The Business and Public Services Division offers a variety of associate degree programs, certificates, diplomas, and courses that prepare students for successful employment in a number of industries upon graduation. These programs serve as an excellent way for students to learn skills that will allow them to prepare to contribute immediately to organizations. Graduates can enter the workforce as gainful employees with skills mastered through their course of study. Our highly qualified full-time and adjunct faculty provide real-world experience which allows students to envision the intricacies of their career choices and provides them with current knowledge and skills. Classes are offered at the Pendleton, Anderson, Easley and Oconee campuses. We also provide instruction in many of the programs during the evening hours, as well as online and hybrid, to complement the busy schedules of students. Students seeking to achieve personal, academic and professional goals will benefit from excellence in teaching and advising. Our programs are highly recognized in industry. In addition to the regional accreditation, we also have programs accredited through ACBSP and NAEYC.

BUSINESS & PUBLIC SERVICES DIVISION

BUSINESS & PUBLIC SERVICES DIVISION

Division and Department Contacts • 864-646-1420 • bps@tctc.edu

ACADEMIC DEAN	Jackie Blakley • jblakle1@tctc.edu • 864-646-1305
OFFICE MANAGER	Heidi Mathis • hmathis3@tctc.edu • 864-646-1420
ACADEMIC RESOURCE SPECIALIST	Katee Fletcher • kfletch1@tctc.edu • 864-646-1508
ADMINISTRATIVE ASSISTANT	Melissa Brock • mjones7@tctc.edu • 864-646-1434

BUSINESS TECHNOLOGY DEPARTMENT

DEPARTMENT HEAD	Carolyn Walker • cwalker@tctc.edu • 864-646-1311
ACCOUNTING PROGRAM DIRECTOR	Angel Luper • aluper@tctc.edu • 864-646-1304
ADMINISTRATIVE OFFICE TECHNOLOGY PROGRAM DIRECTOR	Carolyn Walker • cwalker@tctc.edu • 864-646-1311
BUSINESS ADMINISTRATION PROGRAM DIRECTOR	Tracy Ethridge • tethrid@tctc.edu • 864-646-1308

COMPUTER & INFORMATION TECHNOLOGY DEPARTMENT

DEPARTMENT HEAD	Billy Carson • bcarson1@tctc.edu • 864-646-1316
COORDINATOR OF INSTRUCTIONAL ACTIVITIES	Suzanne Konieczny • skoniecz@tctc.edu • 864-646-1319

PUBLIC SERVICES DEPARTMENT

DEPARTMENT HEAD	Chris McFarlin • cmcfarli@tctc.edu • 864-646-1327
CRIMINAL JUSTICE PROGRAM DIRECTOR	Eddie McCall • jmccall@tctc.edu • 864-646-1379
EARLY CARE & EDUCATION PROGRAM DIRECTOR	Meredith Dickens • mmcclur2@tctc.edu • 864-646-1417
MEDIA ARTS PRODUCTION PROGRAM DIRECTOR	John Woodson • jwoodso1@tctc.edu • 864-646-1313

Division Faculty

Carson, Billy
bcarson1@tctc.edu
Department Head, Computer and Information Technology
B.B.A., Anderson University
M.S., Nova Southeastern University

Dickens, Meredith
mmcclur2@tctc.edu
Program Director, Early Care and Education
B.A., Clemson University
M.Ed., Anderson University

Edwards, Scott G.
sedward3@tctc.edu
Instructor, Computer and Information Technology
B.S., Texas A & M University
M.S., Georgia Institute of Technology
M.B.A., St. Edwards University

Ethridge, Tracy L.
tethridg@tctc.edu
Program Director, Business Administration
B.B.A., M.Ed., University of Georgia
M.B.A., Brenau University

Fiori, George E.
gfiori@tctc.edu
Instructor, Computer and Information Technology
A.A.S., Burlington County College
B.S., Clemson University

Kelley, Greg
gkelley3@tctc.edu
Instructor, Business Administration
A.A., Midlands Technical College
B.S., M.B.A., Southern Wesleyan University

Konieczny, Suzanne
skoniecz@tctc.edu
Coordinator of Instructional Activities, Computer and Information Technology
B.S., M.B.A., Marshall University

Luper, Angel
aluper@tctc.edu
Program Director, Accounting
B.S., M.P., Clemson University

McCall, Joel Eddie
jmccall@tctc.edu
Program Director, Criminal Justice
A.A.S., Tri-County Technical College
B.S., Anderson University
M.S., University of Cincinnati

McCoy, Jessica B.
jmccoy6@tctc.edu
Instructor, Criminal Justice
B.S., University of South Carolina
M.S., South University

McFarlin, Christopher L.
cmcfarli@tctc.edu
Department Head, Public Services
B.A., Arkansas State University
M.S., Indiana State University
J.D., Texas Southern University

Roberts, Amy
arobert2@tctc.edu
Instructor, Media Arts Production
B.A., University of South Carolina

Sharp, Kimberly
ksharp3@tctc.edu
Instructor, Early Care and Education
A.A.S., Tri-County Technical College
B.A., Grand Canyon University
M. Ed., Anderson University

