosmetology Board approval)

Certificate in Applied Science
Credit Requirements: 17 Semester Credit hours

This certificate program prepares licensed cosmetologists, estheticians and nail technicians to apply to take the SC COS instructor state board exams.

Admission into this program requires proof of high school diploma or GED, current Cosmetology, Esthetics, or Nail Technician license, successful completion of either COS 210, COS 223 or COS 136 with a grade of B or higher or exam for course credit with a grade of B or higher, and successful completion of background check.
Recommended Sequence of Courses

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 281</td>
<td>Introduction to Teaching Cosmetology</td>
<td>3</td>
</tr>
<tr>
<td>COS 282</td>
<td>Cosmetology Classroom Preparation</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>COS 283</td>
<td>Regulations for Cosmetology Teachers</td>
<td>3</td>
</tr>
<tr>
<td>COS 284</td>
<td>Cosmetology Clinic and Classroom Supervision I</td>
<td>3</td>
</tr>
<tr>
<td>COS 285</td>
<td>Cosmetology Clinic and Classroom Supervision II</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tbody>
</table>

These courses are not required to take the SC Instructor Licensing Exam, if an applicant meets the requirement of two years of experience as a licensed cosmetologist, esthetician or nail technician.

Electrical Line Worker: Third Class

Certificate in Applied Science

Credit Requirements: 17 Semester Credit Hours

The purpose of the Electrical Line Worker Program is to prepare the student to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work. During the Electrical Line Worker: Third Class program, offered in its entirety both Fall and Spring semesters, students will receive classroom and field training in math, electrical circuit analysis, power systems including Ohm’s Law, AC and DC theory and analysis, generation, transmission and distribution of electrical energy and transformer theory. Climbing techniques are strongly emphasized. Safety and teamwork are demonstrated and emphasized in all phases of training.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test and completion of the Third Class certificate or its equivalent. High school graduation or GED is required and you must be at least 18 years old. Admission is restricted to employees of electric utilities. For more information, contact the Division of Industrial and Engineering Technology at 843.574.6156.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ELW 110</td>
<td>Electrical Computations</td>
<td>2</td>
</tr>
<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>
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<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

Electrician: Automated Controls

Certificate in Applied Science

Credit Requirements: 27 Semester Credit Hours

Day

The Electrician: Automated Controls certificate program prepares you for employment in industry as an automated controls maintenance technician. Emphasis is placed on electrical/electronic theory, programmable controllers and their applications, and hydraulic and pneumatic systems.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELW 113</td>
<td>National Electrical Safety Code</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>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>18</strong></td>
</tr>
</tbody>
</table>
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 115 DC Circuits 4
- IMT 131 Hydraulics and Pneumatics 4
  **Total 8**

#### Second Semester – Spring
- EEM 116 AC Circuits II 4
- EEM 131 Solid State Devices 4
  **Total 8**

#### Third Semester – Summer
- EEM 107 Industrial Computer Techniques 2
- EEM 221 DC/AC Drives 3
  **Total 5**

#### Fourth Semester – Fall
- EEM 251 Programmable Controllers 3
  **Total 3**

#### Fifth Semester – Spring
- EEM 252 Programmable Controllers Applications 3
  **Total 3**

### Electrician: Automated Controls

**Certificate in Applied Science**

**Credit Requirements: 27 Semester Credit Hours**

**Day**

The Electrician: Automated Controls certificate program prepares you for employment as an automated controls technician. Emphasis is placed in 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 115 DC Circuits I 4
- IMT 131 Hydraulics and Pneumatics 4
  **Total 8**

#### Second Semester – Spring
- EEM 109 NCCER Core Curriculum 3
- EEM 116 AC Circuits II 4
  **Total 7**

#### Third Semester – Summer
- EEM 107 Industrial Computer Techniques 2
- EEM 170 Electrical Installation 3
  **Total 5**

#### Fourth Semester – Fall
- EEM 140 National Electrical Code 3
  **Total 3**
Electrician: Construction

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours
Evening

The Electrician: Construction certificate program prepares you for employment in the electrical construction trade. Emphasis is placed on electrical theory, wiring techniques, electrical equipment installations and license preparation in accordance with the latest edition of the National Electrical Code.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
EEM 115 DC Circuits I 4
EEM 165 Residential/Commercial Wiring 4
Total 8

Second Semester – Summer
EEM 107 Industrial Computer Techniques 2
EEM 116 AC Circuits II 4
Total 6

Third Semester – Fall
EEM 166 Commercial/Industrial Wiring 4
Total 4

Fourth Semester – Spring
EEM 140 National Electrical Code 3
EEM 151 Motor Controls I 4
EEM 251 Programmable Controllers 3
Total 10

Electrician: Industrial

Certificate in Applied Science
Credit Requirements: 35 Semester Credit Hours
Evening

The Electrician: Industrial certificate program prepares you for employment as an industrial maintenance electrician. Emphasis is placed on electrical/electronic theory and industrial electrical equipment such as motors, transformers, motor control systems, drive systems and programmable controllers. Special emphasis is placed on developing troubleshooting skills.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
EEM 115 DC Circuits I 4
Total 4
## Industrial Technology

### Second Semester – Summer
- EEM 107 Industrial Computer Techniques 2
- EEM 116 AC Circuits II 4

**Total 6**

### Third Semester – Fall
- EEM 131 Solid State Devices 4
- EEM 217 AC/DC Machines with Electrical Codes 4

**Total 8**

### Fourth Semester – Spring
- EEM 151 Motor Controls I 4

**Total 4**

### Fifth Semester – Summer
- EEM 166 Commercial/Industrial Wiring 4

**Total 4**

### Sixth Semester – Fall
- EEM 221 DC/AC Drives 3
- EEM 251 Programmable Controllers 3

**Total 6**

### Seventh Semester – Spring
- EEM 140 National Electrical Code 3

**Total 3**

## 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**

## Esthetics

### Certificate in Applied Science
### Credit Requirements: 25 Semester Credit Hours
This certificate program teaches basic skin care, various facials, makeup application, hair removal, sanitation procedures and salon management practices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools)

### Recommended Sequence of Courses

#### First Semester
- COS 151 Dermatology 3
- COS 156 Fundamentals of Massage 2
- COS 158 Facial Treatments 2
- COS 160 Electric Current Facial Treatments 1
- COS 172 Infection Control for Estheticians 1
- COS 251 Advanced Dermatology 3

**Total 12**
Horticultural Sustainability

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Horticultural Sustainability certificate addresses current environmental issues. Sustainable agriculture/horticulture has been practiced for many years, stressing the conservation of resources to maintain a sustainable environment. Students would be well-versed in new developments in landscape construction and current horticultural practices that minimize the impact on the environment.

Recommended Sequence of Courses
First Semester – Fall
HRT 106 Ornamentals 2
HRT 144 Plant Pests 3
HRT 153 Landscape Construction 3
Total 8

Second Semester – Spring
HRT 107 Woody Ornamentals 2
HRT 125 Soils 4
HRT 169 Sustainability in Horticulture 3
Total 9

Industrial Mechanic

Certificate in Applied Science
Credit Requirements: 27 Semester Credit Hours

The Industrial Mechanic program prepares students for employment in industrial mechanics. This program teaches skills required for troubleshooting, maintenance and repair of mechanical systems.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

IMT-prefix courses are available based on demand. See your program advisor.

Recommended Sequence of Courses
IMT 105 Mechanical Sketching 2
IMT 124 Pumps 2
IMT 131 Hydraulics and Pneumatics 4
IMT 151 Piping Systems 3
IMT 160 Preventive Maintenance 3
IMT 161 Mechanical Power Applications 4
IMT 163 Problem Solving for Mechanical Applications 3
IMT 210 Basic Industrial Work Skills I 3
IMT 211 Basic Industrial Work Skills II 3

Landscape Design

Certificate in Applied Science
Credit Requirements: 16 Semester Credit Hours

The Landscape Design certificate program provides training for individuals involved in landscape design and installation. The program is useful for those with practical experience in landscape installation, but with little or no formal training in plant arrangements and plant selection. Students must see the Horticulture faculty for advising.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall
HRT 106 Ornamentals 2
HRT 153 Landscape Construction 3
Total 5

Second Semester – Spring
HRT 102 Landscape Design 4
HRT 107 Woody Ornamentals 2
Total 6

Third Semester – Summer
HRT 108 Annuals and Perennials 2
HRT 212 Commercial Landscape Design 3
Total 5

Landscape Management

Certificate in Applied Science
Credit Requirements: 17 Semester Credit Hours

The Landscape Management certificate is ideal if you want to take courses in a specific area of landscape maintenance and management. The objective of this certificate is to create confidence and professionalism in the landscaper and nursery worker by broadening his or her horticultural knowledge and increasing exposure to modern techniques and materials used in landscape management.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.
### Industrial Technology

#### Recommended Sequence of Courses

**First Semester – Fall**
- HRT 101 Introduction to Horticulture 3
- HRT 106 Ornamentals 2
- HRT 241 Turf Management 3

**Second Semester – Spring**
- HRT 107 Woody Ornamentals 2
- MGT 120 Small Business Management 3

**Third Semester – Summer**
- HRT 108 Annuals and Perennials 2
- HRT 254 Landscape Maintenance 2

### Nail Technology

#### Certificate in Applied Science

**Credit Requirements:** 18 Semester Credit Hours

**Day**
- This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or the TTC placement test. (No correspondence schools.)

#### Recommended Sequence of Courses

**First Semester**
- COS 131 Bacteria and Other Infectious Agents 2
- COS 132 Science of Nail Technology 2
- COS 133 Basic Procedures 3
- COS 135 The Business of Nail Technology 2
- COS 136 Fundamentals of Artificial Nail Application 4
- COS 137 Fundamentals of Nail Art 1
- COS 224 Nail Practice I 4

**Total 18**

### Welding Gas Metal Arc and Flux Cored Arc

#### Certificate in Applied Science

**Credit Requirements:** 24 Semester Credit Hours

**Fall Semester Start**
- This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

#### Recommended Sequence of Courses

**First Semester – Fall**
- EGT 114 Welding Print Basics 2
- WLD 110 Welding Safety and Health 1
- WLD 118 Gas Metal Arc Welding Ferrous I 4
- WLD 119 Gas Metal Arc Welding Ferrous II 1
- WLD 201 Welding Metallurgy 2

**Total 10**

**Second Semester – Spring**
- EGT 117 Welding Print Principles 2
- WLD 120 Flux Cored Arc Welding I 4
- WLD 121 Flux Cored Arc Welding II 1
- WLD 141 Weld Quality 2

**Total 9**

**Third Semester – Summer**
- WLD 122 Gas Metal Arc Welding Nonferrous I 4
- WLD 123 Gas Metal Arc Welding Nonferrous II 1

**Total 5**

### Spring Semester Start
- This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.
Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
WLD 110  Welding Safety and Health 1
WLD 118  Gas Metal Arc Welding Ferrous I 4
WLD 119  Gas Metal Arc Welding Ferrous II 1
Total 6

Second Semester – Summer
WLD 120  Flux Cored Arc Welding I 4
WLD 121  Flux Cored Arc Welding II 1
Total 5

Third Semester – Fall
EGT 114  Welding Print Basics 2
WLD 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

Fourth Semester – Spring
EGT 117  Welding Print Principles 2
WLD 141  Weld Quality 2
Total 4

Welding Gas Metal Arc and Flux Cored Arc
Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Summer Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of gas metal arc and flux cored arc welding in preparation for entry into the welding fields of manufacturing, construction, transportation and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Summer
WLD 118  Gas Metal Arc Welding Ferrous I 4
WLD 119  Gas Metal Arc Welding Ferrous II 1
Total 5

Second Semester – Fall
EGT 114  Welding Print Basics 2
WLD 110  Welding Safety and Health 1
WLD 120  Flux Cored Arc Welding I 4
WLD 121  Flux Cored Arc Welding II 1
WLD 201  Welding Metallurgy 2
Total 10

Third Semester – Fall
EGT 114  Welding Print Basics 2
WLD 201  Welding Metallurgy 2
Total 4

Welding Gas Metal Arc and Flux Cored Arc: Advanced
Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start
This certificate teaches advanced welding students pipe welding skills using the gas metal arc and flux cored arc welding processes. Requirements for entry into this program are prerequisite courses WLD 119 and WLD 121; current welder qualification documentation of gas metal arc and flux cored arc in 3G and 4G positions on carbon steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Fall
WLD 231  Gas Metal Arc/Flux Cored Arc Welding Pipe I 4
WLD 232  Gas Metal Arc/Flux Cored Arc Welding Pipe II 2
Total 6

Second Semester – Spring
WLD 110  Welding Safety and Health 1
WLD 141  Weld Quality 2
Total 3

Third Semester – Fall
EGT 114  Welding Print Basics 2
WLD 201  Welding Metallurgy 2
Total 4
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
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 132 Inert Gas Welding Ferrous 4
WLD 133 Inert Gas Welding Ferrous Tubing 1
WLD 201 Welding Metallurgy 2
Total 10

Second Semester – Spring
EGT 117 Welding Print Principles 2
WLD 141 Weld Quality 2
WLD 152 Tungsten Arc Welding 4
WLD 153 Tungsten Arc Welding Stainless Steel Tubing 1
Total 9

Third Semester – Summer
WLD 135 Inert Gas Welding of Aluminum 4
WLD 137 Inert Gas Welding Aluminum Tubing 1
Total 5

Welding Gas Tungsten Arc

Certificate in Applied Science
Credit Requirements: 24 Semester Credit Hours
Spring Semester Start

This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – Spring
WLD 110 Welding Safety and Health 1
WLD 132 Inert Gas Welding Ferrous 4
WLD 133 Inert Gas Welding Ferrous Tubing 1
Total 6
**Industrial Technology**

**Second Semester – Summer**
- WLD 152  Tungsten Arc Welding  4
- WLD 153  Tungsten Arc Welding Stainless Steel Tubing  1
  **Total 5**

**Third Semester – Fall**
- EGT 114  Welding Print Basics  2
- WLD 135  Inert Gas Welding of Aluminum  4
- WLD 137  Inert Gas Welding Aluminum Tubing  1
- WLD 201  Welding Metallurgy  2
  **Total 10**

**Fourth Semester – Spring**
- EGT 117  Welding Print Principles  2
- WLD 141  Weld Quality  2
  **Total 4**

**Welding Gas Tungsten Arc**

**Certificate in Applied Science**

**Credit Requirements: 24 Semester Credit Hours**

**Summer Semester Start**
This certificate teaches beginning and intermediate welding students the principles and practices of gas tungsten arc welding carbon steel, aluminum and stainless steel sheet metal, plate and tubing.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

**Recommended Sequence of Courses**

**First Semester – Summer**
- WLD 132  Inert Gas Welding Ferrous  4
- WLD 133  Inert Gas Welding Ferrous Tubing  1
  **Total 5**

**Second Semester – Fall**
- EGT 114  Welding Print Basics  2
- WLD 110  Welding Safety and Health  1
- WLD 152  Tungsten Arc Welding  4
- WLD 153  Tungsten Arc Welding Stainless Steel Tubing  1
- WLD 201  Welding Metallurgy  2
  **Total 10**

**Third Semester – Spring**
- EGT 117  Welding Print Principles  2
- WLD 135  Inert Gas Welding of Aluminum  4
- WLD 137  Inert Gas Welding Aluminum Tubing  1
- WLD 141  Weld Quality  2
  **Total 9**

**Welding Gas Tungsten Arc: Advanced**

**Certificate in Applied Science**

**Credit Requirements: 15 Semester Credit Hours**

**Fall Semester Start**
This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.

Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

**Recommended Sequence of Courses**

**First Semester – Fall**
- WLD 228  Inert Gas Welding Pipe I  4
- WLD 229  Inert Gas Welding Pipe II  2
  **Total 6**

**Second Semester – Spring**
- WLD 110  Welding Safety and Health  1
- WLD 141  Weld Quality  2
  **Total 3**

**Third Semester – Fall**
- EGT 114  Welding Print Basics  2
- WLD 201  Welding Metallurgy  2
  **Total 4**

**Fourth Semester – Spring**
- EGT 117  Welding Print Principles  2
  **Total 2**

**Welding Gas Tungsten Arc Advanced**

**Certificate in Applied Science**

**Credit Requirements: 15 Semester Credit Hours**

**Spring Semester Start**
This certificate teaches advanced welding students pipe welding skills using the gas tungsten arc welding process.
Requirements for entry into this program are prerequisite courses WLD 133, WLD 137 and WLD 153; current welder qualification documentation of gas tungsten arc welding in 3G and 4G positions of carbon steel, aluminum and stainless steel; or skills evaluation by the Welding instructor at TTC.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Recommended Sequence of Courses
First Semester – Spring
WLD 228   Inert Gas Welding Pipe I     4
WLD 229   Inert Gas Welding Pipe II     2
Total 6

Second Semester – Fall
EGT 114   Welding Print Basics          2
WLD 110   Welding Safety and Health     1
WLD 201   Welding Metallurgy             2
Total 5

Third Semester – Spring
EGT 117   Welding Print Principles       2
WLD 141   Weld Quality                    2
Total 4

SI 614   Shielded Metal Arc
Credit Requirements: 25 Semester Credit Hours
Spring Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate program in any semester.

Recommended Sequence of Courses
First Semester – 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 – Summer
WLD 113   Arc Welding II                 4
WLD 114   Advanced Arc Welding           1
Total 5

Third Semester – Fall
EGT 114   Welding Print Basics          2
WLD 145   Field Welding                  2
WLD 170   Qualification Welding          4
WLD 201   Welding Metallurgy             2
Total 10

Fourth Semester – Spring
EGT 117   Welding Print Principles       2
WLD 141   Weld Quality                    2
Total 4
Welding Shielded Metal Arc Certificate in Applied Science
Credit Requirements: 25 Semester Credit Hours
Summer Semester Start
This certificate teaches beginning and intermediate welding students the principles and practices of shielded metal arc welding in preparation for entry into the welding fields of construction, fabrication and maintenance.

Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in any semester.

Recommended Sequence of Courses
First Semester – Summer
WLD 101 Cutting Processes 1
WLD 111 Arc Welding I 4
Total 5

Second Semester – Fall
EGT 114 Welding Print Basics 2
WLD 110 Welding Safety and Health 1
WLD 113 Arc Welding II 4
WLD 114 Advanced Arc Welding 1
WLD 201 Welding Metallurgy 2
Total 10

Third Semester – Spring
EGT 117 Welding Print Principles 2
WLD 141 Weld Quality 2
Total 4

Welding Shielded Metal Arc Advanced Certificate in Applied Science
Credit Requirements: 15 Semester Credit Hours
Fall Semester Start
This certificate teaches advanced welding students pipe welding skills using the shielded metal arc welding process. Requirements for entry into this program are prerequisite courses WLD 170 and WLD 145; current welder qualification documentation of shielded metal arc welding in 3G and 4G positions; or skills evaluation by the welding instructor at TTC. Admission into this program requires qualifying scores on SAT, ACT or TTC’s placement test. High school graduation is not required if you are at least 18 years old.

Students can enter the certificate in Fall or Spring semesters.

Recommended Sequence of Courses
First Semester – Fall
WLD 225 Arc Welding Pipe I 4
WLD 226 Arc Welding Pipe II 1
WLD 227 Arc Welding Pipe III 1
Total 6

Second Semester – Spring
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
### 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**
Overview

The Division of Law-Related Studies offers students the education needed to enter the criminal justice, homeland security and paralegal professions.

The Criminal Justice associate degree program is for students who desire to begin careers in law enforcement, upgrade their skills, or transfer to a four-year institution to obtain a bachelor’s degree in criminal justice, criminology or sociology. Some courses offered in the training curriculum at the S.C. Criminal Justice Academy may be eligible for credit toward the Criminal Justice associate degree at TTC. Courses taken at TTC may be transferable to the S.C. Criminal Justice Academy for recertification credit for certified police and detention officers. Some credit may transfer to public and private colleges as well. Contact your advisor for more information about transfer options in criminal justice. The college also offers four Criminal Justice certificates: Law Enforcement, Corrections, Crime Scene Investigation, and Emergency Management and Protection. These certificates are designed for students who are not seeking an associate degree but need course work in criminal justice to help them gain employment or advance in their respective fields of employment.

Homeland Security is about protecting people, property, and infrastructure while minimizing economic impacts of natural and man-made crises. The Homeland Security Management associate degree prepares students for jobs in Homeland Security as well as provide information and a depth of understanding in security that will be useful in any career in turbulent times. This program will be of significant value to students employed in, or seeking employment in, first responder disciplines such as law enforcement, fire services, emergency medical services and public health.

TTC’s Paralegal associate degree program is designed for students who want a career as a paralegal. The college also offers a Paralegal certificate program for students who already have some college credit. To enter the certificate program students must have at least 49.5 quarter or 33 semester credit hours, at a C or better, from an approved, accredited postsecondary institution. Of these hours, three hours must be CPT 101 or a comparable computer course, and 18 hours must be general education courses spread across three disciplines, with six of those 18 hours being comprised of ENG 101 and SPC 205 or SPC 209. Contact your advisor for further details. The Paralegal certificate program and the Paralegal associate degree program have received the approval of the American Bar Association.

General Information

Through internships, work-study positions or the college’s cooperative education program, Criminal Justice and Paralegal students are provided the opportunity to receive on-the-job training in a variety of settings.

Students interested in Law-Related Studies programs should consult with a faculty advisor to discuss program requirements, class times and frequency of offerings. Seating is limited, so early registration is recommended. For more information call 843.574.6890.

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Programs of Study

Associate Degree Programs
Criminal Justice
Homeland Security Management
Paralegal

Certificate Programs
Criminal Justice: Corrections
Criminal Justice: Law Enforcement
Crime Scene Investigation
Emergency Management and Protection
Paralegal

Note: The CRJ degree, HSM degree and all CRJ certificates are also available online for those students who work or have other situations that prevent in-class attendance.

Criminal Justice

Associate in Applied Science
Credit Requirements: 66 Semester Credit Hours

The Criminal Justice associate degree prepares students for entry-level positions in law enforcement agencies as police officers and civilian support staff; in corrections and detention facilities as corrections officers and jailers; in prosecutors’ offices and criminal defense firms as investigators, clerks, and support staff; in private security agencies as security
officers and investigators; and in homeland and corporate security departments as investigators, risk analysis officers, and loss prevention and emergency planners where a degree is required. The degree also positions employees for pay raises and promotion eligibility.

Recommended Sequence of Courses

First Semester – Fall
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
CRJ 101 Introduction to Criminal Justice 3
CRJ 125 Criminology 3
CRJ 126 Research Methods 3
Total 15

Second Semester – Spring
CRJ 140 Criminal Justice Report Writing 3
or
ENG 102 English Composition II 3
CRJ 220 Judicial Process 3
or
BUS 121 Business Law I 3
CRJ 115 Criminal Law I 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
REQ SSC Select three credit hours from Behavioral/Social Sciences listing on page B-3 3
Total 15

Third Semester – Summer
CRJ 230 Criminal Investigations I 3
CRJ 222 Ethics in Criminal Justice 3
CRJ 242 Correctional Systems 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
Total 12

Fourth Semester – Fall
CRJ 236 Criminal Evidence 3
REQ MAT/SCI Select one course from Math/Natural Sciences listing on page B-4 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
Total 12

Fifth Semester – Spring
REQ HUM Select one course from Humanities listing on page B-3 3
CRJ 130 Police Administration 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
ELE CRJ Select three credit hours from Criminal Justice Electives 3
Total 12

Note: Discuss course selection with your advisor regarding transferability to four-year colleges. Some courses may not transfer.

Criminal Justice Electives
Select from the list below. At least four courses must have CRJ prefix.

CRJ 102 Introduction to Security 3
CRJ 110 Police Patrol 3
CRJ 120 Constitutional Law 3
CRJ 140 Criminal Justice Report Writing 3
CRJ 202 Criminalistics 3
CRJ 210 The Juvenile and the Law 3
CRJ 212 Protection Management 3
CRJ 218 Crisis Intervention 3
CRJ 224 Police Community Relations 3
CRJ 232 White Collar Crimes Investigation 3
CRJ 233 Cyber Crimes and the Law 3
CRJ 235 Practical Crime Scene Investigation 3
CRJ 243 Criminal Profiling 3
CRJ 244 Probation, Pardon and Parole 3
CRJ 250 Criminal Justice Internship I 3
HSM 104 Homeland Security and Terrorism 3
HSM 202 Transportation and Border Security 3
HSM 203 Intelligence Analysis and Security Management 3
CWE 113 Cooperative Work Experience
CWE 123 Cooperative Work Experience
Any additional three-hour college-level course from the Catalog except ENG 150, COL 103 and courses labeled nondegree credit in the course description can be used as a criminal justice general elective.

Homeland Security Management

Associate in Applied Science
Credit Requirement: 66 Semester Credit Hours

The Homeland Security Associate in Applied Science prepares students for an education in homeland security through the development of the knowledge, skills and abilities needed for leadership in homeland security including international and domestic terrorism, infrastructure protection, strategic planning for security, international relations, intelligence operations and evaluation and program management. These disciplines include but

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are not limited to police, fire, emergency medical, public health and emergency management. These positions can include but are not limited to the following: transportation security officer, mission support specialist, information technology specialist, border patrol agent, program analyst, contract specialist, supervisory transportation officer, security officer screener, program analyst, human resources specialist and lead transportation security officer screener.

Recommended Sequence of Courses

First Semester – Fall

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<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>
<td>3</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HSM 101</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>HSM 104</td>
<td>Terrorism and Homeland Security</td>
<td>3</td>
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<td>CRJ 126</td>
<td>Criminal Justice Research Methods</td>
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Second Semester – Spring

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<tr>
<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>HSM 103</td>
<td>Introduction to Emergency Management</td>
<td>3</td>
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<tr>
<td>CRJ 120</td>
<td>Constitutional Law</td>
<td>3</td>
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<tr>
<td>HSM 201</td>
<td>Critical Incident Management</td>
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<tr>
<td>ELE</td>
<td>Select from Criminal Justice, Emergency Medical or Fire Service Track</td>
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Third Semester – Summer

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<td>HSM 205</td>
<td>Public Health Emergency Preparedness</td>
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<td>ELE HUM</td>
<td>Select three credit hours from Humanities Electives listing on page B-3</td>
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<td>HSM 204</td>
<td>Terrorism and Weapons of Mass Destruction</td>
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<tr>
<td>CRJ 222</td>
<td>Ethics in Criminal Justice</td>
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Fourth Semester – Fall

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<td>ELE</td>
<td>Select from Criminal Justice, Emergency Medical or Fire Service Track</td>
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<td>HSM 203</td>
<td>Intelligence Analysis and Security Management</td>
<td>3</td>
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<td>ELE</td>
<td>Select one course from Math/</td>
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<td>MAT/SCI</td>
<td>Natural Science Electives</td>
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<tr>
<td>ELE</td>
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Fifth Semester - Spring

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<td>Transportation and Border Security</td>
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<td>PSC 201</td>
<td>American Government or State/Local Government</td>
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<td>or</td>
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<tr>
<td>PSC 215</td>
<td>State/Local Government</td>
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Paralegal Program

This program is approved by the American Bar Association (ABA) and is an institutional member of the American Association for Paralegal Education (AAFPE).

Program Goals

- Provide a well-rounded program of education for students who wish to seek employment as paralegals in a variety of settings.
- Provide students with the knowledge, skills and understanding of legal ethics necessary to work under the supervision of attorneys to assist in the delivery of legal services.

Program Objectives

- Prepare students to apply principles of legal ethics
- Prepare students to draft legal documents
- Prepare students to perform legal research
- Prepare students to enter legal profession as entry level paralegals

UNAUTHORIZED PRACTICE OF LAW (UPL) STATEMENT

S.C. Code Ann. § 40-5-310
Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina.
Paralegal

Associate in Applied Science

Credit Requirements: 69 Semester Credit Hours

The Paralegal associate degree program prepares students to work under the direct supervision of an attorney to prepare legal documents, recommend solutions for procedural problems, and create and implement detailed office procedures for the efficient handling of specialized fields of law. This program has received approval from the American Bar Association.

Note: Please see course descriptions. Most LEG courses require completion of prerequisites, corequisites or advisor’s approval. Many LEG courses are offered only once each year, so following the recommended course sequence is very important. See your advisor prior to registration.

Recommended Sequence of Courses

First Semester – Fall
CPT 101 Introduction to Computers 3
ENG 101 English Composition I 3
LEG 135 Introduction to Law and Ethics 3
LEG 201 Civil Litigation I 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
Total 15

Second Semester – Spring
ENG 102 English Composition II 3
LEG 120 Torts 3
LEG 132 Legal Bibliography 3
ELE HIS Select three credit hours from History Electives 3
REQ SSC Select three credit hours from Behavioral/Social Sciences listing on page B-3 3
Total 15

Third Semester – Summer
BUS 121 Business Law I 3
LEG 213 Family Law 3
LEG 240 Claims Investigation 3
Total 9

Fourth Semester – Fall
LEG 214 Property Law 3
LEG 233 Wills, Trusts and Probate 3
*LEG 242 Law Practice Workshop 3
MAT 109 College Algebra with Modeling 3
or
MAT 110 College Algebra 3
or
MAT 120 Probability and Statistics 3
or
MAT 155 Contemporary Mathematics 3
ELE LEG Select three credit hours from Paralegal Electives 3
Total 15

Fifth Semester – Spring
CPT 179 Microcomputer Word Processing 3
LEG 230 Legal Writing 3
**CRJ 115 Criminal Law I 3
or
**LEG 234 Title Examination Procedures I 3
ELE LEG Select three credit hours from Paralegal Electives 3
CRJ 101 Introduction to Criminal Justice 3
Total 15

History Electives
HIS 101 Western Civilization to 1689 3
HIS 102 Western Civilization post 1689 3
HIS 104 World History I 3
HIS 105 World History II 3
HIS 201 American History: Discovery to 1877 3
HIS 202 American History: 1877 to Present 3

Paralegal Electives

Students may select any three-hour college-level course in the Catalog except ENG 150, COL 103 and any course labeled nondegree credit in the course descriptions.

Strongly Recommended: CPT 174, CPT 172, CRJ 115, CRJ 120, CRJ 210, CRJ 220, CRJ 236

*May be taken in Fall or Spring of second year, but not prior to that time
** Students may elect to take either CRJ 115 or LEG 234. LEG 234 is offered only in Spring Semester. Students are not required to take both courses; they should discuss the choice with their advisors.

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.
Criminal Justice: Corrections

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in detention facilities, local jails, state prisons, juvenile facilities, and probation and parole agencies as support staff to agents where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall
***CRJ 101 Introduction to Criminal Justice 3
CRJ 125 Criminology 3
CRJ 244 Probation, Pardon and Parole 3
Total 9

Second Semester – Spring
**CRJ 115 Criminal Law I 3
CRJ 140 Criminal Justice Report Writing 3
CRJ 220 Judicial Process 3
or
BUS 121 Business Law I 3
*CRJ 202 Criminalistics 3
Total 9-12

Third Semester – Summer
**CPT 101 Introduction to Computers 3
CRJ 222 Ethics in Criminal Justice 3
CRJ 242 Correctional Systems 3
*CRJ 230 Criminal Investigation I 3
Total 9-12

*Students may choose either CRJ 202 or CRJ 230. CRJ 230 is only offered in summer. Students are not required to take both CRJ 202 and CRJ 230 and should discuss this choice with their advisors.

**Course is offered every semester.

***Course is offered in Fall and Spring semesters.

Criminal Justice: Law Enforcement

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for law enforcement and security positions where a degree is not required to work as patrol officers, civilian support staff positions, communications officers, community service officers, private security officers and investigators.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall
***CRJ 101 Introduction to Criminal Justice 3
CRJ 125 Criminology 3
*CRJ 224 Police Community Relations 3
or
*CRJ 102 Introduction to Security 3
Total 9

Second Semester – Spring
CRJ 110 Police Patrol 3
CRJ 140 Criminal Justice Report Writing 3
CRJ 220 Judicial Process 3
or
BUS 121 Business Law I 3
*CRJ 202 Criminalistics 3
Total 9-12

Third Semester – Summer
**CPT 101 Introduction to Computers 3
**CRJ 115 Criminal Law I 3
CRJ 222 Ethics in Criminal Justice 3
*CRJ 230 Criminal Investigation I 3
Total 9-12

*Students may take either CRJ 202 or CRJ 230. Students may take CRJ 102 or CRJ 224. However, students do not have to take all four courses.

**Course is offered every semester.

***Course is offered in Fall and Spring semesters.
Crime Scene Investigation

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for entry-level positions in public and private agencies as crime scene investigators, forensic technicians, coroner’s investigators, and crime lab technicians where a degree is not required.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test. See your advisor for reading and writing placement.

Recommended Sequence of Courses
First Semester – Fall
*CRJ 101 Introduction to Criminal Justice 3
CRJ 125 Criminology 3
CRJ 235 Practical Crime Scene Investigations 3
CRJ 236 Criminal Evidence 3
Total 12

Second Semester – Spring
CRJ 140 Criminal Justice Report Writing 3
CRJ 202 Criminalistics 3
**CRJ 250 Criminal Justice Internship I 3
or
CRJ 233 Cyber Crime and the Law 3
Total 9

Third Semester – Summer
CRJ 218 Crisis Intervention 3
CRJ 140 Criminal Justice Report Writing 3
CRJ 102 Introduction to Private Security 3
Total 9

*Offered in both Fall and Spring semesters

**Approval from advisor is required.

Emergency Management and Protection

Certificate in Applied Science
Credit Requirements: 30 Semester Credit Hours

This certificate prepares students for positions in public agencies and private corporations as emergency planners, risk analysis officers, fire and safety inspectors, and in insurance and regulatory agencies as investigators and loss prevention officers.

Admission into this program requires proof of high school graduation (or GED) and qualifying scores on SAT, ACT or TTC’s placement test.

Recommended Sequence of Courses
First Semester – Fall
CRJ 101 Introduction to Criminal Justice 3
CPT 101 Introduction to Computers 3
CRJ 224 Police Community Relations 3
Total 9

Second Semester – Spring
CRJ 232 White Collar Crimes 3
or
BUS 121 Business Law I 3
CRJ 233 Cyber Crimes 3
or
CRJ 250 Internship 3
CRJ 212 Protection Management 3
HSM 104 Homeland Security and Terrorism 3
Total 12

Third Semester – Summer
CRJ 218 Crisis Intervention 3
CRJ 140 Criminal Justice Report Writing 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.

For updated catalog, visit www.tridenttech.edu.
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.

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<tr>
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<td><strong>Total 6-9</strong></td>
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*Students may elect to take either CRJ 115 Criminal Law or LEG 234 Title Examination Procedures. However, LEG 234 Title Examination Procedures is offered only in Spring Semester. Students are not required to take both LEG 234 and CRJ 115 and should discuss this choice with their advisors.

Students transferring credits into the Paralegal programs may transfer only four courses from ABA-approved Paralegal programs for LEG-prefix course credit.
The Learning Center

Overview
The Learning Center Division provides instruction in developmental studies English, reading, math and critical reading (RDG 100), and offers academic support and tutoring through Learning Assistance. It also offers IDS 101 Human Thought and Learning and courses in English as a Second Language. All of these components provide services that enable students to be successful in college courses and to meet their academic goals.

General Information
The purpose of developmental studies courses is to assist students in acquiring the skills and knowledge necessary for their success in curriculum courses. Many students who wish to continue their education beyond the high school level lack essential competencies in reading, writing and/or mathematics. Courses in developmental studies help prepare students for programs of study leading to certificates, diplomas and degrees that will afford them opportunities for successful careers and lifelong learning.

Scores on entrance placement test(s) determine whether a student must enroll in one or more developmental studies courses before taking college credit courses. Your advisor or a college counselor can provide you with specific information about your scores and registration for courses. Please see the Course Description section of this Catalog for details about the courses.

Students enrolled in ENG 032, MAT 031, MAT 032, RDG 032 and RDG 100 will find that learning takes place in a technology-enhanced environment. Each student will have an Individualized Study Plan (ISP) or set of assignments based on the results of diagnostic testing or assessment. The ISP may include computer tutorials, guided instruction and self-paced lessons using a variety of media learning lab activities. Instructors will work with you to help you pace your individualized assignments so that you can complete your ISP as quickly as you can master the course objectives.

You must show satisfactory academic progress while in developmental studies courses. You can take and repeat developmental studies courses (those with a 0 prefix in mathematics, reading and English) up to a maximum total of 36 semester credit hours, the equivalent of three semesters of full-time enrollment. Exceptions will be granted only if you meet the college’s Standards of Academic Progress and if you have the approval of the department head and/or dean.

Students enrolled in developmental studies courses are also encouraged to enroll in COL 103 College Skills to gain strategies that will facilitate success in all college courses. Another option is IDS 101 Human Thought and Learning, a course that includes topics such as information processing, problem solving, memory and cognitive awareness.

Cancellation Policy
TTC reserves the right to cancel courses due to inadequate enrollment.

English as a Second Language (ESL)
The college offers English as a Second Language courses to non-native English speaking students who need assistance with speaking, listening, reading and writing in the English language to be successful in college credit courses. Students interested in ESL classes should call 843.574.6378 for more information.

Courses in ESL provide classes and laboratories that focus on the specific needs of non-native speakers of English. These needs include grammar, pronunciation, writing, vocabulary, reading skills and communication. Please see the Course Description section in this Catalog for details about the ESL courses.

Learning Assistance
Learning Assistance at TTC is provided through The Learning Center Division. The Center provides one-to-one tutoring, videos, computer tutorials, reference materials, informational handouts, and small group workshops to supplement learning needs in English, mathematics and other subjects. Students should contact The Learning Center on Main Campus at 843.574.6409 and on Palmer Campus at 843.722.5516 for additional information or to schedule an appointment for assistance. Tutoring and resources in Learning Assistance are provided free of charge to TTC students.
Nursing

Overview
TTC's Division of Nursing offers a curriculum with multiple entry and exit points with options for students to earn a certificate, diploma and associate degree. The Nursing curriculum incorporates course requirements for all Nursing programs into three levels. The sequential program levels prepare students for progressive roles of nursing practice: the nursing assistant, the practical nurse and the registered nurse. Students may successfully complete requirements for each program level and exit, or progress, to the next level. Requirements for each program level of the curriculum are progressive and must be met before entering courses in the next program level.

All qualified students may enter the first program level, the Nursing Assistant certificate. Students who successfully complete the course requirements of the first program level (Nursing Assistant) may exit with the Certificate in Applied Science or meet the progression requirements for the next program level and continue in the curriculum. Students who successfully complete the requirements for the second program level (Practical Nursing) may exit with a Diploma in Applied Science or meet the progression requirements for the third program level and continue in the curriculum. Students who successfully complete the required courses of the third program level (Associate Degree Nursing) exit with an Associate in Applied Science degree.

Qualified students who are Certified Nursing Assistants may enter the program and follow the CNA-to-PN or CNA-to-ADN Option. Qualified students who are Licensed Practical Nurses may enter the third program level of the curriculum and follow the LPN-to-ADN Option. The LPN students who successfully complete the third and final program level exit with an Associate in Applied Science degree.

The Nursing curriculum combines general education courses and clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice to ensure students obtain the most current knowledge and high-level skills available in the nursing profession.

General Information
TTC’s Associate Degree and Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Rd., NE, Suite 850, Atlanta, GA, 30326, 404.975.5000) and approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing (P.O. Box 12367, Columbia, SC 29211, 803.896.4550). The Nursing Assistant program is approved by the Department of Health and Human Services.

All clinical Nursing courses are seven-week FastForward sessions. Clinical experiences may be scheduled Monday through Sunday on any shift. Professional courses for the Associate Degree Nursing level are offered in sequence and require two years for completion with the exception of the Accelerated Option. Professional courses for the Practical Nursing level are offered in sequence and require three-and-a-half semesters for completion. The course for the Nursing Assistant level requires one-half semester for completion.

Prior to beginning clinical experiences in the Nursing programs, students must have current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, and all required immunizations (see information in Open Advising Session) and tests. In these programs, students are required to purchase uniforms, laboratory supplies and other course materials. Since students will be assigned to clinical sites off campus, they must have reliable transportation. In order to be in compliance with affiliation agreements between Trident Technical College and clinical facilities, all students entering Nursing programs are required to have a completed drug screen and criminal background check within six months prior to starting the Nursing program.

Only drug screens and background checks conducted through the agency designated by the college within six months prior to admission to the Nursing programs are acceptable. Students will be assessed processing fees.

Results of the drug screen will be made available to the dean or her designee. Students with positive drug screens will not be permitted to enroll in clinical nursing courses. Results of the criminal background check will be made available to the dean or her designee, who will forward any adverse findings to the clinical agency. The clinical agency will review all adverse findings and determine whether or not the findings disqualify the student from clinical practice. Should a student
be disqualified from clinical practice in a clinical agency, the student must meet with the dean to review potential options. Students with felonies and students who cannot be placed in all clinical rotations because of adverse findings will have to choose another career path.

Conviction of a crime (other than a minor traffic violation) could make the student ineligible to take the licensing exam required by the profession upon graduation. Early notification to the appropriate board is suggested.

### Nursing Program Admission Requirement Changes

Admission requirements for the Nursing program are subject to change. Students should visit www.tridenttech.edu/nursing.htm at the beginning of each semester for changes in admission requirements.

### Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

### Admission to the Nursing Programs

In order to apply for admission to the Nursing programs, students must first be accepted to TTC. Please note that admission to TTC does not guarantee admission to the Nursing programs.

Students are admitted to the Nursing programs on a first-qualified, first-admitted basis to the next-available space. Dates for the next-available spaces in the Nursing programs are posted on the Nursing Web page at www.tridenttech.edu/nursing.htm.

### General Nursing Admission Requirements

All students applying to a Nursing program must meet the following General Nursing Admission Requirements:

1. Complete the online Open Advising Session. This should be done first since all program requirements are reviewed in this session. The online Open Advising Session is available at www.tridenttech.edu/nursing.htm.
2. Submit official transcripts from all post-secondary institutions, colleges and universities previously attended. Students who have had a cumulative GPA of less than 2.0 for courses taken at any college they have attended during the last five years must complete 10 semester hours with a minimum grade of C or better in each course and a minimum cumulative GPA of 2.0. At least one of these courses must be a required laboratory science. Laboratory sciences must be taken within five years of the entry date to the program.
3. Meet the Program Specific Admission Requirements identified under each program.

### Application Process

#### Generic Nursing Programs

Students applying to one of the generic nursing programs (Certified Nursing Assistant, Practical Nursing, Associate Degree Nursing or Accelerated Option) who meet all three (3) General Nursing Admission Requirements are to follow the steps listed below to apply to the nursing program.

1. Print the Open Advising Session confirmation email.
2. Take a copy of your Open Advising Session confirmation email to the Admissions office on Main Campus.
3. Request the following documents: Nursing Application and Statement of Completion.
4. Submit these three (3) documents together:
   a. Completed Nursing Application
   b. Completed Statement of Completion
   c. Open Advising Session confirmation email.

Submit the three (3) documents listed above either in person or by certified mail to:

Trident Technical College
Admissions Office (Bldg. 410)
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067) AM-M
Charleston, SC 29423-8067

5. Return the form accepting your seat in the nursing program either in person or by certified mail to the address in number 4 above by the deadline and pay the $100 seat reservation fee to the Business office.

#### Advanced Placement Nursing Programs

Students applying to one of the advanced placement nursing programs (CNA-PN, CNA-ADN and LPN-ADN) who meet all three (3) General Nursing Admission Requirements are to follow the steps listed below to apply to the nursing program.

1. Print the Open Advising Session confirmation email.
2. Take a copy of your Open Advising Session confirmation email to the Admissions office on Main Campus.

3. Request the following documents: Nursing Application, Statement of Completion and Employment Verification form (LPN-ADN only).

4. Submit these five (5) documents together:
   a. Completed Nursing Application
   b. Completed Statement of Completion
   c. Completed Employment Verification (LPN-ADN only).
   d. A copy of your S.C. NA Certification with no substantiated findings on file with the S.C. Nurse Aide Registry or a copy of your unencumbered S.C. PN License.
   e. Open Advising Session confirmation email.

Submit the documents listed above either in person or by certified mail to:

Trident Technical College
Admissions Office (Bldg. 410)
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067) AM-M
Charleston, SC 29423-8067

5. Return the form accepting your seat in the nursing program either in person or by certified mail to the address in number 4 above by the deadline and pay the $100 seat reservation fee to the Business office.

Additional Requirements

Prior to enrolling in the first clinical nursing course, all students must:

1. Have a minimum cumulative GPA of 2.0 for courses taken at TTC and NOT be on academic or disciplinary suspension at the time of admission and date of entry into the program.

2. Show evidence of a criminal background check and drug screen completed within six months prior to starting the Nursing program. Only criminal background checks and drug screens that are conducted through the agency designated by the college will be accepted.

Important Note: Instructions for obtaining criminal background checks and drug screens will be given to students the semester before the date of entry to the Nursing program. Students will be assessed a processing fee.

Important Note: Students initially admitted to the Nursing Assistant program who wish to progress to the current South Carolina certification as a nursing assistant prior to progressing to the PN or ADN programs. Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current South Carolina licensure as a practical nurse prior to progressing to the ADN program.

Reminder: Prerequisites for clinical courses may change based on clinical affiliation agreement requirements. Students are responsible for meeting all prerequisites to clinical courses throughout the program.

Falsification of any information submitted will make a student ineligible for admission to or continuation in the Nursing program.

Nursing Merit Placement

Merit Placement is an opportunity for students already admitted to the generic Associate Degree Nursing (ADN) program to be considered for an earlier start date. Students who request consideration for Merit Placement will be awarded points based on the published criteria and ranked according to the total number of earned points. Students with the highest number of earned points will be selected to move their start date forward as space becomes available. To see the criteria for Merit Placement, go to the nursing Web page at www.tridenttech.edu/nursing.htm.

Students who qualify for consideration for Merit Placement can download the Merit Placement Application. The application is located on the Nursing Web page at www.tridenttech.edu/nursing.htm. Students must keep a copy of the completed application and submit the original completed application, along with the required documentation, in person or by certified mail to:

Trident Technical College
Admissions Office (Bldg. 410)
Nursing Admissions Coordinator
7000 Rivers Avenue (P.O. Box 118067) AM-M
Charleston, SC 29423-8067

The Merit Placement Application and all required documentation must be submitted according to the most current schedule, which can be found on the Nursing Web page at www.tridenttech.edu/nursing.htm.
Applications for Merit Placement will only be accepted during the specific dates and times for the current schedule. Required documentation must accompany all applications. Applications and/or required documentation received before or after these dates and times will not be considered.

The Nursing Admissions coordinator will notify students via their official my.tridenttech.edu email accounts within three weeks of the posted deadline as to whether or not they are selected to move their start date. Students not selected to move their start date forward will retain their original start date. Students selected for Merit Placement must begin preparing for admission to the Nursing program.

To be considered for Merit Placement, students must be able to complete the required immunizations before beginning the Nursing program. The required immunizations are outlined in the students’ original acceptance letters and include: Hepatitis B, rubella, rubeola, varicella and tetanus.

Additionally, students selected for Merit Placement must complete the mandatory online orientation (Essentials for New Nursing Students) in D2L and attend the mandatory meeting (Getting Off to a Successful Start) scheduled for the class they are entering. Dates and times will be announced.

Students who have questions or need additional information can use their official my.tridenttech.edu email accounts to email their advisors. Advisor names and contact information are listed under My Profile in TTC Express.

Transfer to Specific Programs

Students seeking admission to a Nursing program at TTC who have been enrolled in (and not completed) another Nursing program must complete the following requirements to be considered for admission:

1. Meet the college’s admission requirements.
2. Meet the Nursing program’s admission requirements.
3. Submit a letter from the dean or director of the former nursing program that addresses the student’s
   a. theoretical standing
   b. clinical standing
   c. eligibility for readmission to that program

NOTE: Only students who have no more than one unsuccessful attempt (W, D, F or U) in a clinical nursing course are considered for admission.

4. Meet the college’s requirements for 25 percent of the curriculum credit hours to be taken at TTC.
5. Meet all prerequisite and corequisite courses applicable to the semester for which the student is seeking entry. Laboratory sciences must be taken within five years of the date of entry into the program.
6. Once the student is eligible for admission, he/she may request consideration for transfer credit for nursing courses taken within the last two years by submitting a written request to the associate dean.

Course Sequence and Progression

To progress in the program, the student must achieve a minimum grade of C in all courses. These courses must be successfully completed before or during the term in which they appear as a corequisite in the recommended sequence of courses for the program and semester of entry.

Dosage Proficiency

Prior to progressing to Nursing Care Management I (NUR 104), students must successfully demonstrate proficiency in dosage calculations by registering for Health Calculations (AHS 126) and either successfully completing the PN Dosage Proficiency Placement Exam with a minimum grade of 95 percent or successfully completing the course.

Prior to progressing to ADN level courses Mental Health Promotion (NUR 207) and/or Health Promotion for Families II (NUR 208), students must successfully demonstrate proficiency in dosage calculations by registering for Health Calculations II (AHS 129) and either successfully completing the ADN Dosage Proficiency Placement Exam with a grade of 100 percent or successfully completing the course.

As non-degree courses, Health Calculations (AHS 126) and Health Calculations II (AHS 129) may not qualify for some forms of financial aid. Speak with your financial aid counselor if you have any questions.

Repeat Policy and Termination

Nursing Assistant students may have no more than one unsuccessful attempt in Basic Nursing Skills (NUR 102). Practical Nursing and Associate Degree Nursing students may have no more than two unsuccessful attempts in clinical nursing courses. LPN-ADN students may have no more than one unsuccessful attempt in clinical nursing courses.

For updated catalog, visit www.tridenttech.edu.
Students enrolled in the following non-clinical courses may have no more than three unsuccessful attempts: Health Calculations (AHS 126), Health Calculations II (AHS 129), Transition Nursing (NUR 201), Introduction to Nursing (NUR 114), Nursing Seminar (NUR 216) and Pharmacology for Nurses (NUR 105). An unsuccessful attempt is defined as receiving a W, D, F or U.