Smith, Phillip S.
psmith2@tctc.edu
Instructor, Computer and Information Technology
B.B.A., M.B.A., Marshall University

Vance, Deborah
dvance1@tctc.edu
Instructor, Accounting and Business Administration
B.S., M.B.A., Southern Wesleyan University
Graduate Certificate Taxation, M.S. Accounting, Strayer University

Vickery, Beverly
bvickery@tctc.edu
Instructor, Administrative Office Technology
B.S., Winthrop University

Walker, Carolyn
cwalker@tctc.edu
Department Head, Business Technology
A.B., Tri-County Technical College
B.S., Southern Wesleyan University
M.S., Clemson University
Ed.S., Ed.D., Wingate University

Williams, Shallin
ssuber@tctc.edu
Instructor, Business Administration
B.S., Lander University
M.B.A., Winthrop University

Woodson, John W. II
jwoodso1@tctc.edu
Program Director, Media Arts Production
A.A., A.P.S., Tri-County Technical College
B.A., Anderson College
M.S., Walden University

BUSINESS & PUBLIC SERVICES DEPARTMENTS

Program Accreditation

The Accounting program is accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, KS 66213, Telephone: 913-339-9356.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**18**
ACC 112	Organizational Accounting	3
ACC 245	Accounting Applications	3
ACC 246	Integrated Accounting Software	3
AOT 105	Keyboarding	3
CPT 270	Advanced Microcomputer Applications	3
ENG 156	Communications II	3
THIRD SEMESTER		**15**
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
AOT 133	Professional Development	3
AOT 141	Office Procedures I	3
BUS 101	Introduction to Business	3
FOURTH SEMESTER		**15**
ACC 275	Selected Topics in Accounting	3
BUS 121	Business Law I	3
	General Elective	3
	Humanities Requirement	3
	Social Science Requirements	3
GRADUATION CREDITS REQUIRED:		**63**

NOTE: Students may substitute ENG 101 for ENG 155 and SPC 205 for ENG 156.

Accounting

Program Information
Accountants are important members of the organization. They provide accurate, up-to-date financial information required for making major business decisions. Accounting students acquire a thorough understanding of accounting principles and their application to practical business situations. Graduates are well prepared for employment for entry-level accounting positions in business, public, or nonprofit accounting.

The Accounting program offers an associate degree, an associate degree with an office specialist emphasis, and one certificate. Credit for courses in the certificate may also be applied toward the associate degree.

Scheduling and Entry Options
Day and evening classes are available. Although major courses start in the Fall Semester, students may enter any term. Full-time day students should allow at least four terms to complete degree requirements. Part-time students, day or evening, should allow at least eight consecutive terms to earn the degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

www.tctc.edu/accounting

ACCOUNTING - OFFICE SPECIALIST EMPHASIS, A.A.S.

Description
The accounting degree with office specialist emphasis prepares students with the knowledge and skills necessary for entry-level accounting positions that require specialized office skills. This program develops accounting, office, communication, and problem-solving skills required for these positions.

Program Outomes
Upon completion, students will be able to:

- Apply accounting concepts and principles to analyze and journalize transactions
- Apply accounting concepts and principles to prepare financial statements
- Apply accounting concepts and principles to analyze financial statements
- Apply accounting concepts and principles to solve accounting problems using software
- Apply accounting concepts and principles to complete a payroll cycle
- Apply federal tax codes and regulations to complete an individual federal tax return
- Develop professional office procedures

ACCOUNTING, A.A.S.

Description

The accounting degree prepares students with the knowledge and skills necessary for entry-level accounting positions. This program develops accounting, communication, and problem-solving skills required for these positions.

Program Outomes

Upon completion, students will be able to:

- Apply accounting concepts and principles to analyze and journalize transactions
- Apply accounting concepts and principles to prepare financial statements
- Apply accounting concepts and principles to analyze financial statements
- Apply accounting concepts and principles to solve accounting problems using software
- Apply accounting concepts and principles to solve managerial/cost accounting problems
- Apply accounting concepts and principles to complete a payroll cycle
- Apply federal tax codes and regulations to complete an individual federal tax return

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**18**
ACC 112	Organizational Accounting	3
ACC 245	Accounting Applications	3
ACC 246	Integrated Accounting Software	3
BUS 101	Introduction to Business	3
ENG 156	Communications II	3
	General Elective	3
THIRD SEMESTER		**15**
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
ACC 201	Intermediate Accounting I	3
BUS 121	Business Law I	3
	Social Science Requirements	3
FOURTH SEMESTER		**15**
ACC 230	Cost Accounting I	3
ACC 275	Selected Topics In Accounting	3
	Humanities Requirement	3
	Program Electives	6
GRADUATION CREDITS REQUIRED:		**63**

NOTES: Students may substitute ENG 101 for ENG 155 and SPC 205 for ENG 156. Program Electives are to be selected from any non-required AOT, BAF, BUS, MGT, or MKT course.

BOOKKEEPING CERTIFICATE

Description

This certificate will provide students with basic skills for an entry-level position in bookkeeping. Due to the course offerings and prerequisites, starting in the Fall semester is recommended.

Program Outomes

Upon completion, students will be able to:

- Apply accounting concepts and principles to analyze and journalize transactions
- Apply accounting concepts and principles to prepare financial statements
- Apply accounting concepts and principles to solve accounting problems using software
- Apply accounting concepts and principles to complete a payroll cycle

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 170	Microcomputer Applications	3
SECOND SEMESTER		**12**
ACC 112	Organizational Accounting	3
ACC 245	Accounting Applications	3
ACC 246	Integrated Accounting Software	3
AOT 133	Professional Development	3
GRADUATION CREDITS REQUIRED:		**21**

Administrative Office Technology

Program Information

Office automation, information processing, and the rapid development and expansion of business and industry have created a great demand for qualified office personnel. The Administrative Office Technology (AOT) program provides excellent preparation for a variety of employment opportunities and for advancement in this growing field. In addition to basic office skills, students will learn to operate computers and other high-tech equipment used in the modern office.

The Administrative Office Technology program offers an associate degree. A medical emphasis is also available. The program also offers a diploma and three certificates. Credit for courses in the certificates can be applied toward the diploma and/or the associate degree. Credit for courses in the diploma can be applied toward the associate degree.

Scheduling and Entry Options

Day, evening, and online classes are available. Although major courses start in the Fall Semester, students may enter any term. Full-time day students usually complete requirements in five terms. Part-time students, day or evening, should allow eight consecutive terms to earn a degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order, subject to the completion of course prerequisites.

www.tctc.edu/aot

Program Accreditation

The Administrative Office Technology program is accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, KS 66213, Telephone: 913-339-9356.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3
	General Electives	3
THIRD SEMESTER		**15**
AOT 141	Office Procedures I	3
AOT 263	Office Database Applications	3
AOT 265	Office Desktop Publishing	3
ENG 156	Communications II	3
	Program Electives	3
FOURTH SEMESTER		**15**
AOT 137	Office Accounting	3
AOT 251	Administrative Systems and Procedures	3
BUS 101	Introduction to Business	3
MGT 101	Principles of Management	3
	Humanities Requirement	3
FIFTH SEMESTER		**6**
	Social Science Requirements	3
	Program Electives	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute ENG 101 for ENG 155 and SPC 205 for ENG 156. Program Electives are to be selected from any non-required AOT course.

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

Description

This five-semester program provides comprehensive training in the specialized skills and knowledge of office procedures needed by the professional office employee in a modern business environment. There is constant demand in the tri-county area for graduates with this degree. Graduates have computer skills and other advanced office skills needed for success in the high-tech office environment.

Program Outomes

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents
- Prepare financial statements for sole proprietorships
- Develop professional office procedures

ADMINISTRATIVE OFFICE TECHNOLOGY – MEDICAL EMPHASIS, A.A.S.

Description
This five-semester program provides comprehensive training in the specialized skills and knowledge of office procedures needed for employment as general office professionals in the medical field. There is a constant demand in the tri-county area for graduates with this degree. Graduates have computer skills and other advanced office skills emphasizing medical vocabulary, electronic patient scheduling, and electronic billing needed for success in the high-tech medical office environment.

Program Outomes
Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents
- Prepare financial statements for sole proprietorships
- Develop professional office procedures for the medical environment

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
AHS 102	Medical Terminology	3
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3
THIRD SEMESTER		**15**
AOT 122	Medical Transcription I	3
AOT 141	Office Procedures I	3
AOT 212	Medical Document Production	3
AOT 263	Office Database Applications	3
ENG 156	Communications II	3
FOURTH SEMESTER		**15**
AOT 137	Office Accounting	3
AOT 252	Medical Systems and Procedures	3
BUS 101	Introduction to Business	3
MGT 101	Principles of Management	3
	Humanities Requirement	3
FIFTH SEMESTER		**6**
	Social Science Requirements	3
	Program Electives	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute ENG 101 for ENG 155 and SPC 205 for ENG 156. Program Electives are to be selected from any non-required AOT course.

ADMINISTRATIVE SUPPORT DIPLOMA

Description
This program prepares students for employment as administrative specialists, receptionists, or similar office positions.

Program Outomes
Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents
- Prepare financial statements for sole proprietorships
- Develop professional office procedures

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3
THIRD SEMESTER		**15**
AOT 141	Office Procedures I	3
AOT 265	Office Desktop Publishing	3
ENG 156	Communications II	3
	Program Electives	6
GRADUATION CREDITS REQUIRED:		**45**

NOTES: Students may substitute ENG 101 for ENG 155 and SPC 205 for ENG 156. Program Electives are to be selected from any non-required AOT course.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
SECOND SEMESTER		**9**
AOT 110	Document Formatting	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3
GRADUATION CREDITS REQUIRED:		**18**

DATA ENTRY CLERK CERTIFICATE

Description
This program will prepare students for employment in an entry-level data entry position.