**Readmission**

Students enrolled in any Nursing program who do not progress in the curriculum sequence for any reason (academic or personal) must seek readmission to progress to another clinical course. Readmission is not automatic. Criteria for readmission are outlined in the *Student Nurses Handbook*.

**Graduation Requirements**

All general education requirements must be completed prior to or during the final semester to ensure eligibility to take the National Council Licensure Examination (NCLEX) upon graduation. Prior to graduation, students are required to demonstrate proficiency on a standardized national examination.

**Programs of Study**

**Associate Degree Programs**
- Nursing (ADN)
- Nursing (ADN) Accelerated Option
- Nursing (ADN) – CNA to ADN Option
- Nursing (ADN) – LPN to ADN Option

**Diploma Programs**
- Practical Nursing
- Practical Nursing – CNA to PN Option

**Certificate Programs**
- Nursing Assistant
- Pre-Nursing

**Nursing (ADN)**

**Associate in Applied Science**

**Credit Requirements:** 68 Semester Credit Hours

**Students entering Fall Semester**

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

**Admission Requirements**

In addition to meeting the Program Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

**Program-Specific Admission Requirements**

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   
   OR
   
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   
   OR
   
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 210</td>
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<tr>
<td>ENG 101</td>
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</tr>
<tr>
<td>NUR 102</td>
<td>4</td>
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<tr>
<td>NUR 104</td>
<td>4</td>
</tr>
<tr>
<td>NUR 105</td>
<td>1</td>
</tr>
<tr>
<td>PSY 201</td>
<td>3</td>
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</tbody>
</table>

**Total 19**
Nursing (ADN)

Associate in Applied Science
Credit Requirements: 68 Semester Credit Hours
Students entering Spring Semester

The Associate Degree Nursing program requires a minimum of two years to complete. A graduate of the ADN program is eligible to apply to take the National Council Licensure Examination-RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurses (RN).

The ADN program has four options for student completion: the Generic Option, the Accelerated Option, the LPN-to-ADN Option and the CNA-to-ADN Option.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following three admission options.
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-RN (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

For updated catalog, visit www.tridenttech.edu.
Recommended Sequence of Courses

First Semester – Spring

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<thead>
<tr>
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<tr>
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<td>Anatomy and Physiology I</td>
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<td>ENG 101</td>
<td>English Composition I</td>
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<tr>
<td>NUR 102</td>
<td>Basic Nursing Care Skills</td>
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<td>*NUR 104</td>
<td>Nursing Care Management I</td>
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<tr>
<td>NUR 105</td>
<td>Pharmacology for Nurses</td>
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<td>BIO 211</td>
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<td>+NUR 206</td>
<td>Clinical Skills Application</td>
<td>2</td>
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<tr>
<td>PSY 203</td>
<td>Human Growth and Development</td>
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Third Semester – Fall

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<td>listing on pages B-3-B-4</td>
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<td>NUR 158</td>
<td>Health Promotion for Families I</td>
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<tr>
<td>NUR 159</td>
<td>Nursing Care Management II</td>
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Fourth Semester – Spring

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<td>NUR 207</td>
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<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 208</td>
<td>Health Promotion for Families II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 209</td>
<td>Nursing Care Management III</td>
<td>5</td>
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Fifth Semester – Fall

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<td>or</td>
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</tr>
<tr>
<td>MAT 120</td>
<td>Probability and Statistics</td>
<td>3</td>
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<tr>
<td><strong>NUR 207</strong></td>
<td>Mental Health Promotion</td>
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<tr>
<td>or</td>
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<tr>
<td><strong>NUR 208</strong></td>
<td>Health Promotion for Families II</td>
<td>4</td>
</tr>
<tr>
<td>*<strong>NUR 219</strong></td>
<td>Nursing Management and</td>
<td>4</td>
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<td></td>
<td>Leadership</td>
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<tr>
<td>REQ HUM</td>
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</tr>
<tr>
<td></td>
<td>listing on page B-3</td>
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<td><strong>14</strong></td>
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</tbody>
</table>

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).

*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).

**Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).

***Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.

Nursing (ADN)

Associate in Applied Science
Accelerated Option

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.

In the Accelerated Option clinical nursing courses can be completed in 16 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 admission as well as date of entry and cannot be taken while student is enrolled in the program.

Note: Students who have been required to take developmental studies courses or the following non-degree credit courses are not eligible for this option: Introduction to Composition (ENG 100), Beginning Algebra (MAT 101), Elementary Algebra (MAT 152), Critical Reading (RDG 100).

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.
Nursing

Program-Specific Admission Requirements

1. Meet one of the following two admission options (a or b):
   a. Hold a baccalaureate or higher degree with a minimum GPA of 3.5 from a regionally accredited school. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a composite score equivalent to the 80th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   AND

2. Complete all of the required non-nursing courses on the first attempt with a grade of C or better in each course and a minimum cumulative GPA of 3.25 and a GPA of 3.0 in the three required lab sciences. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   BIO 210  Anatomy and Physiology I (lab science)  4
   BIO 211  Anatomy and Physiology II (lab science)  4
   BIO 225  Microbiology (lab science)  4
   ENG 101  English Composition I  3
   MAT 120  Probability and Statistics  3
   or
   MAT 110  College Algebra  3
   PSY 201  General Psychology  3
   PSY 203  Human Growth and Development  3
   REQ GEN  Select one additional course from the listing on pages B-3-B-4  3
   REQ HUM  Select one course from the Humanities listing on page B-3  3

Recommended Sequence of Courses

First Term – Fall
  +NUR 102  Basic Nursing Care Skills  4
  +NUR 105  Pharmacology for Nurses  1
  *+NUR 104  Nursing Care Management I  4
  Total 9

Second Semester – Spring
  +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 – Summer
  +NUR 209  Nursing Care Management III  5
  Total 5

Fourth Term – Fall
  **+NUR 208 Health Promotion for Families II  4
  **+NUR 207 Mental Health Promotion  4
  ***NUR 219 Nursing Management and Leadership  4
  Total 12

+Courses taught in seven weeks. Weekly contact hours will double for class and lab.

*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).

**Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).

***Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.

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.
Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 69 Semester Credit Hours
Students entering Fall Semester

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.

Applicants who have graduated from TTC’s NA program less than two years before application and wish to progress must follow the progression requirements in the Student Nurses Handbook and meet Associate Degree Nursing Admission Requirements.

Admission Requirements
In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements
1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   OR

   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

AND
2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.

Recommended Sequence of Courses

First Semester – Fall
BIO 210 Anatomy and Physiology I 4
ENG 101 English Composition I 3
*NUR 104 Nursing Care Management I 4
NUR 105 Pharmacology for Nurses 1
NUR 114 Introduction to Nursing 1
PSY 201 General Psychology 3
Total 16

Second Semester – Spring
BIO 211 Anatomy and Physiology II 4
NUR 158 Health Promotion for Families I 4
NUR 159 Nursing Care Management II 6
PSY 203 Human Growth and Development 3
Total 17

Third Semester – Summer
REQ GEN Select one additional course from the listing on pages B-3-B-4 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
REQ HUM Select one course from the Humanities listing on page B-3 3
Total 14
+ Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
++ Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
* Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).
** Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).
*** Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.

Nursing (ADN)

Associate in Applied Science
CNA to ADN Option Career Path
Credit Requirements: 69 Semester Credit Hours

Students entering Spring Semester
Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-ADN option.
Applicants who have graduated from TTC’s NA program less than two years before application must meet Associate Degree Nursing admission requirements.

Admission Requirements
In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements
1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

AND
2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.

Recommended Sequence of Courses

First Semester – Spring
BIO 210  Anatomy and Physiology I  4
ENG 101  English Composition I  3
*NUR 104  Nursing Care Management I  4
NUR 105  Pharmacology for Nurses  1
NUR 114  Introduction to Nursing  1
PSY 201  General Psychology  3
Total 16

Second Semester – Summer
BIO 211  Anatomy and Physiology II  4
++NUR 206  Clinical Skills Application  2
PSY 203  Human Growth and Development  3
Total 9

Third Semester – Fall
REQ GEN  Select one additional course from the listing on pages B-3-B-4  3
NUR 158  Health Promotion for Families I  4
NUR 159  Nursing Care Management II  6
Total 13

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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
REQ HUM  Select one course from the Humanities listing on page B-3  3
Total 14

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations I (AHS 126).
**Prior to enrolling in NUR 207 or 208, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).
***Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.

Nursing (ADN)

Associate in Applied Science
LPN to ADN Option Career Path
Credit Requirements: 68-70 Semester Credit Hours
Students entering Summer Semester

Applicants who are Licensed Practical Nurses from another program or who have been out of TTC’s PN program two or more years are eligible to be considered for admission to the LPN-to-ADN Option. Students in this option will be required to complete a transition course with a grade of C or better before entering the third program level Nursing courses.

Note: Spring Semester includes non-nursing courses only. These courses are prerequisites for Transition Nursing (NUR 201) and must be completed prior to enrolling in NUR 201.

If you have completed these non-nursing courses, you may enroll in NUR 201 entering Summer, which is the second semester.

Applicants who have graduated from TTC’s PN program less than two years before application must meet Associate Degree Nursing Admission Requirements. These students are not required to take the transition course.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements.

Program-Specific Admission Requirements

1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam (PAX-RN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may retest every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

AND
Nursing

2. Achieve the required minimum score on the PN Comprehensive Predictor (equivalent to 97 percent predicted probability of passing the NCLEX-PN on the first attempt). Applicants will have two attempts to achieve this score and must wait 60 days between attempts. Scores are valid for two years from date of testing. To make arrangements for testing, use your my.tridenttech.edu account to contact your Nursing advisor. Advisor names and contact information are listed under My Profile in TTC Express. If you do not have a Nursing advisor, please contact the Orientation Center at 843.574.6436.

3. Provide proof of graduation from a practical nursing program by submitting official transcripts.


5. LPNs from another program or who have been out of TTC’s PN program for two years or more must provide an Employment Verification form validating a minimum of 960 hours employment in a hospital or nursing home providing direct patient care to adult medical/surgical patients as a LPN within three years prior to admission to the program. Employment through an agency does not meet this requirement.

Recommended Sequence of Courses

First Semester – Spring

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<td>BIO 210</td>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>PSY 201</td>
<td>General Psychology</td>
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Second Semester – Summer

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<td>NUR 201</td>
<td>Transition Nursing</td>
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<td>PSY 203</td>
<td>Human Growth and Development</td>
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Third Semester – Fall

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<td>Health Promotion for Families II</td>
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<td><strong>NUR 135</strong></td>
<td>Foundations of Nursing Practice</td>
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Fourth Semester – Spring

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<td>NUR 207</td>
<td>Mental Health Promotion</td>
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<tr>
<td>*<strong>NUR 219</strong></td>
<td>Nursing Management and Leadership</td>
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Automatically credit for courses in the Practical Nursing program will be awarded after successful completion of the first clinical nursing course: Basic Nursing Care Skills (NUR 102), Nursing Care Management (NUR 104), Pharmacology for Nurses (NUR 105), Health Promotion for Families I (NUR 158), Nursing Care Management II (NUR 159), Clinical Skills Application (NUR 206).

** Prior to enrolling in NUR 135, students must successfully complete the Associate Degree Nursing (ADN) Level Dosage Proficiency Placement Exam or Health Calculations II (AHS 129).

***Prior to enrolling in NUR 219, students will be required to demonstrate proficiency on a standardized national examination or enroll in Nursing Seminar (NUR 216) as a corequisite to NUR 219.

Practical Nursing

Diploma in Applied Science

Credit Requirements: 46 Semester Credit Hours

Students entering Fall Semester

The Practical Nursing program is a three-and-a-half semester program of study that prepares students to provide patient care under the supervision of professional registered nurses, physicians or dentists. A graduate of the Practical Nursing program is eligible to apply to take the National Council Licensure Examination-PN (NCLEX-PN). Upon satisfactory completion of the examination, graduates are titled Licensed Practical Nurses (LPN).

The PN program combines general education with clinical nursing courses and incorporates classroom instruction, laboratory simulation and clinical practice into two options for student completion: the Generic Option and the CNA-to-PN Option. Students who complete the Practical Nursing program may qualify for progression and continue the Nursing curriculum to complete the Associate Degree Nursing program. Requirements for these options are described on the following pages.
Admission Requirements  
In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements
1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.  
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.  
   OR
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

Important Note:
Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses
First Semester – Fall
BIO 210  Anatomy and Physiology I  4
ENG 101  English Composition I  3
NUR 102  Basic Nursing Care Skills  4
*NUR 104  Nursing Care Management I  4
NUR 105  Pharmacology for Nurses  1
PSY 201  General Psychology  3
Total 19

Second Semester – Spring
BIO 211  Anatomy and Physiology II  4
NUR 158  Health Promotion for Families I  4
NUR 159  Nursing Care Management II  6
PSY 203  Human Growth and Development  3
Total 17

Third Semester – Summer
REQ GEN  Select one additional course from the listing on pages B-3-B-4  3
+NUR 206  Clinical Skills Application  2
Total 5

Fourth Semester – Fall
NUR 209  Nursing Care Management III  5

+Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).  
*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations (AHS 126).

Practical Nursing
Diploma in Applied Science  
CNA to PN Option Career Path
Credit Requirements: 47 Semester Credit Hours  
Students entering Fall Semester
Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.  
Applicants who have graduated from TTC’s NA program less than two years before application must meet Practical Nursing Admission Requirements.
Nursing

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   b. Achieve a minimum composite score equivalent to the 60th percentile on the National League for Nursing Pre-Admission Exam-PN (PAX-PN). Scores are valid for two years from date of testing. Students can register at nlnonlinetesting.org. Students may re-test every six months. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   c. Complete the Pre-Nursing certificate with a minimum GPA for the certificate of 2.75. No more than four of the eight courses required for the Pre-Nursing certificate may be repeated to meet this admission option, and all courses must be completed with a minimum grade of C. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

   AND

2. Provide proof of current South Carolina certification as a nursing assistant with no substantiated findings on file with S.C. Nurse Aide Registry. Submit with application.

Important Note:

Students initially admitted to the Practical Nursing program who wish to progress to the ADN program MUST provide proof of current unencumbered S.C. licensure as a Practical Nurse prior to progressing to the ADN program.

Recommended Sequence of Courses

<table>
<thead>
<tr>
<th>First Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>*NUR 104</td>
</tr>
<tr>
<td>NUR 105</td>
</tr>
<tr>
<td>**NUR 114</td>
</tr>
<tr>
<td>PSY 201</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester – Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
</tr>
<tr>
<td>NUR 158</td>
</tr>
<tr>
<td>NUR 159</td>
</tr>
<tr>
<td>PSY 203</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester – Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQ GEN</td>
</tr>
<tr>
<td>++NUR 206</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fourth Semester – Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 209</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

+Automatic credit for NUR 102 will be awarded after successful completion of the first clinical nursing course.
++Requirement may be met through co-op enrollment (CWE 112) or Transcultural Clinical Skills Application (NUR 246).
*Prior to enrolling in NUR 104, students must successfully complete the Practical Nursing (PN) Level Dosage Proficiency Placement Exam or Health Calculations (AHS 126).
**This course must be successfully completed before the student can progress to NUR 104.

Nursing Assistant

Certificate in Applied Science

Credit Requirements: 8 Semester Credit Hours

The Nursing Assistant program is a curriculum program that offers eight hours of college credit. It prepares students to assist in patient care and function as effective members of the nursing team, under the supervision of a Registered Nurse or a Licensed Practical Nurse. Graduates of the Nursing Assistant program are eligible to take the Nurse Aide Certification exam administered by the Department of Health and Human Services (DHHS). Upon satisfactory completion of the exam,

For updated catalog, visit www.tridenttech.edu.
Nursing graduates are Certified Nursing Assistants. Nursing Assistants work in hospitals, nursing homes and home health agencies.

The curriculum incorporates classroom instruction, laboratory simulation and clinical practice.

Prior to beginning clinical training, students must have a current CPR certification, medical professional liability insurance (included in tuition), major medical insurance, a physical examination and all required immunizations/testing.

Applicants who are Certified Nursing Assistants from another program or who have been out of TTC’s Nursing Assistant certificate program two or more years are eligible to be considered for admission to the CNA-to-PN Option.

Applicants who have graduated from TTC’s NA program less than two years before application must meet Practical Nursing Admission Requirements.

Admission Requirements

In addition to meeting the Program-Specific Admission Requirements below, applicants must also meet the General College Admission Requirements and General Nursing Program Admission Requirements. Admission to this program does not require proof of high school graduation. Students progressing to the ADN program will be required to submit proof of high school graduation.

Program-Specific Admission Requirements

1. Meet one of the following three admission options (a, b or c):
   a. Hold an associate degree or higher from a regionally accredited school with a minimum cumulative GPA of 2.75. Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   b. Achieve the required minimum scores on the COMPASS (READ-86; WRTG-75). Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.
   OR
   c. Complete General Psychology (PSY 201) with a minimum grade of B and Cardiopulmonary Resuscitation (AHS 106) with a minimum grade of Satisfactory Complete (SC). Students must have a minimum cumulative GPA of 2.0 at TTC at time of admission.

Important Note:

Students initially admitted to the Nursing Assistant program who wish to progress to the PN or ADN programs MUST provide proof of current South Carolina certification as a Nursing Assistant with no substantiated findings on file with S.C. Nurse Aide Registry prior to progressing to the PN or ADN programs.

Recommended Sequence of Courses

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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>

Pre-Nursing

Certificate in Applied Science

Credit Requirements: 26 Semester Credit Hours

The Pre-Nursing Certificate is a curriculum program, which offers 26 hours of college credit. Pending admission to one of the Nursing programs, students may complete the certificate program. While completion of this certificate may not be the selected admission option, it will provide the student with skills and knowledge prior to entering one of the Nursing programs.

The curriculum incorporates classroom and laboratory instruction. Students interested in the Pre-Nursing Certificate program should complete the online Open Advising Session by visiting TTC’s website at www.tridenttech.edu/nursing.htm.

Recommended Sequence of Courses

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>REQ GEN</td>
<td>Select one additional course from the listing on pages B-3-B-4</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</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>13</strong></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 211</td>
<td>Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 120</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>REQ HUM</td>
<td>Select one course from the Humanities listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>
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.

Students who are fulfilling requirements for admission into one of TTC’s Health Sciences or Nursing programs should work closely with their Pre-Nursing or Pre-Allied Health advisor before selecting courses.

For more information, call the Division of Science and Mathematics at 843.574.6015.

General Information

The Associate in Science program is designed to prepare students for four-year (baccalaureate) majors in such fields as:

- Engineering
- Biology
- Mathematics
- Chemistry
- Physics
- Education
- Environmental Science
- Pre-Med
- Pre-Veterinary
- Physician’s Assistant
- Veterinary Medicine
- Forensic Science
- Chiropractic
- Radiation Therapy
- Industrial Management
- Medical Technology
- Cytotechnology
- Communication Sciences and Disorders
- Extracorporeal Circulation
- Health Information Administration
- Occupational Therapy
- Pharmacy
- Physical Therapy
- Other Health-Related Fields

Cancellation Policy

TTC reserves the right to cancel courses due to inadequate enrollment.

Note

As with all TTC programs, students should consult with an academic advisor to discuss program requirements. Please note that you must have a separate advisor for this program, even if enrolled in more than one program at TTC. Academic advisors are assigned as part of the college orientation process conducted in the Orientation Centers on each campus through a walk-in service. Associate in Science advisors are selected based upon the college or university and upon the program to which you intend to transfer, including programs at TTC. Please refer to New Student Orientation for more details.

Programs of Study

Associate Degree Programs

Associate in Science
  General Technology
    Environmental Technology
    Environmental Safety and Health Technology
    Sustainable Technology

Certificate Programs

Environmental Safety and Health Technology
Environmental Technology
Sustainable Technology

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>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition 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 110</td>
<td>College Algebra</td>
</tr>
<tr>
<td>or</td>
<td>MAT 112</td>
<td>Precalculus</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MAT 120 Probability and Statistics 3
or
MAT 130 Elementary Calculus 3
or
MAT 140 Analytic Geometry and Calculus I 4
PSY 201 General Psychology 3
or
ECO 210 Macroeconomics 3
SPC 205 Public Speaking 3
or
SPC 209 Interpersonal Communication 3
or
THE 101 Introduction to Theater 3

II. Math/Lab Science Requirements
Select 21 semester credit hours from the following (must include another math course and at least one lab science course):
AST 101 Solar System Astronomy 4
AST 102 Stellar Astronomy 4
BIO 101 Biological Science I 4
BIO 102 Biological Science II 4
BIO 210 Anatomy and Physiology I 4
BIO 211 Anatomy and Physiology II 4
BIO 225 Microbiology 4
CHM 110 College Chemistry I 4
CHM 111 College Chemistry II 4
CHM 211 Organic Chemistry I 4
CHM 212 Organic Chemistry II 4
EVT 224 Environmental Chemical Analyses 4
MAT 109 College Algebra with Modeling 3
MAT 110 College Algebra 3
MAT 111 College Trigonometry 3
MAT 112 Precalculus 5
MAT 120 Probability and Statistics 3
MAT 130 Elementary Calculus 3
MAT 132 Discrete Mathematics 3
MAT 140 Analytic Geometry and Calculus I 4
MAT 141 Analytic Geometry and Calculus II 4
MAT 240 Analytic Geometry and Calculus III 4
MAT 242 Differential Equations 4
PHY 201 Physics I 4
PHY 202 Physics II 4
PHY 221 University Physics I 4
PHY 222 University Physics II 4
PHY 223 University Physics III 4

III. Humanities, Languages and Social Science Requirements
Select nine semester credit hours from the following (must include at least one Humanities course):
ART 101 Art History and Appreciation 3
ART 105 Film as Art 3
ART 107 History of Early Western Art 3
ART 108 History of Western Art 3
ENG 203 American Literature Survey 3
ENG 205 English Literature I 3
ENG 206 English Literature II 3
ENG 208 World Literature I 3
ENG 209 World Literature II 3
ENG 214 Fiction 3
HIS 101 Western Civilization to 1689 3
HIS 102 Western Civilization Post 1689 3
HIS 104 World History I 3
HIS 105 World History II 3
HIS 201 American History: Discovery to 1877 3
HIS 202 American History: 1877 to Present 3
MUS 105 Music Appreciation 3
PHI 101 Introduction to Philosophy 3
PHI 110 Ethics 3
REL 101 Introduction to Religion 3
THE 101 Introduction to Theater 3

Languages/Social Sciences:
ANT 101 General Anthropology 3
CHN 101 Elementary Chinese I 4
CHN 102 Elementary Chinese II 4
CHN 201 Intermediate Chinese I 3
CHN 202 Intermediate Chinese II 3
ECO 210 Macroeconomics 3
ECO 211 Microeconomics 3
FRE 101 Elementary French I 4
FRE 102 Elementary French II 4
FRE 201 Intermediate French I 3
FRE 202 Intermediate French II 3
GER 101 Elementary German I 4
GER 102 Elementary German II 4
GER 201 Intermediate German I 3
GER 202 Intermediate German II 3
PSC 201 American Government 3
PSC 215 State and Local Government 3
PSC 220 Introduction to International Relations 3
PSY 201 General Psychology 3
PSY 203 Human Growth and Development 3
PSY 212 Abnormal Psychology 3
SOC 101 Introduction to Sociology 3
SOC 102 Marriage and the Family 3

For updated catalog, visit www.tridenttech.edu.
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  
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  
Probability and Statistics (MAT 120)  3  
Lab Science  4  
Languages/Social Science  3  
*Elective  3

**Total Credits:** 60
### Third Semester
- Math or Lab Science 4
- Math or Lab Science 4
- Humanities 3
- *Elective* 3

### Fourth Semester
- Math or Lab Science 4
- Communication (SPC 205, SPC 209 or THE 101) 3
- Humanities/Languages/Social Sciences 3
- *Electives* 4-6

Minimum semester credit hours required: 60

* Recommend additional math/lab science or humanities/languages/social sciences courses as electives

All courses must be selected from the Associate in Science display.

Lighter semester loads may be accomplished by attending Summer Semester(s).

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**General Technology**

**Associate in Applied Science**

**Environmental Technology**

**Career Path**

Credit Requirements: 65 semester credit hours

General Education (All three program paths share the same general education requirements):

19 credits minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>CPT 102</td>
<td>Basic Computer Concepts</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 210</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

Primary Technical Specialty (All three program paths share the same primary technical specialty):

31 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 101</td>
<td>Man and His Environment</td>
<td>3</td>
</tr>
<tr>
<td>EVT 110</td>
<td>Introduction to Treatment Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EVT 154</td>
<td>Chemistry of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>EVT 222</td>
<td>Environmental Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 205</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 210</td>
<td>Introduction to Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>EVT 224</td>
<td>Environmental Chemical Analyses</td>
<td>4</td>
</tr>
<tr>
<td>EVT 256</td>
<td>Hazardous Waste</td>
<td>3</td>
</tr>
<tr>
<td>EVT 260</td>
<td>Air Pollution Control Systems</td>
<td>3</td>
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</table>

Secondary Technical Specialty – Laboratory Science

15 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 102</td>
<td>Biological Science II</td>
<td>4</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHM 111</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EVT 254</td>
<td>Industrial Safety and Emergency</td>
<td>3</td>
</tr>
</tbody>
</table>

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 101</td>
<td>Biological Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EVT 205</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 14**

**Second Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 110</td>
<td>College Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>EVT 210</td>
<td>Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>EVT 256</td>
<td>Hazardous Waste</td>
<td>3</td>
</tr>
<tr>
<td>BIO 102</td>
<td>Biological Sciences II</td>
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**Total 14**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EVT 110</td>
<td>Introduction to Treatment Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EVT 154</td>
<td>Chemistry of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>EVT 254</td>
<td>Industrial Safety and Emergency</td>
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**Total 10**

**Fourth Semester – Fall**

<table>
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<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>CPT 102</td>
<td>Basic Computer Concepts</td>
</tr>
<tr>
<td>EVT 101</td>
<td>Man and His Environment</td>
<td>3</td>
</tr>
<tr>
<td>EVT 222</td>
<td>Environmental Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 224</td>
<td>Environmental Chemical Analysis</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 14**

**Fifth Semester – Spring**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 111</td>
<td>College Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>EVT 260</td>
<td>Air Pollution Control Systems</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ECO 210</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 13**
Environmental Safety and Health
Career Path

Credit Requirements: 66 Semester Credit Hours
General Education (All three program paths share the same general education requirements):

19 credits minimum
ENG 101 English Composition I 3
BIO 101 Biological Science I 4
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
MAT 110 College Algebra 3
PSY 201 General Psychology 3
or
ECO 210 Macroeconomics 3
REQ HUM Humanities 3

Primary Technical Specialty (All three program paths share the same primary technical specialty):
31 credit hours
EVT 101 Man and His Environment 3
EVT 110 Introduction to Treatment Facilities 3
EVT 154 Chemistry of Hazardous Materials 4
EVT 205 Introduction to Environmental Technology 4
EVT 222 Environmental Microbiology 4
EVT 210 Introduction to Environmental Law 3
EVT 224 Environmental Chemical Analyses 4
EVT 256 Hazardous Waste 3
EVT 260 Air Pollution Control Systems 3

Secondary Technical Specialty – Environmental, Safety, and Health
Choose a minimum of 16 hours from the following to include CHM 110 (Note: Many of these classes are offered only once each year. Please consult with your advisor for guidance in scheduling.)
EVT 251 Health Effects of Hazardous Materials 3
EVT 253 Occupational Environment, Safety, Health Concepts 3
EVT 254 Industrial Safety and Emergency Response 3
EVT 263 Introduction to Safety Management 3
EVT 249 Fundamentals of Industrial Hygiene 3
EVT 259 Industrial Ventilation 3
CHM 110 College Chemistry I 4

Recommended Sequence of Courses
First Semester – Fall
BIO 101 Biological Sciences I 4
MAT 110 College Algebra 3
EVT 101 Man and His Environment 3
EVT 205 Introduction to Environmental Technology 4
Total 14

Second Semester – Spring
CHM 110 College Chemistry 4
EVT 210 Environmental Law 3
EVT 256 Hazardous Waste 3
ELE EVT Select one course from ESH secondary technical specialty 3
Total 13

Third Semester – Summer
ENG 101 English Composition I 3
EVT 110 Introduction to Treatment Facilities 3
EVT 154 Chemistry of Hazardous Materials 4
EVT 254 Industrial Safety and Emergency Response 3
Total 13

Fourth Semester – Fall
EVT 222 Environmental Microbiology 4
EVT 224 Environmental Chemical Analysis 4
EVT 251 Health Effects of Hazardous Materials 3
ELE EVT Select one course from ESH secondary technical specialty 3
Total 14

Fifth Semester – Spring
CPT 101 Introduction to Computers 3
or
CPT 102 Basic Computer Concepts 3
EVT 260 Air Pollution Control Systems 3
PSY 201 General Psychology 3
or
ECO 210 Macroeconomics 3
REQ HUM Select one course from Humanities listing on page B-3 3
Total 12

Sustainable Technology
Career Path
Credit Requirements: 66 Semester Credit Hours
General Education (All three program paths share the same general education requirements):
19 credits minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Biological Science I</td>
<td>4</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Humanities</td>
<td>3</td>
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</tbody>
</table>

**Primary Technical Specialty (All three program paths share the same primary technical specialty):**

31 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 101</td>
<td>Man and His Environment</td>
<td>3</td>
</tr>
<tr>
<td>EVT 110</td>
<td>Introduction to Treatment Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EVT 154</td>
<td>Chemistry of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>EVT 205</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 222</td>
<td>Environmental Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 210</td>
<td>Introduction to Environmental Law</td>
<td>3</td>
</tr>
<tr>
<td>EVT 224</td>
<td>Environmental Chemical Analyses</td>
<td>4</td>
</tr>
<tr>
<td>EVT 256</td>
<td>Hazardous Waste</td>
<td>3</td>
</tr>
<tr>
<td>EVT 260</td>
<td>Air Pollution Control Systems</td>
<td>3</td>
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</table>

**Secondary Technical Specialty – Sustainable Technology**

Choose a minimum of 16 hours from the following to include CHM 110 (Note: Many of these classes are offered only once each year. Please consult with your advisor for guidance in scheduling.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 225</td>
<td>Best Management Practices</td>
<td>3</td>
</tr>
<tr>
<td>EVT 230</td>
<td>X-Ray Fluorescence</td>
<td>3</td>
</tr>
<tr>
<td>EVT 250</td>
<td>Solid Waste Management</td>
<td>3</td>
</tr>
<tr>
<td>EVT 251</td>
<td>Health Effects of Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>EVT 262</td>
<td>Energy Management</td>
<td>3</td>
</tr>
<tr>
<td>EVT 264</td>
<td>Transportation Systems</td>
<td>3</td>
</tr>
<tr>
<td>EVT 265</td>
<td>Introduction to Biotechnology</td>
<td>4</td>
</tr>
<tr>
<td>CHM 110</td>
<td>College Chemistry I</td>
<td>4</td>
</tr>
</tbody>
</table>

**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 101</td>
<td>Biological Sciences I</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>EVT 205</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 222</td>
<td>Environmental Microbiology</td>
<td>4</td>
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</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>CHM 110</td>
<td>College Chemistry</td>
<td>4</td>
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<td>EVT 210</td>
<td>Environmental Law</td>
<td>3</td>
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<tr>
<td>EVT 256</td>
<td>Hazardous Waste</td>
<td>3</td>
</tr>
<tr>
<td>ELE EVT</td>
<td>Select one course from ESH</td>
<td>3</td>
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</table>

**Total 13**

**Third Semester – Summer**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EVT 101</td>
<td>Man and His Environment</td>
<td>3</td>
</tr>
<tr>
<td>EVT 110</td>
<td>Introduction to Treatment Facilities</td>
<td>3</td>
</tr>
<tr>
<td>EVT 154</td>
<td>Chemistry of Hazardous Materials</td>
<td>4</td>
</tr>
<tr>
<td>ELE EVT</td>
<td>Select one course from ESH</td>
<td>3</td>
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</table>

**Total 13**

**Fourth Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 222</td>
<td>Environmental Chemical Analyses</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>ELE EVT</td>
<td>Select two courses from ST</td>
<td>6</td>
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**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>PSY 201</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>ECO 210</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>REQ HUM</td>
<td>Select one course from Humanities listing on page B-3</td>
<td>3</td>
</tr>
<tr>
<td>CPT 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>or CPT 102</td>
<td>Basic Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>EVT 260</td>
<td>Air Pollution Control Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 12**

**Environmental Technology**

**Certificate in Applied Sciences**

**Credit Requirements: 38 credit hours**

The Environmental Technology certificate program prepares the graduate for employment in positions related to air quality, water quality, solid waste management, hazardous materials, hazardous waste and emergency response.

**Recommended Sequence of Courses**

**First Semester – Fall**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 205</td>
<td>Introduction to Environmental Technology</td>
<td>4</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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**Total 7**

For updated catalog, visit www.tridenttech.edu.
<table>
<thead>
<tr>
<th>Science and Mathematics</th>
</tr>
</thead>
</table>

### Environmental, Safety and Health Technology

**Certificate in Applied Sciences**  
**Credit Requirements:** 19 credit hours

The Environmental, Safety and Health Technology certificate program prepares the graduate for employment in positions related to air quality compliance, water quality compliance, solid waste compliance, hazardous materials compliance, hazardous waste compliance, industrial hygiene, industrial safety, health physics and industrial ventilation.

**Recommended Sequence of Courses**

#### First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 251</td>
<td>Health Effects of Hazardous Materials</td>
<td>3</td>
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<tr>
<td>EVT 253</td>
<td>Occupational and ESH Concepts</td>
<td>3</td>
</tr>
<tr>
<td>EVT 263</td>
<td>Introduction to Safety Management</td>
<td>3</td>
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**Total 9**

#### Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EVT 249</td>
<td>Fundamentals of Industrial Hygiene</td>
<td>3</td>
</tr>
<tr>
<td>EVT 259</td>
<td>Industrial Ventilation</td>
<td>4</td>
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**Total 7**

#### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 254</td>
<td>Industrial Safety and Emergency Response</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total 3**

### Sustainable Technology

**Certificate in Applied Sciences**  
**Credit Requirements:** 26 credit hours

The Sustainable Technology certificate prepares the graduate for employment in positions related to energy management, resource conservation, waste minimization, transportation system management and biotechnology.

**Recommended Sequence of Courses**

#### First Semester – Fall

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 222</td>
<td>Environmental Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>EVT 251</td>
<td>Health Effects of Hazardous Materials</td>
<td>3</td>
</tr>
<tr>
<td>EVT 262</td>
<td>Energy Management</td>
<td>3</td>
</tr>
<tr>
<td>EVT 264</td>
<td>Transportation Systems</td>
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**Total 13**

#### Second Semester – Spring

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 225</td>
<td>Best Management Practices (BMP)</td>
<td>3</td>
</tr>
<tr>
<td>EVT 230</td>
<td>X-Ray Fluorescence</td>
<td>3</td>
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**Total 6**

#### Third Semester – Summer

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVT 250</td>
<td>Solid Waste Management</td>
<td>3</td>
</tr>
<tr>
<td>EVT 265</td>
<td>Introduction to Biotechnology</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total 7**
Course Hours and Credits

Following the prefix numbers are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total “contact” hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

Nondegree Credit

Courses labeled nondegree credit will not count toward graduation requirements in any certificate, diploma or degree program.

Division Designation

Following the course hours and credits are letters that indicate the division responsible for the course. The division designations are as follows:

AH – Health Sciences
AR – Aeronautical Studies
BT – Business Technology
CF – Community, Family and Child Studies
FV – Film, Media and Visual Arts
LC – The Learning Center
ET – Industrial and Engineering Technology
HS – Humanities and Social Sciences
CI – The Culinary Institute of Charleston
IT – Industrial and Engineering Technology
LR – Law-Related Studies
NU – Nursing
OR – Orientation Center
SM – Science and Mathematics

Prerequisites/Corequisites

Prerequisites are required before enrolling in a course; they will be identified following the course description. See your advisor for details. Corequisites are courses that must be taken at the same time and will be identified following the course description.

Most courses have additional prerequisite reading skills that can be demonstrated by test scores or transfer credit.

Course Schedule

Not all of the courses in the following list are taught each semester. The schedule is published prior to each semester, showing the courses that will be offered. The course search is available online at www.tridenttech.edu. Courses offered are subject to change based on the availability of faculty, funds and enrollment. The college reserves the right to cancel any course due to insufficient enrollment.

Course Descriptions

Accounting (ACC)

ACC 001  Lec: 3  Lab: 0  Cred: 3  BT
Indicates credit given for accounting course work transferred from another college for which there is no equivalent course at TTC.

ACC 100  Lec: 3  Lab: 0  Cred: 3  BT
Basic Accounting
This course introduces basic accounting principles, including the accounting cycle, bookkeeping, the debit-credit procedure, journals, ledgers, trial balances and preparing financial statements for sole proprietorships. (Nondegree credit)
Prereq: MAT 032 or appropriate test scores

ACC 101  Lec: 3  Lab: 0  Cred: 3  BT
Accounting Principles I
This course introduces basic accounting procedures for analyzing, recording and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. This course is designed to include all aspects of financial accounting at the introductory level.
Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores and ACC 100 or advisor approval. Students who receive credit for ACC 111 may not receive credit for ACC 101.

ACC 102  Lec: 3  Lab: 0  Cred: 3  BT
Accounting Principles II
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis.
Prereq: ACC 101 or ACC 111, CPT 101 or CPT 102 or appropriate math test scores

ACC 111  Lec: 3  Lab: 0  Cred: 3  BT
Accounting Concepts
This course is the study of the principles of the basic accounting functions – collecting, recording, analyzing and reporting information.
Prereq: MAT 101 or MAT 152. Students who receive credit for ACC 111 may not receive credit for ACC 101.
ACC 112  Lec: 3  Lab: 0  Cred: 3  BT  
Organizational Accounting  
This course is the study of financial accounting with specific emphasis on partnerships and the corporate form of organization.  
**Prereq:** ACC 111 or ACC 101 with a minimum grade of C, MAT 101

ACC 124  Lec: 3  Lab: 0  Cred: 3  BT  
Individual Tax Procedures  
This course is a study of the basic federal income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.  
**Prereq:** ACC 101 or ACC 111

ACC 150  Lec: 3  Lab: 0  Cred: 3  BT  
Payroll Accounting  
This course introduces the major tasks of payroll accounting; employment practices; federal, state and local governmental laws and regulations; internal controls; and various forms and records using both a manual and computerized approach.  
**Coreq:** ACC 101 or ACC 111, CPT 101

ACC 201  Lec: 3  Lab: 0  Cred: 3  BT  
Intermediate Accounting I  
This course explores fundamental processes of accounting theory, including the preparation of financial statements.  
**Prereq:** ACC 112 with a minimum grade of C

ACC 202  Lec: 3  Lab: 0  Cred: 3  BT  
Intermediate Accounting II  
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.  
**Prereq:** ACC 201 with a minimum grade of C

ACC 203  Lec: 3  Lab: 0  Cred: 3  BT  
Intermediate Accounting III  
This course covers the application of accounting theory to income tax allocation, and accounting for leases and pensions. Revenue recognition, financial statement analysis, cash flow statement preparation and an overview of international accounting also are covered.  
**Prereq:** ACC 202 with a minimum grade of C

ACC 221  Lec: 3  Lab: 0  Cred: 3  BT  
Corporate Taxation  
This course is a study of federal tax regulations and procedures governing corporations, partnerships and special tax situations of individuals.  
**Prereq:** ACC 124, ACC 112

ACC 226  Lec: 3  Lab: 0  Cred: 3  BT  
Tax Audit and Research  
This course is a study of the Internal Revenue Service’s procedures for individual and corporation tax audits and refunds, as well as other tax research services available to tax practitioners.  
**Prereq:** ACC 111, CPT 101

ACC 240  Lec: 3  Lab: 0  Cred: 3  BT  
Computerized Accounting  
This course covers using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents normally found in a moderately complex business.  
**Prereq:** ACC 101 or ACC 111, CPT 101

ACC 245  Lec: 3  Lab: 0  Cred: 3  BT  
Accounting Applications  
This course introduces microcomputer accounting using electronic spreadsheet software.  
**Prereq:** ACC 101 or ACC 111, CPT 101

ACC 260  Lec: 3  Lab: 0  Cred: 3  BT  
Auditing  
This course is a study of the procedures for conducting audits and investigations of various enterprises. It covers collecting data from working papers, arranging and systemizing the audit, and writing the audit report. Emphasis is placed on detailed audits, internal auditing and the auditing process.  
**Prereq:** ACC 112

ACC 265  Lec: 3  Lab: 0  Cred: 3  BT  
Not-for-Profit Accounting  
This course introduces the special accounting needs of municipalities, counties, states, the federal government and governmental agencies, and other not-for-profit organizations.  
**Prereq:** ACC 112

ACC 275  Lec: 3  Lab: 0  Cred: 3  BT  
Selected Topics in Accounting  
This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.  
**Prereq:** ACC 202, ACC 221

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## Aircraft Maintenance Technology (ACM)

**ACM 101 Lec: 2 Lab: 0 Cred: 2 AR**

### General Regulations
This course covers FAA regulations that pertain to the mechanics and maintenance of aircraft engines and airframes, technical standard orders, manufacturers’ maintenance and parts manuals, service letters, bulletins and instructions.

**ACM 102 Lec: 3 Lab: 0 Cred: 3 AR**

### Aviation Sciences
This course is a study of the fundamentals of simple machines, heat dynamics, theory of flight and geometrical concepts as established for aviation applications, including basic math and algebraic operations.

**ACM 105 Lec: 3.5 Lab: 1.5 Cred: 4 AR**

### Basic Aircraft Electricity
This course covers basic electricity including AC and DC circuits, the use of electrical measuring instruments, the interpretation of electrical circuit diagrams, energy sources, and batteries and their maintenance.

**ACM 110 Lec: 0 Lab: 3 Cred: 1 AR**

### Aircraft Drawings
This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

**ACM 114 Lec: 1 Lab: 0 Cred: 1 AR**

### Fluid Lines and Fittings
This course covers the techniques used to identify, select, inspect, service, repair and fabricate both rigid and flexible plumbing systems.

**ACM 115 Lec: 2.5 Lab: 1.5 Cred: 3 AR**

### Ground Handling and Servicing
This course covers engine starting, ground operation, aircraft movement, ground handling safety requirements and aircraft servicing procedures. Also covered are interpreting and applying aircraft weight and balance procedures.

**ACM 120 Lec: 3 Lab: 3 Cred: 4 AR**

### Materials and Corrosion Control
This course covers nondestructive testing; identification and selection of aircraft hardware and materials; use of hand, power and precision measuring tools; identification and use of cleaning materials; and identification and treatment of aircraft corrosion.

**ACM 125 Lec: 1 Lab: 3 Cred: 2 AR**

### Wood Structures, Coverings and Finishes
This course covers the fundamentals of inspection, maintenance and repair of aircraft wood structures; selection, application and maintenance of aircraft fabric and fiberglass coverings; and selection, application and maintenance of aircraft finishes, trim and lettering.

**ACM 135 Lec: 1.5 Lab: 7.5 Cred: 4 AR**

### Sheet Metal and Non-metallic Structures
This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass and thermoplastics for aircraft applications also are included in the course.

**ACM 145 Lec: 1 Lab: 3 Cred: 2 AR**

### Aircraft Welding
This course covers the welding techniques and safety procedures used to manufacture and repair truss-type aircraft structures. It includes types of welds, setup of welding equipment, soldering techniques, brazing, gas welding and electric welding of aluminum, stainless steel, magnesium and titanium.

**ACM 150 Lec: 2 Lab: 3 Cred: 3 AR**

### Assembly and Rigging
This course covers the methods and procedures used to maintain an aircraft in aerodynamically and structurally sound condition. Flight theory, aircraft assembly, jacking, structural alignment, rigging of fixed-wing and rotor-wing aircraft, balancing, and rigging of flight control surfaces are covered.

**ACM 155 Lec: 2.5 Lab: 1.5 Cred: 3 AR**

### Aircraft Environmental Systems
This course covers the skills required to inspect, check, service and repair aircraft heating, cooling, vapor cycle and air cycle air conditioning; pressurization, oxygen, ice and rain control; carbon monoxide detection; and fire protection systems.

**ACM 160 Lec: 3 Lab: 0 Cred: 3 AR**

### Utility and Warning Systems
This course covers the principles of inspecting, troubleshooting, servicing and repairing instrument systems, communication and navigation systems, and landing gear antiskid indicating and warning systems.
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, retraction 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>AR/IT</th>
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<tbody>
<tr>
<td>ACM 240</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td>AR</td>
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<tr>
<td>Engine Electrical Instrumentation and Fire Protection&lt;br&gt;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.</td>
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<tr>
<td>ACM 245</td>
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<td>4</td>
<td>AR</td>
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<tr>
<td>Powerplant Fuel Systems&lt;br&gt;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.</td>
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<tr>
<td>ACM 250</td>
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<tr>
<td>Induction Cooling and Exhaust&lt;br&gt;This course covers the skills required to inspect, check, troubleshoot, service and repair reciprocating and turbine engine induction, cooling and exhaust systems.</td>
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<tr>
<td><strong>Air Conditioning and Refrigeration (ACR)</strong></td>
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<tr>
<td>ACR 001</td>
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<tr>
<td>Indicates credit given for heating, ventilation and air conditioning courses transferred from another college for which there is no equivalent course at TTC.</td>
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<tr>
<td>ACR 106</td>
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<tr>
<td>Basic Electricity for HVAC/R&lt;br&gt;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.</td>
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<td>ACR 107</td>
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<tr>
<td>Wiring Diagrams&lt;br&gt;This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment. &lt;br&gt;&lt;i&gt;Prerequisites: ACR 106&lt;/i&gt;</td>
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<tr>
<td>ACR 108</td>
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<tr>
<td>Refrigeration Fundamentals&lt;br&gt;This course is an introduction to the principles of refrigeration.</td>
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<td>ACR 109</td>
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<tr>
<td>Tools and Service Techniques II&lt;br&gt;This course is an advanced study of tools and service equipment used in the installation and repair of HVAC equipment.</td>
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<tr>
<td>ACR 111</td>
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<tr>
<td>Gas Heating Principles&lt;br&gt;This course is the study of residential and commercial gas burners and their components. &lt;br&gt;&lt;i&gt;Prereq: ACR 106&lt;/i&gt;</td>
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<td>ACR 120</td>
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<tr>
<td>Basic Air Conditioning&lt;br&gt;This course is the study of various types of air conditioning equipment including electrical components, schematics and service to refrigeration circuit. &lt;br&gt;&lt;i&gt;Prerequisites: ACR 106, ACR 108, ACR 109&lt;/i&gt;</td>
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<td>ACR 121</td>
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<td>Heating Equipment&lt;br&gt;This course is a study of theory and operational principles of the heat pump. &lt;br&gt;&lt;i&gt;Prereq: ACR 106, ACR 108, ACR 109&lt;/i&gt;</td>
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<td>ACR 210</td>
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<td>Codes and Ordinances&lt;br&gt;This course covers instruction on how to reference appropriate building codes and ordinances where they apply to the installation of heating and air conditioning. &lt;br&gt;&lt;i&gt;Prereq: ACR 111, ACR 120&lt;/i&gt;</td>
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<td>ACR 224</td>
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<tr>
<td>Duct Fabrication&lt;br&gt;This course covers the design, fabrication and installation of air duct systems. &lt;br&gt;&lt;i&gt;Prerequisites: ACR 120, ACR 111&lt;/i&gt;</td>
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<td>ACR 250</td>
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<tr>
<td>Special Topics in Air Conditioning and Heating&lt;br&gt;This course is designed as the capstone for the Basic Air Conditioning and Heating curriculum. Emphasis will be placed on customer service, troubleshooting and documentation skills in order to prepare students for the workplace. &lt;br&gt;&lt;i&gt;Prerequisites: ACR 120, ACR 111&lt;/i&gt;</td>
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<td>ACR 252</td>
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<tr>
<td>Special Topics in Air Conditioning and Heating&lt;br&gt;This course is designed as the capstone for the Basic Air Conditioning and Heating curriculum. Emphasis will be placed on customer service, troubleshooting and documentation skills in order to prepare students for the workplace. &lt;br&gt;&lt;i&gt;Prerequisites: ACR 120, ACR 111&lt;/i&gt;</td>
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</tbody>
</table>
Architectural Engineering Technology (AET)

AET 110 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics I
This course is an introduction to the skills of architectural manual drafting. It includes residential or light commercial drafting, site planning, preliminary sketches, presentation drawings and working drawings. This course also includes computer applications.
Prereq: EGT 152

AET 111 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Computer Graphics I
This course includes architectural construction, basic computer-aided design commands and creation of industry symbols and standards.
Prereq: AET 110

AET 120 Lec: 2 Lab: 3 Cred: 3 ET
Architectural Graphics II
This course covers the skills needed for the development of a complete set of residential or commercial working drawings using construction methods, codes, material selection, site development and modular systems.
Prereq: AET 111

AHS 001 Lec: Lab: Cred:
Indicates credit given for Health Sciences course work transferred from another college for which there is no equivalent course at TTC.

AHS 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Health Professions
This course provides a study of the health professions and the health care industry.

AHS 103 Lec: 2 Lab: 0 Cred: 2 AH
Bio-Medical Vocabulary
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in biomedical disciplines and health sciences.

AHS 104 Lec: 3 Lab: 0 Cred: 3 AH
Medical Vocabulary/Anatomy
This course introduces students to fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 105 Lec: 2 Lab: 0 Cred: 2 AH
Medical Ethics and Law
This course provides a study of ethical conduct and legal responsibility related to health care.

AHS 106 Lec: 1 Lab: 0 Cred: 1 AH
Cardiopulmonary Resuscitation
This course introduces students to cardiopulmonary resuscitation in the adult, child and infant.