Program Outomes
Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**12**
AOT 102	Medical Terminology	3
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
SECOND SEMESTER		**12**
AOT 137	Office Accounting	3
AOT 252	Medical Systems and Procedures	3
AOT 260	Office Word Processing Applications	3
	Program Elective	3
THIRD SEMESTER		**9**
AOT 122	Medical Transcription - I	3
AOT 212	Medical Document Production	3
	Program Elective	3
GRADUATION CREDITS REQUIRED:		**33**

NOTE: Program Electives are to be selected from any non-required AOT course.

MEDICAL OFFICE SPECIALIST CERTIFICATE

Description
This program will prepare students for employment as general office professionals in the medical field.

Program Outomes
Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills.
- Produce quality business documents.
- Prepare financial statements for sole proprietorships.
- Develop professional office procedures for the medical environment

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**12**
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
AOT 167	Information Processing Applications	3
ENG 155	Communications I	3
SECOND SEMESTER		**12**
AOT 110	Document Formatting	3
AOT 137	Office Accounting	3
AOT 260	Office Word Processing Applications	3
AOT 261	Office Spreadsheet Applications	3
THIRD SEMESTER		**9**
AOT 141	Office Procedures I	3
AOT 263	Office Database Applications	3
AOT 265	Office Desktop Publishing	3
GRADUATION CREDITS REQUIRED:		**33**

OFFICE SUPPORT SPECIALIST CERTIFICATE

Description
This program is designed for the student who desires to develop entry-level skills as an office support person in a computer-oriented environment.

Program Outomes
Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents
- Prepare financial statements for sole proprietorships
- Develop professional office procedures

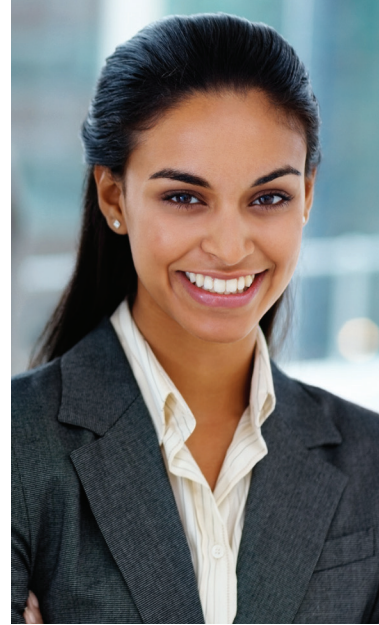# Business Administration

Program Information

The Business Administration degree prepares students with the knowledge, skills, and abilities required for skilled administrator positions in domestic and global enterprises. This program develops business acumen, teamwork, leadership, problem-solving, and decision-making skills required for business administrators, specialists, and associates.

The Business Administration program offers an associate degree. Emphases are offered in each of the following disciplines: Entrepreneur, Management, Marketing, and Operations Management. The program also offers three certificates.

Scheduling and Entry Options

Day, evening, and online classes are available. Although major courses start in the Fall Semester, students may enter any term. Full-time day students usually complete requirements in five terms. Part-time students, day or evening, should allow at least eight consecutive terms to earn the degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

www.tctc.edu/business

Accreditation

The Business Administration program is accredited by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, KS 66213, Telephone: 913-339-9356.

BUSINESS ADMINISTRATION, A.A.S.

Description

The Business Administration degree prepares students with the knowledge, skills, and abilities required for skilled administrator positions in domestic and global organizations. This program develops business acumen, teamwork, leadership, problem-solving, and decision-making skills required for business administrators, specialists, and associates. Additionally, emphases are offered in each of the following disciplines: Entrepreneur, Management, Marketing, and Operations Management.

Program Outomes

Upon completion, students will be able to:

- Analyze financial statements and comprehend their meaning
- Apply business ethics and corporate social responsibility (CSR) to business practices
- Evaluate international business alternatives and globalization opportunities
- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 175	International Business	3
ECO 101	Basic Economics	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**15**
BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MKT 130	Customer Service Principles	3
	Program Elective	6
FOURTH SEMESTER		**15**
BAF 260	Financial Management	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
	Program Elective	6
FIFTH SEMESTER		**6**
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute PSY 201 for PSY 120. Students may substitute ECO 210 or ECO 211 for ECO 101. Program Electives are to be selected from any non-required ACC, BAF, BUS, MGT, or MKT course or CPT 270, ECO 210, or ECO 211 to fulfill this requirement. No class may be used as both a required course and elective simultaneously.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 175	International Business	3
ECO 101	Basic Economics	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**15**
BAF 101	Personal Finance	3
BUS 110	Entrepreneurship	3
BUS 121	Business Law I	3
MGT 121	Small Business Operations	3
MKT 130	Customer Service Principles	3
FOURTH SEMESTER		**15**
ACC 246	Integrated Accounting Software	3
BAF 260	Financial Management	3
MGT 150	Fundamentals of Supervision	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
FIFTH SEMESTER		**6**
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute PSY 201 for PSY 120. Students my substitute ECO 210 or ECO 211 for ECO 101.

BUSINESS ADMINISTRATION - ENTREPRENEUR EMPHASIS, A.A.S.

Description
In addition to the knowledge, skills, and abilities developed in the Business Administration degree, an emphasis in Entrepreneurship expands students' understanding of how to develop and manage entrepreneurial enterprises.

Program Outomes
Upon completion, students will be able to:.

- Analyze financial statements and comprehend their meaning
- Apply business ethics and corporate social responsibility (CSR) to business practices
- Evaluate international business alternatives and globalization opportunities
- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication
- Create a comprehensive business plan for an up-and-coming enterprise
- Experiment with operational methods to support small business activities

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 175	International Business	3
ECO 101	Basic Economics	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**15**
ACC 102	Accounting Principles II	3
BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MGT 220	Operations Management I	3
MKT 130	Customer Service Principles	3
FOURTH SEMESTER		**15**
BAF 260	Financial Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
FIFTH SEMESTER		**6**
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute PSY 201 for PSY 120. Students my substitute ECO 210 or ECO 211 for ECO 101.

BUSINESS ADMINISTRATION - MANAGEMENT EMPHASIS, A.A.S.

Description
In addition to the knowledge, skills, and abilities developed in the Business Administration degree, an emphasis in Management expands students' skills and knowledge in the areas of management principles and functions and people management. The program prepares students for entry-level managerial positions.

Program Outomes
Upon completion, students will be able to:.

- Analyze financial statements and comprehend their meaning
- Apply business ethics and corporate social responsibility (CSR) to business practices
- Evaluate international business alternatives and globalization opportunities
- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication
- Direct the activities of others to efficiently and effectively achieve strategic goals
- Apply motivational theories to enhance employee performance

BUSINESS ADMINISTRATION - MARKETING EMPHASIS, A.A.S.

Description

In addition to the knowledge, skills, and abilities developed in the Business Administration degree, an emphasis in Marketing develops skills specifically related to the marketing and sales functions of organizations.

Program Outomes

Upon completion, students will be able to:.

- Analyze financial statements and comprehend their meaning
- Apply business ethics and corporate social responsibility (CSR) to business practices
- Evaluate international business alternatives and globalization opportunities
- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication
- Develop marketing strategies that create customer value
- Use elements of the marketing mix to achieve desired outcomes

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 175	International Business	3
ECO 101	Basic Economics	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**15**
BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MKT 120	Sales Principles	3
MKT 130	Customer Service Principles	3
MKT 240	Advertising	3
FOURTH SEMESTER		**15**
BAF 260	Financial Management	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
MKT 250	Consumer Behavior	3
MKT 265	Retailing Strategies and Applications	3
FIFTH SEMESTER		**6**
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute PSY 201 for PSY 120. Students may substitute ECO 210 or ECO 211 for ECO 101.

BUSINESS ADMINISTRATION - OPERATIONS MANAGEMENT EMPHASIS, A.A.S.

Description

In addition to the knowledge, skills, and abilities developed in the Business Administration degree, an emphasis in Operations Management expands students' knowledge of the operational activities required to enhance the value chain for both manufacturing and service-oriented businesses.

Program Outomes

Upon completion, students will be able to:

- Analyze financial statements and comprehend their meaning
- Apply business ethics and corporate social responsibility (CSR) to business practices
- Evaluate international business alternatives and globalization opportunities
- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication
- Diagnose and solve inefficiencies in business operations/processes
- Recommend value chain activities to support competitive advantage

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 175	International Business	3
ECO 101	Basic Economics	3
MKT 101	Marketing	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**15**
BAF 101	Personal Finance	3
BUS 121	Business Law I	3
BUS 160	Fundamentals of Transportation and Logistics	3
MGT 220	Operations Management I	3
MKT 130	Customer Service Principles	3
FOURTH SEMESTER		**15**
BAF 260	Financial Management	3
BUS 235	Sourcing and Purchasing Practices	3
MGT 221	Operations Management II	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
FIFTH SEMESTER		**6**
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students may substitute PSY 201 for PSY 120. Students may substitute ECO 210 or ECO 211 for ECO 101.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
ACC 101	Accounting Principles I	3
BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
ECO 101	Basic Economics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**15**
CPT 170	Microcomputer Applications	3
MGT 150	Fundamentals of Supervision	3
MGT 260	Leadership Fundamentals	3
MKT 101	Marketing	3
MKT 265	Retailing Strategies and Applications	3
GRADUATION CREDITS REQUIRED:		**30**

BUSINESS FOUNDATIONS CERTIFICATE

Description
This certificate, designed to complement the Business Administration Associate Degree, provides a foundation in business "basics" and offers a credential to those seeking employment in business. The certificate can benefit students who are preparing for a career in the business field but lack the formal knowledge and skills required.