AHS 110 Lec: 2 Lab: 0 Cred: 2 AH
Patient Care Procedures
This course includes a study of the procedures and techniques used in the general care of the patient.
Prereq: CHM 100 or high school chemistry strongly recommended, MAT 110, approval of program coordinator for RAD students

AHS 114 Lec: 1 Lab: 0 Cred: 1 AH
Basic First Aid
This course provides instruction in basic procedures used in medical emergencies.
Prereq: AHS 106

AHS 121 Lec: 2 Lab: 0 Cred: 2 AH
Basic Pharmacology
This course covers the nature of drugs, their actions in the body and side effects.
AHS 126  Lec: 1  Lab: 0  Cred: 1  NU
Health Calculations
This course is a study of the mathematical concepts needed in health science studies. It is an introduction to basic drug calculations. (Nondegree credit)
Prereq: Acceptance into the PN or ADN level or instructor approval, unsuccessful completion of the PN level Dosage Calculation Proficiency

AHS 129  Lec: 1  Lab: 0  Cred: 1  NU
Health Calculations II
This course is an introduction to advanced drug calculations. (Nondegree credit)
Prereq: Acceptance into the ADN level or instructor approval, unsuccessful completion of the ADN level Dosage Calculation Proficiency

AHS 142  Lec: 1.5  Lab: 1.5  Cred: 2  AH
Phlebotomy
This course is a study of phlebotomy procedures utilized in clinical facilities and physicians’ offices. Prereq: Vaccination series for Hepatitis B begun by second week of class

AHS 170  Lec: 3  Lab: 0  Cred: 3  AH
Fundamentals of Disease
This course includes a study of the general principles of disease and the disorders that affect the human body, with an emphasis on symptoms and signs routinely assessed in health care facilities. Prereq or Coreq: AHS 104

Aircraft Manufacturing (AMF)

AMF 103  Lec: 3  Lab: 0  Cred: 3  AR
Introduction to Aviation
This course is designed to introduce the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft and safety. (This course is not FAA Part 147 approved.)

AMF 104  Lec: 3  Lab: 0  Cred: 3  AR
Basic Aviation Sciences
This course is designed to equip the student with a basic working knowledge of mathematical concepts used in aircraft construction and design, including basic math and geometric concepts, theory of flight, and simple machines. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 109  Lec: 2.5  Lab: 1.5  Cred: 3  AR
Aircraft Materials and Hand Tools
This course covers the identification and selection of materials used in aircraft construction, aircraft hardware, use of hand tools including precision measuring tools, and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 110  Lec: 1.5  Lab: 1.5  Cred: 2  AR
Corrosion Control and Sealing Applications
This course addresses the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

AMF 116  Lec: 1.5  Lab: 1.5  Cred: 2  AR
Aircraft Fluid Lines
The course covers the identification, selection, fabrication and installation practices of rigid and flexible aircraft fluid line systems, as well as the basic introduction to aircraft hydraulic systems and fluids. (This course is not FAA Part 147 approved.)

AMF 132  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Sheet Metal Assembly
This course covers the principles of sheet metal layout, bending, drilling, countersinking, as well as installation and removal of fasteners. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 137  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Composite Structures
This course covers the fabrication of aircraft primary and secondary members utilizing composite technology, including the lay-up, bonding, curing, trimming and machining of composite structures. (This course is not FAA Part 147 approved.)

AMF 142  Lec: 2  Lab: 0  Cred: 2  AR
Airframe Auxiliary Systems
This course is designed to introduce the student to the various systems that make up the infrastructure of an aircraft, to include cabin atmospheric control systems, fire protection, cockpit instrumentation and avionic systems, and warning systems. (This course is not FAA Part 147 approved.)
Course Descriptions

AMF 147  Lec: 2.5  Lab: 1.5  Cred: 3  AR
Aviation Electrical Systems
This course covers the fundamentals of electricity including DC and AC circuits, design and installation practices of aircraft electrical systems including circuit components, power distribution systems, and circuit protection devices. (This course is not FAA Part 147 approved.)
Prereq: MAT 032 or appropriate test scores

AMF 152  Lec: 2  Lab: 0  Cred: 2  AR
Aircraft Flight Control Systems
This course covers the design and rigging methods of aircraft primary and secondary flight control systems. (This course is not FAA Part 147 approved.)

Anthropology (ANT)

ANT 101  Lec: 3  Lab: 0  Cred: 3  HS
General Anthropology
This course studies physical and cultural anthropology and explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

Administrative Office Technology (AOT)

AOT 001  Lec:   Lab:   Cred: 
Indicates credit given for office systems course work transferred from another college for which there is no equivalent course at TTC.

AOT 105  Lec: 3  Lab: 0  Cred: 3  BT
Keyboarding
This course focuses on the mastery of keyboarding and formatting principles.

AOT 106  Lec: 0  Lab: 3  Cred: 1  BT
Keyboarding Lab I
This lab focuses on improving keyboarding speed and accuracy.
Prereq: AOT 105 or equivalent

AOT 107  Lec: 0  Lab: 3  Cred: 1  BT
Keyboarding Lab II
This lab focuses on improving keyboarding speed and accuracy through the use of intensive skill-building drills.
Prereq: AOT 106 or equivalent

AOT 134  Lec: 3  Lab: 0  Cred: 3  BT
Office Communications
This course develops proficiency in specialized applications of communications in the office environment.
Prereq: ENG 100 with a minimum grade of C or appropriate test scores and AOT 105 or equivalent skills
Coreq: AOT 106, CPT 179

AOT 137  Lec: 3  Lab: 0  Cred: 3  BT
Office Accounting
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.
Prereq: MAT 013 or MAT 032 or appropriate test scores

AOT 161  Lec: 3  Lab: 0  Cred: 3  BT
Records Management
This course emphasizes information management functions and various types of information systems, technology and procedures. Computer literacy in a Windows environment is essential.
Prereq: AOT 105 or keying skills; knowledge of Windows environment

AOT 212  Lec: 3  Lab: 0  Cred: 3  BT
Medical Document Production
This course covers medical terminology and the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.
Prereq: AOT 106, CPT 179, and AHS 104 or BIO 110

AOT 234  Lec: 3  Lab: 0  Cred: 3  BT
Administrative Office Communications
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective verbal and nonverbal communication and listening skills.
Prereq: AOT 106, AOT 134, CPT 179

AOT 251  Lec: 3  Lab: 0  Cred: 3  BT
Administrative Systems and Procedures
This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks by integrating previously learned knowledge and skills.
Prereq: AOT 106, AOT 134, AOT 161, CPT 179

For updated catalog, visit www.tridenttech.edu.
### Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AOT 252</td>
<td>Lec: 3  Lab: 0  Cred: 3</td>
<td>BT</td>
</tr>
<tr>
<td>Medical Systems and Procedures</td>
<td>This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.</td>
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<tr>
<td>Prereq: AOT 106, AOT 134, CPT 179 and AHS 104 or BIO 110</td>
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| AOT 265     | Lec: 3  Lab: 0  Cred: 3 | BT |
| Office Desktop Publishing | This course covers the integration of text and graphics using computer software to design, edit and produce a variety of documents. |  |
| Prereq or Coreq: AOT 106, CPT 179 |

| AOT 267     | Lec: 3  Lab: 0  Cred: 3 | BT |
| Integrated Information Processing | This course covers the application of integrated computer software. |  |
| Prereq: CPT 172, CPT 174, CPT 290 |

### Art (ART)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Type</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ART 101</td>
<td>Lec: 3  Lab: 0  Cred: 3</td>
<td>HS</td>
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<tr>
<td>Art History and Appreciation</td>
<td>This course introduces the history and appreciation of art, including elements and principles of the visual arts.</td>
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</tbody>
</table>

| ART 105     | Lec: 2  Lab: 3  Cred: 3 | FV |
| Film as Art | This course introduces the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. |  |
| Prereq: ENG 100 or appropriate test scores |

| ART 107     | Lec: 3  Lab: 0  Cred: 3 | HS |
| History of Early Western Art | This course is a visual and historical survey of Western art from the Paleolithic Age to the Renaissance. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them. |  |

| ART 108     | Lec: 3  Lab: 0  Cred: 3 | HS |
| History of Western Art | This course is a visual and historical survey of Western art from the Renaissance through modern times. The techniques, forms and expressive content of painting, sculpture and architecture are studied within the context of the cultural environment that produced them. |  |

| ART 111     | Lec: 2  Lab: 3  Cred: 3 | FV |
| Basic Drawing I | This course provides an introduction to the materials and the basic techniques of drawing. |  |

| ART 112     | Lec: 2  Lab: 3  Cred: 3 | FV |
| Basic Drawing II | This course covers a study of the materials and basic techniques of drawing. |  |
| Prereq: ART 111 with a minimum grade of C |

| ART 208     | Lec: 3  Lab: 0  Cred: 3 | HS |
| Art Since 1945 | This course is the study of the movements and trends of art and architecture since 1945 to the present; exploring specific artists, art works, and the forces that have shaped them. |  |
| Prereq: ENG 100 or appropriate test scores |

| ART 210     | Lec: 3  Lab: 0  Cred: 3 | FV |
| History of Graphic Design | This course surveys graphic communication throughout history, from cave paintings to the development of printing through recent digital technology. Major emphasis is placed on the 20th century and influential trends in contemporary graphic design. |  |
| Prereq: ENG 100 or appropriate test scores |

| ART 211     | Lec: 2  Lab: 3  Credit: 3 | FV |
| Introduction to Painting | This course is an introduction to materials and techniques of painting. |  |
| Prereq: ART 111, ARV 123 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: Departmental approval |

| ART 290     | Lec: 2  Lab: 3  Cred: 3 | FV |
| Photojournalism | This course will cover the principles and practices of photography as a creative tool of communication. Advanced techniques, advanced darkroom work, and historical and contemporary photojournalism will be emphasized in the course. |  |
| Prereq: ARV 213, ARV 232 with a minimum grade of C |
## Course Descriptions

**Visual Arts (ARV)**

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<tr>
<th>Course Code</th>
<th>Lec:</th>
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<tr>
<td>ARV 110</td>
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<tr>
<td>Computer Graphics I</td>
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<tr>
<td>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.</td>
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<tr>
<td>ARV 114</td>
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<td>FV</td>
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<tr>
<td>Photography I</td>
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<tr>
<td>This course is a study of the principles, terminology, techniques, tools and materials of basic black-and-white photography.</td>
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<tr>
<td>ARV 115</td>
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<td>FV</td>
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<tr>
<td>Aesthetics of Photography</td>
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<tr>
<td>This course covers the history and aesthetics of photography from 1839 to the present, with special emphasis on the development of photographic seeing.</td>
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| Prereq: ENG 100 or appropriate test scores |

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<tr>
<td>ARV 116</td>
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<tr>
<td>Food Photography I</td>
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<tr>
<td>This course is a study of the principles, terminology, techniques, tools and materials of digital food photography.</td>
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| Prereq: ARV 212 with a minimum grade of C |

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<td>ARV 121</td>
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<td>FV</td>
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<tr>
<td>Design</td>
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<tr>
<td>This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.</td>
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<tbody>
<tr>
<td>ARV 123</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>FV</td>
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<tr>
<td>Composition and Color</td>
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<tr>
<td>This course covers the investigation and application of principles and concepts of visual organization and the psychological and physical properties of color.</td>
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| Prereq: ARV 121 with a minimum grade of C |

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<tbody>
<tr>
<td>ARV 124</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>FV</td>
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<tr>
<td>Sequential Drawing I</td>
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<tr>
<td>This course covers the basic principles, techniques and tools of creating sequential drawings for illustration and animation.</td>
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| Prereq: ART 111 with a minimum grade of C or approval of department head |

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<th>Course Code</th>
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<tr>
<td>ARV 125</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>FV</td>
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<tr>
<td>Drawing for Animators</td>
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<tr>
<td>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.</td>
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| Prereq: ART 111 with a minimum grade of C or approval of department head |

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<tr>
<td>ARV 136</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>FV</td>
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<tr>
<td>Motion Graphics I</td>
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<tr>
<td>This course emphasizes techniques used to create motion graphics and visual effects. Adobe After Effects software is used.</td>
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| Prereq: ARV 222 with a minimum grade of C |

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<th>Course Code</th>
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<tbody>
<tr>
<td>ARV 162</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>FV</td>
</tr>
<tr>
<td>Graphic Reproduction I</td>
<td></td>
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<tr>
<td>This course is a study of the principles and practices used in print preparation and print reproduction.</td>
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| Prereq: ARV 217, CGC 106 and CGC 110 with a minimum grade of C |

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<th>Course Code</th>
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<tr>
<td>ARV 191</td>
<td>2</td>
<td>3</td>
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<td>FV</td>
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<tr>
<td>Media Arts Study Abroad</td>
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<tr>
<td>This course introduces current practices in the international film and print industries. Students will develop skills in evaluating styles and trends in the media arts industry and the global marketplace through lecture, cultural preparation and study abroad.</td>
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| Prereq: 24 credit hours in the major and departmental approval. Approved TTC study abroad application. |

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<tr>
<th>Course Code</th>
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<tr>
<td>ARV 205</td>
<td>2</td>
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<td>FV</td>
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<tr>
<td>Graphic Illustration</td>
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<tr>
<td>This course covers the tools and techniques used to create graphic illustrations for various types of print advertising.</td>
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| Prereq: ART 111 with a minimum grade of C |

| Coreq: ARV 121 |

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<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
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<tr>
<td>ARV 210</td>
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<td>FV</td>
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<tr>
<td>Computer Graphics II</td>
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<tr>
<td>This course is an advanced computer art course that includes a study of the creation of graphic design using electronic imagery.</td>
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| 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 217 with a minimum grade of C

ARV 219  Lec: 2  Lab: 3  Cred: 3  FV
Multimedia Techniques
This course introduces the production of current interactive multimedia. It is recommended that students enrolling in ARV 219 be familiar with basic computer functions and computer file management.

ARV 221  Lec: 2  Lab: 3  Cred: 3  FV
Interactive Media Design
This course introduces techniques and concepts used to develop proposals, treatments, production scripts and design documents that act as templates for interactive media applications.

ARV 222  Lec: 2  Lab: 3  Cred: 3  FV
Computer Animation
This course introduces techniques of creating the illusion of motion and three-dimensional space using computer software.
Prereq: ARV 110 with a minimum grade of C or departmental approval

ARV 223  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation I
This course covers advanced techniques used in creating 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 217 or FLM 168 with a minimum grade of C. Departmental approval for non-Animation and Advanced Animation majors

ARV 224  Lec: 2  Lab: 3  Cred: 3  FV
3-D Animation II
This course includes advanced projects in 3-D animation using computer software. 3ds Max software is used.
Prereq: ARV 223 with a minimum grade of C

ARV 225  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Computer Animation
This course covers advanced techniques for creating motion using computer software.
Prereq: ARV 222 with a minimum grade of C

ARV 227  Lec: 2  Lab: 3  Cred: 3  FV
Website Design I
This course introduces the production of an interactive website.
Prereq: ARV 217 or FLM 168 or CPT 220
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<tr>
<th>Course Code</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credits</th>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARV 228 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td></td>
<td>Website Design II</td>
<td>This course covers a study of advanced website design techniques culminating in an interactive website. Prereq: ARV 217 and ARV 227 with a minimum grade of C</td>
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<tr>
<td>ARV 229 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Advanced Multimedia</td>
<td>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. Prereq: ARV 225 or CPT 233 with a minimum grade of C</td>
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<tr>
<td>ARV 230 Lec: 3 Lab: 0 Cred: 3 FV</td>
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<td>Visual Arts Business Procedures</td>
<td>This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts. Prereq: ENG 100 and MAT 032 or appropriate test scores</td>
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<tr>
<td>ARV 232 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td></td>
<td>Digital Photography II</td>
<td>This course covers advanced projects in digital photography including studio as well as computer lab work. Prereq: ARV 217 with a minimum grade of C</td>
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<tr>
<td>ARV 247 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>3-D Animation III</td>
<td>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. Pre- or Coreq: ARV 217</td>
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<tr>
<td>ARV 248 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>3-D Animation IV</td>
<td>This course emphasizes the principles of designing and producing 3-D 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</td>
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<tr>
<td>ARV 249 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Special Effects</td>
<td>This course emphasizes the techniques used to create special effects and non-linear animation. Projects focus on creating animations that simulate physical phenomena (fire and smoke), dynamic collisions, objects responding to real world forces (gravity and wind), and particles. Prereq: ARV 247 with a minimum grade of C Coreq: ARV 136</td>
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<tr>
<td>ARV 261 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Advertising Design I</td>
<td>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</td>
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<tr>
<td>ARV 263 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Special Projects in Computer Animation</td>
<td>This course covers an advanced animation project as assigned from concept to final production. Prereq: ARV 248 with a minimum grade of C</td>
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<tr>
<td>ARV 264 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Special Projects in Graphic Arts</td>
<td>This course includes an assigned advanced project from conception to final production.</td>
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<tr>
<td>ARV 266 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Special Projects in Photography</td>
<td>This course covers advanced photography projects as assigned from concept to final production. Coreq: ARV 215</td>
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<tr>
<td>ARV 276 Lec: 2 Lab: 3 Cred: 3 FV</td>
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<td>Studio Practicum I</td>
<td>This course includes advanced practical projects in graphic design, multimedia, animation, Web design, photography and/or computer imagery. This course should be taken in the last semester. Prereq: 33 semester credit hours in ART, ARV and/or CGC courses with a minimum GPA of 2.0 or departmental approval</td>
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<tr>
<td>ARV 279 Lec:2 Lab:3 Cred: 3 FV</td>
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<td>Portfolio Preparation</td>
<td>This course covers the basic techniques used to organize, edit and critique a presentation of existing projects. Prereq: 12 approved TTC and/or transfer credit hours in ART, ARV and/or CGC courses with a minimum GPA of 2.0 and departmental approval</td>
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</table>
**Course Descriptions**

**Visual Arts Exit Portfolio**
ARV 280  Lec: 2  Lab: 3  Cred: 3  FV
This course covers the preparation of students' job-seeking or academic-placement portfolios. The course includes lectures, demonstrations and studio work. This course should be taken in the last semester.
Prereq: ARV 279 with a minimum grade of C

**American Sign Language (ASL)**

**ASL 101**  Lec: 4  Lab: 0  Cred: 4  CF
American Sign Language I
This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill development.

**ASL 102**  Lec: 4  Lab: 0  Cred: 4  CF
American Sign Language II
This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills.
Prereq: ASL 101

**Astronomy (AST)**

**AST 101**  Lec: 3  Lab: 3  Cred: 4  SM
Solar System Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects of the solar system. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: MAT 101 or MAT 152 or appropriate test scores. The prerequisite for this course should have been completed within the last five years.

**AST 102**  Lec: 3  Lab: 3  Cred: 4  SM
Stellar Astronomy
This course is a descriptive survey of the universe with emphasis on basic physical concepts and on galactic and extragalactic objects. Related topics of current interest are included. Laboratory exercises supplement lectures.
Prereq: AST 101. The prerequisite for this course should have been completed within the last five years.

**Automotive Technology (AUT)**

**AUT 001**  Lec: Lab:  Cred:
Indicates credit given for automotive course work transferred from another college for which there is no equivalent course at TTC.

**AUT 101**  Lec: 2  Lab: 3  Cred: 3  IT
Engine Fundamentals
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. Types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems also are included.
Prereq: ENG 100, MAT 032 or appropriate test scores

**AUT 103**  Lec: 2  Lab: 6  Cred: 4  IT
Engine Reconditioning
This course is a review of engine fundamentals and overhaul procedures, including engine block preparation, cleaning, specifications, measurements with micrometers, assembly and operation.
Prereq: AUT 101, AUT 131 or departmental approval

**AUT 111**  Lec: 1.5  Lab: 4.5  Cred: 3  IT
Brakes
This course is a study of the fundamentals of hydraulics and brake components and their application to automotive brake systems.
Prereq: AUT 101, AUT 131 or departmental approval

**AUT 116**  Lec: 2  Lab: 6  Cred: 4  IT
Manual Transmission and Axle
This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.
Prereq: AUT 101, AUT 131 or departmental approval

**AUT 122**  Lec: 2  Lab: 6  Cred: 4  IT
Suspension and Alignment
This course is a continued study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles. The student becomes familiar with the use and application of balancing and alignment equipment.
Prereq: AUT 101, AUT 131 or departmental approval
AUT 131 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Systems
This course is a study of the individual systems and components that form the entire automobile electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics.
Prereq: AUT 101, AUT 133 or departmental approval

AUT 133 Lec: 1.5 Lab: 4.5 Cred: 3 IT
Electrical Fundamentals
This course is a study of the theories of electricity including magnetism, series and parallel circuits, Ohm’s Law, and an introduction to the use of various types of electrical test equipment.
Prereq: ENG 100, MAT 032 or appropriate test scores

AUT 145 Lec: 2 Lab: 3 Cred: 3 IT
Engine Performance
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking also is included in the course.
Prereq: AUT 149

AUT 149 Lec: 2 Lab: 6 Cred: 4 IT
Ignition and Fuel Systems
This course is a study of ignition system operation and how it relates to fuel systems for proper engine performance.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 152 Lec: 2 Lab: 6 Cred: 4 IT
Automatic Transmission
This course is a basic study of power flow and hydraulics, including the study of the torque converter operation.
Prereq: AUT 116 or departmental approval

AUT 153 Lec: 2 Lab: 3 Cred: 3 IT
Automatic Transmission Diagnosis
This course is a basic study of power flow charts and their use in diagnosing automatic transmissions, including the use of pressure testing in diagnosing automatic transmission concerns.
Prereq: AUT 152 or departmental approval

AUT 211 Lec: 2 Lab: 3 Cred: 3 IT
Advanced Brakes
This course is a study of four-wheel anti-lock brakes and rear anti-lock brakes, including operation of the system, diagnosis, service and repair.
Prereq: AUT 111

AUT 241 Lec: 2 Lab: 6 Cred: 4 IT
Automotive Air Conditioning
This course is a study in the principles of refrigeration, operation and testing procedures to determine the cause of malfunction, and servicing or repairing by approved methods. Emphasis is on special tools, equipment and safety procedures.
Prereq: AUT 101, AUT 131 or departmental approval

AUT 247 Lec: 2 Lab: 6 Cred: 4 IT
Electronic Fuel Systems
This course builds on AUT 149 with further study into fuel injection systems, other fuel system components and how computers control fuel delivery.
Prereq: AUT 145 or departmental approval

AUT 252 Lec: 3 Lab: 3 Cred: 4 IT
Advanced Automatic Transmission
This course is an advanced study of automatic transmission and transaxle electronics, including torque converter clutch and clutch controls.
Prereq: AUT 153 or departmental approval

AUT 263 Lec: 2 Lab: 6 Cred: 4 IT
Advanced Automotive Machining
This advanced course covers proper procedures in the use of auto machine shop equipment, including cylinder block reboring, align boring, head and block resurfacing, and cylinder head reconditioning.
Prereq: AUT 103 or departmental approval

Avionics Technology (AVT)

AVT 101 Lec: 3 Lab: 3 Cred: 4 AR
Basic Electricity for Avionics
This course introduces the basic theories and applications of electricity. Students will construct and analyze both DC and AC circuits using electrical measuring instruments and the interpretation of electrical circuit diagrams, including Ohm’s and Kirchhoff’s laws.
Prereq: MAT 101 or MAT 155 or appropriate test score
AVT 105  Lec: 3  Lab: 3  Cred: 4  AR
Aircraft Electricity for Avionics
This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection, and extinguishing systems and anti-skid brakes.
Prereq: AVT 101

AVT 110  Lec: 3  Lab: 3  Cred: 4  AR
Aircraft Electronic Circuits
This course is a study of aircraft electronic circuits. Students will examine and construct basic analog electronic circuits and solve solid state device problems. Course work also includes the analysis, construction, testing and troubleshooting of analog circuits.
Prereq: AVT 105

AVT 115  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Digital Circuits
This course emphasizes analysis, construction and troubleshooting of digital logic gate circuits and integrated circuits. Topics include number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.
Prereq: AVT 110

AVT 120  Lec: 3  Lab: 3  Cred: 4  AR
Aviation Electronic Communications
This course includes application of electrical theory and analysis techniques to the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.
Prereq: AVT 115

AVT 125  Lec: 2  Lab: 3  Cred: 3  AR
Aviation Data Communications
This course emphasizes the techniques for sending and receiving information through space. Topics include media characteristics, modulation and demodulation, signal conversions, multiplexing and demultiplexing, protocols, industry standards, networks, and error detection and correction techniques.
Prereq: AVT 120

AVT 140  Lec: 2  Lab: 3  Cred: 3  AR
Avionics Standard Practices
This course introduces the student to electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. Topics include the use of electrical tools such as soldering equipment and aircraft grade cable fabrication and testing equipment.

AVT 145  Lec: 2  Lab: 3  Cred: 3  AR
Avionics Circuit Repair
This course develops the skills necessary to repair printed circuit boards. Topics include detailed drawings, chassis layout, drilling, reaming, punching, cutting, bending of metals, printed board circuit fabrication, wiring, soldering, harness and cable fabrication.
Prereq: AVT 140

AVT 150  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Navigation Systems
This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omni-directional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.
Prereq: AVT 125

AVT 155  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Pulse Systems
This course covers the operation and maintenance of air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission, signal reception and processing.
Prereq: AVT 150

AVT 160  Lec: 2  Lab: 3  Cred: 3  AR
Aircraft Radar Systems
This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.
Prereq: AVT 155

AVT 165  Lec: 2  Lab: 0  Cred: 2  AR
Avionics General Regulations
This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers’ maintenance and parts manuals, service letters, bulletins and instructions.
AVT 170  Lec: 1  Lab: 0  Cred: 1  AR
Avionics Program and Test Review
This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination and NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) Written Exam.  
Prereq: All AVT courses

Banking and Finance (BAF)

BAF 001  Lec:  Lab:  Cred: 
Indicates credit given for banking and finance course work transferred from another college for which there is no equivalent course at TTC.

BAF 101  Lec: 3  Lab: 0  Cred: 3  BT
Personal Finance
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments and retirement planning.  
Prereq: MAT 101 or MAT 152, MAT 155 or appropriate test scores

BAF 201  Lec: 3  Lab: 0  Cred: 3  BT
Principles of Finance
This course introduces the field of finance. The monetary and credit systems are examined along with how the demand for funds is met in both the public and private sector.  
Prereq: ACC 101

BAF 215  Lec: 3  Lab: 0  Cred: 3  BT
Money and Banking
This course is a study of the United States monetary system with special emphasis on the commercial system and the central banking system.

Biology (BIO)

BIO 001  Lec:  Lab:  Cred: 
Indicates credit given for biology course work transferred from another college for which there is no equivalent course at TTC.

BIO 100  Lec: 4  Lab: 0  Cred: 4  SM
Introductory Biology
This general biology course introduces the principles of biology. (Nondegree credit)

BIO 101  Lec: 3  Lab: 3  Cred: 4  SM
Biological Science I
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.  
Prereq: High school biology or high school chemistry, or BIO 100 or successful completion of a college-level, lab-based science course. The prerequisite for this course should have been completed within the last five years.

BIO 102  Lec: 3  Lab: 3  Cred: 4  SM
Biological Science II
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.  
Prereq: BIO 101 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years.

BIO 110  Lec: 3  Lab: 0  Cred: 3  SM
General Anatomy and Physiology
This course is a non-lab general introduction to the anatomy and physiology of the human body. Emphasis is on human organ systems and their interrelationships.

BIO 112  Lec: 3  Lab: 3  Cred: 4  SM
Basic Anatomy and Physiology
This course is a basic integrated study of the structure and function of the major systems of the human body. Labs complement the material presented in lecture.

BIO 115  Lec: 2  Lab: 3  Cred: 3  SM
Basic Microbiology
This general course in microbiology includes the study of epidemiology, ubiquity and control, and the identification of microorganisms.  
Prereq: None, but high school biology or BIO 100 is recommended

BIO 205  Lec: 3  Lab: 0  Cred: 3  SM
Ecology
This course introduces basic principles of population biology, ecology and environmental science as applied to the study of the interactions between human kind and the biosphere.  
Prereq: BIO 101  
Coreq: BIO 206
### Course Descriptions

**BIO 206 Lec: 0 Lab: 3 Cred: 1 SM**

**Ecology Lab**

This ecology laboratory experience consists of discussions, experiments, demonstrations, 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*

### Baking (BKP)

**BKP 113 Lec: 1 Lab: 6 Cred: 3 CI**

**Laminated Doughs and Pastries**

This course is designed to develop the knowledge, skill and techniques required in the production and presentation of laminated dough and classical French Viennoiserie products such as croissants, Danish, puff pastry, doughnuts and other breakfast sweets.  
*Prereq or Coreq: CUL 104, CUL 109 and BKP 119*

**BKP 114 Lec: 1 Lab: 6 Cred: 3 CI**

**Introduction to Cakes**

This course introduces students to scaling, mixing, baking and decorating cakes and cake products. Students will learn to use various mixing methods and decorating techniques as well as an array of fillings and frostings while making American and international cake products.  
*Prereq or Coreq: CUL 104, CUL 109 and BKP 119*

**BKP 118 Lec: 1 Lab: 6 Cred: 3 CI**

**Healthy Baking**

This course introduces the principles of healthy baking and pastry arts. Emphasis is placed on production of traditional baked goods using substitute ingredients, making them light and healthy or lower in fat, while maintaining the quality and integrity of the final products. Labeling and showcasing final baked goods will be a part of this course.  
*Prereq: BKP 119*
BKP 119  Lec: 0  Lab: 9  Cred: 3  CI
Introduction to Baking and Pastry
This course introduces baking fundamentals and classical baking techniques in a laboratory setting. Students apply theory to practical baking and pastry methodology while supporting the school’s production outlets. 
Prereq or Coreq: MAT 032, CUL 104, CUL 109

BKP 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: BKP 114

BKP 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: BKP 119

BKP 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: BKP 119

BKP 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: BKP 220

BKP 185  Lec: 1  Lab: 6  Cred: 3  CI
Ice Cream and Frozen Desserts
This course develops advanced skills in making ice cream, sorbets, gelato and granita and the assembly of frozen desserts. Students produce ice cream on a retail level using different types of ice cream machines and flavorings. Students also assemble tortes, bombes and holiday classics that incorporate frozen desserts. 
Prereq: BKP 119

BKP 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: BKP 119

BKP 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: BKP 119

BKP 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: BKP 181

BKP 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: BKP 121

BKP 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: BKP 119

BKP 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: BKP 119

For updated catalog, visit www.tridenttech.edu.
Business (BUS)

BUS 001 Lec: Lab: Cred:
Indicates credit given for business course work transferred from another college for which there is no equivalent course at TTC.

BUS 101 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Business
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed and controlled.

BUS 110 Lec: 3 Lab: 0 Cred: 3 BT
Entrepreneurship
This course introduces the process of starting a small business, including forms of ownership and management. Entrepreneurship addresses innovation, change and planning in the creation of flexible, customer-driven, world-class companies.

BUS 112 Lec: 3 Lab: 0 Cred: 3 BT
Service Management Systems
This course is a study of the conceptualization, structure and organization of a business service company.

BUS 121 Lec: 3 Lab: 0 Cred: 3 LR
Business Law I
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

BUS 136 Lec: 3 Lab: 0 Cred: 3 BT
Compensation and Benefits Analysis
This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

BUS 210 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to e-Commerce in Business
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods online.

BUS 220 Lec: 3 Lab: 0 Cred: 3 BT
Business Ethics
This course includes an exploration of ethical issues arising in the context of doing business. Topics include employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation, and free enterprise.

BUS 250 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to International Business
This survey course in international business is designed to enhance the global perspective of business students. Emphasis is placed on the legal, cultural, economic and political factors faced in operating an international business.

Civil Engineering Technology (CET)

CET 001 Lec: Lab: Cred:
Indicates credit given for civil engineering technology course work transferred from another college for which there is no equivalent course at TTC.

CET 120 Lec: 2 Lab: 3 Cred: 3 ET
Construction Materials
This course is a study of basic materials used in construction, research of building product specifications and code requirements.
Prereq: MAT 032

CET 127 Lec: 3 Lab: 3 Cred: 4 ET
Building Construction and Print Reading
This course is a study of construction methods and blueprint reading.

CET 135 Lec: 2 Lab: 0 Cred: 2 ET
Construction Contracts
This course covers basic engineering law, and owner, engineer and contractor relationships and responsibilities. It also includes performance requirements, bidding procedures, and format and specification interpretation.
CET 204  Lec: 3    Lab: 3    Cred: 4    ET
Fundamentals of Surveying
This course is the study of surveying theory and practice; care and use of instruments; traversing procedures; and computation of closure. Students are introduced to specific methods and principles of spatial measurements and related techniques used in surveying. The course includes linear measurements, leveling, compass and transit/ theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. Lab work consists of horizontal control including distance and angular measurements, traversing and preparation of a plat, and vertical control including the performance of a level loop.
Coreq: MAT 110, EGT 151

CET 205  Lec: 3    Lab: 3    Cred: 4    ET
Surveying II
This course includes electro-optical instrumentation techniques and complex computations used in surveying. The course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, GPS survey technology, and surveying astronomy. Lab work consists of locating objects within a survey boundary, performing a boundary and topographic survey and performing a survey using GPS equipment.
Prereq: CET 204
Coreq: MAT 111, EGT 152

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.
Coreq: CET 210

CET 218  Lec: 2    Lab: 3    Cred: 3    ET
Hydraulics
This course is a study of hydrostatics and fluid flow, control and disposal of water, including flow through open and closed channels, weirs and orifices.
Prereq: PHY 201

CET 230  Lec: 3    Lab: 0    Cred: 3    ET
Construction Management
This course is a study of the management of construction firms dealing with bidding, contracts, costs and labor.

CET 238  Lec: 1    Lab: 3    Cred: 2    ET
Construction Planning and Scheduling
This course covers the organization, planning and scheduling of labor, materials and equipment for a construction project through the use of contemporary scheduling methods.
Prereq: CET 127

CET 244  Lec: 2    Lab: 3    Cred: 3    ET
Structural Steel Design
This course covers the design of beams and floor framing, columns, tension and compression members, and bolted and welded connections using the AISC specifications.
Prereq: CET 210

CET 245  Lec: 2    Lab: 3    Cred: 3    ET
Cost Estimating
This course covers preparing material lists, project costs and scheduling for a construction project using proven estimating methods.
Prereq: CET 127 and MAT 032

CET 251  Lec: 1    Lab: 6    Cred: 3    ET
Highway Design
This course is a study of the design and construction of highways.
Prereq: CET 218, EGT 152

Commercial Graphics (CGC)
CGC 001  Lec:    Lab:    Cred:
Indicates credit given for commercial graphics course work transferred from another college for which there is no equivalent course at TTC.

CGC 106  Lec: 2    Lab: 3    Cred: 3    FV
Typography I
This course covers typography, photocomposition and design with letterforms using Adobe Illustrator software.
Prereq: ARV 110 and ARV 121 with a minimum grade of C
CGC 110  Lec: 2  Lab: 3  Cred: 3  FV
Electronic Publishing
This course covers the fundamentals of electronic publishing and design. Adobe InDesign software is used.
Pre- or Coreq: CGC 106 or departmental approval

CGC 210  Lec: 2  Lab: 3  Cred: 3  FV
Advanced Electronic Publishing
This course covers a wide range of computer hardware, software and peripherals.
Prereq: CGC 110 with a minimum grade of C or advisor approval

**Chemistry (CHM)**

CHM 001  Lec:  Lab:  Cred:  
Indicates credit given for chemistry course work transferred from another college for which there is no equivalent course at TTC.

CHM 100  Lec: 3  Lab: 3  Cred: 4  SM
Introductory Chemistry
This course introduces general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. This course is recommended for students who did not take high school chemistry. (Nondegree credit)
Prereq: MAT 101 or MAT 152

CHM 105  Lec: 3  Lab: 3  Cred: 4  SM
General Organic and Biochemistry
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, and introduction to organic chemistry and biochemistry. This is a terminal course designed for students who do not intend to take additional chemistry courses. It is usually transferable only to specific programs in the Health Sciences field.
Prereq: MAT 101 or MAT 152, high school chemistry within the last two years, CHM 100 or CHM 106

CHM 106  Lec: 3  Lab: 3  Cred: 4  SM
Contemporary Chemistry I
This is a survey course in chemistry for non-science majors emphasizing basic principles. Topics include atomic and molecular structure, nuclear chemistry, formulas and nomenclature, states of matter, chemical reactions, acids and bases. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: MAT 102, MAT 153 or equivalent test score. Students may not receive credit for both CHM 106 and CHM 110.

CHM 107  Lec: 3  Lab: 3  Cred: 4  SM
Contemporary Chemistry II
This is a survey course in chemistry for non-science majors emphasizing application of chemistry to present society. Topics include organic chemistry, polymers, biochemistry, consumer and environmental chemistry, drugs, fitness and health. Laboratory sections emphasize application of basic techniques and supplement lecture topics.
Prereq: CHM 106. Students may not receive credit for both CHM 107 and CHM 111.

CHM 110  Lec: 3  Lab: 3  Cred: 4  SM
College Chemistry I
This course is the first in a sequence that includes atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria.
Prereq: MAT 109 or MAT 110 or MAT 112. The prerequisite for this course should have been completed within the last five years. High school chemistry or CHM 100 is strongly recommended. Students may not receive credit for both CHM 106 and CHM 110.

CHM 111  Lec: 3  Lab: 3  Cred: 4  SM
College Chemistry II
This course continues the study of atomic and molecular structure, nomenclature and equations, properties, reaction and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics include kinetics, thermodynamics and electrochemistry.
Prereq: CHM 110 with a grade of C or higher. The prerequisite for this course should have been completed within the last five years. Students may not receive credit for CHM 107 and CHM 111.
Course Descriptions

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 the sound system and grammatical structure. Elements of Chinese culture and basic Chinese character writing are included.
Prereq: ENG 100

CHN 102 Lec: 4 Lab: 0 Cred: 4 HS
Elementary Chinese II
This course emphasizes the fundamental communication skills of speaking and listening, as well as the reading and writing, of Chinese characters, along with some exploration of Chinese culture.
Prereq: CHN 101

CHN 201 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese I
This course further develops skills in all facets of communication in Mandarin Chinese with a more extensive emphasis on writing Chinese characters.
Prereq: CHN 102

CHN 202 Lec: 3 Lab: 0 Cred: 3 HS
Intermediate Chinese II
This course continues the examination and development of communication skills in Mandarin Chinese with extensive emphasis placed on understanding Chinese culture. Outside reading is required.
Prereq: CHN 201

Computer Integrated Manufacturing (CIM)
CIM 001 Lec: Lab: Cred: ET
Indicates credit given for computer integrated manufacturing course work transferred from another college for which there is no equivalent course at TTC.

College Orientation (COL)
COL 103 Lec: 3 Lab: 0 Cred: 3 OR
College Skills
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success.
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 104 Lec: 1 Lab: 0 Cred: 1 OR
Study Skills
This course includes selected topics under study skills and student success. (Nondegree credit)
Prereq: Students may not receive credit for both COL 103 and COL 104.

COL 105 Lec: 3 Lab: 0 Cred: 3 HS
Freshman Seminar
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of a college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process and acquire essential academic survival skills. (Nondegree credit)

COL 107 Lec: 3 Lab: 0 Cred: 3 LC
Computer Literacy Skills for College Success
This course is designed for students who need an introduction to computer literacy and word processing skills to develop or improve basic keyboarding skills and to use the computer for self-paced computer-based and Web-based instruction and communication. (Nondegree credit)
Prereq: Appropriate test scores
Communication (COM)

COM 001 Lec: Lab: Cred:  
Indicates credit given for communication course work transferred from another college for which there is no equivalent course at TTC.

Cosmetology (COS)

COS 101 Lec: 1 Lab: 6 Cred: 3 IT  
Fundamentals of Cosmetology  
This course introduces the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon.

COS 106 Lec: 1 Lab: 6 Cred: 3 IT  
Facials and Makeup  
This course introduces the procedures for various skin treatments, including anatomy, chemistry and safety.

COS 108 Lec: 1 Lab: 6 Cred: 3 IT  
Nail Care  
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Lec: 1 Lab: 6 Cred: 3 IT  
Scalp and Hair Care  
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Lec: 1.5 Lab: 7.5 Cred: 4 IT  
Shampoo and Rinses  
This course is a study of procedures and safety precautions in the application of shampoo and rinses.

COS 114 Lec: 0 Lab: 12 Cred: 4 IT  
Hair Shaping  
This course introduces the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning and various techniques used in hair design in relationship to body structure.  
Prereq: COS 120 or approval of program coordinator

COS 116 Lec: 0 Lab: 12 Cred: 4 IT  
Hair Styling I  
This course is a study of the fundamentals of hair design, including principles, molding, pin curl techniques, safety precautions and chemistry.  
Prereq: COS 120 or approval of program coordinator

COS 120 Lec: 0 Lab: 9 Cred: 3 IT  
Manikin Practice  
This course covers cosmetology applications, including hair shaping, chemical waving, hair styling and hair coloring.

COS 131 Lec: 2 Lab: 0 Cred: 2 IT  
Bacteria and Other Infectious Agents  
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.  
Coreq: COS 132, COS 133, COS 136, COS 137 or approval of program coordinator

COS 132 Lec: 2 Lab: 0 Cred: 2 IT  
Science of Nail Technology  
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders with emphasis on consultations.  
Coreq: COS 131, COS 133, COS 136, COS 137 or approval of program coordinator

COS 133 Lec: 3 Lab: 0 Cred: 3 IT  
Basic Procedures  
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues with a review of state regulations.  
Coreq: COS 131, COS 132, COS 136, COS 137 or approval of program coordinator

COS 135 Lec: 2 Lab: 0 Cred: 2 IT  
The Business of Nail Technology  
This course explores the different types of working environments and handling of the business part of nail care. Focus is on products and services.

COS 136 Lec: 4 Lab: 0 Cred: 4 IT  
Fundamentals of Artificial Nail Application  
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.  
Coreq: COS 131, COS 132, COS 133, COS 137 or approval of program coordinator

COS 137 Lec: 1 Lab: 0 Cred: 1 IT  
Fundamentals of Nail Art  
This course introduces the basic techniques used in nail art design.  
Coreq: COS 131, COS 132, COS 133, COS 136 or approval of program coordinator
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>IT/Online</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>COS 151</td>
<td>3</td>
<td>0</td>
<td>3</td>
<td>IT</td>
<td>Dermatology</td>
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<td>This course is the study of the structure, functions, conditions and disorders of the skin.</td>
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<td>Coreq: COS 156 or approval of program coordinator</td>
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<tr>
<td>COS 156</td>
<td>0</td>
<td>6</td>
<td>2</td>
<td>IT</td>
<td>Fundamentals of Massage</td>
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<td>This course introduces the theory, preparation, manipulations and safety measures of massage.</td>
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<td>Coreq: COS 151, COS 172 and COS 160 or approval of program coordinator</td>
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<tr>
<td>COS 158</td>
<td>0</td>
<td>6</td>
<td>2</td>
<td>IT</td>
<td>Facial Treatments</td>
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<td>This course introduces the procedures for various skin treatments and safety.</td>
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<td>Prereq: COS 151, COS 172, COS 156 or approval of program coordinator</td>
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<tr>
<td>COS 160</td>
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<td>IT</td>
<td>Electric Current Facial Treatments</td>
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<td>This course introduces types of current, purpose, procedures, safety and equipment used in facial treatments.</td>
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<td>Prereq: COS 172, or approval of program coordinator</td>
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<td>Coreq: COS 151, COS 156</td>
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<tr>
<td>COS 162</td>
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<td>IT</td>
<td>Hair Removal</td>
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<td>This course is a study of methods, procedures and safety used during hair removal services.</td>
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<td>Prereq: COS 151, COS 172</td>
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<tr>
<td>COS 164</td>
<td>2.5</td>
<td>1.5</td>
<td>3</td>
<td>IT</td>
<td>Basic Makeup and Application</td>
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<td>This course introduces makeup application, including purpose, effects, supplies, implements, preparation, procedures and safety.</td>
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<td>Coreq: COS 172 or approval of program coordinator</td>
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<tr>
<td>COS 167</td>
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<td>1</td>
<td>IT</td>
<td>Professional Practices for Estheticians</td>
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<td>This course covers job preparation techniques such as interviewing skills and resume development as well as employment opportunities within the esthetics field. Topics also include payment structure, maintaining a license and state requirements for opening and operating a business.</td>
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<td>Co-requisites: COS 221, COS 223, and COS 225 or approval of program coordinator</td>
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<td>COS 172</td>
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<td>0</td>
<td>1</td>
<td>IT</td>
<td>Infection Control for Estheticians</td>
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<td>This course includes infection control procedures regulated by the State Board of Cosmetology. Topics include levels of infection control, regulations, proper storage of implements, glove use and guidelines on preventing cross contamination and maintaining a safe, clean work area.</td>
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<td>Coreq: COS 151, COS 156</td>
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<tr>
<td>COS 173</td>
<td>2</td>
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<td>2</td>
<td>IT</td>
<td>Human Anatomy for Estheticians</td>
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<td>This course examines the basics of human cells, bones, muscles, nerves and blood vessels as they pertain to esthetics. The course explores how the human body’s systems affect the skin and the impact of skin treatments on the body.</td>
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<tr>
<td>COS 206</td>
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<td>3</td>
<td>IT</td>
<td>Chemical Hair Waving</td>
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<td>This course is a study of methods of permanently waving the hair, including product types, chemistry and safety.</td>
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<td>Prereq: COS 120 or approval of program coordinator</td>
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<tr>
<td>COS 210</td>
<td>0.5</td>
<td>7.5</td>
<td>3</td>
<td>IT</td>
<td>Hair Coloring</td>
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<td>This course is a study of the science and art of coloring the hair, including classification, methods, procedures, safety precautions and chemistry.</td>
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<td>Prereq: COS 120 or approval of program coordinator</td>
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<tr>
<td>COS 220</td>
<td>0</td>
<td>9</td>
<td>3</td>
<td>IT</td>
<td>Cosmetology Clinical Practice I</td>
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<td>This course is an integration of cosmetology skills in a simulated salon environment.</td>
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<td>Prereq: COS 120 or approval of program coordinator</td>
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<tr>
<td>COS 221</td>
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<td>4.5</td>
<td>2</td>
<td>IT</td>
<td>Facial Practice I</td>
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<td>This course is an integration of massage and facial skills in a simulated salon environment.</td>
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<td>Prereq: COS 172, COS 158, COS 160, COS 251 or approval of program coordinator</td>
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<td>Coreq: COS 225 or approval of program coordinator</td>
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For updated catalog, visit www.tridenttech.edu.
**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*

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**COS 223 Lec: .5 Lab: 4.5 Cred: 2 IT**

### Facial Practice II

This course provides for the integration of corrective and preservation facials, massage and makeup application skills in a simulated salon environment.

*Prereq: COS 221, COS 225 or approval of program coordinator*

*Coreq: COS 262 or approval of program coordinator*

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**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*

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**COS 225 Lec: 0 Lab: 3 Cred: 1 IT**

### Advanced Spa Services

This course includes the study of several different types of body treatments and wraps, including their purposes and effects. Through demonstration and practice, students will explore the preparation of clients, treatment tables and products using methods that ensure safety.

*Prereq: COS 251, COS 172, COS 158 and COS 160 or approval of program coordinator*

*Coreq: COS 221 or approval of program coordinator*

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**COS 251 Lec: 3 Lab: 0 Cred: 3 IT**

### Advanced Dermatology

This course includes advanced information on skin pigmentation, inflammation, the aging process, hormonal issues affecting skin, identifying and controlling enemies of the skin, as well as an introduction to clinical esthetics.

*Prereq: COS 151 or approval of program coordinator*

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**COS 262 Lec: 0 Lab: 3 Cred: 1 IT**

### Advanced Hair Removal

This course includes the demonstration and practice of advanced hair removal services. Specialty waxes and techniques will be demonstrated. Supplies needed for waxing, contraindications and safety during all phases of service will be stressed.

*Prereq: COS 251, COS 172, COS 160 and COS 162 or approval of program coordinator*

*Coreq: COS 223 or approval of program coordinator*

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**COS 281 Lec: 0 Lab: 9 Cred: 3 IT**

### Introduction to Teaching Cosmetology

This course includes instruction in the basic learning styles and varied methods of teaching cosmetology skills.

*Prereq: COS 210 or COS 223 or COS 224 with a grade of B or higher*

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**COS 282 Lec: 0 Lab: 15 Cred: 5 IT**

### Cosmetology Classroom Preparation

This course includes instruction in promoting a positive classroom environment, assessing and recording student progress, and providing feedback to students. The uses of audiovisual equipment will also be included.

*Prereq: COS 281*

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**COS 283 Lec: 0 Lab: 9 Cred: 3 IT**

### Regulations for Cosmetology Teachers

This course is a study of cosmetology regulations including state-mandated forms, and procedures for student enrollment, scheduling, creating and maintaining current student and graduate records, initiating licensure applications and program procurement and inventory control.

*Prereq: Successful completion of COS 282 with a grade of B or higher and 360 minimum clock hours from the previous semester or approval of department head*

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**COS 284 Lec: 0 Lab: 9 Cred: 3 IT**

### Cosmetology Clinic and Classroom Supervision I

This course builds on basic teaching methods providing opportunities to practice-teach in the classroom and clinic settings. Topics include supervising multiple students, zone teaching, classroom management, and handling difficult situations.
COS 285  Lec: 0  Lab: 9  Cred: 3  IT
Cosmetology Clinic and Classroom Supervision II
This course provides advanced opportunities to practice-teach in the classroom and clinic settings. Emphasis is placed on building strong educator-to-learner relationships, recognizing general barriers to learning and providing a constructive learning environment.

Computer Technology (CPT)

CPT 001  Lec:  Lab:  Cred:
Indicates credit given for computer course work transferred from another college for which there is no equivalent course at TTC.