Program Outcomes
Upon completion, students will be able to:

- Produce business reports, presentations, and documentation using current technology
- Work in teams effectively to create value for an organization
- Incorporate pertinent business concepts and terminology in written and oral communication
- Develop marketing strategies that create customer value

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**18**
ACC 101	Accounting Principles I	3
BUS 110	Entrepreneurship	3
BUS 121	Business Law I	3
CPT 170	Microcomputer Applications	3
MGT 101	Principles of Management	3
MGT 121	Small Business Operations	3
SECOND SEMESTER		**15**
ACC 246	Integrated Accounting Software	3
BUS 101	Introduction to Business	3
MGT 150	Fundamentals of Supervision	3
MGT 260	Leadership Fundamentals	3
MKT 101	Marketing	3
GRADUATION CREDITS REQUIRED:		**33**

ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT CERTIFICATE

Description
This certificate is designed to provide a foundation in entrepreneurship/small business basics. It provides a credential for those seeking employment in a small business and to those desiring to start a small business.

Program Outcomes
Upon completion, students will be able to:

- Produce business reports, presentations, and documentation using current technology
- Incorporate pertinent business concepts and terminology in written and oral communication
- Create a comprehensive business plan for an up-and-coming enterprise
- Experiment with operational methods to support small business activities

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**12**
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**12**
ACC 101	Accounting Principles I	3
BUS 121	Business Law I	3
BUS 160	Fundamentals of Transportation and Logistics	3
MGT 220	Operations Management I	3
THIRD SEMESTER		**12**
BUS 235	Sourcing and Purchasing Practices	3
MGT 260	Leadership Fundamentals	3
MGT 221	Operations Management II	3
MKT 130	Customer Service Principles	3
GRADUATION CREDITS REQUIRED:		**36**

LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE

Program Description
This certificate will provide students with the opportunity to build skills in supply chain management functions and other business and management skills. The students will also have the opportunity to earn eight industry certifications through the Council of Supply Chain Management Professionals.

Program Outcomes
Upon completion, students will be able to:

- Apply supply chain management principles to business operations
- Solve supply chain management problems to make effective decisions

Computer and Information Technology

Program Information

Widespread use in business, industry, education, and government has created a demand for trained computer professionals. Hands-on training is emphasized as students prepare for entry-level positions in the information technology field. Upon graduation, employment opportunities are available in a wide range of computing environments.

The Computer and Information Technology program offers associate degree pathways in the following disciplines: Cybersecurity/Forensics, Network Systems Management, and Software and Web Development. Certificates are also available in both Cisco Network Administration and Computer Technician skills.

Scheduling and Entry Options

Students may enroll any term. Five terms of full-time course work are usually required to complete the requirements for the degree. Courses can be completed in any order subject to the completion of course prerequisites. General Education course requirements can be completed any time during the program. Students should plan to attend at least one summer term. Part-time students should allow several additional terms.

Students must earn a grade of "C" or higher in all CPT/IST courses used to fulfill major course requirements.

Credit for CPT and IST courses that are more than five years old must be approved by the department head.

www.tctc.edu/cit

COMPUTER TECHNOLOGY – CYBERSECURITY AND FORENSICS EMPHASIS, A.A.S.

Description

This degree emphasis in Cybersecurity and Forensics prepares graduates for employment by providing skills in technical support, forensic investigation, computer and network security, and network administration. Students learn additional skills in multiple areas of information technology including databases, operating systems, programming, and web development.

Program Outcomes

Upon completion, students will be able to:

- Use computer applications to accomplish tasks
- Design basic applications software
- Uphold information technology industry standards
- Administer computer networks and systems
- Support user systems and applications
- Maintain information systems security

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
CPT 176	Microcomputer Operating Systems	3
CPT 234	C Programming I	3
CPT 285	PC Hardware Concepts	3
ENG 156	Communications II	3
IST 220	Data Communications	3
THIRD SEMESTER		**12**
IST 191	LINUX System Administration	3
IST 241	Network Architecture I	3
IST 290	Special Topics in Information Sciences	3
	Social Science Requirement	3
FOURTH SEMESTER		**15**
CPT 242	Database	3
IST 150	Project Management Essentials for IT Professionals	3
IST 268	Computer Forensics	3
IST 291	Fundamentals of Network Security I	3
	Humanities Requirement	3
FIFTH SEMESTER		**15**
CPT 264	Systems and Procedures	3
IST 257	LAN Network Server Technologies	3
IST 269	Digital Forensics	3
IST 272	Relational Database	3
	General Electives	3
GRADUATION CREDITS REQUIRED:		**72**

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
CPT 176	Microcomputer Operating Systems	3
CPT 234	C Programming I	3
CPT 285	PC Hardware Concepts	3
ENG 156	Communications II	3
IST 220	Data Communications	3
THIRD SEMESTER		**12**
IST 191	LINUX System Administration	3
IST 201	Cisco Internetworking Concepts	3
IST 241	Network Architecture I	3
	Social Science Requirement	3
FOURTH SEMESTER		**15**
CPT 242	Database	3
IST 150	Project Management Essentials for IT Professionals	3
IST 202	Cisco Router Configuration	3
IST 291	Fundamentals of Network Security I	3
	Humanities Requirement	3
FIFTH SEMESTER		**15**
CPT 264	Systems and Procedures	3
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
IST 257	LAN Network Server Technologies	3
	General Electives	3
GRADUATION CREDITS REQUIRED:		**72**

COMPUTER TECHNOLOGY - NETWORK SYSTEMS MANAGEMENT EMPHASIS, A.A.S.