CPT 101  Lec: 3  Lab: 0  Cred: 3  BT
Introduction to Computers
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases and the operating system. Presentation graphics will be covered as well. Computer technology majors and those students who desire a more comprehensive computer literacy course should take CPT 102.

CPT 102  Lec: 3  Lab: 0  Cred: 3  BT
Basic Computer Concepts
This course includes the basic use of a computer with an overview of computer terminology and provides a basic foundation in software applications. Prereq: This course is required for Computer Technology and Network Systems Management majors and is open to any student who desires a more comprehensive computer literacy course. Credit toward graduation is not given for both CPT 101 and CPT 102.

CPT 114  Lec: 3  Lab: 0  Cred: 3  BT
Computers and Programming
This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory and input/output devices. Programming is done in a modern high-level language. The course includes understanding how computer programs work and the role of the programmer in a business environment. The course starts with assembly language, then scripting language, then finishes with object-oriented programming. No previous programming knowledge is needed.

CPT 172  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Database
This course introduces microcomputer database concepts, including generating reports from databases and creating, maintaining and modifying databases using Microsoft Access.

CPT 174  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Spreadsheets
This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions and producing graphs using Microsoft Excel.

CPT 179  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Word Processing
This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents using Microsoft Word.

CPT 207  Lec: 3  Lab: 0  Cred: 3  BT
Complex Computer Applications
This course covers analyzing, designing and implementing computerized solutions to realistic business applications problems. This course uses Microsoft Access to solve business problems. Additional topics include determining requirements, designing and building a relational database, designing and building a user interface, importing data in different formats and using Visual Basic for applications to add functionality to a database. Prereq: CPT 172

CPT 209  Lec: 3  Lab: 0  Cred: 3  BT
Computer Systems Management
This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installation, configuration, operations and troubleshooting. This course will cover learning objectives associated with CompTIA A+ core certification test.

CPT 210  Lec: 3  Lab: 0  Cred: 3  BT
Computer Resource Management
This course examines the interaction of people, systems and computers. Strategic management issues unique to the information technology environment are discussed. This course will cover learning objectives associated with CompTIA A+ core certification test. Specialties include remote support technician, help desk technician, call center technician specialist, representative, depot technician and bench technician.
COURSES

CPT 212 Lec: 3 Lab: 0 Cred: 3 BT
Visual Basic Programming
This course focuses on Windows programming using Visual Basic to create graphical user interfaces. The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.
Prereq: CPT 233
Coreq: CPT 172

CPT 220 Lec: 3 Lab: 0 Cred: 3 BT
e-Commerce
This course studies fundamental computer and business concepts applied to the world of e-commerce. The course teaches how to become an independent contractor for business websites. Domain name registration, website hosting, search engine optimization and submission, and the developing of a business plan are covered in-depth.

CPT 232 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming I
This introductory course in C++ programming emphasizes the designing, coding, testing and debugging of C++ programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, simple pointers and strings. The course teaches procedural programming using the C++ .NET environment.
Prereq: MAT 101 or MAT 152
Coreq: CPT 102

CPT 233 Lec: 3 Lab: 0 Cred: 3 BT
C++ Programming II
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance and virtual functions. The course teaches object-oriented design of programs using the C++ .NET environment and the use of one-dimensional arrays.
Prereq: CPT 232

CPT 236 Lec: 3 Lab: 0 Cred: 3 BT
Introduction to Java Programming
This course introduces Java programming. Topics cover Java syntax and classes for use in the development of Java applications and applets.
Prereq: CPT 233

CPT 239 Lec: 3 Lab: 0 Cred: 3 BT
Active Server Pages
This course is a study of active server pages (ASP) programming to build, implement and execute ASP scripts. Examines topics related to the syntax of server-side ASP scripting as well as the use of ASP with databases.
Prereq: CPT 220 and CPT 114 or CPT 232

CPT 242 Lec: 3 Lab: 0 Cred: 3 BT
Database
This course introduces database models and the fundamentals of database design. Topics include database structure, database processing and application programs that access a database. Upon completion of this course the student will be able to 1) demonstrate the fundamental skills needed to successfully design and implement a database, 2) demonstrate a thorough understanding of database concepts and technologies, and 3) be able to use and understand SQL commands.
Prereq: CPT 172 and CPT 114 or CPT 232

CPT 244 Lec: 3 Lab: 0 Cred: 3 BT
Data Structures
This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Students use C++ to develop ideas about multi-dimensional tables of objects, variable record length files, pointers and complex programs that reuse functions.
Prereq: CPT 233

CPT 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 268 Lec: 3 Lab: 0 Cred: 3 BT
Computer End-User Support
This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).
Prereq: CPT 102, ENG 101
CPT 270  Lec: 3  Lab: 0  Cred: 3  BT
Advanced Microcomputer Applications
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Students will be required to plan and present a business-oriented project. Integrating Microsoft Project, PowerPoint, Excel and Word will give students a thorough understanding of 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.
Coreq:  CPT 102

CPT 283  Lec: 3  Lab: 0  Cred: 3  BT
PHP Programming I
This course is an introduction to the PHP programming language and will cover topics related to the syntax of PHP language and how PHP can be used to design and develop dynamic, database-driven Web pages.
Prereq:  CPT 220 and CPT 114 or CPT 232

CPT 288  Lec: 3  Lab: 0  Cred: 3  BT
Computer Game Development
This course introduces computer game design and development using the Windows API model. Topics include creating 3-D models using matrices, transformation, rotation, texture mapping, 3-D lighting, meshes, sprites, particles, special effects and the application of game math and physics techniques.
Prereq:  CPT 233

CPT 290  Lec: 3  Lab: 0  Cred: 3  BT
Microcomputer Multimedia Concepts and Applications
This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development and creation of multimedia presentations.

Criminal Justice (CRJ)
CRJ 001  Lec:  Lab:  Cred:
Indicates credit given for criminal justice course work transferred from another college for which there is no equivalent course at TTC.

CRJ 101  Lec: 3  Lab: 0  Cred: 3  LR
Introduction to Criminal Justice
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 102  Lec: 3  Lab: 0  Cred: 3  LR
Introduction to Security
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities and other assets, as well as administrative, legal and technical problems of loss prevention and control are analyzed.

CRJ 110  Lec: 3  Lab: 0  Cred: 3  LR
Police Patrol
This course provides an understanding of the duties, extent of authority and responsibilities of the uniformed patrol officer. Special emphasis is placed on patrol function; line activities, including traffic control and investigation; community relations; vice control; tactical units; civil disturbances; and preventive patrol.

CRJ 115  Lec: 3  Lab: 0  Cred: 3  LR
Criminal Law I
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses and various legal principles upon which criminal law is established are reviewed.
**Course Descriptions**

**CRJ 120** Lec: 3  Lab: 0  Cred: 3  LR
*Constitutional Law*
This course covers an analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

**CRJ 125** Lec: 3  Lab: 0  Cred: 3  LR
*Criminology*
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 126** Lec: 3  Lab: 0  Cred: 3  LR
*Criminal Justice Research Methods*
This course introduces students to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice. 
Prereq: MAT 032

**CRJ 130** Lec: 3  Lab: 0  Cred: 3  LR
*Police Administration*
This course is a study of the organization, administration and management of law enforcement agencies.

**CRJ 140** Lec: 3  Lab: 0  Cred: 3  LR
*Criminal Justice Report Writing*
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete and selective written articulation of information and observations.
Prereq: ENG 100 or appropriate test score

**CRJ 202** Lec: 3  Lab: 0  Cred: 3  LR
*Criminalistics*
This course introduces investigative techniques stressing the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identifications, pathology, toxicology, ballistics and clandestine operations.

**CRJ 210** Lec: 3  Lab: 0  Cred: 3  LR
*The Juvenile and the Law*
This course is a study of the juvenile justice system. This process is examined from initial custody to disposition, both from a historical and modern perspective.

**CRJ 212** Lec: 3  Lab: 0  Cred: 3  LR
*Protection Management*
This course includes an overview of management techniques for establishing and maintaining security and loss prevention programs with the goal of protecting organizations from crimes, fires and accidents. Emphasis is placed on protection as a “profit center” rather than a “cost center.”

**CRJ 218** Lec: 3  Lab: 0  Cred: 3  LR
*Crisis Intervention*
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

**CRJ 220** Lec: 3  Lab: 0  Cred: 3  LR
*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 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

Culinary (CUL)

CUL 104  Lec: 3  Lab: 0  Cred: 3  CI
Introduction to Culinary Arts
This survey course introduces students to the world of culinary arts. Students will be exposed to culinary history, culinary organizations and branches of the culinary field that offer different opportunities in the profession.  
Prereq: ENG 100 or appropriate test score

CUL 107  Lec: 0  Lab: 9  Cred: 3  CI
Culinary Skills I
This course introduces kitchen fundamentals and classical cooking techniques in a hands-on laboratory setting. Students apply theory to practical culinary methodology while supporting the school’s production outlets.  
Prereq or Coreq: MAT 032, CUL 104, CUL 109

CUL 109  Lec: 2  Lab: 3  Cred: 3  CI
Nutrition Science and Sanitation
This course combines safety and sanitation practices with the science of nutrition. Students will study culinary nutrition in a lab setting while applying safe, sanitary practices. Students will sit for a National Servsafe exam upon completing the course.  
Prereq or Coreq: MAT 032

CUL 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: CUL 109

CUL 111  Lec: 0  Lab: 9  Cred: 3  CI
Culinary Skills II
This course is a continuation of Culinary Skills I. Students will demonstrate advanced culinary techniques, including organization, sanitation, and cooking skills, in a hands-on lab setting, while supporting the culinary school’s outlets.  
Prereq: CUL 107
CUL 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: CUL 107

CUL 127  Lec: 3  Lab: 0  Cred: 3  CI
History of Diets in World Cultures
This course is a study of the history of food and its importance in world societies and religions. Students will analyze the use of dietary pyramids and the cultural phenomena of fad diets, sustainability issues and psychological eating disorders as they apply to social history.
Prereq: CUL 104

CUL 128  Lec: 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: CUL 104, CUL 109

CUL 129  Lec: 2  Lab: 3  Cred: 3  CI
Storeroom and Purchasing
This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.
Prereq: CPT 101, CUL 107 or BKP 119 and MAT 032

CUL 135  Lec: 1  Lab: 6  Cred: 3  CI
Introduction to Dining Room Service
This course introduces the student to the basics of the dining room to include buffet, banquet, tableside and à la carte styles of service. Students develop a natural link between the kitchen and the dining room in the process of serving, through interaction with the guests. Students who receive credit for CUL 135 cannot receive credit for CUL 145.
Prereq or Coreq: CUL 109

CUL 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. Students who receive credit for CUL 145 cannot receive credit for CUL 135.
Prereq: Departmental approval for nondegree-seeking students
Coreq: CUL 109, HOS 140

CUL 171  Lec: 3  Lab: 0  Cred: 3  CI
Food and Beverage Controls
This course covers the principles and procedures involved in an effective food and beverage control system including standards determination operating budgets, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications related to these concepts.
Prereq: CUL 129 or departmental approval

CUL 178  Lec: 2  Lab: 3  Cred: 3  CI
Farm to Plate
This course explores traditional farming methods used throughout South Carolina and around the world. Students will study heirloom varieties of vegetables as well as animal husbandry and feeds. Students will use farm products in traditional classical cooking methods and techniques.
Prereq: CUL 111, CUL 122

CUL 180  Lec: 1  Lab: 6  Cred: 3  CI
French Regional Cuisines
This course is the study of the French regional cuisines of Normandy, Brittany, Savoy and Provence with an emphasis on service, standards, language, wines and beverage service. This course also includes cooking from the select regions including Alcase-Lorraine, Bordeaux, the Southwest and Paris. Students also study and produce classical French cuisine.
Prereq: CUL 111, CUL 122

CUL 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: CUL 111, CUL 122
CUL 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: CUL 111, CUL 122

CUL 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: CUL 111, CUL 122

CUL 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. Menu analysis also includes kitchen equipment layout and design.  
Prereq: CUL 171 or departmental approval

CUL 236 Lec: 0 Lab: 9 Cred: 3 CI
Restaurant Capstone
This course includes capstone competencies for culinary arts students. Students manage and work multiple stations, develop food specials, cost menus, take inventories, produce a menu analysis, and expedite food from the kitchen to the dining room, in the student-run restaurant.  
Prereq: CUL 215, CUL 216

CUL 237 Lec: 0 Lab: 6 Cred: 2 CI
Contemporary Cuisine
This course is a study of modern cooking techniques using classical formulas as well as a modern approach to plate presentations. Students prepare cold and hot foods while using culinary techniques that incorporate sound cooking techniques, and current and traditional methods.

CUL 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 regimen that exclude animal proteins.  
Prereq: CUL 111, CUL 127

CUL 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: CUL 111, CUL 122

CUL 277 Lec: 0 Lab: 12 Cred: 3 CI
SCWE in Culinary Arts
This course integrates culinary skills at an approved worksite related to the culinary industry.  
Prereq: Departmental approval

CUL 280 Lec: 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: CUL 111, CUL 122

CUL 299 Lec: 1 Lab: 6 Cred: 3 CI
Special Topics in Culinary Studies
This course focuses on a specific purpose for, issue in or type of cooking such as regional world cuisines, food history or current trends in culinary or baking pastry arts.  
Prereq: Departmental approval

For updated catalog, visit www.tridenttech.edu.
Cooperative Work Experience (CWE)

Courses for Cooperative Work Experience are available in various programs. Call your academic advisor to discuss prerequisites and enrollment approvals. Credit and contact hours are distributed in the following manner:

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<th>1st Exp.</th>
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<td>CWE 111</td>
<td>CWE 121</td>
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<td>CWE 112</td>
<td>CWE 122</td>
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<td>CWE 113</td>
<td>CWE 123</td>
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<td>CWE 114</td>
<td>CWE 124</td>
<td>CWE 134</td>
<td>CWE 214</td>
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See your advisor for specific course needs.

Dental Assisting (DAT)

DAT 114 Lec: 3 Lab: 0 Cred: 3 AH
Dental Emergencies and Medicine
This course provides a study of various medical conditions and medications, including the management of a medically compromised dental patient.
Prereq: Restricted to major

DAT 115 Lec: 1 Lab: 0 Cred: 1 AH
Ethics and Professionalism
This course introduces a cursory history of dental assisting; professional associations; scope of service in dentistry; and ethical, legal and professional considerations. The state dental practice set is reviewed.
Prereq: Admission to the Dental Assisting program

DAT 118 Lec: 2 Lab: 0 Cred: 2 AH
Dental Morphology
This course emphasizes the development, eruption and individual characteristics of each tooth and surrounding structures.
Prereq: Restricted to major

DAT 121 Lec: 1 Lab: 3 Cred: 2 AH
Dental Health Education
This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.
Prereq: DAT 154

DAT 122 Lec: 1 Lab: 3 Cred: 2 AH
Dental Office Management
This course provides a study of the business aspects of a dental office.
Prereq: CPT 101, DAT 154

DAT 123 Lec: 3 Lab: 0 Cred: 3 AH
Oral Medicine/Oral Biology
This course presents a basic study of oral pathology, pharmacology, nutrition and common emergencies as related to the role of the dental assistant. The basic study of the dental sciences and terminology are included in this course.
Prereq: Restricted to major

DAT 124 Lec: 0 Lab: 3 Cred: 1 AH
Expanded Functions/Specialties
This course offers practice in performing the expanded clinical procedures designated by the South Carolina State Board of Dentistry for Dental Assistants.
Prereq or Coreq: DAT 154, DHG 244

DAT 127 Lec: 3 Lab: 3 Cred: 4 AH
Dental Radiography
This course provides the fundamental background and theory for the safe and effective use of X-radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.
Prereq: DAT 118

DAT 154 Lec: 2 Lab: 6 Cred: 4 AH
Clinical Procedures I
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use and the assistant’s role in dental instrumentation.
Prereq: Restricted to major, physical examination, major medical insurance and Hepatitis B vaccine series
Coreq: CPT 101 or AOT 163
DAT 177  Lec: 1  Lab: 18  Cred: 7  AH  
Dental Office Experience  
This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.  
Prereq: DAT 124, DAT 127, DAT 154, DAT 185, DHG 244, ENG 150 or ENG 101, CPT 101, DAT 122, PSY 201  
Coreq: DAT 122, PSY 201  

DAT 185  Lec: 2  Lab: 9  Cred: 5  AH  
Dental Specialties  
This course covers the equipment and procedures related to dental specialties used in clinical experiences.  
Prereq: DAT 154, CPT 101, CPR certification and Hepatitis B vaccine series, ENG 150 or ENG 101  
Coreq: ENG 150 or ENG 101  

Dental Hygiene (DHG)  

DHG 111  Lec: 2  Lab: 0  Cred: 2  AH  
Orofacial Embryology  
This course provides a study of the histological and embryonic development of the head, face, and hard and soft tissues of the oral cavity to include developmental abnormalities.  
Prereq: DHG 125  

DHG 121  Lec: 2  Lab: 3  Cred: 3  AH  
Dental Radiography  
This course provides the application of the principles of radiology with emphasis on exposing, processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is stressed.  
Prereq: DHG 111, DHG 125, DHG 151  

DHG 125  Lec: 2  Lab: 0  Cred: 2  AH  
Tooth Morphology and Histology  
This course covers the embryogenesis and histology of the head and neck structures with primary emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and permanent dentitions are studied.  
Prereq: Admission to the Dental Hygiene program  

DHG 140  Lec: 2  Lab: 0  Cred: 2  AH  
General and Oral Pathology  
This course provides a correlation of basic pathologic principles to disease processes in the oral cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis, treatment and prognosis of diseases affecting the head and neck also are discussed.  
Prereq: Admission to the Dental Hygiene program  

DHG 141  Lec: 2  Lab: 0  Cred: 2  AH  
Periodontology  
This course presents a study of the principles, etiologies, classifications and treatments of periodontal disease with emphasis on the role of the dental hygienist.  
Prereq: DHG 121, DHG 140, DHG 165  

DHG 143  Lec: 2  Lab: 0  Cred: 2  AH  
Dental Pharmacology  
This course provides a study of drugs used in dentistry. It emphasizes the physical and chemical properties of drugs, dosages and therapeutic effects, methods of administration, and indications and contraindications for the use of drugs. A study of dental anesthetics is included.  
Prereq: DHG 165  

DHG 151  Lec: 3  Lab: 6  Cred: 5  AH  
Dental Hygiene Principles  
This course is a study of the principles of infection control and hazardous waste communication, instrumentation, instrumentation design, operator patient positioning, operation of basic dental equipment, patient evaluation and medical history review.  
Prereq: Admission to the Dental Hygiene program  

DHG 165  Lec: 2  Lab: 9  Cred: 5  AH  
Clinical Dental Hygiene I  
This course introduces the clinical setting for application of dental hygiene skills for patient care.  
Prereq: DHG 151, CPR certification, major medical insurance and Hepatitis B vaccine series  

DHG 175  Lec: 1.5  Lab: 10.5  Cred: 5  AH  
Clinical Dental Hygiene II  
This course provides for the continued development of skills necessary to perform dental hygiene care. Emphasis is placed on treatment of the patient with disabilities, total patient care and treatment planning.  
Prereq: DHG 165  

DHG 230  Lec: 3  Lab: 0  Cred: 3  AH  
Public Health Dentistry  
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, and on planning, implementation and evaluation of community programs. Nutrition and research also are studied.  
Prereq: DHG 165
DHG 231  Lec: 0  Lab: 3  Cred: 1  AH  
Dental Health Education  
This course provides an opportunity for the dental hygiene student to present and apply dental health information to various community groups and organizations. Project implementation and evaluation are included.  
Prereq: DHG 230, DHG 175

DHG 241  Lec: 0.5  Lab: 1.5  Cred: 1  AH  
Integrated Dental Hygiene I  
This course provides for the integration of basic and dental hygiene sciences with current concepts of clinical dental hygiene practice.  
Prereq: DHG 165

DHG 244  Lec: 2  Lab: 3  Cred: 3  AH  
Dental Materials  
This course is a study of physical and chemical properties, identification, characteristics and manipulation of dental materials.  
Prereq: Admission to the Dental Hygiene or Expanded Duty Dental Assisting program

DHG 255  Lec: 1  Lab: 12  Cred: 5  AH  
Clinical Dental Hygiene III  
This course provides for the development of proficiency in the clinical dental hygiene setting with emphasis on the implementation of treatment plans to meet the individual patient’s oral health needs.  
Prereq: DHG 175

DHG 265  Lec: 1  Lab: 12  Cred: 5  AH  
Clinical Dental Hygiene IV  
This course permits refinement of clinical techniques and skills, technology and current procedural practices of the dental hygienist with emphasis on self-evaluation and quality assurance.  
Prereq: DHG 255

Early Childhood Development (ECD)  

ECD 101  Lec: 3  Lab: 0  Cred: 3  CF  
Introduction to Early Childhood  
This course gives an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards. Course content highlights importance of professionalism, family cultural values and practical applications based on historical and theoretical models in early care and education.

ECD 102  Lec: 3  Lab: 0  Cred: 3  CF  
Growth and Development I  
This course is an extensive study of philosophies and theories of growth and development of infants and toddlers. Focus is on total development of the child, with emphasis on physical, social, emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are explored in the course.  
Prereq: ECD 101

ECD 105  Lec: 3  Lab: 0  Cred: 3  CF  
Guidance-Classroom Management  
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive, proactive approach is stressed.  
Prereq: ECD 101, ENG 100

ECD 106  Lec: 3  Lab: 0  Cred: 3  CF  
Observation of Young Children  
In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.  
Prereq: ECD 101

ECD 107  Lec: 3  Lab: 0  Cred: 3  CF  
Exceptional Children  
This course includes an overview of children with special needs and their families. Emphasis is on the prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher’s role in mainstreaming and early identification, and federal legislation affecting exceptional children.  
Prereq: ECD 203

ECD 108  Lec: 3  Lab: 0  Cred: 3  CF  
Family and Community Relations  
This course is an overview of techniques and materials promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources, and on developing appropriate communication skills.  
Prereq: ECD 101
**ECD 109** Lec: 3  Lab: 0  Cred: 3  CF  
Administration and Supervision  
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on monetary matters; space management; curriculum; health and food services; and relations among the public, staff and parents.  
*Prereq: ECD 203*

**ECD 131** Lec: 3  Lab: 0  Cred: 3  CF  
Language Arts  
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, prereading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods to select, evaluate and present children’s literature are included.  
*Prereq: ECD 132*

**ECD 132** Lec: 3  Lab: 0  Cred: 3  CF  
Creative Experiences  
In this course, the importance of creativity and independence in creative expression is stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.  
*Prereq: Departmental approval for nondegree-seeking students*

**ECD 133** Lec: 3  Lab: 0  Cred: 3  CF  
Science and Math Concepts  
This course includes an overview of pre-number and science concepts that are developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.  
*Prereq: ECD 101*

**ECD 138** Lec: 3  Lab: 0  Cred: 3  CF  
Movement and Music for Children  
This course is a study of criteria for selecting and implementing appropriate experiences to support the physical and musical development of young children. Emphasis is on the selection of materials, equipment and related design of indoor and outdoor environments.  
*Prereq: ENG 100, ECD 101*

**ECD 139** Lec: 3  Lab: 0  Cred: 3  CF  
Curriculum Issues in Infant and Toddler Development  
This course includes a focus on infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. The student looks at planning and teaching strategies as they relate to child development, curriculum and environment.  
*Prereq: ENG 100*

**ECD 200** Lec: 3  Lab: 0  Cred: 3  CF  
Principles of Ethics and Leadership in Early Care and Education  
This course includes an overview of historical views on leadership and issues and challenges of leadership in early care and education. Emphasis is on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues, the community and society.  
*Prereq: ENG 101 and 27 ECD credits to include ECD 102 and ECD 203*

**ECD 203** Lec: 3  Lab: 0  Cred: 3  CF  
Growth and Development II  
This course is an in-depth study of preschool children growing and developing in today’s world. Focus is on total development of the child with emphasis on physical, social, emotional, cognitive and nutritional areas of development. Developmental tasks and appropriate activities are explored.  
*Prereq: ECD 102*

**ECD 205** Lec: 3  Lab: 0  Cred: 3  CF  
Socialization and Group Care of Infants and Toddlers  
This course involves the study of socialization and group care of infants and toddlers. Emphasis is on guidance and management; understanding behavior, temperament, the importance of routines, primary care and continuity of care; and examining the elements of quality environments.  
*Prereq: ECD 102*
ECD 207  Lec: 3   Lab: 0   Cred: 3   CF  
Inclusive Care for Infants and Toddlers  
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations and optimal development.  
Prereq: ECD 102

ECD 237  Lec: 3   Lab: 0   Cred: 3   CF  
Methods and Materials  
This course includes an overview of developmentally appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.  
Prereq: ECD 131, ECD 203

ECD 239  Lec: 3   Lab: 0   Cred: 3   CF  
Assessment and Program Planning  
This course is designed to help students use assessment and evaluation tools to identify strengths and weaknesses of programs and provide developmentally appropriate practices for young children.  
Prereq: ECD 203, MAT 032

ECD 243  Lec: 1   Lab: 6   Cred: 3   CF  
Supervised Field Experience I  
This course includes emphasis on planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of early childhood principles and practices.  
Prereq: 27 ECD credits to include ECD 131, ECD 133, ECD 203 with a minimum grade of C

ECD 252  Lec: 3   Lab: 0   Cred: 3   CF  
Diversity Issues in Early Care and Education  
This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socioeconomic levels.  
Prereq: ECD 102

ECD 255  Lec: 3   Lab: 0   Cred: 3   CF  
Activity Therapy for Early Childhood Special Education  
This course teaches students to provide assistance in planning and organizing activities focusing on play in a developmentally appropriate environment for children with special needs.  
Prereq: ECD 107

ECD 256  Lec: 3   Lab: 0   Cred: 3   CF  
Counseling Techniques for Early Childhood Special Education  
In this course, students learn to collaborate with professionals, families and students to achieve various outcomes that are of particular interest to those individuals involved in the education and care of children with developmental delays.  
Prereq: ECD 107

ECD 259  Lec: 3   Lab: 0   Cred: 3   CF  
Behavior Management for Special Needs  
This course is an overview of understanding and managing challenging behavior in school and child care settings. It includes common causes of problem behaviors and treatment for attention disorders, making changes in the classroom, and administrative steps to help children with challenging behaviors.  
Prereq: ECD 107

ECD 260  Lec: 3   Lab: 0   Cred: 3   CF  
Methods of Teaching Special Needs Students  
This course focuses on developmentally appropriate methods for teaching special needs students. Emphasis is on planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.  
Prereq: ECD 107

Electrical and Computer Engineering (ECE)  
ECE 201  Lec: 0   Lab: 3   Cred: 1   ET  
Electrical and Computer Engineering Seminar  
This course covers professionalism, ethics, safety and career planning.  
Prereq: MAT 102 or MAT 153

ECE 205  Lec: 2   Lab: 3   Cred: 3   ET  
Electrical and Computer Lab I  
This course covers basic test and measurement instrumentation, basic electrical components and circuits, and technical writing using word processing.  
Prereq or Coreq: ECE 221

ECE 211  Lec: 3   Lab: 0   Cred: 3   ET  
Introduction to Computer Engineering I  
This course covers digital systems and employs basic mathematical techniques used in the design of combinational and sequential systems.  
Prereq: MAT 140
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<th>Course Code</th>
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<td>ECE 212</td>
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<tr>
<td>Introduction to Computer Engineering II</td>
<td>This course applies the overall concepts of microprocessor orientation and architecture and fundamental concepts of assembly-level programming. Prereq: ECE 211, EGR 270</td>
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<td>ECE 221</td>
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<td>Introduction to Electrical Engineering I</td>
<td>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</td>
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<td>ECE 222</td>
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<tr>
<td>Introduction to Electrical Engineering II</td>
<td>This course covers sinusoidal steady-state analysis of AC circuits, complex frequency analysis, Fourier series analysis and Laplace transforms. Prereq: ECE 221</td>
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<td>Economics (ECO)</td>
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<td>International Economics</td>
<td>Indicates credit given for economics course work transferred from another college for which there is no equivalent course at TTC. Prereq: MAT 101, MAT 152 or MAT 155 or appropriate test scores</td>
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<td>ECO 207</td>
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<td>International Economics</td>
<td>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</td>
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<td>Macroeconomics</td>
<td>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</td>
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<td>ECO 211</td>
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<td>Microeconomics</td>
<td>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</td>
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<td>Classroom Inquiry with Technology</td>
<td>This course explores teaching as a data-driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university. Prereq: MAT 032, ECD 203</td>
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<td>EDU 230</td>
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<td>Schools in Communities</td>
<td>This course provides students with a basic understanding of the social, political and historical aspects of diverse educational institutions in American culture with an emphasis on families, schools and communities. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university. Prereq: ECD 203</td>
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<td>EDU 241</td>
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<td>Learners and Diversity</td>
<td>This course is a study of lifespan development and learning with an emphasis on individual and group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited education program at a comprehensive four-year college or university. Prereq: ECD 203</td>
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<td>Industrial Electricity/ Electronics (EEM)</td>
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<td>EEM 001</td>
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<td>Indicates credit given for industrial electricity/electronics course work transferred from another college for which there is no equivalent course at TTC.</td>
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For updated catalog, visit www.tridenttech.edu.
EEM 107  Lec: 2  Lab: 0  Cred: 2  IT
Industrial Computer Techniques
This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and applications of microcomputers. Emphasis will be placed on industry-standard software for the electrical and automated technologies industry.

EEM 109  Lec: 2  Lab: 3  Cred: 3  IT
NCCER Core Curriculum
This is an introductory craft skills course that teaches basic safety, rigging, communication and employability skills. An introduction to hand tools, power tools, blueprints and craft skills math is included. (Note: Course is aligned with NCCER Core Curriculum).
Coreq: ENG 032, MAT 031 and RDG 032 or appropriate test scores

EEM 115  Lec: 2  Lab: 6  Cred: 4  IT
DC Circuits
This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm’s Law, Kirchhoff’s voltage and current laws, power and energy. It also includes inductance, capacitance and DC instruments. Circuits are constructed and tested.
Coreq: ENG 100, MAT 032 and RDG 100 or appropriate test scores

EEM 116  Lec: 2  Lab: 6  Cred: 4  IT
AC Circuits
This course is a study of the characteristics of alternating current and voltage in resistors, capacitors and inductors. Series, parallel and complex circuits are covered. Circuits are constructed and tested.
Prereq: EEM 115

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 115 or EET 113

EEM 140  Lec: 1  Lab: 6  Cred: 3  IT
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: EEM 165, EEM 166 and EEM 170 or advisor approval or EEM 166 and EEM 217

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 166  Lec: 3  Lab: 3  Cred: 4  IT
Commercial/Industrial Wiring
This course is a study of wiring methods and practices in commercial and industrial applications.
Coreq: ENG 032, MAT 031 and RDG 032 or appropriate test scores.

EEM 170  Lec: 2  Lab: 3  Cred: 3  IT
Electrical Installation
This course is a study of electrical wiring techniques commonly used in commercial, industrial and residential applications. Emphasis will be placed on compliance with the National Electrical Code.
Coreq: ENG 032, MAT 031 and RDG 032 or appropriate test scores

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 116 or EET 113

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 115

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 115 or EET 113
<table>
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<tr>
<th>Course Code</th>
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<th>Lab</th>
<th>Credits</th>
<th>Course Name</th>
<th>Description</th>
<th>Prerequisites</th>
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<tr>
<td>EEM 252</td>
<td>2</td>
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<td>Programmable Controllers Applications</td>
<td>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.</td>
<td>Prereq: EEM 251</td>
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<td>EET 001</td>
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<tr>
<td>EET 113</td>
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<td>6</td>
<td>4</td>
<td>Electrical Circuits I</td>
<td>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.</td>
<td>Prereq: EGR 104 or advisor approval Coreq: MAT 110 or MAT 170</td>
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<td>EET 131</td>
<td>3</td>
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<td>Active Devices</td>
<td>This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors and transistor circuits, and other components. Circuits are modeled constructed and tested.</td>
<td>Prereq: EET 113</td>
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<tr>
<td>EET 141</td>
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<td>Electronic Circuits</td>
<td>This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing and troubleshooting.</td>
<td>Prereq: EET 131</td>
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<td>EET 145</td>
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<td>Digital Circuits</td>
<td>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.</td>
<td>Prereq: EGR 104 or EEM 115</td>
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<tr>
<td>EET 241</td>
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<td>Electronic Communications</td>
<td>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.</td>
<td>Prereq: EET 141</td>
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<tr>
<td>EET 243</td>
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<td>Data Communications</td>
<td>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.</td>
<td>Prereq: EET 145</td>
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<tr>
<td>EET 273</td>
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<td>1</td>
<td>Electronics Senior Project</td>
<td>This course includes the construction and testing of an instructor approved project.</td>
<td>Prereq: EET 141, SPC 205 or SPC 209 and departmental approval</td>
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<td>EGR 001</td>
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<td></td>
<td>Engineering Technology (EGR)</td>
<td>Indicates credit given for engineering technology course work transferred from another college for which there is no equivalent course at TTC.</td>
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<tr>
<td>EGR 104</td>
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<td>Engineering Technology Foundations</td>
<td>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.</td>
<td>Prereq: MAT 102, MAT 153, MAT 170 or equivalent test score</td>
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<tr>
<td>EGR 109</td>
<td>2</td>
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<td>3</td>
<td>Engineering Project Management</td>
<td>This course is the study of integrated project management for the engineering technologist with emphasis on the methods and software used by engineers, including task lists, Gantt charts, discussion of critical path, statistical resource management, scheduling, budgeting and economic factors.</td>
<td>Prereq: MAT 110, ENG 101, EGR 110</td>
</tr>
</tbody>
</table>
EGR 110  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Computer Environment
This course provides an overview of computer hardware, available software, operating systems and applications.
Prereq or Coreq: MAT 102, MAT 153 or MAT 170 or appropriate test scores

EGR 170  Lec: 2  Lab: 3  Cred: 3  ET
Engineering Materials
This course is a study of properties, material behaviors and applications.
Prereq: MAT 110

EGR 175  Lec: 2  Lab: 3  Cred: 3  ET
Manufacturing Processes
This course includes processes, alternatives and operations in the manufacturing environment.
Key elements of manufacturing processes such as quality, materials management, personnel issues and industrial economics will be covered.
Prereq: MAT 102 or MAT 153 and ENG 101

EGR 186  Lec: 2  Lab: 3  Cred: 3  ET
Quality Techniques for Manufacturing
This course emphasizes applied quality techniques for manufacturing and assembly. Topics include variation, statistical methods, root cause analysis, Design for Manufacturing and Assembly (DFMA), and quality systems.
Prereq: MAT 110, ENG 101, EGR 110

EGR 190  Lec: 3  Lab: 0  Cred: 3  ET
Statics
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.
Prereq: MAT 111 or MAT 112

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

Engineering Transfer

EGR 260  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Statics
This course introduces the principles of engineering mechanics as applied to forces and force systems.
The techniques of vector mathematics are employed.
Prereq: MAT 240, PHY 221

EGR 262  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Dynamics
This course introduces the principles of engineering as applied to kinematics and kinetics of particles and rigid bodies. The techniques of vector mathematics are employed.
Prereq: EGR 260

EGR 264  Lec: 3  Lab: 0  Cred: 3  ET
Introduction to Engineering Mechanics of Solids
This course covers the relationships between external loads on solid bodies or members and the resulting internal effects and dimensional changes.
Prereq: EGR 260

EGR 266  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Thermodynamics Fundamentals
This course introduces the first and second laws of thermodynamics as applied to engineering systems.
Prereq: MAT 240

EGR 270  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Engineering
This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high-level language, spreadsheets and word processing applications.
Prereq: MAT 111 or MAT 112

EGR 273  Lec: 1  Lab: 3  Cred: 2  ET
Problem Solving for Engineers
This course covers basic problem-solving techniques as applied to the engineering profession.
Prereq: EGR 270, ECE 221
Coreq: ECE 221

EGR 275  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Engineering/Computer Graphics
This course is a study of basic graphical concepts needed for engineering applications.
Prereq or Coreq: MAT 110
EGR 282  Lec: 1  Lab: 3  Cred: 2  ET
Introduction to Civil Engineering
This course covers the engineering process from problem formulation to creative design through practical solution of civil engineering problems.
Prereq: MAT 111 or MAT 112

EGR 285  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Surveying I
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates and standard map projections. In addition, it covers latitudes and departures, construction field control, legal aspects of land surveying and public land surveys.
Prereq: MAT 140, EGR 275, EGR 282

EGR 286  Lec: 3  Lab: 0  Cred: 3  ET
Engineering Surveying II
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy. In addition, it covers geospatial representation that includes topographic mapping, advanced adjustments using least squares procedures, map projection, state plan coordinator, astronomic control for mapping, Global Positioning Systems (GPS), Geographic Information Systems (GIS) and remote sensing.
Prereq: EGR 285, MAT 140
Coreq: EGR 285

EGR 296  Lec: 0  Lab: 3  Cred: 1  ET
Engineering Surveying Lab I
This course covers horizontal control, including distance and angular measurements; traversing and preparation of a plat; and vertical control including the performance of a level loop. It includes application of principles introduced in EGR 285.
Coreq: EGR 285

EGR 296  Lec: 0  Lab: 3  Cred: 1  ET
Engineering Surveying Lab II
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map and staking out a horizontal curve. In addition, it covers Global Positioning Systems mapping controls, Geographic Information Systems applications and application of principles introduced in EGR 286.
Coreq: EGR 286

Engineering Graphics Technology (EGT)

EGT 001  Lec:  Lab:  Cred:
Indicates credit given for engineering graphics course work transferred from another college for which there is no equivalent course at TTC.

EGT 106  Lec: 3  Lab: 0  Cred: 3  ET
Print Reading and Sketching
This course covers the interpretation of basic engineering drawings and sketching techniques for making multiview pictorial representations.

EGT 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 152
Prereq: EGR 275 or EGT 151 with a minimum grade of C

EGT 117  Lec: 2  Lab: 0  Cred: 2  ET
Welding Print Principles
This course covers welding symbols and their application to pipe fabrication.
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 geometries of rejected parts, and analyzing the concepts of geometric control.
Prereq: EGT 151 or departmental approval

EGT 151  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to CAD
This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.
Prereq or Coreq: MAT 101 or MAT 152 or MAT 155 or appropriate test scores
EGT 152  Lec: 2  Lab: 3  Cred: 3  ET
Fundamentals of CAD
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool.
Prereq: EGR 275 or EGT 151

EGT 220  Lec: 3  Lab: 3  Cred: 4  ET
Structural and Piping Application
This advanced drawing course covers structural steel and process piping applications.
Prereq or Coreq: EGT 252

EGT 245  Lec: 2  Lab: 3  Cred: 3  ET
Principles of Parametric CAD
This course is the study of 3-D product and machine design utilizing state-of-the-art parametric design software.
Prereq: EGT 252 or departmental approval

EGT 251  Lec: 2  Lab: 3  Cred: 3  ET
Principles of CAD
This course includes the additional use of CAD software for production of technical drawings and related documentation.
Prereq: EGT 252 or departmental approval

EGT 252  Lec: 2  Lab: 3  Cred: 3  ET
Advanced 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 152 or departmental approval

EGT 258  Lec: 2  Lab: 3  Cred: 3  ET
Applications of CAD
This course is the study of the use of CAD within the different drafting and design fields. Students will complete CAD projects for various fields which may include architectural, civil, mechanical, HVAC, and electrical. Application of parametric modeling skills learned from this and pre-requisite courses are to be demonstrated in assigned projects.
Prerequisite: EGT 251

EGT 265  Lec: 2  Lab: 3  Cred: 3  ET
CAD/CAM Applications
This course uses all available CAD skills to produce advanced drawings. The use of solids modeling, CAM and desktop publishing application packages are studied.
Prereq: EGT 252 or departmental approval

**Electrical Line Worker (ELW)**

ELW 110  Lec: 1  Lab: 3  Cred: 2  ET
Electrical Computations
This course introduces the fundamental applications of mathematics that are used by an electrical line technician. Topics include whole numbers, fractions, decimals, powers, roots, simple electrical formulas and usage of a scientific calculator.

ELW 111  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Electrical Line Worker
This course introduces basic principles of electricity, safety standards and basic line worker tools. Topics include electrical distribution systems and components, line installation and maintenance applications.
Prereq: ELW 110

ELW 112  Lec: 2  Lab: 3  Cred: 3  ET
Introduction to Electricity
This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronics majors. Topics include basic DC and AC principles, components and operation of test equipment.
Prereq: ELW 110

ELW 113  Lec: 2  Lab: 3  Cred: 3  ET
National Electrical Safety Code
This course covers the use of the current National Electrical Safety Code. Topics include terms, basic components meters, overhead and underground line construction and maintenance procedures.
Prereq: ELW 112

ELW 114  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction I
This course introduces the basics of overhead power line construction. Topics include safe work habits, protective equipment and pole-climbing techniques.
Prereq: ELW 111
ELW 115  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction II
This course introduces overhead line maintenance, construction, and framing as well as the safe working practices and procedures for working off a pole using hooks.
Prereq: ELW 114

ELW 116  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction III
This course introduces the phase of energized line work, including the use of aerial lifts and the application of rubber protective equipment.
Prereq: ELW 115

ELW 117  Lec: 2  Lab: 3  Cred: 3  ET
Overhead Line Construction IV
This course introduces regulators, transformer connections, reclosures, fuses, lightning arresters and troubleshooting of primary and secondary outages.
Prereq: ELW 116

ELW 211  Lec: 2  Lab: 3  Cred: 3  ET
Underground Line Construction I
This course introduces underground line distribution systems, including terminators, elbows, transformers, underground installations and safety practices.
Prereq: ELW 111

ELW 212  Lec: 2  Lab: 3  Cred: 3  ET
Underground Line Construction II
This course covers troubleshooting of underground systems and associated equipment including fault locating, single and three-phase enclosures, and overhead/underground terminations.
Prereq: ELW 211

ELW 221  Lec: 2  Lab: 3  Cred: 3  ET
Advanced Line Construction
This course introduces advanced line construction concepts, including worksite safety practices, excavations, digital paneling for regulators and reclosure, lightning protection and traffic control devices.
Prereq: ELW 117 and ELW 212

ELW 231  Lec: 2  Lab: 3  Cred: 3  ET
Electrical Power Systems
This course covers the basic principles of electrical power systems, including transmission lines, generator and transformer characteristics, fault detection and correction, interpretation of line diagrams, and performance of per unit calculations for circuit performance analysis.
Prereq: ELW 112

Emergency Medical Technology (EMS)

EMS 101  Lec: 2  Lab: 3  Cred: 3  AH
Emergency Care for First Responder
This course is a study of emergency care procedures for the first persons responding to an emergency incident. It includes basic skills related to patient assessment, fractures, airway, and trauma management. (Nondegree credit)

EMS 110  Lec: 3  Lab: 6  Cred: 5  AH
Emergency Medical Technician
This is an introductory course to the health care system and the function, role and responsibility of emergency medical providers within the system. Emphasis is placed on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.
Prereq: Acceptance to EMT program

EMS 111  Lec: 3  Lab: 6  Cred: 5  AH
Advanced Emergency Care
This course is a study of the concepts and skills related to general patient assessment, initial management of life-threatening emergencies, airway management, pulmonary ventilation and oxygen administration, the pathophysiology of shock and treatment modalities for the shock syndrome, and pharmacological actions of groups of drugs and fluids. Emphasis is placed on administration of medication and fluid therapy, basic vehicle extrication and rescue.
Prereq: EMS 110
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>AH</th>
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<tr>
<td>EMS 115</td>
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<tr>
<td><strong>International Trauma Life Support</strong></td>
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<td>This course is designed to educate the experienced pre-hospital health care provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma related and assessment skills is necessary. Current NAEMT PHTLS guidelines will be followed.</td>
<td>Prereq: Program coordinator approval</td>
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<td>EMS 116</td>
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<td><strong>Advanced Cardiac Life Support</strong></td>
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<td>This course is designed to educate the experienced health care provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.</td>
<td>Prereq: Program coordinator approval</td>
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<td>EMS 117</td>
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<td><strong>Pediatric Advanced Life Support</strong></td>
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<td>This course is designed to educate the experienced health care provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.</td>
<td>Prereq: Program coordinator approval</td>
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<td>EMS 118</td>
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<td><strong>Advanced Medical Life Support</strong></td>
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<tr>
<td>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.</td>
<td>Prereq: Program coordinator approval</td>
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<td>EMS 119</td>
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<td><strong>Emergency Medical Services Operations</strong></td>
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<td>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.</td>
<td>Prereq: EMS 120, EMS 217, EMS 220</td>
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<td>EMS 120</td>
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<td><strong>Pharmacology</strong></td>
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<td>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.</td>
<td>Prereq: EMS 111</td>
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<td>EMS 210</td>
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<td><strong>Advanced Emergency Medical Care I</strong></td>
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<tr>
<td>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.</td>
<td>Prereq: EMS 211, EMS 213, EMS 221</td>
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<td>EMS 211</td>
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<td><strong>Advanced Clinical Experience I</strong></td>
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<td>This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics and emergency/trauma settings.</td>
<td>Prereq: EMS 120, EMS 217, EMS 220</td>
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<td>EMS 212</td>
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<tr>
<td><strong>EMS Field Internship</strong></td>
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<td>This course includes experiences with advanced life support emergency medical services.</td>
<td>Coreq: EMS 110</td>
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<td>EMS 213</td>
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<td>AH</td>
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<tr>
<td><strong>Advanced Emergency Medical Care II</strong></td>
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<tr>
<td>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.</td>
<td>Prereq: EMS 120, EMS 217, EMS 220</td>
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<td>EMS 214</td>
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<tr>
<td><strong>Advanced Clinical Experience II</strong></td>
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<td>This course includes hospital clinical experiences in coronary care and emergency and trauma settings.</td>
<td>Prereq: EMS 211, EMS 213, EMS 221</td>
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</tbody>
</table>
EMS 217  Lec: 1  Lab: 3  Cred: 2  AH
Introduction to Electrocardiography
This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.
Prereq: EMS 111

EMS 218  Lec: 2  Lab: 0  Cred: 2  AH
EMS Management Seminar
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting, utilizing a problem-solving approach.
Prereq: EMS 211, EMS 213, EMS 221

EMS 219  Lec: 0  Lab: 6  Cred: 2  AH
Advanced EMS Field Internship
This course builds in the knowledge and skills of advanced emergency medical practice in the pre-hospital environment. Focus is on situations involving complex patient problems including trauma, surgical and medical emergencies and the treatment modalities.
Prereq: EMS 110
Coreq:  EMS 111

EMS 220  Lec: 0  Lab: 9  Cred: 3  AH
Paramedic Internship I
This course includes experiences with advanced life support emergency medical service providers.
Prereq: EMS 111

EMS 221  Lec: 0  Lab: 9  Cred: 3  AH
Paramedic Internship II
This course builds on the experiences gained in Paramedic Internship I. Focus is on the students and their ability to apply knowledge gained in the classroom during emergency situations while treating a wide variety of patients in different situations.
Prereq: EMS 120, EMS 217, EMS 220

EMS 222  Lec: 0  Lab: 9  Cred: 3  AH
Paramedic Internship III
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student’s ability to function as the EMS team leader and direct patient care in any emergency situation.
Prereq: EMS 211, EMS 213, EMS 221

EMS 225  Lec: 3  Lab: 3  Cred: 4  AH
Critical Care Transport Paramedic
This course exposes students to the treatment and transport of the critically ill patient. Topics include medical/legal issues, pharmacology, clinical lab values, advanced level respiratory care, and advanced cardiac care to include balloon pumps and hemodynamic monitoring.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 250  Lec: 5  Lab: 0  Cred: 5  AH
Advanced Placement Paramedic Care I
This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology and assessment.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 251  Lec: 4  Lab: 0  Cred: 4  AH
Advanced Placement Paramedic Care II
This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental and geriatric diseases.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 252  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Clinical Experience I
This course covers physician- or clinician-directed clinical experiences in cardiothoracic and emergency/trauma interventions and assessments.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

EMS 253  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Clinical Experience II
This course covers physician or clinician-directed experiences in OB, pediatrics and trauma.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

For updated catalog, visit www.tridenttech.edu.
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 program coordinator

EMS 255  Lec: 3  Lab: 0  Cred: 3  AH
Advanced Placement EMS Internship
Experience II
This course uses theory to develop administrative
skills and knowledge, and problem-solving ability.
Prereq: Current South Carolina paramedic certification, program admission and approval from program coordinator

English (ENG)

ENG 032  Lec: 3  Lab: 0  Cred: 3  LC
Developmental English
Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage and sentence structure. (Nondegree credit)
Prereq: Appropriate test score

ENG 100  Lec: 3  Lab: 0  Cred: 3  HS
Introduction to Composition
This course is a study of basic writing and may include a review of usage. Appropriate literary selections serve as the basis for writing assignments. (Nondegree credit)
Prereq: Appropriate test score, writing sample or satisfactory completion of ENG 032

ENG 101  Lec: 3  Lab: 0  Cred: 3  HS
English Composition I
This course is a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. It also reviews standard usage and presents basic research techniques.
Prereq: ENG 100 with a minimum grade of C, appropriate test score or writing sample

ENG 102  Lec: 3  Lab: 0  Cred: 3  HS
English Composition II
This course includes the development of writing skills through logical organization, effective style, literary analysis, research and an introduction to literary genres.
Prereq: ENG 101 with a minimum grade of C

ENG 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
Course Descriptions

ENG 236  Lec: 3  Lab: 0  Cred: 3  HS
African-American Literature
This course is a critical study of African-American literature examined from historical, social and psychological perspectives.
Prereq: ENG 102

ENG 238  Lec: 3  Lab: 0  Cred: 3  HS
Creative Writing
This course presents techniques of creative writing in various genres. The student learns to analyze and apply the techniques, styles and forms of prose fiction, poetry or drama through extensive writing and reading.
Prereq: ENG 102

ENG 260  Lec: 3  Lab: 0  Cred: 3  HS
Advanced Technical Communications
This course develops skills in research techniques and increases proficiency in written and oral technical communications by focusing on all phases of the preparation of a formal, fully documented technical project. Since it requires the ability to do independent problem solving in the student’s major area of study, the course is designed for students who are near the end of their programs.
Prereq: ENG 101 with a minimum grade of C

ENG 299  Lec: 3  Lab: 0  Cred: 3  HS
Special Topics in English
This course focuses on a specific purpose for, issue in, or type of English such as South Carolina literature, writing for the Web, or a history of literature censorship in the U.S.
Prereq: ENG 102

English as a Second Language (ESL)

ESL 011  Lec: 0  Lab: 3  Cred: 1  LC
Reading/Writing I
This course is a general review of reading and writing skills with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 012  Lec: 0  Lab: 3  Cred: 1  LC
Grammar I
This course is a general review of English grammar with writing emphasis at the sentence level. (Nondegree credit)

ESL 013  Lec: 0  Lab: 3  Cred: 1  LC
Pronunciation I
This course includes practice in pronunciation with emphasis on the phonetic sounds of vowels and consonants in North American English. (Nondegree credit)

ESL 014  Lec: 0  Lab: 3  Cred: 1  LC
Communication II
This course is a study of advanced language functions and structures and listening comprehension using contemporary topics in audiovisual media. (Nondegree credit)

ESL 015  Lec: 0  Lab: 3  Cred: 1  LC
Reading/Writing II
This course is a general review of reading and writing skills at the high-intermediate level with integrated grammar and vocabulary reinforcement. (Nondegree credit)

ESL 016  Lec: 0  Lab: 3  Cred: 1  LC
Grammar II
This course is a general review of English grammar with writing emphasis at the sentence to paragraph level. (Nondegree credit)

ESL 017  Lec: 0  Lab: 3  Cred: 1  LC
Pronunciation II
This course includes practice in pronunciation with emphasis on intonation, stress and rhythm of North American English. (Nondegree credit)

ESL 018  Lec: 0  Lab: 3  Cred: 1  LC
Grammar III
This course is a general review of English grammar at the advanced level with writing emphasis at the extended paragraph level. (Nondegree credit)

ESL 019  Lec: 0  Lab: 3  Cred: 1  LC
Composition
This course is a general review of reading and writing skills at the advanced level with emphasis on the extended composition. (Nondegree credit)

Environmental Technology (EVT)

EVT 101  Lec: 3  Lab: 0  Cred: 3  SM
Man and His Environment
This course provides an introduction to the fields of environmental science and environmental engineering. Engineering aspects of current environmental issues and the effects of pollution on local, state, national and worldwide scales are included.
**EVT 110** Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Treatment Facilities
This course covers the physical, chemical and biological principles of operation of water and wastewater treatment systems. The basic unit processes, control parameters, and mathematical problem-solving related to collection systems, treatment facilities and distribution systems are introduced.
Prereq: CHM 110. The prerequisite for this course should have been completed in the last five years.

**EVT 154** Lec: 3 Lab: 3 Cred: 4 SM
Chemistry of Hazardous Materials
This course is a study of the chemistry of hazardous materials with emphasis on identification, hazard determination, chemical stability, chemical compatibility, fate and transport phenomena to include photolysis, oxidation-reduction, and biotransformation reactions, persistence and toxicity.

**EVT 205** Lec: 3 Lab: 3 Cred: 4 SM
Introduction to Environmental Technology
This course covers basic concepts in environmental technology to include the standard methods for monitoring and sampling air, water, structures and soil systems.
Coreq: MAT 101

**EVT 210** Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Environmental Law
This course provides an introduction to the U.S. legal system, legal terminology, and the major federal and state legislation related to environmental protection and pollution control.

**EVT 222** Lec: 3 Lab: 3 Cred: 4 SM
Environmental Microbiology
This course is a study of environmental microbiology, including air microbiology, water microbiology and soil microbiology.
Prereq: BIO 101

**EVT 224** Lec: 3 Lab: 3 Cred: 4 SM
Environmental Chemical Analyses
This course covers the science of chemistry as it relates to environmental quality and pollution control. Analytical techniques are studied and demonstrated in the laboratory.
Prereq: CHM 110. The prerequisite for this course should have been completed in the last five years.

**EVT 225** Lec: 3 Lab: 0 Cred: 3 SM
Best Management Practices (BMP) Applications
This course will enable students to identify best management practices in the fields of resource conservation and pollution prevention.

**EVT 230** Lec: 2 Lab: 3 Cred: 3 SM
X-Ray Fluorescence Technology
This course is an introduction to the basic principles of X-ray fluorescence technology applicable to the analysis of lead-based paint in residential housing and public and commercial buildings.

**EVT 249** Lec: 3 Lab: 0 Cred: 3 SM
Fundamentals of Industrial Hygiene
This course provides an introduction to the fundamentals of industrial hygiene relating to anticipation, recognition, evaluation, and control of health hazards in the workplace.

**EVT 250** Lec: 3 Lab: 0 Cred: 3 SM
Solid Waste Management
This course covers problems associated with solid waste management and disposal. Waste minimization, recycling, and disposal methods such as sanitary landfills and incineration are covered.

**EVT 251** Lec: 3 Lab: 0 Cred: 3 SM
Health Effects of Hazardous Materials
This course covers the means by which chemicals in the environment or the workplace may enter the human body and cause detrimental effects. Types of protective clothing and equipment used to reduce the hazard of exposure to such materials are included.

**EVT 253** Lec: 3 Lab: 0 Cred: 3 SM
Occupational, Environmental, Safety and Health (ESH) Concepts
The course is designed to explain how various occupational, environmental, safety and health regulations and practices apply to the workplace setting.

**EVT 254** Lec: 2 Lab: 3 Cred: 3 SM
Industrial Safety and Emergency Response
This course covers state and federal regulations related to worker safety, industrial hygiene and response to emergency situations. Emphasis is placed on response to releases of hazardous materials.
EVT 256 Lec: 3 Lab: 0 Cred: 3 SM
Hazardous Waste
This course covers state and federal regulations related to management and disposal of hazardous waste. Problem areas and detailed procedures for compliance are studied.

EVT 259 Lec: 3 Lab: 3 Cred: 4 SM
Industrial Ventilation
This course explores concepts in the design of industrial ventilation systems that protect employees in the workplace.

EVT 260 Lec: 3 Lab: 0 Cred: 3 SM
Air Pollution Control Systems
This course covers air quality problems, federal and state regulatory mechanisms, and types of emission control technology currently available. Monitoring emissions and ambient air quality are addressed.

EVT 262 Lec: 3 Lab: 0 Cred: 3 SM
Energy Management
This course introduces energy management strategies in the traditional, alternative and emerging technologies for business and industry. Students will explore ways to reduce the cost of energy while increasing profits.

EVT 263 Lec: 3 Lab: 0 Cred: 3 SM
Introduction to Safety Management
This course introduces basic principles of safety management with emphasis on program organization, hazard information and analysis, and program implementation.

EVT 264 Lec: 3 Lab: 0 Cred: 3 SM
Transportation Systems
This course introduces transportation system strategies in personal, commercial and public transportation for economic growth. Students will study ways to provide cost-effective transportation alternatives while reducing dependency on fossil fuels.

EVT 265 Lec: 3 Lab: 3 Cred: 4 SM
Introduction to Biotechnology
This course introduces the basic principles of biotechnology, including ethical issues, elements of plant and animal biotechnology, and the study and manipulation of DNA.
Prereq: EVT 222 or BIO 225

**Foreign Languages (FLG)**

FLG 001 Lec: Lab: Cred:
Indicates credit given for foreign language course work transferred from another college for which there is no equivalent course at TTC.

**Film Production (FLM)**

FLM 148 Lec: 2 Lab: 3 Cred: 3 FV
Basic Editing
This course covers the fundamentals of film editing. Students will produce several short film projects that will require the mastery of various cutting techniques.

FLM 150 Lec: 2 Lab: 3 Cred: 3 FV
Pre-Production
This course is an introductory overview of the film-making process.

FLM 152 Lec: 2 Lab: 3 Cred: 3 FV
Film Equipment
This course is an introduction to motion picture film and equipment. Course emphasizes use of motion picture cameras and support equipment.

FLM 153 Lec: 2 Lab: 3 Cred: 3 FV
Film Lighting
This course is an introduction to film lighting techniques and equipment. This course will also include advanced techniques used to light sets for feature films and commercials.
Prereq: RTV 102

FLM 155 Lec: 2 Lab: 3 Cred: 3 FV
Film Production I
This course covers general film production, including the mechanics of a screenplay, scheduling and scouting locations, and the operation of motion picture equipment.

FLM 156 Lec: 2 Lab: 3 Cred: 3 FV
Film Production II
This course covers film production emphasizing post-production techniques and equipment.
Prereq: FLM 155 or approval of department head

FLM 157 Lec: 2 Lab: 3 Cred: 3 FV
Set Construction/Props/Art
This course introduces set construction and prop building for motion pictures as well as the workings of the art department from design to set dressing.

FLM 158 Lec: 2 Lab: 3 Cred: 3 FV
Post-Production
This course covers traditional editing and editing theory. Industry-standard software is introduced.
FLM 159  Lec: 2  Lab: 3  Cred: 3  FV  
Digital Distribution  
This course covers distribution options for digital media, including DVDs, audio and video streaming via the Internet, and wireless podcasting.  
Prereq: FLM 148 or approval of department head

FLM 168  Lec: 2  Lab: 3  Cred: 3  FV  
Advanced Post-Production I  
This course provides training in post-production techniques that may include sound, titling and/or image manipulation for non-linear editing. Students use industry-standard software to construct specific visual effects.  
Prereq: FLM 168 or approval of department head

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 image manipulation. Students use industry-standard software to achieve specific visual effects.  
Prereq: FLM 148 or approval of department head

FLM 179  Lec: 2  Lab: 3  Cred: 3  FV  
Senior Film Editing  
Students study use of industry-standard software to achieve sophisticated visual effects. This course will provide students with advanced editing skills, particularly in the use of animation and modeling software.  
Prereq: FLM 169 or approval of department head

FLM 180  Lec: 0.5  Lab: 1.5  Cred: 1  FV  
Special Topics in Film I  
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.  
Prereq: Approval of department head

FLM 181  Lec: 0.5  Lab: 1.5  Cred: 1  FV  
Special Topics in Film II  
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.  
Prereq: Approval of department head

FLM 182  Lec: 0.5  Lab: 1.5  Cred: 1  FV  
Special Topics in Film III  
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.  
Prereq: Approval of department head

FLM 183  Lec: 0.5  Lab: 1.5  Cred: 1  FV  
Special Topics in Film IV  
This course covers special topics and issues in film production related to equipment and technology as they emerge in the film industry.  
Prereq: Approval of department head

FLM 230  Lec: 2  Lab: 3  Cred: 3  FV  
Animation Production  
This course covers how to produce animated films and includes an understanding of camera-less animation, flip books, inbetweening, cel painting, 3-D animation and other forms of single-frame movement.

FLM 240  Lec: 2  Lab: 3  Cred: 3  FV  
Insert Stage Techniques  
This course is a study of insert stage techniques used in developing professional imagery.  
Prereq: RTV 140 or ARV 114

FLM 248  Lec: 2  Lab: 3  Cred: 3  FV  
Film Editing Capstone  
This course is designed to integrate the knowledge and skills from all previous film editing courses. A comprehensive review of skills acquired in prerequisite courses and more advanced hands-on skill competencies are included.  
Prereq: FLM 148 or approval of department head

FLM 250  Lec: 2  Lab: 3  Cred: 3  FV  
Film Production Senior Project  
This senior project course integrates knowledge and skill from all previous film courses. A comprehensive review, detailed content material and advanced hands-on skill competencies are included.  
Prereq: Approval of department head

FLM 252  Lec: 2  Lab: 3  Cred: 3  FV  
Cinematography  
This course covers advanced knowledge, practices and skills used by cinematographers and directors of photography.  
Prereq: FLM 152
For updated catalog, visit www.tridenttech.edu.

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<td>FLM 255</td>
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<tr>
<td>Film Production III</td>
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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

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<td>FLM 256</td>
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<tr>
<td>Film Production IV</td>
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This course is for students wishing to do a small independent film. 
Prereq: Approval of department head; restricted to Film majors

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<td>FLM 260</td>
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<tr>
<td>Professional Experience in Film</td>
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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 Film majors

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<td>FLM 261</td>
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<tr>
<td>Professional Experience in Film II</td>
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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 Film majors

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<td>FLM 262</td>
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<tr>
<td>Professional Experience in Film III</td>
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This course will provide specialized training in film production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. 
Prereq: Approval of department head; Restricted to Film majors

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<td>FLM 263</td>
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<tr>
<td>Professional Experience in Film IV</td>
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This course will provide specialized training in film production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. 
Prereq: Approval of department head; Restricted to Film majors

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<td>FLM 264</td>
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<tr>
<td>Professional Experience in Film V</td>
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This course will provide specialized training in film production. Students will receive practical experience in various areas tailored specifically to the needs of the assigned production. 
Prereq: Approval of department head; Restricted to Film majors

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<td>FLM 265</td>
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<tr>
<td>Documentary Filmmaking</td>
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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

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<td>FLM 266</td>
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<tr>
<td>Film Production Practicum</td>
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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

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<td>FLM 272</td>
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<tr>
<td>Directing for the Camera</td>
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This course is an introduction to directing techniques that can help actors and crew to ensure a successful project. 
Prereq: FLM 155

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<td>FLM 275</td>
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<tr>
<td>The Camera and the Actor</td>
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This course examines filmmaking from the actor’s point of view. It explores the similarities and differences in the processes of acting for stage versus screen, including the relationship of the actor to the camera. Emphasis will be placed on character development, script analysis and common technical challenges.
**Course Descriptions**

**FLM 290 Lec: 2 Lab: 3 Cred: 3 FV**

**Contemporary Film Issues**

This course covers various issues in film such as women in film, minorities in film, the independents, experimental filmmaking and other issues. The class also views and discusses foreign (European, Japanese, Canadian and Soviet) films.

*Prereq: ART 105*

**French (FRE)**

**FRE 001 Lec: Lab: Cred:**

Indicates credit given for French course work transferred from another college for which there is no equivalent course at TTC.

**FRE 101 Lec: 4 Lab: 0 Cred: 4 HS**

**Elementary French I**

This course consists of a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to French culture.

*Prereq: FRE 101 or specified French placement test scores*

**FRE 201 Lec: 3 Lab: 0 Cred: 3 HS**

**Intermediate French I**

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose.

*Prereq: FRE 201 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*

**German (GER)**

**GER 001 Lec: Lab: Cred:**

Indicates credit given for German course work transferred from another college for which there is no equivalent course at TTC.

**GER 101 Lec: 4 Lab: 0 Cred: 4 HS**

**Elementary German I**

This course is a study of the four basic language skills: listening, speaking, reading and writing. The course includes an introduction to German culture.

*Prereq: GER 101*

**GER 201 Lec: 3 Lab: 0 Cred: 3 HS**

**Intermediate German I**

This course is a review of German grammar with attention given to complex grammatical structures and reading difficult prose.

*Prereq: GER 102*

**GER 202 Lec: 3 Lab: 0 Cred: 3 HS**

**Intermediate German II**

This course continues the review of German grammar with attention given to more complex grammatical structures and reading more difficult prose.

*Prereq: GER 201*

**Health Information Management (HIM)**

**HIM 110 Lec: 3 Lab: 0 Cred: 3 AH**

**Health Information Science I**

This course provides an in-depth study of the content, storage, retrieval, control and retention of health information systems.

*Prereq: CPT 101*

**HIM 115 Lec: 1 Lab: 3 Cred: 2 AH**

**Medical Records and the Law**

This course provides an introduction to the study of laws applicable to the health care field with emphasis in health information practices.

*Prereq: AHS 105*

**HIM 120 Lec: 2 Lab: 3 Cred: 3 AH**

**Health Information Science II**

This course covers quality assurance and health information management.

*Prereq: HIM 110*
COURSE DESCRIPTIONS

HIM 130 Lec: 3 Lab: 0 Cred: 3 AH
Billing and Reimbursement
This course provides an introduction to medical insurance billing and reimbursement practices with emphasis on the primary payers such as Medicare and Medicaid.
Prereq: HIM 110

HIM 140 Lec: 3 Lab: 0 Cred: 3 AH
Current Procedural Terminology I
This course provides a basic to intermediate study of the CPT-4 and HCPCS coding and classification systems particular to the physician office setting. Students learn to assign codes to capture the professional component of services provided.
Prereq: Acceptance into the 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 163 Lec: 0 Lab: 9 Cred: 3 AH
Supervised Clinical Practice I
This course includes correlation of didactic and laboratory experiences with clinical experiences in various health care facilities.
Prereq: HIM 120

HIM 164 Lec: 0 Lab: 9 Cred: 3 AH
Supervised Clinical Practice II
This course includes clinical experience in the technical aspects of health information management.
Prereq: HIM 163

HIM 215 Lec: 2 Lab: 3 Cred: 3 AH
Registries and Statistics
This course includes a study of vital and health care statistics and registries in health information systems.
Prereq: MAT 120

HIM 216 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification I
This course includes a study of disease, procedural coding and classification systems.
Prereq: HIM 110

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 250

HIM 250 Lec: 2 Lab: 3 Cred: 3 AH
Coding and Classification III
This course is the study of ICD-10-CM, ICD-10-PCS and the coding guidelines and procedures associated with this classification system.
Prereq or Coreq: HIM 110

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 250

HIM 265 Lec: 3 Lab: 0 Cred: 3 AH
Supervisory Principles
This course covers principles of authority/responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline, and performance evaluation in health information management.
Prereq: HIM 115

HIM 266 Lec: 3 Lab: 0 Cred: 3 AH
Computers in Health Care
This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security of data in computer systems, record linkage and data-sharing concepts.
Prereq: HIM 110
Coreq: HIM 130

History (HIS)
HIS 001 Lec: Lab: Cred:
Indicates credit given for history course work transferred from another college for which there is no equivalent course at TTC.
HIS 101 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization to 1689
This course is a survey of Western civilization from ancient times to 1689, including the major political, social, economic and intellectual factors shaping the Western cultural tradition.
Prereq: ENG 100 or appropriate test score

HIS 102 Lec: 3 Lab: 0 Cred: 3 HS
Western Civilization Post 1689
This course is a survey of Western civilization from 1689 to the present, including major political, social, economic and intellectual factors that shaped the modern Western world.
Prereq: ENG 100 or appropriate test score

HIS 104 Lec: 3 Lab: 0 Cred: 3 HS
World History I
This course covers world history from prehistory to circa 1500 A.D., focusing on economic, social, political and cultural aspects of people before the onset of Western dominance and identifying major patterns and trends that characterized the world in each era.
Prereq: ENG 100 or appropriate test score

HIS 105 Lec: 3 Lab: 0 Cred: 3 HS
World History II
This course covers world history from circa 1500 A.D. to the present, focusing on the development of a system of interrelationships based on Western expansion and on the economic, social, political and cultural aspects of each era.
Prereq: ENG 100 or appropriate test score

HIS 106 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to African History
This course is an examination of several traditional sub-Saharan African societies and their political and economic transformation in the modern, colonial and post-dependence periods.
Prereq: ENG 100 or appropriate test score

HIS 108 Lec: 3 Lab: 0 Cred: 3 HS
Introduction to East Asian Civilization
This course is an analysis of the evolution of social, political and cultural patterns in east Asia, emphasizing the development of philosophical, religious and political institutions and their relationship to literacy and artistic forms in China and Japan.
Prereq: ENG 100 or appropriate test score

HIS 130 Lec: 3 Lab: 0 Cred: 3 HS
African-American History to 1877
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history. The history, impact and significance of the institution of slavery are included. The chronological scope of the course ranges from the African origins of African-Americans to the frustrations associated with the failure of Reconstruction.
Prereq: ENG 100 or appropriate test score

HIS 131 Lec: 3 Lab: 0 Cred: 3 HS
African-American History: 1877 to Present
This survey course describes the efforts of African-Americans to define themselves through their social, economic and political contributions to American history from the time of Reconstruction to the present.
Prereq: ENG 100 or appropriate test score

HIS 201 Lec: 3 Lab: 0 Cred: 3 HS
American History: Discovery to 1877
This course is a survey of U.S. history from discovery to 1877, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 202 Lec: 3 Lab: 0 Cred: 3 HS
American History: 1877 to Present
This course is a survey of U.S. history from 1877 to the present, including political, social, economic and intellectual developments during this period.
Prereq: ENG 100 or appropriate test score

HIS 226 Lec: 3 Lab: 0 Cred: 3 HS
Black History and Culture of the South Carolina Sea Islands
This course focuses on the unique origin, history, language, art, music and literature of the South Carolina Sea Islands and how the customs, folklore and traditions are being fused into the present American society.
Prereq: ENG 100 or appropriate test score

Hospitality, Tourism and Culinary Arts (HOS)
HOS 001 Lec: Lab: Cred:
Indicates credit given for hospitality and tourism course work transferred from another college for which there is no equivalent course at TTC.
HOS 132  Lec: 3  Lab: 0  Cred: 3  CI  
Hospitality Communications and Leadership  
This course is a basic course in communication, including grammar review and development of written and oral communication skills as applied to hospitality and tourism scenarios. This course also introduces the concept of leadership development through service learning in hospitality.  
Prereq: ENG 100 or appropriate test score

HOS 140  Lec: 3  Lab: 0  Cred: 3  CI  
The Hospitality Industry  
This course is a survey of the hospitality industry and the principles of operation of both lodging and food service industries. Students learn the range of alternative business options available in the industry from local, national and international perspectives.

HOS 150  Lec: 3  Lab: 0  Cred: 3  CI  
Hotel Management  
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping and engineering.

HOS 159  Lec: 3  Lab: 0  Cred: 3  CI  
Hospitality Accounting Applications  
This course covers financial accounting concepts and their application to the hospitality industry. Included are the major hospitality classifications of accounts and computerized hospitality financial applications.  
Prereq: MAT 101, MAT 152 or appropriate test score

HOS 160  Lec: 3  Lab: 0  Cred: 3  CI  
Purchasing for Hospitality  
This course is a study of a systematic approach to the principles of effective control and procurement of food products, beverages and equipment. Emphasis is placed on practical applications of facilities design, food cost reporting and inventory accountability functions.  
Prereq: HOS 140

HOS 161  Lec: 3  Lab: 0  Cred: 3  CI  
Event Management  
This course provides an introduction to the event management industry, including planning, implementation and evaluation of special events and festivals.

HOS 163  Lec: 3  Lab: 0  Cred: 3  CI  
International Etiquette and Protocol  
This course is a cultural survey on a range of international protocols affecting business as well as individual success. Highlights include Asian, African, Middle Eastern, South American and Eastern European societies. Differences studied feature approaches to business and lifestyles.

HOS 164  Lec: 3  Lab: 0  Cred: 3  CI  
Travel and Tourism  
This course covers the history, development, concepts and principles of the travel and tourism industry. Students research case studies as well as local examples of how tourism affects the economy and society. Students also learn to interpret travel trends for business application.

HOS 169  Lec: 3  Lab: 0  Cred: 3  CI  
Club Management  
This course covers management principles and techniques relevant to country clubs, yacht clubs, and government, fraternal, health, recreational and special organizations.

HOS 190  Lec: 1  Lab: 6  Cred: 3  CI  
Issues in Culinary Arts and Hospitality Abroad  
This course exposes students to contemporary hospitality and culinary issues in the global marketplace through lecture, cultural preparation and geographic study as well as completion of an experiential visit abroad.  
Prereq: 24 credit hours in the major and departmental approval. Students must be 21 years of age by date of first class meeting.

HOS 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: CUL 109

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: CUL 111, BIO 110

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HOS 245  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Marketing
This course is a study of fundamental marketing strategies that are specific to the hospitality industry. Emphasis is placed on how marketing strategies target customer needs and wants.
Prereq: HOS 140

HOS 250  Lec: 3  Lab: 0  Cred: 3  CI
Beverage Service Management
This course addresses the principles of beverage service. This course is designed to prepare students for management responsibilities in the culinary and hospitality industries.
Prereq: HOS 140 or CUL 104

HOS 251  Lec: 3  Lab: 0  Cred: 3  CI
Introduction to Wine
This course is a study 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: CUL 104 or HOS 140. Students must be 21 years of age by date of first class meeting.

HOS 253  Lec: 3  Lab: 0  Cred: 3  CI
Beer Basics
This course explores the production, sales and service of domestic and imported beers, including ales, pilsners, stout and microbreweries, as well as best practices and industry trends.
Prereq: CUL 104 or HOS 140. Students must be 21 years of age by date of the first class meeting.

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: CUL 107 or CUL 110, HOS 140, HOS 159

HOS 256  Lec: 3  Lab: 0  Cred: 3  CI
Hospitality Management Concepts
This course is a study of the theory and principles of management as applied to the hospitality industry.
Prereq: HOS 140

HOS 258  Lec: 3  Lab: 0  Cred: 3  CI
Convention Management
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.
Prereq: HOS 140

HOS 261  Lec: 3  Lab: 0  Cred: 3  CI
Distilled Spirits and Related Products
This course explores the production and service of distilled spirits, including key components, procurement, service, sales and storage of distilled products and related products. Current industry trends, best practices and legal requirements for sales and service will be addressed.
Prereq: CUL 104 or HOS 140. Students must be 21 years of age by date of the first class meeting.

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: CUL 104 or HOS 140, HOS 251, HOS 253. Students must be 21 years of age by date of the first class meeting.

HOS 265  Lec: 3  Lab: 0  Cred: 3  CI
Hotel, Restaurant and Travel Law
This course covers legal foresight for hospitality management. Topics include litigation involving dining and lodging responsibilities of the innkeeper.

HOS 267  Lec: 3  Lab: 0  Cred: 3  CI
Destination Wedding Planning
This course provides an introduction to the destination wedding planning industry including planning, coordination, budgeting, implementation, vendor management and support services.
Prereq: HOS 140, HOS 161

HOS 272  Lec: 0  Lab: 12  Cred: 3  CI
SCWE in Hospitality/Tourism Management
This course integrates hospitality skills at an approved worksite related to the hospitality industry.
Prereq: Departmental approval

HOS 278  Lec: 3  Lab: 0  Cred: 3  CI
Medicinal Herbs and Natural Healing
This course introduces philosophical teachings along with the use of medicinal herbs and natural healing remedies, including the selection of herbs, spices and blends of ingredients for traditional applications.
Prereq: HOS 241
HOS 279  Lec:  1  Lab:  6  Cred:  3  CI
Dietary Health and Spa Cuisine
This course is a study of advanced techniques of nutritionally sound food preparation and menu development that reflect current nutritional research. Applications include health care retreats, spa cuisine, and modern retirement community restaurant models.
Prereq or Coreq:  HOS 241, CUL 242

HOS 298  Lec:  3  Lab:  0  Cred:  3  CI
Special Topics in Hospitality and Tourism
This course explores advanced concepts, trends and issues in hospitality and tourism.
Prereq:  Departmental approval

**Horticulture (HRT)**

HRT 001  Lec:   Lab:   Cred:
Indicates credit given for horticulture course work transferred from another college for which there is no equivalent course at TTC.

HRT 101  Lec:  2  Lab:  3  Cred:  3  IT
Introduction to Horticulture
This course covers the basic principles of horticulture as it relates to commercial production.

HRT 102  Lec:  3  Lab:  3  Cred:  4  IT
Landscape Design
This course is a study of landscape design principles and the application of landscape drafting techniques and plant selection to produce a finished landscape plan.

HRT 106  Lec:  1  Lab:  3  Cred:  2  IT
Ornamentals
This course is a survey of ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names. Plant materials include ground covers, vines, grasses, palms and some shrubs.

HRT 107  Lec:  1  Lab:  3  Cred:  2  IT
Woody Ornamentals
This course is a survey of deciduous and evergreen ornamentals that can be grown in local gardens. Emphasis is on form, texture, size, color, blooming season, culture, and botanical and common names.

HRT 108  Lec:  1  Lab:  3  Cred:  2  IT
Annuals and Perennials
This course is a survey of herbaceous plants, both annual and perennial, that can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, culture, and botanical and common names.

HRT 110  Lec:  3  Lab:  3  Cred:  4  IT
Plant Form and Function
This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance.

HRT 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.
COURSE DESCRIPTIONS

HRT 153  Lec: 2  Lab: 3  Cred: 3  IT
Landscape Construction
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, and brick landscape structures; lighting; water features; and drainage.

HRT 169  Lec: 2  Lab: 3  Cred: 3  IT
Sustainability in Horticulture
This course emphasizes basic issues affecting sustainability in horticultural environments. Topics include water retention, harvesting, pesticides, noise pollution and energy. Students will discuss new and current practices in sustainability, and will also identify sustainable pest control products.

HRT 171  Lec: 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.

Homeland Security Management (HSM)

HSM 101  Lec: 3  Lab: 0  Cred: 3  LR
Introduction to Homeland Security
This course is an overview of homeland security as an interdisciplinary system. The components of the homeland security system and their relationships will be examined, including law enforcement, intelligence, transportation and border security, emergency management and public health preparedness.

HSM 103  Lec: 3  Lab: 0  Cred: 3  LR
Introduction to Emergency Management
This course covers the management techniques for establishing and maintaining an emergency management system in the public sector. Students will be introduced to the four functions of emergency management (mitigation, preparedness, response and recovery) and the emergency manager’s role in each.

HSM 104  Lec: 3  Lab: 0  Cred: 3  LR
Terrorism and Homeland Security
This course provides an overview of the issues of terrorism and homeland security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.

HSM 201  Lec: 3  Lab: 0  Cred: 3  LR
Critical Incident Management
This course explores the management and leadership principles necessary for the successful resolution of critical incidents. The National Incident Management System and the Incident Command System will be examined to provide an all hazard, interdisciplinary approach to critical incident management.

HSM 202  Lec: 3  Lab: 0  Cred: 3  LR
Transportation and Border Security
This course provides an in-depth view of modern border and transportation security. Specific topics include security for seaports, ships, aircraft, trains, trucks, pipelines, buses, etc., as well as the technology needed to detect terrorists and their weapons. Includes discussion on legal, economic, political, and cultural aspects of the problem. Prereq: HSM 203
HSM 203  Lec: 3  Lab: 0  Cred: 3  LR
Intelligence Analysis and Security Management
This course examines intelligence analysis and its relationship to the security management of terrorist attacks, man-made disasters and natural disasters and the related vulnerabilities of our national defense and private sectors. Students will discuss issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.
Prereq: HSM 104

HSM 204  Lec: 3  Lab: 0  Cred: 3  LR
Terrorism and Weapons of Mass Destruction
This course examines terrorist tactics involving weapons of mass destruction and responses to these types of incidents. Topics include chemical, biological, radiological and explosive weapons as well as the hazards to the public and first responders.

HSM 205  Lec: 3  Lab: 0  Cred: 3  LR
Public Health Emergency Preparedness
This course examines preparedness activities for disasters that directly affect the public health system. Specific public health emergency types will be examined, their threats defined and procedures for prevention, immediate action and recovery and management of aftermath explored.

Humanities (HSS and HUM)
HSS 101  Lec: 3  Lab: 0  Cred: 3  HS
Introduction to Humanities
This course is an introduction to themes, critical approaches and major contributors to the humanities. (Nondegree credit)

HSS 102  Lec: 3  Lab: 0  Cred: 3  HS
Critical Thinking in the Humanities
This course is a study of history and art to develop critical thinking skills through appreciating major themes and contributions in the humanities. (Nondegree credit)

HSS 110  Lec: 3  Lab: 0  Cred: 3  HS
History of Ideas
This course is a history of human ideas and values as they have been transformed across time through an interdisciplinary examination of a culture’s arts, literatures, philosophies and beliefs.
Prereq: ENG 100 or appropriate test score

HSS 201  Lec: 3  Lab: 0  Cred: 3  HS
Issues in Humanities
Through a study of interpersonal relationships and communication, this course provides a multi-cultural overview of the classic issues in the humanities and their implications for shaping morals, ethics and values. Major emphasis is on the development of group and individual competencies in effective oral communication skills.

HUM 001  Lec:  Lab:  Cred:
Indicates credit given for humanities course work transferred from another college for which there is no equivalent course at TTC.

Human Services (HUS)
HUS 001  Lec:  Lab:  Cred:
Indicates credit given for human services course work transferred from another college for which there is no equivalent course at TTC.

HUS 101  Lec: 3  Lab: 0  Cred: 3  CF
Introduction to Human Services
This course covers an overview of the field of human services. Role responsibilities, problems, boundaries and strategies of human services workers are included.
Prereq: ENG 100

HUS 102  Lec: 3  Lab: 0  Cred: 3  CF
Personal and Professional Development in Helping Professions
This course provides students with the opportunity to gain a greater awareness of self through values, clarification activities, reflective writings, etc., and to understand how attitudes, values and beliefs impact both their personal and professional lives.
Prereq: ENG 100

HUS 103  Lec: 1  Lab: 0  Cred: 1  CF
Writing for Human Services
This course is an introduction to fundamental technical writing skills required of a human services practitioner.
Prereq: ENG 100 with a minimum grade of C

HUS 110  Lec: 1  Lab: 0  Cred: 1  CF
Orientation to Human Services
This course is a study of the regional human services curriculum, agencies in the service area, curriculum requirements and career opportunities.
Prereq: HUS 209, HUS 230

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>HUS 112</td>
<td>Services for the Elderly</td>
<td>This course studies the services available for older adults, including health, social services, recreation, financial and educational services.</td>
<td>Prereq: HUS 205</td>
</tr>
<tr>
<td>HUS 201</td>
<td>Family System Dynamics</td>
<td>This course examines the role of family structure, interaction and other dynamics in the development, maintenance and treatment of family dysfunctions.</td>
<td>Prereq: HUS 209</td>
</tr>
<tr>
<td>HUS 203</td>
<td>Human Behavior and Social Environment</td>
<td>This course provides an overview of the human life cycle from birth to old age, focusing on the psychosocial implications for each stage of development. The student will be able to analyze why man interacts with society the way he does.</td>
<td>Prereq: ENG 100</td>
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<tr>
<td>HUS 205</td>
<td>Gerontology</td>
<td>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.</td>
<td>Prereq: HUS 101, HUS 102, HUS 203</td>
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<tr>
<td>HUS 206</td>
<td>Death and Dying</td>
<td>This course is a study of the issues of death and dying. Stages of dying, dealing with dying, dealing with sudden death and grief are covered in the course.</td>
<td>Prereq: HUS 110</td>
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<tr>
<td>HUS 208</td>
<td>Alcohol and Drug Abuse</td>
<td>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.</td>
<td>Prereq: ENG 100</td>
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<tr>
<td>HUS 209</td>
<td>Case Management</td>
<td>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.</td>
<td>Prereq: ENG 101, HUS 102, HUS 203 or HUS 208</td>
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<tr>
<td>HUS 211</td>
<td>Developing the Gerontology Professional</td>
<td>This course explores effective communication styles and interview techniques for developing relationships with aging populations.</td>
<td>Prereq: HUS 205</td>
</tr>
<tr>
<td>HUS 212</td>
<td>Survey of Disabilities and Disorders</td>
<td>This course is a survey of the major categories of disabilities and disorders with which the helping professional is most likely to work. These will include, but not be limited to, developmental and psychological disorders, visual and hearing impairment and physical disabilities resulting from injury or disease.</td>
<td>Prereq: HUS 101, HUS 102, HUS 103, HUS 203</td>
</tr>
<tr>
<td>HUS 214</td>
<td>Health, Wellness and Nutrition for Special Populations</td>
<td>This course explores theoretical etiologies, current thinking and current trends in the field of health and wellness in gerontology and developmental disabilities.</td>
<td>Prereq: HUS 101</td>
</tr>
<tr>
<td>HUS 217</td>
<td>Addictions Counseling</td>
<td>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.</td>
<td>Prereq: HUS 102, HUS 208</td>
</tr>
<tr>
<td>HUS 218</td>
<td>Addictions Counseling II</td>
<td>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.</td>
<td>Prereq: HUS 217 with a minimum grade of C</td>
</tr>
<tr>
<td>HUS 219</td>
<td>Psychopharmacology</td>
<td>This course examines the use and effects of various brain-altering substances (i.e., drugs). Psychological, pharmacological and behavioral effects of drugs are examined with a focus on the brain changes that occur with substance abuse.</td>
<td>Prereq: HUS 101, HUS 102 and HUS 208</td>
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<td>Course Code</td>
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| HUS 220    | 3            | Diversity Issues in Human Services Practice  
This course is the study of cultural diversity, including critical analyses of gender ideologies and systemic applications. Students will be afforded opportunities to engage in self-analysis and will examine currently emerging cultural trends in human services education and delivery.  
Prereq: HUS 101, HUS 102, HUS 203 |
| HUS 223    | 3            | Program Planning  
This course examines the components of a service delivery system in the human services field. Students will study organizations that deliver services, the components that make up the organization and how the components fit together to meet the needs of clients.  
Prereq: HUS 250 with a minimum grade of C |
| HUS 224    | 3            | Behaviorally-Based Interventions  
This course provides an overview of behaviorally-based interventions, including the principles of applied behavior analysis, functional behavioral assessment, positive behavioral supports and the ethical implications of using behaviorally-based interventions.  
Prereq: PSY 201, ENG 101, HUS 101, HUS 102, HUS 203 |
| HUS 226    | 2            | Behaviorally-Based Medications  
This course examines the impact of commonly used medications designed to assist in behavior management. Students will examine various classes of medications, their uses, their desired effects and their side effects.  
Prereq: HUS 201, HUS 101, HUS 102, HUS 203 |
| HUS 230    | 3            | Interviewing Techniques  
This course covers the development of skills necessary for interviews in various organizational settings. Students in human services will use these skills and knowledge later on in their supervised field placements.  
Prereq: ENG 101, HUS 101, HUS 102, HUS 203 or HUS 208 |
| HUS 235    | 3            | Group Dynamics  
This course is an examination of the theory and practice of group dynamics. Emphasis is on the application of the value and use of the group process in specialized settings related to human services.  
Prereq: HUS 101, HUS 102, HUS 208 |
| HUS 237    | 3            | Crisis Intervention  
This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to re-establish individual function. Students are required to demonstrate mock crisis activities.  
Prereq: HUS 110 |
| HUS 241    | 3            | The Counseling Relationship  
This course is the study of the counseling relationship, its development, dynamics, and processes, as well as issues for the counselor that may foster or impede the development of the relationship.  
Prereq: HUS 209, HUS 230 |
| HUS 249    | 2            | Human Services Certification Prep  
This course is designed to prepare students for the human services practitioner certification exam. Content will include a basic review of intervention goals, crisis response, intervention plans, case study assessment, and other relevant topics.  
Prereq: HUS 250 with a minimum grade of C |
| HUS 250    | 1            | Supervised Field Placement I  
This course includes work experience assignments by students in selected human services agencies.  
Prereq: HUS 110 with a minimum grade of C |
| HUS 251    | 1            | Supervised Field Placement II  
This course includes work assignments in selected human services agencies.  
Prereq: HUS 250 with a minimum grade of C |
Course Descriptions

Interdisciplinary Studies (IDS)

IDS 101 Lec: 3 Lab: 0 Cred: 3 LC
Human Thought and Learning
This course explores the principles, methods and applications of human thought and learning, including such topics as attention, information processing, problem solving, hypothesis testing, memory, argumentation, learning theory and cognitive awareness. (Nondegree credit)

IDS 201 Lec: 3 Lab: 0 Cred: 3 BT
Leadership Development
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. The course aids students in increasing their understanding of themselves, and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting. This includes a major emphasis in the development of group and individual competencies in oral communication skills.

Industrial Engineering Technology (IET)

IET 223 Lec: 3 Lab: 0 Cred: 3 IT
Industrial Safety
This course involves safety fundamentals and their relationship to accident prevention. The importance of safe behavior through careful training of both employees and supervisors is stressed. A survey of the Occupational Safety and Health Act (OSHA) is included. This course emphasizes hazard recognition and safety requirements for machining operation.

Industrial Mechanics (IMT)

IMT 102 Lec: 2 Lab: 0 Cred: 2 IT
Industrial Safety
This course covers proper safety habits to avoid dangerous conditions in an industrial complex. Course topics include positive attitude, personal safety, the proper use of equipment, fire prevention, lockout/tagout, electrical safety and OSHA.

IMT 105 Lec: 1 Lab: 3 Cred: 2 IT
Mechanical Sketching
This course provides hands-on instruction in blueprint reading and sketching so the student will be able to utilize analytical and visualization skills in the development of sketching techniques and understanding blueprints.

IMT 124 Lec: .5 Lab: 4.5 Cred: 2 IT
Pumps
This course covers packing, seals, couplings, alignment, bearings and rebuilding pumps. Coreq: IMT 151

IMT 131 Lec: 3 Lab: 3 Cred: 4 IT
Hydraulics and Pneumatics
This course covers the basic technology and principles of hydraulics and pneumatics.

IMT 151 Lec: 3 Lab: 0 Cred: 3 IT
Piping Systems
This course covers plumbing and piping systems used in industrial, commercial and/or residential construction. Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems. This course will also include pump technology and valve maintenance. Coreq: IMT 124

IMT 160 Lec: 2 Lab: 3 Cred: 3 IT
Preventive Maintenance
This course covers preventive maintenance techniques, lubrication, bearing, mechanical troubleshooting and the use of computers in maintenance.

IMT 161 Lec: 3 Lab: 3 Cred: 4 IT
Mechanical Power Applications
This course covers mechanical transmission devices, including procedures for installation, removal, and maintenance. Emphasis is placed on drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

IMT 163 Lec: 2 Lab: 3 Cred: 3 IT
Problem Solving for Mechanical Applications
This course covers troubleshooting techniques such as critical thinking in mechanical situations, practical problem-solving techniques, root-cause analysis, and mechanical procedures with heavy emphasis on computational and analytical problem-solving skills.

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, 00102 and 00103.)
### Course Descriptions

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lec:</th>
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<th>Cred:</th>
<th>Prereq</th>
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<tbody>
<tr>
<td>IMT 211</td>
<td>2.5</td>
<td>1.5</td>
<td>3</td>
<td>ET</td>
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<tr>
<td>Basic Industrial Skills II</td>
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<tr>
<td>This course is designed to give students an introduction to power tools, blueprints and rigging. Students will learn basic communication and employability skills as related to industrial applications. (Note: Course is aligned with NCCER modules 00104, 00105, 00106, 00107 and 00108.)</td>
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### Information Systems Technology (IST)

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<th>Course Code</th>
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<tbody>
<tr>
<td>IST 161</td>
<td>3</td>
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<td>BT</td>
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<tr>
<td>Introduction to Network Administration</td>
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<tr>
<td>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.</td>
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<tr>
<td>IST 162</td>
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<tr>
<td>Introduction to Workstation Networking Administration</td>
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<tr>
<td>This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup. This course will focus on Windows Server 2008 and skills covered on the Microsoft Server Administrator certification exam.</td>
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<tr>
<td>IST 163</td>
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<td>BT</td>
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<tr>
<td>Introduction to Server Networking Configuration Administration</td>
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<tr>
<td>This course is a study of installing and configuring a local area network (LAN). Tasks include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service and compatibility issues will be introduced.</td>
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<tr>
<td>IST 164</td>
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<tr>
<td>Implementing Windows Network Infrastructure Services</td>
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<tr>
<td>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.</td>
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<tr>
<td>IST 165</td>
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<tr>
<td>Implementing and Administering Windows Directory Services</td>
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<tr>
<td>This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.</td>
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<tr>
<td>IST 166</td>
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<td>BT</td>
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<tr>
<td>Network Fundamentals</td>
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<tr>
<td>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.</td>
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<tr>
<td>IST 190</td>
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<td>BT</td>
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<tr>
<td>Linux Essentials</td>
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<td>This course provides students with the fundamental knowledge and concepts of the Linux operating system, including command line functions, file systems, user and group administration, process management, text editors, and network applications. This course helps students prepare for the CompTIA Linux+ certification exam.</td>
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<tr>
<td>IST 191</td>
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<td>3</td>
<td>BT</td>
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<tr>
<td>Linux System Administration</td>
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<td>This course provides students with the skills necessary to administer a Linux system, including hardware/software configuration, user and group administration, Linux network configuration, and file system management. This course helps students prepare for the Novell Certified Linux Professional exam.</td>
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For updated catalog, visit www.tridenttech.edu.
**Course Descriptions**

**IST 192 Lec: 3 Lab: 0 Cred: 3 BT**

**Linux Network Applications**
This course provides students with the skills necessary to deploy and administer the core networking services in a Linux system, such as Apache Web Server, Samba File Server, BIND Domain Name Service, NFS and others. This course helps students prepare for the Novell Certified Linux Professional exam.
*Prereq: IST 191*

**IST 201 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Internetworking Concepts**
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI model, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

**IST 202 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Router Configuration**
This course is a study of LANs, WANs, OSI model, Ethernet, token ring, FDDI, TCP/IP protocol, dynamic routing, and the network administrator’s role and function.
*Prereq: IST 201*

**IST 203 Lec: 3 Lab: 0 Cred: 3 BT**

**Advanced Cisco Router Configuration**
This course is a study of configuring Cisco routers.
*Prereq: IST 202*

**IST 204 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Troubleshooting**
This course is a study of troubleshooting network problems.
*Prereq: IST 203*

**IST 205 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Advanced Routing**
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable Internetworks. This course helps students prepare for the Cisco Routing Exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
*Prereq: IST 204*

**IST 206 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Remote Access**
This course is a study of building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site and maximize bandwidth utilization over the remote links. This course helps students prepare for the Cisco Remote Access exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
*Prereq: IST 204*

**IST 207 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Multilayer Switching**
This course is a detailed study of how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies. This course helps students prepare for the Cisco Switching exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
*Prereq: IST 204*

**IST 208 Lec: 3 Lab: 0 Cred: 3 BT**

**Cisco Internetwork Troubleshooting**
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches. This course helps students prepare for the Cisco Support exam, which is required for the Cisco Certified Network Professional (CCNP) credential in routing and switching.
*Prereq: IST 205, IST 206, IST 207*

**IST 209 Lec: 3 Lab: 0 Cred: 3 BT**

**Fundamentals of Wireless LANs**
This introductory course is the study of design, installation, configuration, operations and troubleshooting of wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design and best practices, emphasizing real-world applications and skills.
*Prereq: IST 204*

**IST 220 Lec: 3 Lab: 0 Cred: 3 BT**

**Data Communications**
This course is a study of the fundamentals of data communications. Basic signaling, networking and various transmission media are covered.
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<th>Course Code</th>
<th>Lec:</th>
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<tr>
<td>IST 235</td>
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<td>BT</td>
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<tr>
<td>Handheld Computer Programming</td>
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</tbody>
</table>
| This course is a survey of the techniques of rapid application development for handheld devices. Topics include setup of development environment, creation and deployment of programs, and design strategies to overcome memory and interface limitations. The focus of the course will be the development of software for the Android mobile phone.  
Prereq: CPT 233 |
| IST 239     | 3    | 0    | 3     | BT |
| Datum and JavaScript |     |      |       |    |
| This course includes concepts and skills for developing dynamic functionality and interactivity for websites using JavaScript: variables, operators, conditionals, functions, objects (image and form), properties, methods, cookies, frames and arrays. This course covers the basics of the JavaScript language, how to place JavaScript into an HTML file and advanced JavaScript topics such as event handlers, arrays, forms and cookies.  
Prereq: (CPT 220 or ARV 227) and (CPT 114 or CPT 232 or ARV 225) |
| IST 250     | 3    | 0    | 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     | 3    | 0    | 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     | 3    | 0    | 3     | BT |
| Electronic Messaging |     |      |       |    |
| This course is a study of electronic mail system software including the system architecture. The course covers the concepts and methods employed in the generation, storage and transmission of electronic mail messages and the implementation, configuration and administration of messaging software. This course provides coverage of the learning objectives associated with the Microsoft 070-284 MCP certification.  
Prereq: IST 161 |
| IST 260     | 3    | 0    | 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     | 3    | 0    | 3     | BT |
| Designing Windows Network Security |     |      |       |    |
| This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSEC and certificate servers. Includes configuring, maintaining and securing an array of network services on Linux servers via Linux clients. Covers general security, encryption and authentication for user, and file and data security. Identifies the threats to network security and the tools to protect the network, e.g., firewalls, proxies, tunneling. Virtual Private Networks (VPNs) and network intrusion detection systems.  
Prereq: IST 165 |
| IST 268     | 3    | 0    | 3     | BT |
| Computer Forensics |     |      |       |    |
| This course provides students with a foundational knowledge in computer forensics investigation. Students are introduced to the skills, tools and methods used to gather, document and handle electronic evidence.  
Prereq: CPT 209 |
| IST 269     | 3    | 0    | 3     | BT |
| Digital Forensics |     |      |       |    |
| This course examines advanced technical aspects of digital computer evidence to include detection, collection, identification and preservation. Emphasis is placed on specific tools and methods for extracting deleted or destroyed computer-related evidence.  
Prereq: IST 268 |
| IST 272     | 3    | 0    | 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 |

For updated catalog, visit www.tridenttech.edu.
IST 286 Lec: 0 Lab: 9 Cred: 3 BT  
Technical Support Internship I  
This course is an entry-level technical support/help desk internship. Students intern at the college’s help desk and provide support to faculty and staff. Students will participate in weekly evaluation sessions of calls and solutions.  
Prereq: CPT 209, CPT 210, IST 161

IST 287 Lec: 0 Lab: 9 Cred: 3 BT  
Technical Support Internship II  
This course is an intermediate-level technical support/help desk internship. Students intern at the college’s help desk and provide support to faculty and staff. The student prepares a portfolio for submission.  
Prereq: IST 286

IST 291 Lec: 3 Lab: 0 Cred: 3 BT  
Fundamentals of Network Security I  
This course is a study of introductory levels of security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to manage network security.  
Prereq: IST 204

IST 292 Lec: 3 Lab: 0 Cred: 3 BT  
Fundamentals of Network Security II  
This course is a study of advanced security processes based on a security policy, emphasizing hands-on skills in the area of secure perimeter, security connectivity, security management, identity services and intrusion detection. The course prepares students to install/configure secure firewalls.  
Prereq: IST 204

IST 293 Lec: 3 Lab: 0 Cred: 3 BT  
IT and Data Assurance I  
This course introduces the basics of network security. Topics covered will include network vulnerabilities and threats, security planning, security technology, network security organization, as well as legal and ethical issues related to network security. This course will provide coverage of the objectives associated with the CompTIA Security+ certification.  
Prereq: ENG 101

IST 294 Lec: 3 Lab: 0 Cred: 3 BT  
IT and Data Assurance II  
This course introduces methods for attacking a network. Concepts, principles, tools and techniques for attacking and disabling a network will be covered in the context of understanding how to properly secure a network as a network administrator. This course will provide coverage of the learning objectives associated with the EC-Council Certified Ethical Hacker certification.  
Prereq: IST 293

Journalism (JOU)  
JOU 101 Lec: 3 Lab: 0 Cred: 3 HS  
Introduction to Journalism  
This course is a study of basic rhetorical and ethical principles of journalistic writing for news media, including newspapers, journals, radio and television.  
Prereq: ENG 100 with a minimum grade of C, appropriate test score or writing sample

Paralegal (LEG)  
LEG 001 Lec: Lab: Cred:  
Indicates credit given for paralegal course work transferred from another college for which there is no equivalent course at TTC.  