Description

This degree emphasis in Network Systems Management provides graduates with skills in technical support, router configuration and security, network systems administration, and network security. Students learn additional skills in multiple areas of information technology including databases, operating systems, programming, and web development.

Program Outcomes

Upon completion, students will be able to:

- Use computer applications to accomplish tasks
- Design basic applications software
- Uphold information technology industry standards
- Administer computer networks and systems
- Implement secure information technology networks and systems
- Support user systems and applications

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
MAT 155	Contemporary Mathematics	3
SECOND SEMESTER		**15**
CPT 176	Microcomputer Operating Systems	3
CPT 234	C Programming I	3
CPT 285	PC Hardware Concepts	3
ENG 156	Communications II	3
IST 220	Data Communications	3
THIRD SEMESTER		**12**
CPT 212	Visual Basic Programming	3
IST 191	LINUX System Administration	3
IST 237	Intermediate Website Design	3
	Social Science Requirement	3
FOURTH SEMESTER		**15**
CPT 236	Introduction to Java Programming	3
CPT 238	Internet Scripting	3
CPT 242	Database	3
IST 150	Project Management Essentials for IT Professionals	3
	Humanities Requirement	3
FIFTH SEMESTER		**15**
CPT 208	Special Topics in Computer Technology	3
CPT 264	Systems and Procedures	3
IST 257	LAN Network Server Technologies	3
IST 272	Relational Database	3
	General Electives	3
GRADUATION CREDITS REQUIRED:		**72**

COMPUTER TECHNOLOGY - SOFTWARE AND WEB DEVELOPMENT EMPHASIS, A.A.S.

Description

This degree emphasis in Software and Web Development provides applications software development skills in a variety of languages for delivery on a variety of platforms such as computers, web, and mobile. Students learn additional skills in multiple areas of information technology including databases, operating systems, technical support, and networking.

Program Outcomes

Upon completion, students will be able to:

- Use computer applications to accomplish tasks
- Design basic applications software
- Uphold information technology industry standards
- Administer computer networks and systems
- Develop applications software to solve real world problems
- Support user systems and applications

CISCO NETWORK ADMINISTRATOR CERTIFICATE

Description
The Cisco Network Administrator Certificate provides students the opportunity to develop basic skills in network administration including Cisco router and switch configuration, security, maintenance, and troubleshooting. In addition, this certificate provides the necessary training for students to acquire the Cisco Certified Network Associate (CCNA) Certification.

Program Outcomes
Upon completion, students will be able to:

- Administer computer networks and systems
- Maintain information systems security

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
CPT 167	Introduction to Programming Logic	3
IST 220	Data Communications	3
SECOND SEMESTER		**6**
IST 201	Cisco Internetworking Concepts	3
IST 202	Cisco Router Configuration	3
THIRD SEMESTER		**6**
IST 203	Advanced Cisco Router Configuration	3
IST 204	Cisco Troubleshooting	3
GRADUATION CREDITS REQUIRED:		**18**

COMPUTER TECHNICIAN CERTIFICATE

Description
The Computer Technician Certificate provides students the opportunity to develop basic skills in the most essential IT technical tasks, including preventive maintenance, troubleshooting, network operation, and basic web development. In addition, this certificate provides the necessary training for students to acquire the industry standard CompTIA A+ Certification as well as the Microsoft Office Specialist (MOS) Certification.

Program Outcomes
Upon completion, students will be able to:

- Use computer applications to accomplish tasks
- Support user systems and applications

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
SECOND SEMESTER		**6**
CPT 270	Advanced Microcomputer Applications	3
IST 220	Data Communications	3
THIRD SEMESTER		**9**
CPT 176	Microcomputer Operating Systems	3
CPT 285	PC Hardware Concepts	3
IST 222	Introduction to Webpage Production	3
GRADUATION CREDITS REQUIRED:		**21**

Criminal Justice Technology

Criminal Justice majors acquire the knowledge and skills needed to become working professionals in the criminal justice system. The program curriculum is a blend of theory, procedure, and technical application. The program will give students a holistic understanding of each component of the criminal justice system regardless of what position the student seeks. For this reason, students will experience aspects of all components while in the program. Criminal Justice students will be exposed to elements from the three primary components: Law Enforcement, Courts, and Corrections. Students wishing to explore related topics may choose from a diverse set of electives including: criminal profiling, specialized policing issues, corrections, and paralegal studies. Qualified students also have the opportunity to participate in an organized internship with an area criminal justice agency, including police/sheriff agencies, coroner's office, and juvenile probation. In order to appreciate the contributions and limitations of the criminal justice system, students will be exposed to the related disciplines of psychology, sociology, and political science.

The Criminal Justice program offers three associate degree pathways including emphasis in Law Enforcement Operations and Paralegal Studies. Certificate options include Law Enforcement Leadership and Management Certificate and Police Pre-Academy Training Certificate. Students interested in earning a baccalaureate degree, or who aren't sure what specific career path they want to follow, should speak with a program advisor as soon as possible about career options, and the transfer (articulation) agreements maintained with area universities.