LEG 120 Lec: 3 Lab: 0 Cred: 3 LR  
Torts  
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.  
Prereq or Coreq: LEG 135

LEG 132 Lec: 3 Lab: 0 Cred: 3 LR  
Legal Bibliography  
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.  
Prereq: LEG 135

LEG 135 Lec: 3 Lab: 0 Cred: 3 LR  
Introduction to Law and Ethics  
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.  
Prereq: ENG 101
<table>
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<tr>
<th>Course Code</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
<th>Description</th>
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<tbody>
<tr>
<td>LEG 201</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>LR</td>
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<tr>
<td>Civil Litigation I</td>
<td>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.</td>
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<td>Prereq: ENG 101</td>
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<tr>
<td>LEG 213</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
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<tr>
<td>Family Law</td>
<td>This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.</td>
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<td>Prereq or Coreq: LEG 201</td>
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<tr>
<td>LEG 214</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
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<tr>
<td>Property Law</td>
<td>This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.</td>
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<td>Prereq or Coreq: LEG 135, LEG 201</td>
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<tr>
<td>LEG 230</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
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<tr>
<td>Legal Writing</td>
<td>This course includes methods, techniques and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.</td>
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<td>Prereq or Coreq: LEG 132, LEG 135</td>
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<tr>
<td>LEG 233</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>LR</td>
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<tr>
<td>Wills, Trusts and Probate</td>
<td>This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, fundamentals of trust, and probate administration.</td>
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<td>Prereq or Coreq: LEG 135, LEG 201</td>
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<tr>
<td>LEG 234</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>LR</td>
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<tr>
<td>Title Examination Procedures I</td>
<td>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.</td>
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<td>Prereq: LEG 135</td>
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<td>Prereq: LEG 214</td>
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<td>LEG 240</td>
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<td>Claims Investigation</td>
<td>This course is an in-depth study of investigating claims, interviewing and taking statements, collecting data, and assembling and presenting evidence.</td>
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<td>Prereq: LEG 120</td>
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<td>Prereq or Coreq: LEG 201</td>
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<tr>
<td>LEG 242</td>
<td>Lec: 0</td>
<td>Lab: 9</td>
<td>Cred: 3</td>
<td>LR</td>
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<tr>
<td>Law Practice Workshop</td>
<td>This course includes the application of substantive knowledge in a practical situation as a paralegal.</td>
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<td>Prereq: LEG 132, LEG 135, LEG 201</td>
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<tr>
<td>LEG 244</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>LR</td>
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<tr>
<td>Special Projects for Paralegals</td>
<td>This course provides specialized paralegal training with an update on changes in laws and procedures.</td>
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<td>Prereq: LEG 135, LEG 201</td>
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**Literature (LIT)**

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<th>Course Code</th>
<th>Lecture</th>
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<th>Credit</th>
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<tbody>
<tr>
<td>LIT 001</td>
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<tr>
<td>Indicates credit given for literature course work transferred from another college for which there is no equivalent course at TTC.</td>
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**Logistics (LOG)**

<table>
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<tr>
<th>Course Code</th>
<th>Lecture</th>
<th>Lab</th>
<th>Credit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOG 125</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>BT</td>
</tr>
<tr>
<td>Transportation Logistics</td>
<td>This course is the study of the role that various modes of transportation play in products and services getting to the end user. Students will be able to identify transportation modes, understand governing regulations, describe terminology and principles, and understand environmental and economic impact.</td>
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<tr>
<td>LOG 215</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>BT</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>This course is the study of all activities between suppliers, producers and end users involving the flow of goods and services to include functions such as purchasing, manufacturing, assembling, and distribution. The student will understand supply chain units and materials management processes.</td>
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<tr>
<td>LOG 235</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>BT</td>
</tr>
<tr>
<td>Traffic Management</td>
<td>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.</td>
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<tr>
<td>LOG 240</td>
<td>Lec: 3</td>
<td>Lab: 0</td>
<td>Cred: 3</td>
<td>BT</td>
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<tr>
<td>Purchasing Logistics</td>
<td>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.</td>
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</tbody>
</table>

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Mathematics (MAT)

MAT 001 Lec: Lab: Cred:
Indicates credit given for rigorous calculus-track mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 002 Lec: Lab: Cred:
Indicates credit given for transfer-level mathematics course work transferred from another college for which there is no equivalent course at TTC.

MAT 031 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics Basics
This course is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Application skills are emphasized. (Nondegree credit)
Prereq: Appropriate test score

MAT 032 Lec: 3 Lab: 0 Cred: 3 LC
Developmental Mathematics
This course includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. (Nondegree credit)
Prereq: MAT 031 or appropriate test score

MAT 101 Lec: 3 Lab: 0 Cred: 3 SM
Beginning Algebra
This course includes the study of rational numbers and their applications, operations with algebraic expressions, linear equations and applications, linear inequalities, graphs of linear equations, operations with exponents and polynomials, and factoring. (Nondegree credit)
Prereq: MAT 032 or appropriate test score

MAT 102 Lec: 3 Lab: 0 Cred: 3 SM
Intermediate Algebra
This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions. (Nondegree credit)
Prereq: MAT 101 or MAT 152, with a minimum grade of C

MAT 109 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra with Modeling
This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis is on linear, quadratic, piecewise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. MAT 109 is designed for the student with plans to use college algebra as a terminal course or take MAT 130 after completion. Focus is placed more on applications rather than theoretical mathematics.
Prereq: MAT 102, MAT 153 with a minimum grade of C or appropriate test score; Students who receive credit for MAT 109 may not receive credit for MAT 110.

MAT 110 Lec: 3 Lab: 0 Cred: 3 SM
College Algebra
This course includes the following topics: polynomial, rational, logarithmic and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prereq: MAT 102 or MAT 153, with a minimum grade of C. Students who receive credit for MAT 110 may not receive credit for MAT 109 or MAT 112.

MAT 111 Lec: 3 Lab: 0 Cred: 3 SM
College Trigonometry
This course includes the following topics: trigonometric functions, trigonometric identities, solution of right and oblique triangles, solution of trigonometric equations, polar coordinates, complex numbers including DeMoivre’s Theorem, vectors, conic sections, and parametric equations.
Prereq: MAT 110 with a minimum grade of C. Students may not receive credit for both MAT 111 and MAT 112.

MAT 112 Lec: 5 Lab: 0 Cred: 5 SM
Precalculus
This course includes algebraic, exponential, logarithmic, and trigonometric functions and their graphs; analytic trigonometry; analytic geometry; and applications of trigonometry.
Prereq: MAT 102 or MAT 153 with a grade of B or higher or appropriate test score. Students who receive credit for MAT 112 may not receive credit for MAT 110 or MAT 111.
## Course Descriptions

### MAT 120  Lec: 3  Lab: 0  Cred: 3  SM
**Probability and Statistics**
This course includes introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals and test of hypothesis for large and small samples, type I and type II errors, linear regression, and correlation.  
Prereq: MAT 101 or MAT 152 with a minimum grade of C or appropriate test score

### MAT 123  Lec: 3  Lab: 0  Cred: 3  SM
**Contemporary College Mathematics**
This course provides an appreciation and understanding of the mathematics underlying several topics in contemporary society. Topics may include voting methods, apportionment problems, Euler and Hamilton circuits, population growth and fractals.  
Prereq: MAT 102 or MAT 153 with a minimum grade of C or appropriate test score

### MAT 130  Lec: 3  Lab: 0  Cred: 3  SM
**Elementary Calculus**
This course includes differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. This is a terminal course designed for students who do not wish to take additional calculus courses. Its transferability usually depends on the student’s major.  
Prereq: MAT 109 or MAT 110 or MAT 112 with a minimum grade of C. Students may not receive credit for both MAT 130 and MAT 140.

### MAT 132  Lec: 3  Lab: 0  Cred: 3  SM
**Discrete Mathematics**
This course includes the following topics: mathematical logic and proofs, set operations, relations and digraphs, recurrence relations, combinatorics, and number systems. (This course is designed primarily for computer science students, mathematics majors and engineering students.)  
Prereq: MAT 109 or MAT 110 or MAT 112 with a minimum grade of C

### MAT 140  Lec: 4  Lab: 0  Cred: 4  SM
**Analytic Geometry and Calculus I**
This course includes derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.  
Prereq: MAT 111 or MAT 112 with a minimum grade of C. Students may not receive credit for both MAT 140 and MAT 130.

### MAT 141  Lec: 4  Lab: 0  Cred: 4  SM
**Analytic Geometry and Calculus II**
This course continues calculus of one variable, including analytic geometry, techniques of integration, volumes by integration and other applications, infinite series including Taylor series, and improper integrals.  
Prereq: MAT 140 with a minimum grade of C

### MAT 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.  
Prereq: MAT 101 or MAT 152 with a minimum grade of C, or appropriate test score; Students who receive credit for MAT 153 may not receive credit for MAT 102. (Nondegree credit)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>SM/ET/AH</th>
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</thead>
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<tr>
<td>MAT 155</td>
<td>3</td>
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<td>SM</td>
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<tr>
<td>Contemporary Mathematics</td>
<td>This course includes techniques and applications of the following topics: properties of and operations with real numbers, elementary algebra, consumer mathematics, applied geometry, measurement, graph sketching, and interpretations, and descriptive statistics. &lt;br&gt;&lt;br&gt;Prereq: MAT 032 or appropriate test scores</td>
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<tr>
<td>MAT 170</td>
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<td>SM</td>
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<tr>
<td>Algebra, Geometry and Trigonometry I</td>
<td>This course includes elementary algebra, geometry, trigonometry and applications. &lt;br&gt;&lt;br&gt;Prereq: MAT 101 or MAT 152 with a minimum grade of C</td>
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<tr>
<td>MAT 240</td>
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<td>SM</td>
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<tr>
<td>Analytic Geometry and Calculus III</td>
<td>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. &lt;br&gt;&lt;br&gt;Prereq: MAT 141 with a minimum grade of C</td>
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<tr>
<td>MAT 242</td>
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<td>SM</td>
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<tr>
<td>Differential Equations</td>
<td>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. &lt;br&gt;&lt;br&gt;Prereq: MAT 141 with a minimum grade of C</td>
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<tr>
<td>MED 102</td>
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<tr>
<td>Introduction to the Medical Assisting Profession</td>
<td>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.</td>
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<tr>
<td>MED 107</td>
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<td>AH</td>
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<tr>
<td>Medical Office Management</td>
<td>This course is a study of the principles and practices of banking and accounting procedures, billing methods and office management. &lt;br&gt;&lt;br&gt;Prereq: MED 102</td>
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<tr>
<td>MED 114</td>
<td>3</td>
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<td>AH</td>
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<tr>
<td>Medical Assisting Clinical Procedures</td>
<td>This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures. &lt;br&gt;&lt;br&gt;Prereq: AHS 121, AHS 170, MED 102</td>
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<tr>
<td>MED 115</td>
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<tr>
<td>Medical Office Lab Procedures I</td>
<td>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. &lt;br&gt;&lt;br&gt;Prereq: AHS 142, MED 102, physical examination, major medical insurance, Hepatitis B vaccine series</td>
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<td>MED 131</td>
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<td>AH</td>
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<tr>
<td>Administrative Skills of Medical Office I</td>
<td>This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.</td>
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<tr>
<td>MED 132</td>
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<td>AH</td>
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<tr>
<td>Administrative Skills of Medical Office II</td>
<td>This course covers managing the finances of the medical office, including daily financial practices, medical insurance and coding, billing and collections, and accounting practices. &lt;br&gt;&lt;br&gt;Prereq: MED 131</td>
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<tr>
<td>MED 158</td>
<td>1</td>
<td>21</td>
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<td>AH</td>
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<tr>
<td>Clinical Office Experience</td>
<td>This course provides practical experience in selected clinical office settings. &lt;br&gt;&lt;br&gt;Prereq: MED 114, MED 115</td>
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<tr>
<td>MET 001</td>
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<td>Indicates credit given for mechanical engineering technology course work transferred from another college for which there is no equivalent course at TTC.</td>
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<td>MET 213</td>
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<td>ET</td>
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<tr>
<td>Dynamics</td>
<td>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. &lt;br&gt;&lt;br&gt;Prereq: EGR 190</td>
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</table>
Course Descriptions

MET 220 Lec: 3 Lab: 0 Cred: 3 ET
Production Layout and Process Planning
This course studies the development of techniques to achieve high efficiency and repeatability in production processes.
Prereq: MAT 110, ENG 101

MET 226 Lec: 3 Lab: 3 Cred: 4 ET
Applied Heat Principles
This course covers energy transfer principles involved in heating, cooling and power cycles. Emphasis is placed on the optimization of thermal efficiency through the study of various thermodynamic cycles.
Prereq: MAT 111, EGR 110, ENG 101, PHY 201

MET 233 Lec: 3 Lab: 3 Cred: 4 ET
Applied Thermal Principles
This course emphasizes the application of the laws of thermal science in the workplace. Systems covered include steam power, gas turbines, internal combustion, refrigeration, heat pumps, psychometry, air-conditioning and heat transfer. Appropriate instrumentation for measuring temperature, pressure, flow, level and related phenomena will be utilized.
Prereq: MAT 111, ENG 101, EGR 110

MET 237 Lec: 3 Lab: 3 Cred: 4 ET
Fluids: Principles and Applications
This course covers the flow of incompressible fluids in pipes using the general energy equation. An analysis of proven hydraulic circuits is included. Compressible fluids will also be studied. Pneumatic systems applications will be explored.
Prereq: MAT 111, EGR 110, ENG 101

MET 238 Lec: 3 Lab: 3 Cred: 4 ET
Lean Manufacturing
This course covers the fundamentals of lean manufacturing techniques to be applied by mechanical engineering technicians and technologists. Topics include identification and elimination of waste, JIT, value-added principles, production leveling, and inventory management.
Prereq: MAT 110, ENG 101

MET 239 Lec: 3 Lab: 3 Cred: 4 ET
Applied Mechanics
This course emphasizes the application of the laws of mechanics in the workplace. Topics include linear, projectile and rotational motion, as well as momentum, work and energy. Graphic interpretation of data will also be incorporated. Appropriate instrumentation for measurement will be utilized.
Prereq: MAT 111, ENG 101, EGR 110

Management (MGT)

MGT 001 Lec: 3 Lab: 0 Cred: 3 BT
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.

MGT 120 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Management
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

MGT 121 Lec: 3 Lab: 0 Cred: 3 BT
Small Business Operations
This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping, inventory control and marketing.

MGT 150 Lec: 3 Lab: 0 Cred: 3 BT
Fundamentals of Supervision
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201 Lec: 3 Lab: 0 Cred: 3 BT
Human Resource Management
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and salary and benefit administration.

MGT 210 Lec: 3 Lab: 0 Cred: 3 BT
Employee Selection and Retention
This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection and training with an emphasis on employee retention.

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MGT 230 Lec: 3 Lab: 0 Cred: 3 BT
Managing Information Resources
This course is a study of the development, use and management of information resources and systems in business and industry.
Prereq: CPT 101 or CPT 102

MGT 235 Lec: 3 Lab: 0 Cred: 3 BT
Production Management
This course is a study of production management techniques used in a manufacturing environment. It covers forecasting, scheduling, inventory, work flow management and quality control.

MGT 240 Lec: 3 Lab: 0 Cred: 3 BT
Management Decision Making
This course is a study of various structured approaches to managerial decision-making. Extensive case studies and applications are used to reinforce course topics.
Prereq: MGT 101, ACC 101

MGT 250 Lec: 3 Lab: 0 Cred: 3 BT
Situational Supervision
This course is a study of techniques supervisors use to adjust their management styles to different situations and employees.

MGT 255 Lec: 3 Lab: 0 Cred: 3 BT
Organizational Behavior
This course is a study of effective individual and group behavior in an organization to maximize productivity, and psychological and social satisfaction.

MGT 270 Lec: 3 Lab: 0 Cred: 3 BT
Managerial Communication
This course is a study of the skills used to create a climate for effective communication in the decision-making and problem-solving process.

Marketing (MKT)

MKT 001 Lec: Lab: Cred:
Indicates credit given for marketing course work transferred from another college for which there is no equivalent course at TTC.

MKT 101 Lec: 3 Lab: 0 Cred: 3 BT
Marketing
This course introduces the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110 Lec: 3 Lab: 0 Cred: 3 BT
Retailing
This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, profit management and e-commerce.

MKT 120 Lec: 3 Lab: 0 Cred: 3 BT
Sales Principles
This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

MKT 130 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Principles
This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

MKT 135 Lec: 3 Lab: 0 Cred: 3 BT
Customer Service Techniques
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240 Lec: 3 Lab: 0 Cred: 3 BT
Advertising
This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 250 Lec: 3 Lab: 0 Cred: 3 BT
Consumer Behavior
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.
Prereq: MKT 101

MKT 260 Lec: 3 Lab: 0 Cred: 3 BT
Marketing Management
This course is a study of the marketing system from the decision-maker’s view, including how marketing strategies are planned and utilized in the marketplace.
Prereq: MKT 101, ACC 101
Medical Laboratory Technology (MLT)

MLT 102  Lec: 2  Lab: 3  Cred: 3  AH  
Medical Lab Fundamentals  
This course introduces basic concepts and procedures in medical laboratory technology.  
Prereq: Meet MLT program admission and progression requirements, health examination, major medical insurance, Hepatitis B vaccine series, phlebotomy skills, current CPR certification, SLED check, AHS 142, BIO 112, CHM 110, CPT 101 and MAT 110

MLT 105  Lec: 3  Lab: 3  Cred: 4  AH  
Medical Microbiology  
This course provides a survey of organisms encountered in the clinical microbiology laboratory, and includes sterilization and disinfection techniques.  
Prereq: MLT 102, MLT 112

MLT 108  Lec: 1  Lab: 6  Cred: 3  AH  
Urinalysis and Body Fluids  
This course introduces the routine analysis and clinical significance of urine and other body fluids.  
Prereq: MLT 102

MLT 110  Lec: 3  Lab: 3  Cred: 4  AH  
Hematology  
This course provides an introduction to the study of hematology, including terminology, safety and techniques for routine laboratory procedures.  
Coreq: MLT 102

MLT 112  Lec: 1  Lab: 3  Cred: 2  AH  
Introduction to Parasitology  
This course provides an introductory study of human parasites, including classification, life cycles, vectors and differential morphology of the medically important parasites.  
Prereq: ENG 101 or equivalent, advisor approval

MLT 115  Lec: 2  Lab: 3  Cred: 3  AH  
Immunology  
This course provides a study of the immune system, disease states and the basic principles of immunological testing.  
Prereq: MLT 102, MLT 110

MLT 120  Lec: 3  Lab: 3  Cred: 4  AH  
Immunohematology  
This course introduces the theory and practice of blood banking, including the ABO, Rh and other blood group systems; compatibility testing; and hemolytic disease of the newborn.  
Prereq: MLT 102, MLT 115, MLT 110

MLT 130  Lec: 3  Lab: 3  Cred: 4  AH  
Clinical Chemistry  
This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.  
Prereq: MLT 102, MLT 219

MLT 205  Lec: 3  Lab: 3  Cred: 4  AH  
Advanced Microbiology  
This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.  
Prereq: MLT 105

MLT 210  Lec: 3  Lab: 3  Cred: 4  AH  
Advanced Hematology  
This course provides a study of diseases of blood cells and hematologic procedures, including coagulation.  
Prereq: MLT 110

MLT 219  Lec: 2  Lab: 3  Cred: 3  AH  
Clinical Instrumentation  
This course provides the theory and application of clinical laboratory instrumentation, including calibration, operation and maintenance.  
Coreq: MLT 102

MLT 270  Lec: 2  Lab: 30  Cred: 12  AH  
Clinical Applications  
This course provides sequential practical experience in selected areas of a supervised clinical setting.  
Prereq: MLT 108, MLT 112, MLT 120, MLT 130, MLT 205, MLT 210, MLT 219

Materials Management Technology (MMT)

MMT 110  Lec: 3  Lab: 0  Cred: 3  BT  
Inventory Management  
This course covers how to plan and control inventory. The course content relates inventory management to materials equipment plan and JIT environments.
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<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>Description</th>
</tr>
</thead>
</table>
| MMT 135     | 3    | 0    | 3     | 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     | 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 to the Massage Therapy program |
| MTH 121     | 3.5  | 1.5  | 4     | 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     | 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     | Massage Business Applications  
This course addresses the basic business skills necessary to operate a massage business, including writing résumés, marketing, bookkeeping, taxes and record keeping. This course addresses ethical considerations in the practice of massage therapy. |
| MTH 127     | 2    | 3    | 3     | 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     | Clinical Applications of Massage Therapy  
Students will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage.  
Prereq: MTH 127 |

**Machine Tool Technology (MTT)**

<table>
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<tr>
<th>Course Code</th>
<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTT 001</td>
<td></td>
<td></td>
<td></td>
<td>Indicates credit given for machine tool technology course work transferred from another college for which there is no equivalent course at TTC.</td>
</tr>
</tbody>
</table>
| MTT 101     | 0.5  | 4.5  | 2     | 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     | Machine Tool Theory and Practice I  
This course is an introduction to the basic operation of machine shop equipment.  
Prereq: MTT 111 |
| MTT 112     | 1    | 12   | 5     | 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     | Precision Measurements  
This course is a study of precision measuring instruments. |
| MTT 145     | 3    | 0    | 3     | Machining of Metals  
This course covers theoretical and practical training in the physical properties of metals, their required stock removal/speeds/feeds and depths of cut, and finish requirements. |
| MTT 250     | 2    | 3    | 3     | Principles of CNC  
This course is an introduction to the coding used in CNC programming. |
| MTT 251     | 2.5  | 1.5  | 3     | CNC Operations  
This course is a study of CNC machine controls, setting tools, and machine limits and capabilities.  
Coreq: MTT 250 and MTT 253 or departmental approval |
| MTT 253     | 2    | 3    | 3     | 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 |
### Course Descriptions

**Music (MUS)**

**MUS 105** Lec: 3  Lab: 0  Cred: 3  HS

**Music Appreciation**

This course introduces the study of music focusing on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.

**MUS 110** Lec: 3  Lab: 0  Cred: 3  HS

**Music Fundamentals**

This course is an introduction to the elements of music and music notation with keyboard applications.

**Nursing (NUR)**

**NUR 100** Lec: 1  Lab: 0  Cred: 1  NU

**Pre-Nursing**

This course covers an exploration of nursing and other health care careers as a possible career choice. (Nondegree credit)

**Prereq:** Pre-Nursing or Pre-Allied Health major; ENG 101

**NUR 102** Lec: 2.5  Lab: 4.5  Cred: 4  NU

**Basic Nursing Care Skills**

This course introduces basic nursing care skills, which are applied in long-term care. Students successfully completing this course are eligible to take the exam to become a certified nursing assistant.

**Prereq:** Acceptance into the NA level, CPR certification and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements

**NUR 104** Lec: 2.5  Lab: 4.5  Cred: 4  NU

**Nursing Care Management I**

This course focuses on the knowledge, skills and abilities that are fundamental to nursing practice with application in acute or extended care settings.

**Prereq:** Acceptance into the PN level, successful completion of PN level Dosage Calculation Proficiency or AHS 126, NUR 102, CPR certification, and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements

**Coreq:** BIO 210, ENG 101, PSY 201, NUR 105

**NUR 105** Lec: 1  Lab: 0  Cred: 1  NU

**Pharmacology for Nurses**

This course is an introduction to the basic concepts of pharmacology related to drug administration. This course includes information on the basics of pharmacology and pharmacodynamics; nursing considerations for safe practice when giving drugs; laws and ethical issues related to drug administration; the appropriate references used to prepare for drug administration; and recognition of drug side effects, interactions and complications of drug therapy.

**Prereq:** BIO 210

**Coreq:** BIO 210, NUR 104 or departmental approval

**NUR 114** Lec: 0.5  Lab: 1.5  Cred: 1  NU

**Introduction to Nursing**

This course is an overview of nursing concepts and scopes of practice with emphasis on meeting basic human needs throughout the lifespan. Includes concepts related to health promotion, the health/illness continuum, and application of the nursing process. This course is designed for the CNA to ADN and CNA to PN student to become oriented to the Scope of Practice of the Registered Nurse and the Licensed Practical Nurse as defined by the South Carolina Nurse Practice Act.

**Prereq:** Nurse Aide certification (CNA), CPR certification, all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements

**Coreq:** AHS 126, BIO 210, PSY 201 and ENG 101

**NUR 135** Lec: 2.5  Lab: 4.5  Cred: 4  NU

**Foundations of Nursing Practice**

This course introduces nursing care of the individual with selected, commonly occurring health problems having predictable outcomes. This course is designed for the LPN-ADN student as a review of medical/surgical health problems.

**Prereq:** NUR 201; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, ENG 101, PSY 201 and PSY 203, CPR certification, all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.

**Coreq:** BIO 225
NUR 158  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Health Promotion for Families I
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 159  Lec: 3  Lab: 9  Cred: 6  NU
Nursing Care Management II
This course focuses on the delivery of nursing care to individuals experiencing health problems emphasizing selected physiological systems.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 201  Lec: 3  Lab: 0  Cred: 3  NU
Transition Nursing
This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Students who have achieved advanced placement status examine the implications inherent in the role change to that of registered nurse.
Prereq: BIO 210, ENG 101, PSY 201, completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203
Coreq: Completion of the ADN-level Dosage Calculation Proficiency or AHS 129, BIO 211, PSY 203

NUR 206  Lec: 0  Lab: 6  Cred: 2  NU
Clinical Skills Application
This course involves the application of knowledge, skills and abilities in a clinical setting.
Prereq: NUR 104, CPR certification, clinical health requirements, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Prereq or Coreq: BIO 211, PSY 203. See curriculum display for sequence.

NUR 207  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Mental Health Promotion
This course focuses on the development of the relationship skills necessary for the nurse to function as a therapeutic provider when caring for the individual with common mental health problems.
Prereq: Acceptance into the ADN level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, ENG 101, NUR 209 or NUR 135, PSY 201 and PSY 203; completion of a PN program, CPR certification, and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225

NUR 208  Lec: 2.5  Lab: 4.5  Cred: 4  NU
Health Promotion for Families II
This course focuses on reproductive health and nursing care of the childbearing and childrearing families experiencing acute and chronic health problems in the acute care setting.
Prereq: Acceptance into the ADN level; successful completion of ADN-level Dosage Calculation Proficiency or AHS 129, BIO 210, BIO 211, ENG 101, NUR 209 or NUR 135, PSY 201, PSY 203; completion of a PN program, CPR certification, and all required immunizations/tests including the Hepatitis B vaccine series, major medical insurance, drug screen, criminal background check and mandatory in-service requirements. Clinical requirements must not expire during the semester in which the course is taken.
Coreq: BIO 225
COURSE DESCRIPTIONS

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: NUR 158, NUR 159, CWE 112 or NUR
246 or NUR 206, CPR certification, clinical health
requirements, Hepatitis B vaccine, major medical
insurance, drug screen, criminal background check
and mandatory in-service requirements. Clinical
requirements must not expire during the semester in
which the course is taken.

NUR 216  Lec:1  Lab:0  Cred:1  NU
Nursing Seminar
This course is an exploration of concepts
related to selected nursing topics. Students in
the Associate Degree Nursing (ADN) program
who are unsuccessful the first time they take the
designated exit exam will place into this course for
individualized NCLEX-RN preparation. (Nondegree
credit)
Prereq: Unsuccessful completion of the ADN-level
exit exam.
Coreq: NUR 219

NUR 219  Lec: 1  Lab: 9  Cred: 4  NU
Nursing Management and Leadership
This course prepares the student for the
professional nursing role through the introduction
of management skills required to care for small
groups of individuals and to function as a leader of a
nursing team. Students successfully completing this
course are eligible to apply to take the NCLEX-RN
to become a registered nurse.
Prereq: NUR 207 and NUR 208, 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.
Pre or Coreq: MAT 120, demonstration of
proficiency on a standardized national examination
or NUR 216

NUR 246  Lec: 0  Lab: 6  Cred: 2  NU
Transcultural Clinical Skills Application
This course focuses on the application of nursing
knowledge, skills and concepts in international
clinical settings.
Prereq: NUR 104, CPR certification, clinical health
requirements, major medical insurance, drug screen,
criminal background check and mandatory in-service
requirements. Clinical requirements must not expire
during the semester in which the course is taken.
Pre or Coreq: BIO 211, PSY 203 (See curriculum
display for sequence.)

Occupational Therapy
Assistant (OTA)

OTA 101  Lec: 3  Lab: 0  Cred: 3  AH
Fundamentals of Occupational Therapy
This course introduces basic principles in
occupational therapy, including the philosophy,
history, current trends, emerging practice areas,
models and theories of the profession. The
Occupational Therapy Framework is also discussed.
Included will be discussions of the impact of
cultural, socioeconomic and political factors on the
provision of OT services.
Prereq: Admission to OTA program

OTA 105  Lec: 2  Lab: 3  Cred: 3  AH
Therapeutic Analysis in OT
This course focuses on observation and analysis
of therapeutic exercise, activities and human
occupations across the lifespan. Course work
incorporates hands-on experience into the
application of therapeutic interventions.
Prereq: Admission to OTA program

OTA 142  Lec: 0  Lab: 3  Cred: 1  AH
OTA Clinical Introduction I
This course introduces fundamental knowledge and
the application of professional behaviors during the
provision of occupational therapy services. Students
will learn observation and interaction skills under
the guidance and direction of fieldwork supervisors.
Prereq: Admission to OTA program, CPR
certification, major medical insurance, and current
physical examination

OTA 144  Lec: 0  Lab: 3  Cred: 1  AH
OTA Clinical Introduction II
This course facilitates continued development of
observation and interaction skills in an occupational
therapy setting under the guidance and direction of
fieldwork supervisors.
Prereq: OTA 142

For updated catalog, visit www.tridenttech.edu.
OTA 155  Lec: 1.5  Lab: 1.5  Cred: 2  AH  
**Gerontology**  
This course explores the role of occupational therapy with the elderly population, including physical, cognitive and psychosocial changes of aging, sensory loss and compensation. Disease processes and occupational therapy evaluation and treatment principles are emphasized.  
*Prereq: OTA 101*

OTA 162  Lec: 3  Lab: 0  Cred: 3  AH  
**Psychosocial Dysfunction**  
This course examines the occupational therapy process related to psychosocial challenges across the life span. Topics include pathologies, interventions, and promotion of health and wellness.  
*Prereq: OTA 101*

OTA 164  Lec: 5  Lab: 3  Cred: 6  AH  
**Physical Dysfunction**  
This course is designed to develop the knowledge and skills necessary for treatment of adult individuals with physical dysfunctions. Topics include pathology, assessments, interventions, health and wellness, and the impact of cultural and socioeconomic factors on health.  
*Prereq: OTA 101*

OTA 176  Lec: 3  Lab: 3  Cred: 4  AH  
**Pediatric Development and Dysfunction**  
This course addresses normal growth and development, disabilities, and delays from birth through adolescence. Topics include assessments, treatment planning and interventions in various practice settings.  
*Prereq: OTA 101*

OTA 203  Lec: 2  Lab: 3  Cred: 3  AH  
**Kinesiology for Occupational Therapy**  
This course includes identification and analysis of the components of human motion related to occupational therapy. Muscle, bone and joint structure as it relates to human motion will be emphasized. Course content includes the design and fabrication of orthotics, physical and mechanical modalities, and mobility aids.  
*Prereq: Admission to OTA program*

OTA 213  Lec: 1.5  Lab: 1.5  Cred: 2  AH  
**Group Process and Dynamics**  
This course introduces the interpersonal communication process and dynamics with groups. The focus is on group development and various relational communication skills, including speaking/listening, therapeutic use of self, nonverbal communication and interviewing techniques.  
*Prereq: Admission to OTA program*

OTA 245  Lec: 2  Lab: 0  Cred: 2  AH  
**Occupational Therapy Departmental Management**  
This course provides a study of the roles, responsibilities, supervision and management of occupational therapy services. This course introduces students to current management principles, including reimbursement and continuous quality improvement measures and the role of research within the profession.  
*Prereq: OTA 101*

OTA 262  Lec: 0  Lab: 21  Cred: 7  AH  
**OTA Clinical Application I**  
This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, enabling students to transition into the role of entry-level OTA. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.  
*Prereq: OTA 144*

OTA 264  Lec: 0  Lab: 21  Cred: 7  AH  
**OTA Clinical Application II**  
Under the direct supervision of an experienced OTR or COTA, students will build on acquired knowledge and skills as they further develop into entry-level OTA practitioners. Students will be assigned to a practice setting that offers different experiences from those provided in OTA 262.  
*Prereq: OTA 262*

**Physical Education (PHE)**  
**PHE 102**  Lec: 0  Lab: 3  Cred: 1  AH  
**Weightlifting**  
This course introduces the principles of weightlifting and the techniques to apply them safely and effectively.  
*Prereq: Admission to OTA program*

**PHE 104**  Lec: 0  Lab: 3  Cred: 1  AH  
**Beginner Aerobics**  
This course is designed to teach aerobic exercise, including safety and techniques to maximize effectiveness of an exercise program.
**Course Descriptions**

**PHE 106  Lec: 0  Lab: 3  Cred: 1  AH**  
**Aerobic Dance**  
This course introduces aerobic dance skills and the elements involved in safe and effective aerobic dance routines.

**PHE 108  Lec: 0  Lab: 3  Cred: 1  AH**  
**High/Low Impact Aerobics**  
This course introduces high impact and low impact aerobic skills and the techniques to apply them safely and effectively.

**PHE 110  Lec: 0  Lab: 3  Cred: 1  AH**  
**Cardio and Toning**  
This course introduces the principles of cardio exercise and toning and the techniques to apply them safely and effectively.

**Philosophy (PHI)**

**PHI 101  Lec: 3  Lab: 0  Cred: 3  HS**  
**Introduction to Philosophy**  
This course includes a topical survey of the three main branches of philosophy – epistemology, metaphysics and ethics – and contemporary questions related to these branches.

**PHI 105  Lec: 3  Lab: 0  Cred: 3  HS**  
**Introduction to Logic**  
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions and inductions.  
*Prereq: ENG 100*

**PHI 110  Lec: 3  Lab: 0  Cred: 3  HS**  
**Ethics**  
This course is a study of moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

**Pharmacy Technician (PHM)**

**PHM 101  Lec: 2  Lab: 3  Cred: 3  AH**  
**Introduction to Pharmacy Technician**  
This course provides a study of and an introduction to the pharmacy in providing patient care services.  
*Prereq: Admission to PHM program, CPT 101*

**PHM 110  Lec: 2  Lab: 6  Cred: 4  AH**  
**Pharmacy Practice**  
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.  
*Prereq: PHM 101, PHM 113*

**PHM 113  Lec: 3  Lab: 0  Cred: 3  AH**  
**Pharmacy Technician Math**  
This course includes a review of basic mathematics focusing on its application to common pharmaceutical calculations.  
*Prereq: MAT 155, admission to PHM program*

**PHM 114  Lec: 3  Lab: 0  Cred: 3  AH**  
**Therapeutic Agents I**  
This course provides an introductory study of therapeutic drug categories.  
*Prereq: MAT 155, admission to PHM program*

**PHM 118  Lec: 0  Lab: 3  Cred: 1  AH**  
**Community Pharmacy Seminar**  
This course provides a study of the pharmacy issues related to the community pharmacy practice.  
*Prereq: PHM 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.*

For updated catalog, visit www.tridenttech.edu.
PHM 250  Lec: 0  Lab: 9  Cred: 3  AH
Special Topics in Pharmacy
This course provides opportunities for specialized studies of unique topics in pharmacy, such as pediatric pharmacology, advanced chemotherapy and IV preparation, and advanced medication order entry and interpretation.
Prereq: PHM 110, PHM 124

Physics (PHY)

PHY 001  Lec:  Lab:  Cred:
Indicates credit given for physics course work transferred from another college for which there is no equivalent course at TTC.

PHY 100  Lec: 3  Lab: 0  Cred: 3  SM
Introductory Physics
This course in general physics includes introductory principles for higher-level physics study. It is recommended for students who did not take high school physics. (Nondegree credit)
Prereq: MAT 102, MAT 153 or appropriate test score. The prerequisite for this course should have been completed in the last five years.

PHY 201  Lec: 3  Lab: 3  Cred: 4  SM
Physics I
This is the first in a two-semester sequence of non-calculus-based physics courses. Topics covered in the sequence include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. The first semester focuses on mechanics, gravity, fluids, thermodynamics, mechanical waves and sound. Laboratory exercises supplement lectures.
Prereq: MAT 111 or MAT 112. Students may not receive credit for both PHY 201 and PHY 221. The prerequisite for this course should have been completed in the last five years.

PHY 202  Lec: 3  Lab: 3  Cred: 4  SM
Physics II
This is the second in a two-semester sequence of non-calculus-based physics. Topics covered in the sequence include mechanics, wave motion, sound, heat electromagnetism, optics and modern physics. The second semester focuses on electromagnetic forces, fields and waves, circuits, optics, relativity, quantum mechanics, and atomic and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 201 with a minimum grade of C. Students may not receive credit for both PHY 202 and PHY 221. The prerequisite for this course should have been completed in the last five years.

PHY 221  Lec: 3  Lab: 3  Cred: 4  SM
University Physics I
This is the first of a sequence of courses. The course is a calculus-based treatment of vectors, laws of motion, rotation, vibratory and wave motion. Laboratory exercises supplement lectures.
Prereq: MAT 140; students may not receive credit for both PHY 221 and PHY 201. The prerequisite for this course should have been completed in the last five years.

PHY 222  Lec: 3  Lab: 3  Cred: 4  SM
University Physics II
This course is a continuation of calculus-based treatment of thermodynamics, kinetic theory of gases, electricity and magnetism, and light, including electrostatics, dielectrics, electric circuits, electric and magnetic fields and induction phenomena, geometric and physical optics, and relativity. Laboratory exercises supplement lectures.
Prereq: MAT 141 and PHY 221 with a minimum grade of C. Students may not receive credit for both PHY 222 and PHY 202. The prerequisites for this course should have been completed in the last five years.

PHY 223  Lec: 3  Lab: 3  Cred: 4  SM
University Physics III
This course is a continuation of the calculus-based treatment of particle and wave aspects of matter and radiation, statistical mechanics, solid state and nuclear physics. Laboratory exercises supplement lectures.
Prereq: PHY 222 with a minimum grade of C. The prerequisite for this course should have been completed in the last five years.

Political Science and Government (PSC)

PSC 201  Lec: 3  Lab: 0  Cred: 3  HS
American Government
This course is a study of national governmental institutions with emphasis on the Constitution; the functions of executive, legislative and judicial branches; civil liberties; and the role of the electorate.

PSC 215  Lec: 3  Lab: 0  Cred: 3  HS
State and Local Government
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.
**PSC 220 Lec: 3 Lab: 0 Cred: 3 HS**
Introduction to International Relations
This course introduces the major focus and factors influencing world affairs, emphasizing the role of the United States in the global community and the impact of growing interdependence on daily living.

**Psychology (PSY)**

**PSY 110 Lec: 3 Lab: 0 Cred: 3 HS**
Applied Psychology
This course includes the practical application of psychological principles, with special consideration given to improving relationships between individuals and organizations.

**PSY 201 Lec: 3 Lab: 0 Cred: 3 HS**
General Psychology
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality and abnormal behavior, therapeutic techniques and social psychology.

**PSY 203 Lec: 3 Lab: 0 Cred: 3 HS**
Human Growth and Development
This course is a chronological study of the physical, cognitive and emotional factors affecting human growth, development and potential across the lifespan. 
Prereq: PSY 201

**PSY 212 Lec: 3 Lab: 0 Cred: 3 HS**
Abnormal Psychology
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures, analysis of human behavior problems, and identification of the personal and social skills needed to deal with these problems.
Prereq: PSY 201

**Physical Therapist Assistant (PTH)**

**PTH 101 Lec: 2 Lab: 0 Cred: 2 AH**
Physical Therapy Professional Preparation
This course introduces the purpose, philosophy and history of physical therapy and medical and legal documentation.
Prereq: Admission to PTA program, physical examination

**PTH 202 Lec: 3 Lab: 3 Cred: 4 AH**
Physical Therapy Modalities
This course introduces patient care techniques, including patient preparation and therapeutic hot and cold modalities.
Coreq: PTH 101

**PTH 205 Lec: 3 Lab: 3 Cred: 4 AH**
Physical Therapy Functional Anatomy
This course introduces basic concepts and principles of muscles, joints and motion, including traditional testing procedures.
Coreq: PTH 101

**PTH 221 Lec: 2 Lab: 0 Cred: 2 AH**
Pathology I
This course introduces the basic pathophysiology of the body with emphasis on the body’s reaction to disease and injury.
Prereq: PTH 205

**PTH 222 Lec: 2 Lab: 0 Cred: 2 AH**
Pathology II
This course is a continuation of the pathologies commonly treated in physical therapy with emphasis on etiology, clinical picture, diagnosis and treatment.
Prereq: PTH 221

**PTH 230 Lec: 2 Lab: 3 Cred: 3 AH**
Clinical Electrotherapy
This course provides a study of the rationale, contraindications and application techniques of various electrical equipment.
Prereq: PTH 240

**PTH 235 Lec: 2 Lab: 0 Cred: 2 AH**
Interpersonal Dynamics
This course introduces the dynamics of the health professional/patient relationship.
Prereq: Admission to PTA program

**PTH 240 Lec: 4.5 Lab: 1.5 Cred: 5 AH**
Therapeutic Exercises/Applications
This course provides the practical application of therapeutic exercise.
Prereq: PTH 202

**PTH 242 Lec: 3 Lab: 3 Cred: 4 AH**
Orthopedic Management
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.
Prereq: PTH 240
Course Descriptions

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 256  Lec: 0  Lab: 18  Cred: 6  AH  
Physical Therapy Practicum I  
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or licensed physical therapist assistant.  
Prereq: PTH 252

PTH 266  Lec: 0  Lab: 18  Cred: 6  AH  
Physical Therapy Practicum II  
This course includes practicum experience in a clinical setting using advanced and specialized skills under the supervision of a licensed physical therapist and/or licensed physical therapist assistant.  
Prereq: PTH 266

Quality (QAT)  

QAT 001  Lec:  Lab:  Cred:  
Indicates credit given for quality course work transferred from another college for which there is no equivalent course at TTC.

QAT 101  Lec: 3  Lab: 0  Cred: 3  BT  
Introduction to Quality Assurance  
This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability and the basic concepts of control charts are included.

QAT 105  Lec: 3  Lab: 0  Cred: 3  BT  
Total Quality Systems  
This course is a study of the total quality control concept for manufacturing and service industries, including the statistical technology of quality management, process tolerances and control limits, and variable and attribute control charts.

QAT 110  Lec: 3  Lab: 0  Cred: 3  BT  
Manufacturing Methods  
This course introduces students to the theory and practices of fundamental production manufacturing methods.

QAT 150  Lec: 3  Lab: 0  Cred: 3  BT  
Total Quality Management Improvement  
This course covers the study of management’s responsibility to the total quality improvement process, including organizing for quality, commitment to quality and how to improve quality.

QAT 201  Lec: 3  Lab: 0  Cred: 3  BT  
Quality Cost Analysis/Auditing  
This course is a study of the categories of quality costs, measurement bases and quality cost trend analysis. It provides an appreciation for the prevention of defects and the effect upon total quality costs. The principles of quality auditing also are covered.

QAT 232  Lec: 3  Lab: 0  Cred: 3  BT  
Statistical Quality Control  
This course is a study of the basic concepts and techniques of statistical quality processes for both manufacturing and service industries. Topics include fundamentals of statistics, control charts, probability, acceptance sampling and quality costs.

QAT 240  Lec: 3  Lab: 0  Cred: 3  BT  
Advanced Quality Concepts  
This course is a study of problem prevention through the application of quality concepts. Topics include collecting data, cause-effect diagrams, pareto analysis, control charts, sampling, auditing and quality costs.
ISO Standards and Auditing
This course is a study of ISO standards and ISO auditing. This course will identify methods of implementing an environmental management system within the constraints of business strategies, environmental imperatives, and regulatory requirements providing an organization with improvements and techniques needed to guide corporate environmental stewardship.

Radiologic Technology (RAD)

RAD 101 Lec: 2 Lab: 0 Cred: 2 AH
Introduction to Radiography
This course introduces radiologic technology with emphasis on orientation to the radiology department, ethics and basic radiation protection.
Prereq: Admission to RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series.
Coreq: AHS 110, RAD 121

RAD 110 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging I
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prereq: RAD 121

RAD 115 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Imaging II
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prereq: RAD 110

RAD 121 Lec: 4 Lab: 0 Cred: 4 AH
Radiographic Physics
This course introduces the principles of radiographic physics, incorporating theory and application of basic principles underlying the operation and maintenance of X-ray equipment.
Prereq: Admission to RAD program, CHM 100 or equivalent or high school chemistry, MAT 110, current CPR certification, physical examination, major medical insurance and Hepatitis B vaccine series.
Coreq: AHS 110 and RAD 101

RAD 130 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures I
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities is included.
Prereq: AHS 110, RAD 101

RAD 136 Lec: 2 Lab: 3 Cred: 3 AH
Radiographic Procedures II
This course is a study of radiographic procedures for visualization of the structures of the body.
Prereq: BIO 210, RAD 130

RAD 152 Lec: 0 Lab: 6 Cred: 2 AH
Applied Radiography I
This course introduces students to the clinical environment of the hospital by providing basic instruction in the use of radiographic equipment and routine radiographic procedures.
Prereq: AHS 110, RAD 101

RAD 165 Lec: 2 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 132

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

For updated catalog, visit www.tridenttech.edu.
RAD 230  Lec: 2  Lab: 3  Cred: 3  AH  
Radiographic Procedures III  
This course provides instruction in special radiographic procedures.  
Prereq: RAD 175, RAD 201, RAD 236

RAD 236  Lec: 1  Lab: 3  Cred: 2  AH  
Radiography Seminar II  
This lecture and laboratory course includes a review of the anatomy of the skull and positioning of cranial and facial bones.  
Prereq: BIO 211, RAD 115, RAD 121, RAD 136, RAD 165

RAD 258  Lec: 0  Lab: 24  Cred: 8  AH  
Advanced Radiography I  
This course provides an environment for the student to function more independently while performing routine procedures in a working radiology department while also being more involved in advanced radiographic procedures.  
Prereq: RAD 165, RAD 175, RAD 201

RAD 268  Lec: 0  Lab: 24  Cred: 8  AH  
Advanced Radiography II  
This course improves students’ competence in routine radiographic examinations and advanced procedures, and builds self-confidence in the clinical atmosphere.  
Prereq: RAD 205, RAD 230, RAD 258

Reading (RDG)  
RDG 032  Lec: 3  Lab: 0  Cred: 3  LC  
Developmental Reading  
This course is for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. (Nondegree credit)  
Prereq: Appropriate test score

RDG 100  Lec: 3  Lab: 0  Cred: 3  LC  
Critical Reading  
This course covers the application of basic reading skills to improve critical comprehension and higher-order thinking skills. (Nondegree credit)  
Prereq: Appropriate test score

Religion (REL)  
REL 101  Lec: 3  Lab: 0  Cred: 3  HS  
Introduction to Religion  
This course provides a study of religion and the nature of religious belief and practice.

Respiratory Care (RES)  
RES 110  Lec: 2  Lab: 0  Cred: 2  AH  
Cardiopulmonary Science I  
This course focuses on assessment, treatment and evaluation of patients with cardiopulmonary disease.  
Prereq: Admission to RES program, physical examination  
Coreq: RES 121

RES 111  Lec: 2  Lab: 0  Cred: 2  AH  
Pathophysiology  
This course is a study of the general principles and analyses of normal and diseased states.  
Prereq: RES 110  
Coreq: RES 244, RES 247

RES 121  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Respiratory Skills I  
This course includes a study of basic respiratory therapy procedures and their administration.  
This course presents the theory of equipment and procedures for patients requiring general cardiopulmonary care. Emphasis is on medical gas therapy, aerosol and humidity therapy.  
Prereq: Admission to RES program  
Coreq: RES 110

RES 131  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Respiratory Skills II  
This course is a study of selected respiratory care procedures and applications. Emphasis is on chest physics therapy, suctioning, airway care and specific procedures regarding airway clearance and maintenance. Lab data, chest tubes, chest X-rays and arterial blood gasses are included. Chest tube drainage systems and chest X-ray interpretation also are included.  
Prereq: RES 121

RES 142  Lec: 2  Lab: 0  Cred: 2  AH  
Basic Pediatric Care  
This course includes an introduction to basic pediatric and neonatal care.  
Prereq: RES 246  
Coreq: RES 152, RES 210
RES 152  Lec: 0  Lab: 9  Cred: 3  AH  
Clinical Applications II  
This course includes practice of respiratory care procedures in the hospital setting. An introduction to the critical care setting with emphasis on intensive respiratory care skills, maintenance of artificial airways, continuous mechanical ventilation and physiologic monitoring is provided.  
Prereq: RES 161  
Coreq: RES 142, RES 210

RES 160  Lec: 0  Lab: 3  Cred: 1  AH  
Clinical I  
This course provides an introduction to the hospital setting and basic oxygen therapy.  
Prereq: RES 110, RES 121, PPD, CPR certification  
Coreq: RES 131, RES 246

RES 161  Lec: 0  Lab: 12  Cred: 4  AH  
Clinical II  
This course covers fundamental respiratory care.  
Prereq: RES 131  
Coreq: RES 111, RES 244, RES 247

RES 205  Lec: 2  Lab: 0  Cred: 2  AH  
Neonatal Respiratory Care  
This course focuses on cardiopulmonary physiology, pathology and management of the newborn patient. Neonatal assessment, therapeutic procedures, monitoring, mechanical ventilation and clinical issues in neonatal care are included.  
Prereq: RES 142  
Coreq: RES 249, RES 254

RES 210  Lec: 3  Lab: 0  Cred: 3  AH  
Cardiopulmonary Science II  
This course is a study of cardiopulmonary, renal and neuromuscular physiology and pathophysiology. Emphasis is on current therapeutic modalities in the care of patients with cardiopulmonary diseases. Etiologic, symptomatic, diagnostic and prognostic facets of each disease are presented.  
Prereq: RES 246  
Coreq: RES 142, RES 152

RES 220  Lec: 1  Lab: 0  Cred: 1  AH  
Hemodynamic Monitoring  
This course is a study of basic hemodynamic monitoring. Included is a study of blood flow utilizing pulmonary artery and central venous pressure catheters.  
Prereq: RES 244  
Coreq: RES 142, RES 152

RES 235  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Respiratory Diagnostics  
This course is a study of diagnostic and therapeutic procedures. Methods, equipment, techniques and interpretation of pulmonary function, exercise testing and hemodynamic monitoring are discussed. Other topics include electrocardiography and hyperbaric oxygenation.  
Prereq: RES 247  
Coreq: RES 253

RES 244  Lec: 3.5  Lab: 1.5  Cred: 4  AH  
Advanced Respiratory Skills I  
This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient.  
Prereq: RES 131  
Coreq: RES 111, RES 161

RES 246  Lec: 2  Lab: 0  Cred: 2  AH  
Respiratory Pharmacology  
This course includes a study of pharmacologic agents used in cardiopulmonary care. Indications, contraindications, hazards and side effects of pharmacological agents used to treat cardiopulmonary and renal disorders are discussed. Emphasis is on agents commonly administered by the respiratory care practitioner.  
Prereq: RES 121  
Coreq: RES 160, RES 131

RES 247  Lec: 2  Lab: 0  Cred: 2  AH  
Advanced Respiratory Pharmacology  
This course covers the indications, side effects and hazards of pharmacologic agents used in the intensive care unit. Emphasis is on agents commonly administered by the respiratory care practitioner.  
Prereq: RES 246  
Coreq: RES 244

RES 249  Lec: 2  Lab: 0  Cred: 2  AH  
Comprehensive Applications  
This course includes the integration of didactic and clinical trainers in respiratory care technology. Current issues, problem-solving skills and principles of supervision with emphasis on the role of the first-line supervisor are introduced. Students take a valid entry-level, advanced-level and clinical simulation in preparation for national examinations.  
Prereq: RES 235  
Coreq: RES 205, RES 254

For updated catalog, visit www.tridenttech.edu.
RES 253  Lec: 0  Lab: 18  Cred: 6  AH
Advanced Clinical Studies I
This course provides clinical instruction in advanced patient care practice. The student continues to refine techniques applicable to the critically ill patient with an emphasis on prolonged mechanical ventilation.
Prereq: RES 152, PPD
Coreq: RES 235, CPR certification

RES 254  Lec: 0  Lab: 21  Cred: 7  AH
Advanced Clinical Studies II
This course includes clinical instruction in advanced patient care practice. The course offers clinical instruction in pediatric, neonatal and adult critical care. The student respiratory care practitioner is expected to function as a critical care therapist with limited supervision or instruction.
Prereq: RES 253
Coreq: RES 205, RES 249

Radio/Television (RTV)

RTV 101  Lec: 2  Lab: 3  Cred: 3  FV
Audio Techniques
This course is an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. It is recommended that students enrolling in RTV 101 be familiar with basic computer functions and computer file management.
Prereq: Departmental approval for nondegree-seeking students

RTV 102  Lec: 2  Lab: 3  Cred: 3  FV
Lighting Fundamentals
This course covers the equipment, safety requirements, protocol and aesthetic techniques used in lighting digital and film productions.

RTV 103  Lec: 2  Lab: 3  Cred: 3  FV
Field Operations
This course introduces the setup, operation and application of video equipment for field production.
Prereq: RTV 101, RTV 144, departmental approval for nondegree-seeking students

RTV 105  Lec: 2  Lab: 3  Cred: 3  FV
TV Studio Operations
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management and control room operations.
Prereq: Departmental approval for nondegree-seeking students

RTV 107  Lec: 2  Lab: 3  Cred: 3  FV
Producing and Directing
This course includes the processes involved from creating and organizing an idea to the final video product.
Prereq: RTV 101, RTV 109, RTV 144, FLM 148, departmental approval for nondegree-seeking students

RTV 109  Lec: 2  Lab: 3  Cred: 3  FV
Writing for Electronic Media
This course covers writing techniques for radio, television and other electronic media. Emphasis is placed on broadcast news writing, TV and radio commercial writing and short-form storytelling. It is recommended that students enrolling in RTV 109 be familiar with basic computer functions and word processing software.
Prereq: ENG 100 and basic computer skills

RTV 111  Lec: 2  Lab: 3  Cred: 3  FV
Radio Studio Techniques I
This course includes an introduction to the broadcasting studio utilizing the audio control console and recording devices.
Prereq: Departmental approval for nondegree-seeking students

RTV 112  Lec: 2  Lab: 3  Cred: 3  FV
Radio Studio Techniques II
This course covers commercial production, news formatting and program assembly techniques.
Prereq: RTV 111, departmental approval for nondegree-seeking students

RTV 113  Lec: 2  Lab: 3  Cred: 3  FV
Video Editing
This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing are emphasized. In addition, students will learn contemporary transition techniques used in the broadcast industry.
Prereq: FLM 148, departmental approval for nondegree-seeking students

RTV 121  Lec: 3  Lab: 0  Cred: 3  FV
Introduction to Broadcasting
This course covers the history of broadcasting, federal communications policies and basic operational practices. It is recommended that students enrolling in RTV 121 be familiar with basic computer functions and computer file management.
Prereq: ENG 100
RTV 132  Lec: 2  Lab: 3  Cred: 3  FV
Broadcast Journalism
This course covers the preparation of news in a form desirable for broadcasting.
Prereq: ENG 101, RTV 101, RTV 109, RTV 144, FLM 148, departmental approval for nondegree-seeking students

RTV 140  Lec: 2  Lab: 3  Cred: 3  FV
Basic Photography
This course covers the basics of the photographic process.
Prereq: Departmental approval for nondegree-seeking students

RTV 144  Lec: 2  Lab: 3  Cred: 3  FV
Basic Videography
This course covers the basic skills and knowledge required to use a video camera. Camera controls and compositional elements are emphasized.
Prereq: Departmental approval for nondegree-seeking students

RTV 150  Lec: 2  Lab: 3  Cred: 3  FV
Scriptwriting
This course is designed to teach students the techniques of writing for the visual medium. Emphasis is on the split column and screenplay formats. How to combine visual images with sound also is emphasized.
Prereq: ENG 101 with a minimum grade of C

RTV 201  Lec: 2  Lab: 3  Cred: 3  FV
Sound for Picture
This course covers the basics of post-production sound for the moving image. Industry-standard software will be used in the course.
Prereq: RTV 101, FLM 148

RTV 211  Lec: 2  Lab: 3  Cred: 3  FV
Radio Studio Techniques III
This course further studies advanced techniques of commercial production, news formatting and program assembly techniques.
Prereq: RTV 112, departmental approval for nondegree-seeking students

RTV 222  Lec: 2  Lab: 3  Cred: 3  FV
TV Studio Techniques
This course covers an introduction to TV production, including camera movements, directing instructions, editing and sequential photography.
Prereq: RTV 103, RTV 105, RTV 109, FLM 148, departmental approval for nondegree-seeking students

RTV 223  Lec: 2  Lab: 3  Cred: 3  FV
Interview and Discussion
This course covers the techniques for successfully interviewing people, whether for TV sound bites or full-length interview programs.
Prereq: Departmental approval for nondegree-seeking students

RTV 224  Lec: 2  Lab: 3  Cred: 3  FV
TV Production
This course covers advanced studio techniques, utilizing mixing of audio and video sources.
Prereq: RTV 107, departmental approval for nondegree-seeking students

RTV 226  Lec: 2  Lab: 3  Cred: 3  FV
TV Directing
This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.
Prereq: RTV 222, departmental approval for nondegree-seeking students

RTV 231  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting I
This course includes supervised production experience at a television or radio location. This course cannot be audited. This course may only be taken twice. A grade of C or better is required to advance to RTV 232.
Prereq: RTV 101, RTV 103, RTV 105, RTV 109, RTV 111, RTV 121, RTV 222, departmental approval for nondegree-seeking students

RTV 232  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting II
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. This course may not be taken concurrently with RTV 231. A grade of C or higher must be earned to receive credit for the course.
Prereq: RTV 231 with a minimum grade of C, departmental approval for nondegree-seeking students

For updated catalog, visit www.tridenttech.edu.
RTV 233  Lec: 0  Lab: 12  Cred: 3  FV
SCWE in Broadcasting III
This course includes supervised production experience at a television or radio production location. This course cannot be audited. This course may only be taken twice. A grade of C or higher must be earned to receive credit for the course. 
Prereq: RTV 232 with a minimum grade of C, departmental approval for nondegree-seeking students

RTV 270  Lec: 3  Lab: 0  Cred: 3  FV
Media Arts Business Procedures
This course is a study of professional practices involved in the organization and operation of businesses involved in the media arts. 
Prereq: 18 semester hours in FLM and/or RTV courses to include FLM 150

RTV 281  Lec: 3  Lab: 0  Cred: 3  FV
Media Arts Exit Portfolio
This course is a study of the development of strategies for entering the media arts industry. Students will refine portfolio demo reels and résumés to meet professional standards. Students must successfully complete the required Portfolio Review in order to register for this course. This course should be taken in the last semester. 
Prereq: Departmental approval

School-Age and Youth Development (SAC)

SAC 101  Lec: 3  Lab: 0  Cred: 3  CF
Best Practices in School-Age and Youth Care Skills
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

SAC 200  Lec: 3  Lab: 0  Cred: 3  CF
Introduction to School-Age and Youth Care
This course introduces students to current theories and practices relevant to the care of school-age children and youth. Characteristics of the components of quality programs are explored using the nationally recognized program appraisal tool A.S.Q. (Assessing School-Age Child Care Quality).

SAC 201  Lec: 3  Lab: 0  Cred: 3  CF
Development of the School-Age Child and Youth
This course examines how to plan for and guide the social and emotional development of school-age children and youth. Students gain the knowledge and skills to interpret and evaluate behavior and to make appropriate decisions needed to work effectively with school-age children. 
Prereq: SAC 101

SAC 202  Lec: 3  Lab: 0  Cred: 3  CF
Administration of School-Age and Youth Programs
This course is designed to allow students to gain insight into the pragmatic aspects of program administration and supervision. Students will obtain an understanding of the skills needed to maintain, promote and enhance total program development and participate in forums with area program coordinators to discuss current issues related to program administration and supervision. 
Prereq: SAC 101

SAC 203  Lec: 3  Lab: 0  Cred: 3  CF
Designing Model Environments for School-Age Children and Youth
This course focuses on the relationship between SAC curriculum and the SAC environment. Students explore curriculum design, standards of quality in the indoor and outdoor environment, as well as how to utilize existing shared indoor space effectively. Field trips are an integral component to the course. 
Prereq: SAC 200

SAC 204  Lec: 3  Lab: 0  Cred: 3  CF
Safety, Health and Nutrition for School-Age Children and Youth
This course provides an in-depth look into security issues in school-age programs. Students plan and prepare nutritional snacks and learn techniques to protect and enhance the health of children. 
Prereq: SAC 101

SAC 205  Lec: 3  Lab: 0  Cred: 3  CF
Guiding Behavior, Violence Prevention and Classroom Management Strategies
Students learn to recognize patterns of violence, how they develop and how they can be modified and controlled. Students also learn to incorporate positive behavioral skills used in guiding children’s behavior. 
Prereq: SAC 101

C-89
SAC 206 Lec: 3 Lab: 0 Cred: 3 CF
Human Relationships for Children, Staff and Families
This course is a study in the human relationships present in school-age care programs. Focus will be on the examination of the various relationships and how the management of these relationships provides effective tools for developing quality programs.
Prereq: SAC 101

SAC 207 Lec: 3 Lab: 0 Cred: 3 CF
Science, Technology and Cultural Arts in School-Age and Youth Programs
This course provides an opportunity for students to learn to incorporate the use of science, technology and arts in planning activities and administering program operations.

SAC 208 Lec: 2 Lab: 3 Cred: 3 CF
Supervised Field Experience for School-Age and Youth Care
This course offers students the opportunity to put skills they have learned through the school-age curriculum into practice.
Prereq: 12 semester credit hours in SAC courses

SAC 209 Lec: 3 Lab: 0 Cred: 3 CF
Introduction to Special Education for School-Age Children and Youth
This course includes an overview of school-age children and youth with special needs. The course will review the history of the field, basic beliefs, current trends and exceptionality categories emphasizing treatment modalities, community resources, federal legislation and strategies for inclusion.
Prereq: SAC 101

Social Science (SCS)

SCS 001-002 Lec: Lab: Cred:
Indicates credit given for social science course work transferred from another college for which there is no equivalent course at TTC.

Sports Fitness Training (SFT)

SFT 101 Lec: 3 Lab: 0 Cred: 3 AH
Introduction to Exercise Physiology
This course is a study of the concepts of exercise physiology and motor control.
Prereq: BIO 112

SFT 103 Lec: 3 Lab: 0 Cred: 3 AH
Sports First Aid and Safety
This course is a study of the theory and practical application of standard and advanced techniques of first aid (including cardiopulmonary resuscitation).
Prereq: Admission to Fitness Specialist program

SFT 105 Lec: 3 Lab: 0 Cred: 3 AH
Fitness Assessment and Exercise Program Design
This course is an introduction to the field and laboratory techniques used to evaluate the major components of health-related fitness. Principles of exercise are applied to develop safe, individualized exercise programs for apparently healthy individuals and special populations.
Prereq: SFT 101

SFT 107 Lec: 3 Lab: 0 Cred: 3 AH
Nutrition for Fitness and Training
This course provides an overview of the basic principles of nutrition and weight management with particular application to fitness and sport. The focus is on optimal wellness and disease prevention.
Prereq: Admission to Fitness Specialist program

SFT 109 Lec: 2 Lab: 3 Cred: 3 AH
Lifetime Fitness and Wellness
This course is a study of the foundation of the fitness/wellness series and introduces students to the theory and principles upon which the concepts of lifetime fitness and wellness are based.
Prereq: Admission to Fitness Specialist program

For updated catalog, visit www.tridenttech.edu.
SFT 110  Lec: 2  Lab: 3  Cred: 3  AH
**Weight Training: Theory and Application**
This course is a study of the instructional techniques and skill development in progressive resistance strength training. Anatomical, physiological and biomechanical principles are studied and applied to design effective programs for individuals and groups.
*Prereq: Admission to Fitness Specialist program*

SFT 121  Lec: 2  Lab: 3  Cred: 3  AH
**Medical Exercise**
This course addresses exercise for special populations: orthopedic (pre- and post-surgical), neurological, rehabilitation of cardiac, and chronic diseases/disorders, using conditioning exercises for prevention of such.
*Prereq: SFT 101*

SFT 125  Lec: 3  Lab: 0  Cred: 3  AH
**Personal Training Techniques**
This course is a study of personal training programming concepts, training methodology and business practices. Creative program design, motivation strategies, appropriate assessment techniques, communications and interpersonal skills, training styles, and client expectation issues are explored.
*Prereq: SFT 103*

SFT 130  Lec: 1  Lab: 6  Cred: 3  AH
**Aerobics Instructor Training**
This course is designed to develop methods, techniques and skills to safely lead class sessions in aerobic dance exercise.
*Prereq: SFT 103*

SFT 202  Lec: 0  Lab: 9  Cred: 3  AH
**Internship for the Personal Trainer**
This course provides an opportunity for the student to serve in a leadership role in a worksite wellness program, hospital-based wellness center, cardiac rehabilitation center or qualified agency providing fitness programs. Valid learning objectives are established by the instructor and student to apply classroom theory to practical job experiences.
*Prereq: SFT 125*

**Sociology (SOC)**

SOC 101  Lec: 3  Lab: 0  Cred: 3  HS
**Introduction to Sociology**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.

SOC 102  Lec: 3  Lab: 0  Cred: 3  HS
**Marriage and the Family**
This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

SOC 205  Lec: 3  Lab: 0  Cred: 3  HS
**Social Problems**
This course is a survey of current social problems in America stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology and possible solutions.

SOC 210  Lec: 3  Lab: 0  Cred: 3  HS
**Juvenile Delinquency**
This course presents the nature, extent and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention and control of deviant behavior.

SOC 230  Lec: 3  Lab: 0  Cred: 3  HS
**Introduction to Gerontology**
This course is a study of the aging processes, including physiological, psychological, sociological and economic factors.

**Spanish (SPA)**

SPA 001  Lec:  Lab:  Cred:
Indicates credit given for Spanish course work transferred from another college for which there is no equivalent course at TTC.

SPA 100  Lec: 3  Lab: 0  Cred: 3  HS
**Introduction to Spanish**
This course includes the basics of language, specifically in comparing and contrasting English and Spanish grammar (i.e., parts of speech and sentence structure). The course incorporates the four basic skills (reading, writing, speaking and listening) as well as study and test-taking skills peculiar to the study of foreign language. (Nondegree credit)
*Prereq: ENG 032*
Course Descriptions

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 score

SPA 155  Lec: 3  Lab: 0  Cred: 3  HS  
Technical Spanish I  
This course is the study of technical communication in Spanish for professionals who work in a bilingual workplace or who work with the Spanish-speaking public. The course includes speaking, reading, writing and understanding Spanish, beginning with fundamentals of basic Spanish, followed by more specialized training in various career fields.  
Prereq: ENG 100 or appropriate test score

SPA 201  Lec: 3  Lab: 0  Cred: 3  HS  
Intermediate Spanish I  
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.  
Prereq: SPA 102 or specified Spanish placement test score

SPA 202  Lec: 3  Lab: 0  Cred: 3  HS  
Intermediate Spanish II  
This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.  
Prereq: SPA 201 or specified Spanish placement test score

Speech (SPC)  

SPC 205  Lec: 3  Lab: 0  Cred: 3  HS  
Public Speaking  
This course introduces the principles of public speaking with the application of speaking skills in varied communication situations. Emphasis is placed on content and organization in the development and delivery of oral messages.  
Prereq: Specified Writing Skills placement test score or completion of ENG 100 with a minimum grade of C

SPC 209  Lec: 3  Lab: 0  Cred: 3  HS  
Interpersonal Communication  
This course introduces the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. This course focuses on interpersonal message development and analysis in a variety of communication contexts, including self, stranger, acquaintance, business and personal.  
Prereq: Specified Writing Skills placement test score or completion of ENG 100 with a minimum grade of C

SPC 210  Lec: 3  Lab: 0  Cred: 3  HS  
Oral Interpretation of Literature  
This course presents the principles and practices in the oral interpretation of literary works, including the selection, analysis, rehearsal and performance of poetry, prose and/or drama.  
Prereq: ENG 100 with a minimum grade of C

SPC 225  Lec: 3  Lab: 0  Cred: 3  HS  
Introduction to Communication Theory  
This is a survey course of various communication theories, which considers the principles, contexts and developments of human communication. Topics include discussion of interpersonal, relational, organizational, symbolic, rhetorical, media, gender and intercultural communication theories.  
Prereq: ENG 100 or equivalent score

Theater (THE)  

THE 101  Lec: 3  Lab: 0  Cred: 3  HS  
Introduction to Theater  
This course includes the appreciation and analysis of theatrical literature, history and production.  
Prereq: Specified Writing Skills placement test score or completion of ENG 100 with a minimum grade of C

THE 225  Lec: 2  Lab: 3  Cred: 3  HS  
Theater Production  
This course includes the study and application of all processes of a theatrical production from page to stage culminating in a production performance.

Transportation and Logistics (TRL)  

TRL 101  Lec: 3  Lab: 0  Cred: 3  BT  
Introduction to Transportation  
This course is a study of the framework, role and historical development of transportation, and covers characteristics of railroad, truck, air and pipeline.
Course Descriptions

TRL 103  Lec: 3  Lab: 0  Cred: 3  BT
Logistics Management
This course is a study of basic concepts, management levels, elements of inventory control, transportation, warehousing, packaging, material handling, purchasing and the role order-processing plays in the distribution cycle.

TRL 105  Lec: 3  Lab: 0  Cred: 3  BT
Warehousing
This course is a study of the role, functions and management of warehousing; transportation; accountability; operations and contingency planning; warehouse security; contracts; liabilities; and inventory control.

TRL 106  Lec: 3  Lab: 0  Cred: 3  BT
Export/Import
This course includes an overview of international trade, entering the overseas market, distribution, payment, letters of credit, shipping, importing, customs-house brokers, government regulations, and sources of assistance and information.

TRL 107  Lec: 3  Lab: 0  Cred: 3  BT
Commercial Motor Carrier
This course is a study of the fundamentals of motor carrier transportation, including equipment, DOT regulations or drivers, cargo documentation, dispatching, legal limits, fuel tax, licensing, contracting and hazardous material.

Veterinary Technology (VET)

VET 101  Lec: 2  Lab: 3  Cred: 3  AH
Animal Breeds and Husbandry
This course is a study of various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology and physiological data and behavior of each species of animal.
Prereq: Admission to Veterinary Technology program

VET 103  Lec: 2  Lab: 0  Cred: 2  AH
Veterinary Medical Terminology
This course introduces the fundamental principles of veterinary medical terminology. This systems approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology and related areas of veterinary medicine.
Coreq: VET 101

VET 104  Lec: 2  Lab: 3  Cred: 3  AH
Veterinary Anatomy and Physiology
This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine, including medical terminology. Dissection of representative cadavers is performed in the laboratory.
Coreq: VET 101

VET 105  Lec: 1  Lab: 0  Cred: 1  AH
Orientation to Veterinary Technology
This course is designed to explore the different job opportunities for a veterinary technician. In addition, the course exposes the veterinary technology student to key characteristics of people who are successful in this field.

VET 106  Lec: 2  Lab: 0  Cred: 2  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 are covered.
Prereq: Admission to Veterinary Technology program

VET 140  Lec: 2  Lab: 0  Cred: 2  AH
Veterinary Pharmacology
This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160

VET 142  Lec: 2  Lab: 3  Cred: 3  AH
Veterinary Anesthesia
This course is the study of the principles and practical uses of anesthesia in veterinary medicine.
Prereq: VET 101, VET 104
Coreq: VET 160
VET 152  Lec: 2  Lab: 6  Cred: 4  AH
Clinical Pathology
This course is a study of veterinary hematology, urology and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.
Prereq: VET 215

VET 160  Lec: 2  Lab: 3  Cred: 3  AH
Clinical Techniques II
This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures.
Prereq: VET 104

VET 170  Lec: 0  Lab: 18  Cred: 6  AH
Veterinary Technician Externship
This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility.
Prereq: VET 250

VET 180  Lec: 1  Lab: 3  Cred: 2  AH
Preceptorship
This course requires the student to observe in a number of different veterinary clinics. The purpose of the course is to expose the Veterinary Technology student to a variety of practices and clinical settings.
Prereq: VET 104

VET 203  Lec: 3  Lab: 0  Cred: 3  AH
Small Animal Diseases, Zoonosis and Client Education
This course provides a study of small animal diseases, including their etiology, symptoms, treatment and prevention. Emphasis is placed on the zoonotic potential of specific diseases in addition to strategies for client education.
Prereq: VET 180

VET 207  Lec: 2  Lab: 3  Cred: 3  AH
Large Animal Clinical Practice
This course covers topics relevant to medical and surgical techniques of the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness.
Prereq: VET 215

VET 215  Lec: 1  Lab: 3  Cred: 2  AH
Laboratory Animal Medicine
This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals.
Prereq: VET 140, VET 142

VET 240  Lec: 3  Lab: 0  Cred: 3  AH
Office Management and Client Education
This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques.
Prereq: VET 160

VET 250  Lec: 1  Lab: 6  Cred: 3  AH
Clinical Techniques III
This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques.
Prereq: VET 215

VET 260  Lec: 1  Lab: 6  Cred: 3  AH
Clinical Techniques IV
This course surveys the technical skills required by veterinary technicians with emphasis on medical and surgical emergencies.
Prereq: VET 250

VET 280  Lec: 1  Lab: 0  Cred: 1  AH
Senior Seminar
This course allows various topics applicable to the second-year student’s curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship.
Prereq: VET 240

Welding (WLD)

WLD 001  Lec:  Lab:  Cred:
Indicates credit given for welding course work transferred from another college for which there is no equivalent course at TTC.

WLD 101  Lec: 0  Lab: 3  Cred: 1  IT
Cutting Processes
This course covers the fundamentals of cutting processes commonly used in the welding industry.
<table>
<thead>
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<th>Lec:</th>
<th>Lab:</th>
<th>Cred:</th>
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<td>WLD 110</td>
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<tr>
<td>Welding Safety and Health</td>
<td>This course introduces safety and health hazards associated with welding and related processes.</td>
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<tr>
<td>WLD 111</td>
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<tr>
<td>Arc Welding I</td>
<td>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.</td>
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<td>WLD 112</td>
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<tr>
<td>Arc Welding II</td>
<td>This course is a study of arc welding of ferrous and nonferrous metals.</td>
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<td>WLD 113</td>
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<td>Advanced Arc Welding</td>
<td>This course is a continued study of out-of-position shielded metal arc welding.</td>
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<td>WLD 114</td>
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<tr>
<td>Gas Metal Arc Welding Ferrous I</td>
<td>This course covers the equipment setup and fundamental techniques for gas metal arc welding on ferrous metals.</td>
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<td>WLD 115</td>
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<td>This course covers the techniques used in preparation for gas metal arc welder qualification on ferrous metals.</td>
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<td>Flux Cored Arc Welding</td>
<td>This course covers the equipment setup and fundamental techniques for flux cored arc welding.</td>
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<td>This course covers the techniques used in preparation for flux cored arc welder qualification.</td>
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<td>WLD 118</td>
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<td>Gas Metal Arc Welding Nonferrous I</td>
<td>This course covers equipment setup and the fundamental techniques for gas metal arc welding on nonferrous metals.</td>
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<tr>
<td>Gas Metal Arc Welding Nonferrous II</td>
<td>This course covers the techniques used in gas tungsten arc welding of carbon steel or stainless steel with stainless steel filler metal.</td>
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<tr>
<td>Flux Cored Arc Welding Nonferrous</td>
<td>This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.</td>
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<tr>
<td>Tungsten Arc Welding</td>
<td>This course covers welding with portable welding machines in field use.</td>
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<td>WLD 122</td>
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<tr>
<td>Tungsten Arc Welding Stainless Steel Tubing</td>
<td>This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.</td>
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<td>WLD 123</td>
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<tr>
<td>Gas Metal Arc Welding Nonferrous II</td>
<td>This course covers the techniques used in preparation for gas metal arc welder qualification on nonferrous metals.</td>
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<td>WLD 124</td>
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<tr>
<td>Inert Gas Welding Ferrous</td>
<td>This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals.</td>
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<td>WLD 125</td>
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<td>Inert Gas Welding Ferrous Tube</td>
<td>This course covers the techniques used in gas tungsten arc welding of ferrous tube.</td>
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<td>WLD 126</td>
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<tr>
<td>Inert Gas Welding Aluminum</td>
<td>This course covers the setup and adjustment of equipment and fundamental techniques of welding aluminum.</td>
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<td>WLD 127</td>
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<td>Inert Gas Welding Aluminum Tube</td>
<td>This course covers the techniques used in gas tungsten arc welding of aluminum tube.</td>
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<td>Weld Quality</td>
<td>This course introduces weld quality assurance.</td>
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<td>WLD 129</td>
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<tr>
<td>Field Welding</td>
<td>This course covers welding with portable welding machines in field use.</td>
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<tr>
<td>Tungsten Arc Welding</td>
<td>This course covers gas tungsten arc welding of carbon steel or stainless steel with stainless steel filler metal.</td>
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<td>WLD 131</td>
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<tr>
<td>Tungsten Arc Welding Stainless Steel Tubing</td>
<td>This course covers the techniques used in gas tungsten arc welding of carbon steel and/or stainless steel tubing with stainless steel filler.</td>
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### Course Descriptions

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<tr>
<th>Course Code</th>
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<tr>
<td>Qualification Welding</td>
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<tr>
<td>This course covers the procedures and practices used in taking welder qualification tests.</td>
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<td>Prereq: WLD 114</td>
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<td>WLD 201</td>
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<tr>
<td>Welding Metallurgy</td>
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<tr>
<td>This course covers the weldability of metals, weld failure, and the effects of heat on chemical, physical and mechanical properties.</td>
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<tr>
<td>WLD 225</td>
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<tr>
<td>Arc Welding Pipe I</td>
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<tr>
<td>This course covers the techniques used in shielded metal arc welding of groove welds on pipe.</td>
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<tr>
<td>Prereq: WLD 170</td>
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<td>WLD 226</td>
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<tr>
<td>Arc Welding Pipe II</td>
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<tr>
<td>This course covers the techniques used in shielded metal arc welding of fillet welds on pipe.</td>
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<td>Pre or Coreq: WLD 225</td>
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<td>WLD 227</td>
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<tr>
<td>Arc Welding Pipe III</td>
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<tr>
<td>This course covers the techniques used in shielded metal arc welding of groove welds on stainless steel pipe.</td>
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<td>Pre or Coreq: WLD 225</td>
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<td>WLD 228</td>
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<tr>
<td>Inert Gas Welding Pipe I</td>
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<tr>
<td>This course covers the techniques used in gas tungsten arc welding of groove welds on ferrous pipe.</td>
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<tr>
<td>Prereq: WLD 133</td>
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<tr>
<td>WLD 229</td>
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<tr>
<td>Inert Gas Welding Pipe II</td>
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<tr>
<td>This course covers the techniques used in gas tungsten arc welding of groove welds on alloyed steel and nonferrous pipe.</td>
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<tr>
<td>Prereq: WLD 137, WLD 153, WLD 228</td>
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<td>Coreq: WLD 228</td>
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<td>WLD 231</td>
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<tr>
<td>Gas Metal Arc/Flux Cored Arc Welding Pipe I</td>
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<tr>
<td>This course covers the techniques used in gas metal arc and/or flux cored arc welding of groove welds on pipe.</td>
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<td>Prereq: WLD 119, WLD 121</td>
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<td>Gas Metal Arc/Flux Cored Arc Welding Pipe II</td>
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<tr>
<td>This course covers the techniques used in gas metal arc and/or flux cored arc welding of fillet welds on pipe.</td>
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<tr>
<td>Robotic Welding and Manufacturing</td>
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<tr>
<td>This course covers robotic welding systems, safety, operations and applications.</td>
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<td>Prereq: Restricted to major</td>
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</table>
Area Commission, Administrative Staff and Faculty

Area Commission
Baird A. Mallory, Chairman, Charleston County
Yvonne J. Barnes, Berkeley County
William A. Blanton, Berkeley County
Jack Y. Harrison, Dorchester County
Franklin J. Medio, Berkeley County
Robert J. Reid, Charleston County
Rutherford P. C. Smith, Dorchester County
Marion C. Thompson, Dorchester County
Anita G. Zucker, Dorchester County

Administration
President
Thornley, Mary
A.A., Mars Hill College
B.A., French and English, Mars Hill College
M.A.T., English, University of North Carolina, Chapel Hill
Ed.D., Curriculum and Instruction, University of South Carolina

Vice President for Academic Affairs
Robertson, Patricia J.
B.S., Business Education and Office Administration, Fort Lauderdale University
M.A., Management, Webster University
Ph.D., Applied Management and Decision Sciences, Walden University

Vice President for Advancement
Howle, Marguerite G.
B.A., Education, University of South Carolina
M.A.T., Education, The Citadel

Vice President for Continuing Education and Economic Development
Walker, Robert
A.I.T., Aircraft Maintenance Technology, Trident Technical College
B.S., Electrical Engineering, The Citadel
M.E., Electrical Engineering, University of South Carolina

Vice President for Finance and Administration
Poelker, Scott D.
B.S., Engineering, Duke University
M.S., Electrical Engineering, Georgia Institute of Technology

Vice President for Information Technology
Straub, E. Bernard
B.S., Occupational Education, Southern Illinois University
M.A., Computer Resources and Information Management, Webster University

Vice President for Student Services
Davis-McFarland, Elise
B.A., Speech Pathology and Audiology, University of North Carolina, Greensboro
M.Ed., Speech Pathology, University of Virginia
Ph.D., Speech and Theatre, University of Pittsburgh

Associate Vice President for Development
Sturgeon, Kimberly D.
B.A., Political Science, St. Andrews University
M.P.A., University of North Carolina, Chapel Hill

Associate Vice President for Planning and Accreditation
Barr, Suzanne N.
B.A., Psychology, Millsaps College

Dean, Berkeley Campus
Wrighten, Karen C.
B.A., Political Science, South Carolina State University
M.A., Management, Webster University

Dean, Mount Pleasant Campus
Patterson, Michael F.
B.S., Business Administration, The Citadel
M.A., Personnel Management, Central Michigan University

Dean, Palmer Campus
Robinson, Louester A.S.
B.A., Fine Arts, College of Charleston
M.S., Child and Youth Care Administration, Nova Southeastern University
Ed.D., Child and Youth Studies, Nova Southeastern University
MLE, Management and Leadership Certification, Harvard Graduate School of Education

Faculty Administration
Assistant Vice President of Academic Programs
Norton, Susan B.
B.A., English, Clark University
M.A., English, University of North Carolina, Chapel Hill
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tr>
<td>Assistant Vice President of Instruction</td>
<td>Simmons, Eddie</td>
<td>B.S., Mathematics, Northeast Louisiana University</td>
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<tr>
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<td>M.A., Computer Resources and Information Management, Webster University</td>
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<tr>
<td>Dean, Aeronautical Studies</td>
<td>Franco, Barry</td>
<td>B.A., Bible, Tennessee Temple University</td>
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<td>M.A., Religion, Liberty University</td>
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<td>M.S., Aeronautical Science, Embry-Riddle Aeronautical University</td>
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<td>Ph.D., Aeronautical Science Management, Northcentral University</td>
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<td>Dean, Health Sciences</td>
<td>Hernandez, Richard</td>
<td>A.A., Respiratory Therapy, Butte College</td>
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<td>B.A., Interdisciplinary Studies, University of South Carolina</td>
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<td>M.P.H., Public Health Administration, University of South Carolina</td>
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<td>Dr.P.H., Public Health Administration, University of South Carolina</td>
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<tr>
<td>Dean, Business Technology</td>
<td>Jolly, Constance A.</td>
<td>B.S., Computer Studies, University of Maryland</td>
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<td>M.A., Computer Resources and Information Management, Webster University</td>
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<td>Dean, Culinary Institute of Charleston</td>
<td>Saboe, Michael J.</td>
<td>B.A., Political Science, College of Charleston</td>
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<td>Thornthwaite, M. Roscoe</td>
<td>B.A., Psychology, David Lipscomb University</td>
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<td>Brown, Timothy D.</td>
<td>B.A., Art, Furman University</td>
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<td>Fox, Patricia S.</td>
<td>B.S., Art, Nazareth College</td>
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<td>Lang, Chris</td>
<td>B.S., Electrical Engineering, University of South Carolina</td>
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<td>Ungaro, John Robert III</td>
<td>B.A., History, University of South Carolina</td>
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<td>Singleton, Charnette E.</td>
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<td>Landry, William P.</td>
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<td>Faculty</td>
<td>Abbott, Stacey G.</td>
<td>Coordinator, English</td>
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<td>B.A., English, University of Alabama, Birmingham</td>
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</table>
Ackland, Charles T.
Coordinator, Electrical and Automated Technologies
Certificate, Air Conditioning/Refrigeration, Trident Technical College
A.O.T., General Technology, Trident Technical College
B.E.E., Electrical Engineering, University of Minnesota

Acoose, Warren D.
Instructor, Mathematics
B.A., English, York University
M.B.A., York University
M.A., Mathematics and Statistics, York University

Adgani, Page A.
Instructor, Speech
B.S.S.P., Communication Studies, Northwestern University
M.A., Speech Communication, University of Minnesota

Adkisson, Michael J.
Coordinator, Electrical and Automated Technologies (A and I)
A.A.S., General Technology, Engineering Design Graphics, Trident Technical College
A.E.T., Electronics Engineering Technology, Trident Technical College
A.E.T., Mechanical Engineering Technology, Trident Technical College

Agnew, Patricia
Department Head, Hospitality and Tourism Management
B.S., Business Administration/Marketing, University of South Carolina
Master of Hotel, Restaurant and Tourism Administration, University of South Carolina
Intermediate Certificate in Culinary Studies, La Varenne École de Cuisine, Paris
CHE, Certified Hospitality Educator, American Hotel and Lodging Educational Institute

Aldrich, Charlene
Coordinator, Learning Assistance, Palmer Campus
B.S., Reading Education, East Carolina University
M.Ed., Reading Education, The Citadel
Certificate, Developmental Education Specialist, Kellogg Institute

Allen, Barbara
Instructor, English
B.A., English and French, University of South Carolina
M.A., English, Duke University

Allen, Yanis M.
Instructor, Mathematics
B.A., Mathematics, Oakwood College
M.Ed., Mathematics, Alabama Agricultural and Mechanical University

Allen, Norman
Instructor, Criminal Justice
B.A., Political Science and Government, College of Charleston
M.A., Criminal Justice, University of South Carolina
M.P.A., Public Administration, University of South Carolina/College of Charleston

Allison, Jerry D.
Instructor, Mathematics
B.A., Mathematics, Tennessee Temple University
M.S., Mathematics, University of Iowa
M.B.A., St. Ambrose University
D.B.A., St. Ambrose University

Altman, Walter G.
Coordinator, Civil Engineering Technology
B.S., Civil Engineering, University of South Carolina
M.E., Civil Engineering, University of South Carolina
Ph.D., Civil Engineering, University of South Carolina

Almeter, Jaclyn C.
Instructor, Mathematics
B.S., Mathematics, College of Charleston
M.S., Mathematics, University of Charleston

Ankersen, Barbara
Department Head, Dental Services
Coordinator, Dental Hygiene
B.S., Dental Hygiene, Loyola University
M.S., Dental Hygiene Education, University of Missouri

Augustine, Carley M.
Instructor, Visual Arts
A.A.S., Digital Media Technology, Owens State Community College
B.S.T., Visual Communication Technology, Bowling Green State University
M.Ed., Career and Technology Education, Bowling Green State University
Bagski, Lee  
Instructor, English  
B.A., English, Ohio State University  
M.A., English, Ohio State University  
Ph.D., English Education, Ohio State University  

Baker, J. Pressley  
Coordinator, Air Conditioning/Refrigeration Mechanics  
Diploma, Air Conditioning/Refrigeration Mechanics, Trident Technical College  
A.O.T., General Technology, Trident Technical College  

Baginski, Lee  
Instructor, English  
B.A., English, Ohio State University  
M.A., English, Ohio State University  
Ph.D., English Education, Ohio State University  

Baldwin-Tart, Vickie  
Instructor, Nursing  
A.A., Nursing, Wesley College  
B.S.N., Medical University of South Carolina  
M.S.N., Medical University of South Carolina  

Ball, Jeffrey D.  
Instructor, Welding  
Diploma, Welding, Spartanburg Technical College  
A.A.S., General Technology/Air Conditioning/Refrigeration and Welding, Williamsburg Technical College  
AWS CWI/CWE  

Barfield, Laura S.  
Librarian  
B.A., English, University of Florida  
B.S., Mathematics, University of Florida  
M.A., English, University of Florida  
M.S., Information Studies, Florida State University  

Barickman, Donald M.  
Chef Instructor, Culinary Arts  
A.O.S., The Culinary Institute of America  

Barnett, Patricia D.  
Instructor, Nursing  
B.S.N., Medical University of South Carolina  
M.S.N., Medical College of Georgia  
M.A.T., Special Education, The Citadel  

Barry, Wendy  
Instructor, English  
A.B., English, Colgate University  
M.A., English, Vanderbilt University  
Ph.D., English, Vanderbilt University  

Bartley, Scott A.  
Instructor, Accounting  
A.Bus., Management, Trident Technical College  
B.S., Business Accounting/Computer Software, Limestone College  
M.S., Accounting, Strayer University  
Certified Internal Auditor (CIA)  
Certified Government Finance Officer (CGFO)  
Certified Government Auditing Professional (CGAP)  

Barton, Jill M.  
Department Head, Nursing Specialties  
B.S.N., Troy State University  
M.S.N., Medical University of South Carolina  

Baur, Maureen A.  
Instructor, Nursing  
B.S.N., Creighton University  
M.S.N., University of Colorado  

Bellack, Daniel R.  
Instructor, Psychology  
B.A., Psychology, University of Florida  
M.Ed., Counseling, University of Florida  
Ed.S., Counseling, University of Florida  
M.A., Psychology, University of Kentucky  
Ph.D., Psychology, University of Kentucky  

Bentley, Ben  
Instructor, Electrical and Automated Technologies  
A.E.T., Electronics Engineering Technology, Trident Technical College  

Benton, John M.  
Clinical Coordinator, Radiologic Technology  
Diploma, Roanoke Memorial Hospital School of Radiologic Technology  
R.T., Radiology, A.R.R.T.  
C.T., Computed Tomography, A.R.R.T.  
B.S., Workforce Education and Development, Southern Illinois University, Carbondale  
M.A., Management and Leadership, Webster University  

Bertauski, Tony  
Coordinator, Horticulture Technology  
B.S., Plant and Soil Science, Southern Illinois University, Carbondale  
M.S., Horticulture, University of Illinois, Champaign-Urbana  

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Besal, Robert E.
Instructor, Aircraft Maintenance Technology
Certificate, General Aircraft Maintenance, Trident Technical College
Certificate, Aircraft Maintenance Airframe, Trident Technical College
Certificate, Aircraft Maintenance Powerplant, Trident Technical College
Bachelor of Aviation Management, Auburn University
License, Airframe and Powerplant, FAA

Bishop-Robinson, Cassandra
Instructor, Biological Sciences
B.S., Zoology, Clemson University
M.S., Public Health, Meharry Medical College
Ph.D., Pharmacology, Meharry Medical College

Black, Benjamin
Coordinator, Chef Instructor, Culinary Arts
B.S., Business Administration, Charleston Southern University
M.A., Computer Resources and Information Management, Webster University

Blackburn, Cindy R.
Instructor, History
B.S., Human Ecology, Cook College, Rutgers University
M.A., History, University of Charleston

Bodden, John D.
Instructor, Information Systems
Certificate, Computer Network Systems, Trident Technical College
Certificate, Computer Network Operations, Trident Technical College
Associate in Computer Technology, Telecommunications Systems, Trident Technical College
B.T., Business, Charleston Southern University
M.A., Information Technology Management, Webster University

Boeding, Laurie
Department Head, Network Systems Management
B.S., Business Administration, University of New Hampshire
M.A., Information Systems, University of Phoenix
Microsoft Certified Systems Administrator
Microsoft Certified Systems Engineer
Cisco Certified Network Associate
Cisco Certified Academy Instructor, Cisco Systems

Boone, Robert J.
Instructor, Emergency Medical Technology
Registered Emergency Medical Technician – Paramedic (NREMT-P)
Critical Care Emergency Medical Transport Paramedic (CCEMT)
B.S., Mathematics, Wofford College
M.B.A., Liberty University

Boroski, Edna
Director, Cooperative Education
Instructor, Administrative Office Technology
A.Bus., Management, Trident Technical College
B.T., Management, Charleston Southern University
M.A., Management/Computer Resources and Information Management, Webster University
Ph.D., Organization and Management, Capella University

Bottorff, Benjamin B.
Instructor, Economics
B.A., Economics, University of California, Santa Cruz
M.A., International and Development Economics, University of San Francisco

Bowler, John P.
Instructor, Paralegal
B.S., Business Administration, College of Charleston
J.D., University of South Carolina

Bradley, Beverly
Coordinator, Nursing
B.S.N., Medical University of South Carolina
M.Ed., Counselor Education, The Citadel
M.S.N., Medical University of South Carolina
Ph.D., Nursing, Medical University of South Carolina

Bradley, Heidi L.
Instructor, English
B.A., Psychology, West Virginia University
M.A., English, The Citadel

Bradley, Mark S.
Instructor, Radio and Television Broadcasting
B.A., English, University of North Carolina, Chapel Hill
M.F.A., Writing, Vermont College of Norwich University
Brady, Marilyn S.
Associate Dean, Nursing
B.S.N., University of Delaware
M.S.N., University of Kentucky
Ph.D., Educational Administration, University of South Carolina

Brady, Thomas J.
Instructor, Information Systems
A.S., Administrative Management, Community College of the Air Force
A.A., General Studies, Suffolk County Community College
B.S., Management, Charleston Southern University
M.A., Computer Resources and Information Management, Webster University

Britton, Verna Marynell
Coordinator, Nursing
B.S.N., Clemson University
M.S.N., Medical College of Georgia

Brown, Misty A.
Instructor, Physics
B.A., Anthropology, Georgia State University
M.S., Physics (Astronomy), Georgia State University

Brown, Sherri
Instructor, Visual Arts
B.A., Visual Arts, University of Northern Colorado
M.A., Computer Resources and Information Systems Management, Webster University

Browning, Walter K.
Instructor, Network Systems Management
B.S., Information Systems, Charleston Southern University
M.A., Information Technology Management, Webster University

Bryant, Vernetha O.
Instructor, Biological Sciences
B.S., Biology, Coastal Carolina University
M.A., Science Education, University of North Carolina, Pembroke

Bullington, Charlie
Instructor, Mathematics
B.A., Business Economics, Wofford College
M.A.T., Mathematics, The Citadel

Burbage, Lonnie D.
Department Head, Aircraft Maintenance and Avionics
A.I.T., Aircraft Maintenance, Trident Technical College
License, Airframe and Powerplant, FAA

Burn, Judy G.
Instructor, Developmental Mathematics
B.S., Mathematics, College of Charleston
M.S., Biometry, Medical University of South Carolina

Burns, Carter L.
Department Head, Information Systems
A.S., Business Administration, Wayland Baptist University
B.S.O.E., Business Administration, Wayland Baptist University
M.S., Database Systems and Security, University of Maryland

Buzzelli, Lisa M.
Instructor, Hospitality, Tourism and Culinary Arts
A.A.S., Culinary Arts, Johnson & Wales University
B.A., English, Columbia College
CHE, Certified Hospitality Educator, American Hotel and Lodging Education Institute

Carmel, Michael L.
Department Head, Culinary Arts
A.O.S., The Culinary Institute of America
B.A., English/Theatre, Long Island University
M.Ed., Adult Education, National-Louis University
C.E.C., C.C.E., American Culinary Federation

Carter, Sherri P.
Instructor, Nursing
A.H.S., Nursing, Florence-Darlington Technical College
B.S.N., University of Phoenix
M.S.N., Charleston Southern University

Cash, Dennis
Coordinator, Psychology
A.A., Music, Holmes Junior College
B.A., Psychology, University of Mississippi
M.A., Community Counseling, University of Mississippi
Ph.D., Educational Psychology, University of Mississippi

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Caya, Michelle L.  
Instructor, Psychology  
B.A., Psychology, Clark University  
M.A., Psychology, Boston University  
Ph.D., Clinical Psychology, University of Massachusetts, Boston

Chapman, Brenda  
Instructor, Mathematics  
A.E.T., Chemical Engineering Technology, Trident Technical College  
B.S., Mathematics, College of Charleston  
M.S., Mathematics, University of Charleston

Chapman-Bullock, Jennifer  
Instructor, Nursing  
B.S.N., University of Maine  
M.S.N., University of Phoenix

Charles, Michele J.  
Department Head, Nursing Management/Leadership  
Diploma, Uniontown Hospital School of Nursing  
B.S.N., University of Pittsburgh  
M.S.N., University of Pittsburgh

Childs, Vicki D.  
Instructor, Criminal Justice  
B.S.C.J., Criminal Justice, Valdosta State University  
M.S., Criminal Justice, Charleston Southern University

Christenson, Thomas M.  
Instructor, Aircraft Maintenance Technology  
Specialized Associate Degree, Aviation Maintenance Technology, National Aviation Academy  
License, Airframe and Powerplant, FAA  
License, General Radiotelephone Operator, FCC

Chumley, Wes  
Instructor, Developmental Mathematics  
A.S., Trident Technical College  
B.S., Mathematics, College of Charleston  
M.S., Mathematics, College of Charleston

Coke, Sharon E.  
Instructor, Horticulture Technology  
B.S., Horticulture Science, North Carolina State University

Collie, Linda  
Instructor, Mathematics  
B.S., Mathematics, College of Charleston  

Collins, Heather R.  
Department Head, Behavioral and Social Sciences  
B.S., Psychology, University of Washington  
Ph.D., Psychology, University of California, Santa Barbara

Coombs, Dana  
Instructor, Aircraft Maintenance Technology  
A.E.T., A.I.T., Trident Technical College  
Associate Degree, Flight Engineering, Community College of the Air Force  
B.S., VocEd Studies, Southern Illinois University  
M.S., Aeronautical Science, Embry-Riddle Aeronautical University  
License, Airframe and Powerplant, FAA

Conklin, Randy R.  
Instructor, Aircraft Manufacturing Technology  
Certificates, Aircraft Maintenance General/Powerplant, Trident Technical College  
A.A.S., Business Administration, North Country Community College  
A.I.T., Aircraft Maintenance Technology, Trident Technical College  
License, Airframe and Powerplant, FAA

Correia, Robert  
Instructor, Psychology  
B.S., Psychology, Charleston Southern University  
M.A.T., Social Studies, Charleston Southern University

Cotton, Orby  
Coordinator, Cosmetology  
Diploma, Cosmetology, Trident Technical College

Coward, Lorene S.  
Instructor, English  
B.A., English, College of Charleston  
M.A.T., English (Secondary Education), The Citadel  
M.A., English, University of Charleston

Covington, Judy D.  
Department Head, Developmental English, IDS, ESL  
B.A., English, Claflin University  
M.A., Counseling Services, Webster University

Crafts, Gary  
Department Head, Design and Construction  
B.A., Architecture, Georgia Institute of Technology
Crawford, Elizabeth J.
Coordinator, Occupational Therapy Assistant
A.A., Occupational Therapy Assistant, Community College of Baltimore County
B.S., Health Science, Medical University of South Carolina
M.S., Rehabilitation Science, Occupational Therapy, Medical University of South Carolina

Dale, Michael S.
Instructor, Business
B.A., Geology, University of Tennessee
M.A., Business, Webster University

Davis, Tonya M.
Instructor, Network Systems Management
A.S., Computer Programming Technology, Vincennes University
B.S., Computer Science, College of Charleston
M.A., Computer Resources and Information Management, Webster University

Day, Sean A.
Instructor, English
B.A., Anthropology, Purdue University
M.A., Anthropology, University of Wisconsin
Ph.D., English, Purdue University

Deise, Adrianna F.
Instructor, Nursing
A.A.S., Nursing, Northern Virginia Community College
M.S.N., Hawaii Pacific University

Dennis, Rickey C.
Instructor, Human Services
D.P.F.E., Université de Franche-Comté Besançon
M.S.W., Fordham University

Dickerson, Ronald E.
Coordinator, Human Services
A.A., Administrative Justice, Los Angeles Metropolitan College
B.A., Psychology, Limestone College
B.A., Social Work, Limestone College
M.S.W., Social Work, University of South Carolina
Ph.D., Human Services, Capella University

Dobberfuhl, Audrey M.
Instructor, Nursing
B.S.N., University of Wisconsin, Madison
M.S.N., University of North Carolina, Greensboro

Donaldson, Donna J.
Coordinator, Medical Laboratory Technology
B.S., Biological Sciences, Indiana University
M.C.L.T., Clinical Laboratory Technology, University of Dayton
Certified Medical Laboratory Scientist, MLS (ASCP)

Dooley, Richard
Department Head, Visual Arts
B.F.A., Visual Communications, Kean University
M.S., Graphic Communications, Technology Management, Kean University

Droste, Ryan E.
Coordinator, Astronomy and Physics
B.S., Physics, College of Charleston
M.A., Physics, Johns Hopkins University
Ph.D., Physics, Johns Hopkins University

Ducker, Sheri E.
Instructor, Accounting
B.S., Accounting, College of Charleston
M.S., Accountancy, University of Charleston

Dupree, Deborah
Instructor, Psychology
B.A., Psychology Education, University of South Carolina
M.Ed., Secondary School Guidance, University of South Carolina
Ph.D., Counselor Education, University of South Carolina

Dye, Katherine A.
Instructor, Nursing
B.S.N., Molloy College
M.S.N., New York University

Edwards, Angela
Instructor, Biological Sciences
B.S., Biological Sciences, North Carolina State University
M.S., Biology, The Catholic University of America

Edwards, Michael E.
Coordinator, History, Humanities and Political Science
B.A., Environmental Design, North Carolina State University
M.A., Architecture, University of Virginia
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<tr>
<th>Name</th>
<th>Title</th>
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<td>Elliott, Robert W., Jr.</td>
<td>Coordinator, Industrial Maintenance Mechanics</td>
<td>Certificate, Industrial Electrician, Trident Technical College</td>
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<td>Certificate, Automated Control Electrician, Trident Technical College</td>
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<td>A.A.S., General Technology/Electrician, Trident Technical College</td>
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<td>Esch, Lise</td>
<td>Instructor, English</td>
<td>B.A., English, St. Mary’s College of Maryland</td>
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<td>M.A., English, University of Wisconsin</td>
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<td>Ph.D., English, University of Wisconsin</td>
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<td>Estol, Carlos O.</td>
<td>Instructor, Biological Sciences</td>
<td>B.S., Biology, Fairleigh Dickinson University</td>
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<td>M.S., Biology, Fairleigh Dickinson University</td>
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<td>Ph.D., Biology, New York University</td>
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<td>Felty, Darren</td>
<td>Department Head, English</td>
<td>B.A., English, Saint Leo College</td>
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<td>Ph.D., English, University of Georgia</td>
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<td>Ferguson, Lucretia L.</td>
<td>Instructor, Cosmetology</td>
<td>Diploma, Cosmetology, Trident Technical College</td>
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<td>Fernandes, L. Kay</td>
<td>Instructor, Psychology</td>
<td>B.S., Psychology, Western Carolina University</td>
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<td>M.A., Clinical Psychology, Western Carolina University</td>
</tr>
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<td>Fischer, Lori</td>
<td>Coordinator, Physical Therapist Assistant</td>
<td>B.S., Physical Therapy, Medical University of South Carolina</td>
</tr>
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<td>M.S., Health Professions Education, Medical University of South Carolina</td>
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<td>Fish, Jonathan P.</td>
<td>Instructor, Sociology</td>
<td>B.A., Sociology, The University of Tennessee</td>
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<td>M.S., Sociology, Florida State University</td>
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<td>Fitzmaurice, Thomas</td>
<td>Librarian</td>
<td>Certificate, Microcomputer Business Applications, Trident Technical College</td>
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<td>Certificate, Business Information Systems, Trident Technical College</td>
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<td>A.A.S., Education and Training Management, Community College of the Air Force</td>
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<td>B.A., Economics, University of South Carolina</td>
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<td>M.L.I.S., University of South Carolina</td>
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<tr>
<td>Fladd, Laurie A.</td>
<td>Associate Dean, Science and Mathematics</td>
<td>B.S., Biological Science/Microbiology, University of Rochester</td>
</tr>
<tr>
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<td></td>
<td>M.S., Biology/Chemistry, Clarkson University</td>
</tr>
<tr>
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<td>Ph.D., Higher Education, Clemson University</td>
</tr>
<tr>
<td>Fleming, Geneva L.</td>
<td>Coordinator, Human Services</td>
<td>B.A., Sociology, Voorhees College</td>
</tr>
<tr>
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<td>M.S.W., University of South Carolina</td>
</tr>
<tr>
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<td></td>
<td>Ph.D., Religious Studies, Friends International Christian University</td>
</tr>
<tr>
<td>Fleming, Mack</td>
<td>Instructor, Horticulture Technology</td>
<td>B.S., Horticulture, Clemson University</td>
</tr>
<tr>
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<td>M.S., Horticulture, Clemson University</td>
</tr>
<tr>
<td>Flenner, David</td>
<td>Coordinator, Mathematics</td>
<td>B.S., Mathematics, Marshall University</td>
</tr>
<tr>
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<td>M.A., Mathematics, Marshall University</td>
</tr>
<tr>
<td>Fogle, Barbara</td>
<td>Instructor, Information Systems</td>
<td>Certificate, Microcomputer Business Applications, Trident Technical College</td>
</tr>
<tr>
<td></td>
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<td>A.P.S., Legal Assistant, Trident Technical College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B.S., Workforce Education and Development, Southern Illinois University</td>
</tr>
<tr>
<td></td>
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<td>M.A., Computer Resources and Information Management, Webster University</td>
</tr>
<tr>
<td></td>
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<td>WebCT Certified Senior Trainer</td>
</tr>
<tr>
<td>Ford, Jacqueline</td>
<td>Instructor, Nursing</td>
<td>B.S.N., Medical University of South Carolina</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.S.N., Medical University of South Carolina</td>
</tr>
<tr>
<td>Frazier, Larry D.</td>
<td>Instructor, Developmental Mathematics</td>
<td>B.S., Computational Mathematics, University of South Carolina</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M.A.T., Mathematics, Webster University</td>
</tr>
</tbody>
</table>
Frederick, Jeanette C.
Instructor, Cosmetology
Diploma, Barbering, Denmark Technical College
Diploma, Cosmetology, Trident Technical College

Friibbs, Amy L.
Instructor, Nursing
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina

Gable, Charles
Coordinator, Information Systems
B.S., Human Resources Management, New School for Social Research
M.A., Computer Resources/Information Management, Webster University

Gentry, Krista
Coordinator, Radiologic Technology
A.H.S., Radiologic Technology, Trident Technical College
B.H.S., Medical University of South Carolina
R.T., Radiography, A.R.R.T.
M.A., Management and Leadership, Webster University

Gibson, Margaret E.
Instructor, Biological Sciences
B.S., Aquaculture, Fisheries, and Wildlife Biology, Clemson University
M.Ed., Science Education, University of Georgia

Goodman, Darryl
Instructor, Business
A.I.T., Commercial Graphics, Trident Technical College
B.S., Business Management, Wilberforce University
M.S., International Logistics, Texas A&M International University

Gordon, Barbara J.
Instructor, Developmental Reading
B.A., English, Le Moyne College
M.Ed., Reading, The Citadel

Goshorn, Jenny C.
Instructor, Speech
B.A., Communication, College of Charleston
M.A., Communication, University of South Florida

Gottemoeller, Larry
Coordinator, Nail Technology
Diploma, Ohio State School of Cosmetology

Gottman, Vikki L.
Instructor, Dental Hygiene
B.S., Dental Hygiene, Medical College of Georgia
M.S., Pathology Education, Washington University

Gouzoules, Melanie J.
Instructor, Biological Sciences
B.S., Biology, Queen’s University
M.S., Biology, Queen’s University

Gowdown, Amy D.
Instructor, Nursing
B.S., Psychology, College of Charleston
B.S.N., University of South Carolina, Spartanburg
M.S.N., Medical University of South Carolina

Graham, Jennifer L.
Academic Program Coordinator, Palmer
Instructor, English
B.A., English, Coastal Carolina University
M.A.T., English Education, Coastal Carolina University
M.A., English, University of Charleston

Gramling, Patricia
Coordinator, Mathematics
B.S., Biology/Mathematics, College of Charleston

Greenberg, Betty B.
Instructor, Mathematics
B.A., Mathematics, Winthrop College
M.A.T., Mathematics, The Citadel

Grimes, Randy M.
Instructor, Radio, Television and Film Production
B.A., Journalism/Broadcasting, University of South Carolina
M.A., Educational Technology Leadership, George Washington University

Gronert, Bernd
Chef Instructor, Baking and Pastry
Master in Pastry Arts, Handwerkskammer Koblenz, Germany
C.M.P.C., Handwerkskammer Koblenz, Germany
C.C.C., Industrie- und Handelskammer Boppard, Germany

Hair, Elizabeth I.
Instructor, English
B.A., English, University of South Carolina
M.A.T., English, The Citadel

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Hall, Haley T.
Librarian
B.A., Anthropology, University of North Carolina, Wilmington
M.S., Library Science, University of North Carolina, Chapel Hill

Hallman, William
Instructor, Hospitality, Tourism and Culinary Arts
B.A., Political Science, College of Charleston
M.B.A., Business Administration, The Citadel
CHE, Certified Hospitality Educator, American Hotel and Lodging Educational Institute

Hanner, Nadine K.
Instructor, Occupational Therapy Assistant
A.H.S., Occupational Therapy Assistant, Trident Technical College
M.S., Occupational Therapy, Belmont University

Harp, Mitchell
Director, Apprenticeship Programs
B.S., Medical Technology, Medical University of South Carolina
M.A., Business and Management, Webster University
Certified Medical Technologist (ASCP)

Harris, David J.
Coordinator, Mathematics
B.S., Mathematics, College of Charleston
M.S., Mathematics, University of Charleston

Hartnett, Richard
Coordinator, English
B.A., Art, Bob Jones University
M.A., English, Clemson University
Ph.D., English, University of South Carolina

Heaton, Gary E.
Department Head, Physical Sciences
B.S., Physics, Furman University
M.S., Physics, Clemson University

Herring, Robin M.
Instructor, Mathematics
B.S., Mathematics Education, North Carolina State University
M.S., Mathematics, University of Charleston

Hilburn, Nancy L.
Department Head, Nursing Fundamentals
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina

Hobson, Michael E.
Instructor, Avionics Maintenance Technology
Certificate, Avionics Maintenance Technician, Trident Technical College
A.A.S., General Technology, Trident Technical College
License, Aircraft Electronic Technician, NCATT
License, General Radiotelephone Operator, FCC

Hodges, Samantha J.
Department Head, Mathematics
B.S., Mathematics, College of Charleston
M.S., Mathematics, University of Charleston

Hogan, Jessica L.
Librarian
A.A., Elementary Education, Butler County Community College
B.S., Communication Disorders, Pennsylvania State University
M.A., Communication Science and Disorders, University of Pittsburgh
M.L.I.S., University of Hawaii, Manoa

Hoye, Laura
Instructor, Mathematics
B.S., Mathematics, West Virginia University Institute of Technology

Hudock, Amy E.
Instructor, English
B.A., English, University of North Carolina, Chapel Hill
M.A., English, University of North Carolina, Charlotte
Ph.D., English, University of South Carolina

Huff, Robert M.
Chef Instructor, Culinary Arts
A.O.S., Culinary Arts, Johnson & Wales University
B.S., Workforce Education and Development, Southern Illinois University, Carbondale
M.S., Management, Southern Wesleyan University
C.C.E., Certified Culinary Educator, American Culinary Federation

Hyatt, John
Instructor, Speech
B.A., Speech Communication/Theatre Arts, Wake Forest University
M.A., Marriage and Family Therapy, Appalachian State University
M.A., Speech Communication, University of Georgia

IafRATE, THOMAS A.
Instructor, Machine Tool Technology
B.A., Social Studies, Youngstown State University
Society of Manufacturing Engineers, Senior Member

IPPolITO, MARY LOU
Instructor, Spanish
B.A., Elementary Education, University of South Florida
M.A., Spanish, University of South Carolina

Ivett, Glenn
Coordinator, Chemistry
B.S., Chemical Engineering, University of Exeter, England
Master of Philosophy, Chemical Engineering, University of Portsmouth, England

JACKSON, CHRISTOPHER D.
Coordinator, Anatomy and Physiology
B.S., Biology, Wayne State University
B.A., French, Wayne State University
M.S., Marine Biology, University of Charleston

Jarrett, Barbara W.
Coordinator, Expanded Duty Dental Assisting
A.H.S., Dental Assisting, Trident Technical College
B.S., Dental Hygiene, Medical University of South Carolina
M.S., Health Professions Education, Medical University of South Carolina

JENNINGS, DEBRA C.
Instructor, Dental Assisting
A.H.S., Dental Hygiene, Midlands Technical College
B.A., Anthropology, University of South Carolina
B.S., Biology, University of South Carolina
D.M.D., Medical University of South Carolina

JOHNSON, ROBBIE F.
Coordinator, Mechanical Engineering Technology
B.S., Mechanical Engineering, University of Missouri
M.S., Quality Engineering, Lehigh University

JOINER, SUZANNE M.
Instructor, Information Systems
B.S.B.A., Finance, University of Central Florida
M.A., Instructional Technology/Media, University of Central Florida

JONES, DAVID J.
Instructor, Information Systems
A.B., Mathematics, University of Missouri
M.S., Systems Management, Air Force Institute of Technology

JONES, JANET M.
Instructional Design Specialist
A.S., Business Administration, Illinois Central College
B.S., Management, Bradley University
M.B.A., Business, The Citadel

JONES, L. ROXANNE
Instructor, Child and Youth Studies
B.S., Early Child Education, University of Alabama
M.A.E., Early Child Education, University of Alabama

Kamenicky, Thomas, R.
Coordinator, Aircraft Manufacturing Technology
A.A.S., Airframe Repair Technology, Community College of the Air Force
B.S., Professional Aeronautics, Embry-Riddle Aeronautical University

Kan, Ka H.
Instructor, Developmental Mathematics
B.A., History, University of North Carolina, Charlotte
B.S., Mathematics, University of North Carolina, Charlotte
M.S., Mathematics, University of North Carolina, Charlotte

Kashdan, Steven J.
Department Head, Human Services
B.A., Psychology, Buffalo State University
M.A., Education and Human Development, Rehabilitation Counseling, The George Washington University

Kennedy, Thomas W., Jr.
Department Head, Engineering Technology
B.S.C.E., The Citadel
M.S.C.E., University of West Virginia
M.B.A., The Citadel

Kerwin, Paul J.
Coordinator, Veterinary Technology
B.S., Engineering, Duke University
D.V.M., Tufts University School of Veterinary Medicine
Kinard, Miriam A.
Department Head, Developmental Reading
B.S., Elementary Education, College of Charleston
M.Ed., Reading, The Citadel

Kirst, F. Michael
Coordinator, English
A.A., Jamestown Community College
B.A., English, State University of New York, Fredonia
M.A., English, State University of New York, Fredonia

Knab, Barbara E.
Instructor, Nursing
B.S.N., Old Dominion University
M.S.N., Medical University of South Carolina

Kogan, Igor
Instructor, Mathematics
B.S., Electrical Engineering, Higher Military School of Radio Engineering, Kiev, Ukraine
M.S., Electronic Engineering, Higher Military School of Radio Engineering, Kiev, Ukraine
Ph.D., Education, Scientific and Research Institute of Pedagogical Sciences, Tbilisi, Georgia

Kohli, Mary Ann
Instructor, English
B.A., English, Winthrop
M.A., English, University of South Carolina
Ph.D., English, University of South Carolina

Koonce, James R.
Instructor, Chemistry
A.A., Williams Baptist College
B.S., Biology, College of Charleston
M.S., Health Science, Medical University of South Carolina

Kovacs, Colleen C.
Instructor, Nursing
B.S.N., Saint Louis University
M.S.N., Duke University

Kuykendall, Ronald A.
Coordinator, History, Humanities and Political Science
B.A., Political Science, Southern University in New Orleans
M.A., Political Science, Purdue University

Lang, Kevin
Coordinator, Engineering Design Graphics
B.S.E., Mechanical Engineering, University of South Carolina

Latham, Richard
Coordinator, Child and Youth Studies
B.A., Fine Arts, College of Charleston
M.A.T., Early Childhood Education, University of Charleston

Lee, Edward H.
Coordinator, Emergency Medical Technology
A.A.S., Emergency Medical Science, Asheville-Buncombe Technical Community College
B.S., Health Sciences (Emergency Health Services), The George Washington University
M.Ed., Liberty University
Nationally Registered Emergency Medical Technician (NREMT)
Critical Care Emergency Medical Technician (CCEMT)

Leighfield, Tamala P.
Coordinator, Visual Arts
B.A., Design, American University
M.S., Photography, Brooks Institute

LeSchack, Andrea B.
Instructor, Biological Sciences
B.S., Biological Sciences, Clemson University
M.S., Zoology, Auburn University

Lewis, Douglas
Instructor, English
A.A., The Ohio State University
B.S., Education, The Ohio State University
M.A., English, The Ohio State University

Lipe, Victor
Instructor, Business
B.S., Business Administration, University of South Carolina
M.B.A., The Citadel
Certified Novell Instructor, Novell Inc.
Certified Novell Engineer, Novell Inc.

Livingston, Shawn K.
Department Head, Criminal Justice
A.A., Trident Technical College
B.S., Political Science, College of Charleston
M.S., Criminal Justice, Charleston Southern University

Lohr, Diane
Librarian
B.M.A., Media Arts, University of South Carolina
M.L.I.S., University of South Carolina
Long, Ann W.
Department Head, Developmental Mathematics
B.S., Mathematics, College of Charleston

Long, Ernest B.
Instructor, Business
B.A., History, The Citadel
M.B.A., The Citadel

Lookadoo, Benjamin
Instructor, Veterinary Technology
A.H.S., Veterinary Technology, Tri-County Technical College

Lopez, Lisa H.
Instructor, Spanish
B.A., Spanish, College of Charleston
M.S., Spanish, Georgetown University

Lynch, Ellen R.
Instructor, Nursing
B.S.N., York College of Pennsylvania
M.S.N., Medical University of South Carolina

Macy, Edward B.
Instructor, English
B.A., English, College of Charleston
M.A., English, University of Charleston

Mantooth, Michelle E.
Instructor, Medical Laboratory Technology
B.S., Medical Technology, Medical University of South Carolina
M.S., Health Profession Education, Medical University of South Carolina
Certified Medical Laboratory Scientist with Specialty, MLS (ASCP), CG (ASCP)

Martinez-Escobar, Yulian
Instructor, Spanish
B.A., Foreign Language Education, Universidad Industrial de Santander
M.A.T., Spanish as a Foreign Language, Fundación Universitaria Iberoamericana

Mathieson, E. Danielle
Librarian
B.A., English, University of North Carolina, Charlotte
M.L.I.S., University of North Carolina, Greensboro

May, Frederick
Instructor, Economics
B.S., Economics, University of Southwestern Louisiana
M.A., Economics, University of South Carolina
Certified Purchasing Manager (CPM), ISM
Certified Production and Inventory Manager (CPIM), APICS

McCluskey, James M.
Instructor, Mathematics
B.A., Economics, Thomas A. Edison State College
M.A., Economics, New York University

McDonald, Ann
Instructor, English
B.A., Literary Studies, University of Texas, Dallas
M.A., English, Vanderbilt University
Ph.D., English, Vanderbilt University

McGee, Hoyt C.
Instructor, Respiratory Care
A.H.S., Respiratory Care, Trident Technical College
B.A., English, College of Charleston
M.B.A., Charleston Southern University
Certified Respiratory Therapist, NBRC
Registered Respiratory Therapist, NBRC

McSweeney, William
Instructor, English
B.S., Journalism, Suffolk University
M.A., English, Bridgewater State College

Mellor, David L.
Instructor, Mathematics
B.S., Mathematics, Le Moyne College
M.A., Mathematics, State University College at Oswego, New York
M.S., Mathematics (Computer Option), University of Lowell

Merritt, Monique R.
Instructor, Nursing
B.S., Psychology, College of Charleston
B.S.N., Medical University of South Carolina
M.S.N., Walden University

Middlebrook, Melicent
Coordinator, Accounting
B.S., General Business Administration, South Carolina State University
M.B.A., Charleston Southern University
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Program</th>
<th>Education/Other Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mihalik, Kenneth G.</td>
<td>Department Head, Speech, Foreign Languages and Theater</td>
<td>B.A., Speech, California University of Pennsylvania, M.A., Speech, University of Pittsburgh</td>
</tr>
<tr>
<td>Miller, Susan A.</td>
<td>Coordinator, Human Services</td>
<td>A.B., English, Randolph-Macon Woman’s College, Master of Human Development and Learning, University of North Carolina, Charlotte</td>
</tr>
<tr>
<td>Milligan, Daryl T.</td>
<td>Coordinator, Business</td>
<td>B.A., Business Administration, Morehouse College, M.B.A., Finance, Atlanta University</td>
</tr>
<tr>
<td>Misuraca, Tonya</td>
<td>Department Head, Child and Youth Studies</td>
<td>B.A., Speech Pathology and Audiology, South Carolina State University</td>
</tr>
<tr>
<td>Milligan, Daryl T.</td>
<td>Coordinator, Business</td>
<td>B.A., Business Administration, Morehouse College, M.B.A., Finance, Atlanta University</td>
</tr>
<tr>
<td>Mitchell, Kevin</td>
<td>Chef Instructor</td>
<td>A.O.S., Culinary Arts, Culinary Institute of America, B.P.S., Culinary Arts Management, Culinary Institute of America</td>
</tr>
<tr>
<td>Monterisi, Frank N. Jr.</td>
<td>Instructor, Mathematics</td>
<td>A.S., Math and Science, Orange County Community College, B.A., Mathematical Sciences, Clemson University, M.A., Mathematics, Appalachian State University</td>
</tr>
<tr>
<td>Moore, Rory T.</td>
<td>Coordinator, Machine Tool Technology</td>
<td>Certified CNC Programmer, Associate in Specialized Business, Paralegal, Tri-State Business Institute</td>
</tr>
<tr>
<td>Morgan, Latrina D.</td>
<td>Instructor, Developmental Mathematics</td>
<td>B.S., Industrial Engineering, North Carolina A&amp;T University, M.S., Industrial Engineering, Purdue University</td>
</tr>
<tr>
<td>Morgan, Randall N.</td>
<td>Department Head, Business</td>
<td>B.A., History, Samford University, M.B.A., Samford University, M.A., Economics, University of Alabama</td>
</tr>
<tr>
<td>Morgan, Ward</td>
<td>Chef Instructor, Culinary Arts</td>
<td>Certificate, Certified Working Chef, American Culinary Federation, B.S., Vocational Education Studies, Southern Illinois University</td>
</tr>
<tr>
<td>Mussoni, James</td>
<td>Coordinator, Electrical Line Worker Technology</td>
<td>A.S., Organizational Leadership, Electrical Engineering Technology, Purdue University, B.S., Organizational Leadership, Electrical Engineering Technology, Purdue University</td>
</tr>
<tr>
<td>Newman, Patricia</td>
<td>Coordinator, Chinese, French, German</td>
<td>B.A., Elementary Education, Newberry College, B.A., French, Newberry College, M.A., French, Indiana University, M.A., Linguistics, Indiana University</td>
</tr>
<tr>
<td>Nichols, Jeffrey J.</td>
<td>Coordinator, Theater</td>
<td>A.B., Dramatic Arts, Western Reserve University, M.A., Speech, University of Maine, M.F.A., Theatre, University of Massachusetts</td>
</tr>
<tr>
<td>Nichols, Sharyn</td>
<td>Coordinator, Massage Therapy</td>
<td>B.A., Elementary Education, University of South Carolina, Certificate, Swedish Massage, Morris Institute of Natural Therapeutics, Licensed Massage/Bodywork Therapist, State of South Carolina</td>
</tr>
<tr>
<td>Norman, Jennifer K.</td>
<td>Coordinator, Esthetics</td>
<td>Certificate, Cosmetology, Charleston Cosmetology Institute, Certificate, Methods of Teaching, South Carolina State Board of Cosmetology</td>
</tr>
<tr>
<td>Novak-Condy, Cheryl</td>
<td>Coordinator, French and German</td>
<td>B.A., Spanish Language and Literature, Oakland University, M.A., Spanish, Wayne State University, Ph.D., Spanish, University of Illinois</td>
</tr>
<tr>
<td>Oliver, Marion W.</td>
<td>Instructor, Chemistry</td>
<td>A.B., Chemistry, The Citadel, M.S., Textile Chemistry, Clemson University</td>
</tr>
</tbody>
</table>
O’Quin, M. Theresa
Instructor, Mathematics
B.S., Science, Clemson University

O’Quinn, Linda H.
Librarian
B.A., English, Clemson University
M.A., English, Clemson University
M.L.I.S., University of South Carolina

Ott, Janie B.R.
Department Head, Industrial Technology,
Berkeley Campus
Diploma, Cosmetology, Farah’s Beauty School

Oxford, Brenda E.
Instructor, History
A.A., Trident Technical College
A.B., History, College of Charleston
B.A., Classics, College of Charleston
M.Ed., Languages, University of Charleston

Page, Rebecca C.
Instructor, Chemistry
B.S., Chemistry, Cleveland State University
Ph.D., Chemistry, Case Western Reserve University

Parker, Matthew P.
Instructor, Music
A.A., Trident Technical College
B.A., Music, College of Charleston
M.M., Performance (Piano), Carnegie Mellon University

Parris, Nöelle
Instructor, Spanish
B.A., Spanish, Swarthmore College
M.A., Translation and Interpretation (Spanish/English), Monterey Institute of International Studies

Payne, Erlene S.
Librarian
B.S., Sociology, Howard University
M.S.L.S., Atlanta University

Phipps, Alexandra S.
Instructor, Nursing
Diploma, Nursing, Presbyterian Hospital School of Nursing
M.S.N., Charleston Southern University

Pittman, Lester G.
Instructor, History, Political Science and Religion
A.B., History, The Citadel
M.A., International Relations, University of Southern California
M.A., History, University of Virginia
Ph.D., History, University of Virginia

Pirikowsky, Theresa P.
Department Head, Patient Care Services
A.S., Respiratory Therapy, Shenandoah College
B.S., Business Management, Shenandoah College
M.Ed., Curriculum and Instruction, The Citadel

Porter, Elizabeth D.
Instructor, Nursing
B.S.N., Marshall University
M.S.N., Medical University of South Carolina

Provosty, Hayley B.
Instructor, Nursing
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina

Pryce, Rebecca L.
Instructor, Radio, Television and Film Production
B.A., Film, Duke University

Purcell, Gay
Instructor, Nursing
B.S.N., Clemson University
M.S.N., Medical University of South Carolina

Purcell, Katharine
Director, International Education
Instructor, English
B.A., English, Kenyon College
M.A., Teaching English in the Secondary Schools, Columbia University Teachers College
Ph.D., English, University of North Carolina, Greensboro

Qanungo, Kaustubha R.
Instructor, Biology
B.S., Zoology, Visva-Bharati University
M.S., Zoology, Visva-Bharati University
Ph.D., Biotechnology, Indian Institute of Technology, Kharagpur

Rademacher, Kay
Instructor, Nursing
A.S., Registered Nursing, Lansing Community College
B.S.N., University of Michigan, Ann Arbor
M.S.N., Medical University of South Carolina

For updated catalog, visit www.tridenttech.edu.
Reed, Jason T.
Librarian
B.A., History, University of South Carolina
M.L.I.S., University of South Carolina

Reed, Michael J.
Instructor, Environmental Technology
B.S., Chemical Engineering, Illinois Institute of Technology
M.S., Environmental Engineering, University of North Carolina, Chapel Hill
Certified Industrial Hygienist

Reed, Sharon D.
Instructor, Developmental English
B.A., Political Science, Winthrop College
M.Ed., English Education, South Carolina State University

Regalbuto, Philip J.
Instructor, Electronics Engineering Technology
B.A., Anthropology, University of Wyoming
M.S., Vocational Education, Southern Illinois University

Rice, Brian E.
Instructor, Air Conditioning/Refrigeration Mechanics
Diploma, Climate Control Technology, Orangeburg-Calhoun Technical College
A.A.S., Business Management, Ashworth College

Richburg, Terry W. Jr.
Instructor, Network Systems Management
B.S., Computer Science, South Carolina State University
M.B.A., Gardner Webb University

Roark, Kelly G.
Instructor, Developmental Reading
B.S., Special Education, College of Charleston
M.Ed., Reading Education, The Citadel

Robinson, Jennifer H.
Instructor, Accounting
B.S., Accounting, College of Charleston
M.S., Accountancy, University of Charleston
Certified Public Accountant

Rogers, Karen B.
Instructor, Nursing
A.S., Nursing, Augusta State University
B.S.N., Georgia Health Sciences University
M.S.N., Medical University of South Carolina

Rosenbrook, Ida D.
Instructor, Visual Arts
B.A., Communication Arts, Lees-McRae College
M.F.A., Graphic Design, Savannah College of Art and Design

Ross, Christopher
Instructor, Business
B.A., History, Northwestern University
M.B.A., Marketing, DePaul University

Royce, James C.
Instructor, Biological Sciences
B.S., Secondary Education, West Virginia University
M.A., Environmental Science, Western Michigan University

Rummell, Nicholas L.
Instructor, History
B.A., Classical Civilization, University of Cincinnati
B.A., History, Kent State University
M.A., History, University of Charleston

Runey, Donna H.
Instructor, Biological Sciences
B.S., Biology, College of Charleston
M.A.T., Secondary Education/Biology, The Citadel

Rusnak, Robert
Instructor, History
B.A., Political Science, Bowling Green University
M.A., History, Ohio University

Salcedo, Rodolfo A.
Coordinator, Avionics Maintenance Technology
A.A.S., Avionics Systems Technology, Community College of the Air Force
License, General Radiotelephone Operator, FCC

Schaaf, Russell
Coordinator, Film
B.F.A., Photography, Northern Michigan University
M.F.A., Film, Syracuse University

Schleicher, Cathleen
Instructor, Nursing
A.D.N., University of Cincinnati
B.S.N., Vanderbilt University
M.S.N., Medical University of South Carolina

Schmid, Mark T.
Instructor, Developmental Mathematics
B.S., Aerospace Engineering, United States Naval Academy
Schumpert, Cynthia D.
Instructor, Nursing
B.S.N., Medical University of South Carolina
M.S.N., Medical University of South Carolina

Schupbach, Dane
Instructor, Network Systems Management
B.S., Workforce Education Development, Southern Illinois University
M.A., Computer Resources and Information Management, Webster University

Schwarz, Lois
Department Head, Rehabilitative Services
Clinical Coordinator, Physical Therapist Assistant
B.S., Physical Therapy, State University of New York, Stony Brook
M.S., Health Professions Education, Medical University of South Carolina

Scott, Ronald N.
Instructor, Business
B.A., Philosophy, San Diego State University
M.B.A., Capella University

Seabott, Shauna R.
Instructor, Nursing
B.S.N., Clemson University
B.A., Psychology, Schreiner University

Seale, Glenn
Instructor, Radio, Television and Film Production
B.A., Speech Communication, Lubbock Christian University
M.A., Television and Radio, Syracuse University

Sease, Joel B.
Instructor, Philosophy
B.A., Criminal Justice, The Citadel
M.A., Philosophy, The University of Queensland

Sheppard, Anthony E.
Instructor, Visual Arts
A.S., Computer Science, Fiorello H. LaGuardia Community College
B.F.A., Visual Communication/Web Design, American InterContinental University

Sheppard, Evan
Instructor, Visual Arts
A.B., Social Studies, Bard College
M.F.A., Photography, Rhode Island School of Design

Sidletsky, James J.
Instructor, Visual Arts
B.F.A., Studio Art, James Madison University

Simkovich, Jane A.
Instructor, Mathematics
B.S., Mathematics, East Carolina University
M.A.E., Mathematics, East Carolina University

Simpson, Nancy
Instructor, Psychology
B.A., Psychology, Alfred University
M.S., Clinical Psychology, Eastern Michigan University
Psy.D., Clinical Psychology, Florida Institute of Technology

Skinner, Jennifer B.
Instructor, Engineering Technology
B.S., Civil Engineering, The Citadel
M.S., Civil Engineering, Clemson University

Smith, Michelle
Director, Center for Teaching Support
B.F.A., Graphic Design, Savannah College of Art and Design
M.F.A., Graphic Design, Rochester Institute of Technology

Smyczynski, Cara M.
Instructor, Mathematics
B.S., Nutrition, Simmons College
M.A.T., Mathematics, The Citadel

Snelgrove, Wilbert V.
Coordinator, Electronics Engineering Technology
B.S., Electrical Engineering, University of South Carolina
M.E., Electrical Engineering, University of South Carolina
M.B.A., Business Administration, University of South Carolina

Snider, William C.
Instructor, Automotive Technology
Diploma, Automotive Technology, Trident Technical College
A.S.E. Certified Master Automobile Technician
A.S.E. Certified Master Truck Technician
A.S.E. Certified Advanced Level Specialist
A.A.S., General Technology/Automotive, Trident Technical College
Snipe, Karen R.
Department Head, Diagnostic and Imaging Services
Coordinator, Pharmacy Technician
Certificate, Pharmacy Technician, Trident Technical College
A.S., Trident Technical College
B.A., Bible, Southeastern College
M.A.Ed., Biology, The Citadel
Certified Pharmacy Technician (PTCB)
State Certified Pharmacy Technician (SCBOP)

Snyder, Ray
Instructor, Business
B.S., Business Administration, Charleston Southern University
M.B.A., Charleston Southern University

Solomon, Aileen
Coordinator, Mathematics
A.A., Mathematics, Hannibal Lagrange College
B.S., Mathematics, Southwest Baptist College
M.A., Mathematics and Secondary Education, Northeast Missouri State University

Solomon, Christine
Department Head, Accounting
A.A., Trident Technical College
B.S., Accounting, College of Charleston
B.S., Business Administration, College of Charleston
M.S., Accountancy, University of Charleston
Certified Public Accountant

Sonoski, Heather L.
Chef Instructor, Baking and Pastry
A.O.S., Baking and Pastry Arts, Johnson & Wales University
B.S., Food Service Management, Johnson & Wales University

Speraw, Samuel
Coordinator, Electrical and Automated Technologies
A.E.T., Electronics Engineering Technology, Trident Technical College

Sperry, Cameron
Coordinator, The Writing Center
B.A., English, University of North Carolina, Wilmington
M.A., English, University of North Carolina, Wilmington

Spillbor, Kelly S.
Instructor, Nursing
B.S.N., Clemson University
M.S.N., Medical University of South Carolina

Stallsmith, James A.
Instructor, Welding
A.A.S., General Technology/Welding, Trident Technical College
AWS CWI/CWE

Steele, Patricia S.
Instructor, Nursing
B.S.N., Eastern Kentucky University
M.S.N., University of Phoenix

Stefanelli, Scott
Instructor, Culinary Arts
A.A.S., Culinary Arts, Kendall College
B.S., Marketing, Miami University

Sterrett, Kathryn E.
Instructor, Mathematics
B.S., Mathematics, Charleston Southern University

Stewart, Nancy R.
Clinical Coordinator, Dental Hygiene
Certificate, Dental Assisting, North Dakota State School of Science
A.S., Dental Hygiene, University of Minnesota
B.H.S., Medical University of South Carolina
M.B.A., The Citadel

Stewart-Cain, Karen
Instructor, Sociology
B.S., Political Science, Western Michigan University
M.S., Sociology, Valdosta State College
Ph.D., Interdisciplinary Studies, Union Institute and University

Stockmaster, Susan D.
Instructor, Medical Assisting
B.S., Occupational Therapy, Medical University of South Carolina
M.H.S., Medical University of South Carolina

Stokes, Ruth A.
Instructor, Speech
B.A., Corporate Communication, College of Charleston
M.A., Communication, University of Maine

Stowasser, Melissa J.
Director, High School Programs
B.A., Oral Communication/English, Marshall University
M.A., Speech, Marshall University
Stuhr, Lynne C.  
Instructor, Information Systems  
B.S., Workforce Education, Southern Illinois University  
M.A., Computer Resource Information Management, Webster University  
M.A., Business/Organizational Management, Webster University  

Susan, Peter  
Instructor, Biological Sciences  
B.S., Microbiology, Pennsylvania State University  
M.Ed., Science Education, University of Florida  
Ph.D., Medical Science (Cell and Development Biology), University of Florida  

Teehan, Paul D.  
Instructor, Hospitality, Tourism and Culinary Arts  
A.S., Holyoke Community College  
B.S., Business Administration, North Adams State College  
M.Ed., Business Administration, American International College  
M.B.A., American International College  
Ed.S., Higher Education, South Carolina State University  
CHE, Certified Hospitality Educator, American Hotel and Lodging Educational Institute  

Thompson, Charles E.  
Instructor, Physics  
B.S., Physics, Wofford College  
M.S., Physics, Clemson University  

Trotter, Jack  
Instructor, English  
B.A., English, St. John’s University  
M.A., English Language and Literature, University of Maryland, College Park  
Ph.D., English, Vanderbilt University  

Twenter, Maria R.  
Instructor, Chemistry  
B.A., Biochemistry, Connecticut College  
M.S., Chemistry, Yale University  

Tucker, Barbara I.  
Department Head, History, Humanities and Political Science  
B.S., Visual Arts, University of Texas, Dallas  
M.A., History of Ideas, University of Texas, Dallas  
Ph.D., History of Ideas, University of Texas, Dallas  

Turner, Deborah C.  
Director, Nursing Resource Center  
B.S.N., University of North Carolina, Chapel Hill  
M.S.N., Medical University of South Carolina  

Turner, Philip E.  
Department Head, Industrial Technology, Main Campus  
Certificate, Air Conditioning/Refrigeration, Department of the Navy  
A.A., General Studies, Louisburg College  
B.S., Business Administration, Charleston Southern University  

Urbanic, Geraldine H.  
Instructor, Paralegal and Criminal Justice  
B.A., History, Case Western Reserve University  
J.D., Cleveland State University  

Utsey, Janet R.  
Associate Dean, Law-Related Studies  
B.S., Biology, English, Baptist College, Charleston  
J.D., University of South Carolina  

Vagasky, David A.  
Chef Instructor, Baking and Pastry  
A.O.S., Culinary, Culinary Institute of America  
Certificate, Chocolate Making, Callebaut Canada, Inc.  
Certificate, Cake and Pastry, Culinary Institute of America  
Certificate, Master Cake Decorator, The Wilton School of Cake Decorating  

Van Nice, Kenneth A.  
Instructor, Mathematics  
B.S., Mathematics, Charleston Southern University  
MA.Ed., Mathematics, The Citadel  

Vann, Ronald L.  
Coordinator, Welding  
A.O.T., Vocational Technical Education, Trident Technical College  
B.S., Vocational Education, Southern Illinois University  
M.H.R.D., Clemson University  
AWS CWI/CWE  

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Coordinator, Automotive Technology
Diploma, Diesel Mechanics, Trident Technical College
A.S.E. Certified Master Automobile Technician
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Master Certified Emergency Vehicle Technician
A.A.S., General Technology/Automotive, Trident Technical College

Vierthaler, Patricia
Librarian
B.A., Library Science, Radford University
M.S., Educational Media, Radford University
M.L.S., Emporia State University

Vincent, Jay
Department Head, Biological Sciences
B.S., Biology, University of Southern Mississippi
M.S., Biology, University of Southern Mississippi

Vorlick, Shannon S.
Department Head, Medical/Surgical Nursing
B.S.N., Charleston Southern University
M.S.N., Medical University of South Carolina

Walken, Scott N.
Instructor, Visual Arts
B.A., Fine Arts, Coker College
M.F.A., School of the Art Institute of Chicago

Walters, Suzie M.
Coordinator, Fitness Specialist
A.H.S., Dental Hygiene, Trident Technical College
B.H.S., Medical University of South Carolina
M.P.H., Walden University
Certified Personal Fitness Trainer, Aerobics and Fitness Association of America
Certified Group Exercise Instructor, Aerobics and Fitness Association of America

Walthall, Jerry
Director, Distance Learning Technologies
B.S., Electrical Engineering, The Citadel
M.S., Computer Science and Information Science, College of Charleston

Warner, Keith
Instructor, Chemistry
B.A., Chemistry, Texas A&M University
Ph.D., Chemistry, Colorado State University

Weatherford, Kathleen
Instructor, Psychology
B.S., Psychology, University of Houston
M.A., Psychology, Stephen F. Austin State University

Wespy, Laurann V.
Instructor, Developmental Reading
B.S., Elementary Education, East Tennessee State University
M.Ed., Curriculum and Instruction, The Citadel

West, Donald
Coordinator, History, Humanities and Political Science
B.A., Social Studies Education, University of Maryland Eastern Shore
M.A., History, University of Cincinnati

West, Jane
Instructor, Mathematics
B.S., Mathematics Education, University of Minnesota
M.S., Mathematical Sciences, East Tennessee State University
Ph.D., Mathematics, Auburn University

West, Roger
Coordinator, English
B.A., English, University of South Carolina
M.A., English, University of South Carolina
Ph.D., English, University of Southern Mississippi

Westbrock, Lee A.
Instructor, Information Systems
A.Bus., Computer Programming, Trident Technical College
B.S., Education, University of Wisconsin
M.A., Computer and Information Resource Management, Webster University

Whitaker, Gregory B.
Instructor, Criminal Justice
A.A., Criminal Justice, Spartanburg Methodist College
B.S., Criminal Justice, University of South Carolina
M.C.J., University of South Carolina
White, Deborah L.
Coordinator, Medical Assisting
A.S., Medical Assisting Technology, Eastern Kentucky University
B.H.S., Health Sciences, Medical University of South Carolina
M.H.E., Health Professional Education, Medical University of South Carolina
Certified Medical Assistant (AAMA)

White, Mattie
Instructor, Developmental Reading
B.A., English, Voorhees College
M.Ed., Curriculum and Instruction in Reading, Grand Canyon University
M.Ed., Technology in Education, Lesley University

Whitehurst, Maureen M.
Instructor, Biological Sciences
B.S., Biology, Chestnut Hill College
M.S., Biology, George Mason University
M.P.H., Infectious Disease Epidemiology, Yale University
Ph.D., Microbiology and Immunology, Medical University of South Carolina

Williams, Alan E.
Instructor, Criminal Justice
B.S., Management, Southern Wesleyan University
M.S., Criminal Justice, Charleston Southern University

Williams, Susan Millar
Instructor, English
B.A., English, Hendrix College
M.A., English, University of Arkansas
Ph.D., English, Louisiana State University

Willis, Sharon V.
Instructor, Theater and Speech
B.A., English, University of South Florida
M.A., English, University of South Carolina
D.L., Theatre and Church, Drew University

Wilson, Mary K.
Chef Instructor, Baking and Pastry
A.S., Baking and Pastry, Johnson & Wales University
B.A., History/English, University of South Carolina

Wilson, John C.
Department Head, Radio, Television and Film Production
B.A., Psychology, University of South Carolina
M.Ed., Instructional Media, University of South Carolina

Wintjen, Keyna W.
Instructor, Developmental Mathematics
B.S., Mathematics, Birmingham-Southern College

Wolfe, Kevin D.
Instructor, History
B.S., Chemistry, Wofford College
M.A., History, University of Charleston
Ph.D., Educational Administration, University of South Carolina

Wrighten, William M.
Director, Mentoring
B.A., Political Science, South Carolina State University
M.A.T., History, The Citadel

Yates, LaQuinta S.
Coordinator, Administrative Office Technology
B.S., Business Administration, Winthrop University
M.Ed., Technology in Education, Lesley University

Zerda, Gisela Pepe
Instructor, Developmental Reading
A.A., Trident Technical College
B.A., Communication Studies, College of Charleston
M.Ed., Reading Education, The Citadel

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Main Campus
7000 Rivers Ave. • North Charleston

Emergency Phone

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

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   Veterans Assistance – Room 122
   Financial Aid – Room 122
   Dean’s Office – Room 127
2. Student Lounge – Room 105
3. VETS Center – Room 105A
4. College Transfer Information Resource Center (TIRC) – Suite 101
5. Academic Office – Suite 102
6. Developmental Studies Faculty Offices – Suite 106
7. Educational Opportunity Center – Rooms 112-114
8. Emergency Medical Technology Lab – Room 135
9. Bookstore/Business Office – Room 141
10. Public Safety – Room 145
11. CIC Faculty Offices – Suite 153
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13. Science and Math Faculty Offices/Math – Suite 156
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17. Culinary Institute of Charleston (CIC)/181 Palmer Dining Room – Room 181

Second Floor
A. Learning Resources Center (Library) – Room 229
B. Community, Family and Child Studies (CFCS) Faculty Office – Room 208
   Business Technology Faculty Offices – Suite 210A and D
   CFCS Faculty Offices – Suite 210B and C
   Health Sciences Faculty/Adjunct Offices – Suite 214
C. Student Success Center/Counseling/Learning Assistance/Testing Services – Room 226
D. Orientation Center – Room 226J
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F. Massage Therapy Lab – Room 232
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1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Room 111
2. Bookstore – Room 110
3. Dean’s Office – Room 109
4. Public Computer Center – Room 106C
5. Learning Resources Center (Library) – Room 105
6. Student Lounge/Snack Shop – Room 103
7. Live Oak Conference Center – Room 101
8. Public Safety Offices – Room 181
9. Aircraft Maintenance Classroom – Rooms 175 D and E
10. Aircraft Maintenance Lab – Rooms 163 and 165
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14. Computer Lab – Room 144
15. Developmental Studies Lab – Room 141
16. Biological Sciences – Room 185
17. CNA Lab – Room 150
18. Veterinary Technology Building

Berkeley Campus
1001 S. Live Oak Dr. (Highway 17-A)
Moncks Corner

Emergency Phone

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Summerville Site at Trolley Road
449 Old Trolley Rd., Summerville, SC

Dorchester County QuickJobs Training Center
5164 E. Jim Bilton Blvd., St. George, SC

St. Paul’s Parish Site
Directions to 5231 Hwy. 165, Hollywood, SC:
• Take US-17 South from Charleston.
• Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
• Stay on SR-162 for approximately 7 miles.
• Turn right at the light at the intersection of SR-162 and SR-165 (shortly after you pass the Piggly Wiggly shopping center).
• The Ted Corbin Building is .10 of a mile on the left.
Wando High School
1000 Warrior Way,
Mt. Pleasant, SC

Mount Pleasant
Campus
1125 John Dilligard Lane,
Mount Pleasant, SC

Directions: From Hwy. 17, turn onto Stuart Engals Blvd. (at Wando Crossing shopping center); left at intersection; right onto Graddick Rd.; immediate left into TTC parking lot.

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4060 W. Wildcat Blvd., Charleston, SC
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