Scheduling and Entry Options
The CRJ program is located on the Pendleton Campus. Criminal Justice students should plan to attend classes primarily at the Pendleton Campus. Although major courses start each Fall Semester, students may enter any term. Most full-time day students usually complete requirements in four to five terms. Part-time students should allow an additional two or more consecutive terms to earn a degree. Courses can be completed in any order subject to the completion of course prerequisites, but it is recommended that students follow the recommended course sequence. Students enrolled in the Law Enforcement Operations emphasis or Paralegal emphasis are required to attend at least one summer term. General Education course requirements can be completed anytime during the program on any TCTC campus or online.

www.tctc.edu/crj

Important Information for Students
Job opportunities within the Criminal Justice field are extremely limited for those students with backgrounds that involve the willful violation of the law, violent conflict with others, psychological problems, or drug and alcohol addiction. Students with a felony conviction will not be permitted into the CRJ program, as courses will require participation in various activities such as police ride-alongs and tours of facilities, which are prohibited to individuals possessing a criminal record. Students with misdemeanor arrests and/or convictions should speak to a CRJ advisor for guidance and recommendations. Students will be required to disclose all arrests prior to beginning employment with most Criminal Justice agencies. Students with these types of issues should consult with their anticipated employer about their particular circumstances. Your advisor can also guide you generally in this regard. It is always beneficial to address these types of issues early, but it remains the students' responsibility to resolve, discuss, or research their own personal circumstances, which may prevent them from being employable in the Criminal Justice field.

Criminal Justice Additional Requirements

In addition to meeting general admission requirements, Criminal Justice students are required to meet the specific requirements outlined below:

- Have no felony convictions on record
- Submit to a mandatory Criminal Background Check (National and State). Results shall be provided to the Criminal Justice program prior to the end of the first semester in program.
- Earn a grade of "C" or higher in CRJ and LEG courses to qualify for graduation.
- Have credit towards graduation requirements for CRJ courses more than five years old must be approved by the program director.

In addition to College tuition and fees, CRJ students will incur expenses for professional attire and supplemental printed materials. Student should contact the program director for additional details.

While self-expression is acceptable for academic pursuits, students should be aware that students with body art, tattoos, ungroomed facial hair, poor hygiene, or visible piercings/physical alterations (other than of a conservative nature), may have difficulty securing employment in field or participating in mandatory program activities. Moreover, individuals may be required to meet certain personal hygiene and appearance standards while working in the Criminal Justice profession. If this is a concern, please consult a CRJ advisor who can generally guide you in this regard.

Finally, individuals seeking to enter the Criminal Justice profession should consider that their personal and professional lives will be subject to thorough investigation for employment purposes. This scrutiny includes, but is not limited to:

- Disclosure of all previous criminal arrest and/or convictions
- Disclosure of prior and current drug use and addictions
- Disclosure of academic performance and disciplinary actions
- Prior employment conduct/records
- Intimate partner, neighbor, and social acquaintance interviews
- Social media reviews and disclosures
- Credit checks and indicators of financial responsibility

CRIMINAL JUSTICE TECHNOLOGY, A.A.S.

Description
The Criminal Justice Technology degree prepares students with the knowledge and skills required for the criminal justice field. This degree is appropriate for entry-level and practicing professionals in a range of employment fields including: security, court support, corrections, victim witness advocacy, and many other human service positions.

Program Outcomes
Upon completion, students will be able to:

- Write criminal justice correspondence/documents
- Apply appropriate tactical communications to deescalate various situations
- Apply correct legal standards
- Analyze public policy implications of criminological theory
- Manage criminal investigations
- Develop a career plan
- Interact appropriately with employees, clients, and other community members during an internship with a selected service learning agency

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 222	Ethics in Criminal Justice	3
ENG 101	English Composition I	3
SECOND SEMESTER		**15**
CRJ 116	Criminal Law II	3
CRJ 224	Police Community Relations	3
CRJ 242	Correctional Systems	3
MAT 120 MAT 155	Probability and Statistics OR Contemporary Mathematics	3
PSY 201	General Psychology	3
THIRD SEMESTER		**12**
CRJ 140	Criminal Justice Report Writing	3
CRJ 230	Criminal Investigation I	3
	Program Elective	6
FOURTH SEMESTER		**12**
CRJ 150	Interviewing and Counseling	3
SFT 109	Lifetime Fitness and Wellness	3
SOC 101 PSC 201	Introduction to Sociology OR American Government	3
SPC 205	Public Speaking	3
FIFTH SEMESTER		**12**
CRJ 236	Criminal Evidence	3
CRJ 260	Seminar in Criminal Justice	3
PSY 207	Forensic Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Program Electives are to be selected from any of the following: CRJ 110, CRJ 120, CRJ 130, CRJ 145, CRJ 202, CRJ 205, CRJ 216, CRJ 237, CRJ 239, CRJ 243, CRJ 246, CRJ 250, CRJ 251, or CRJ 262.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CRJ 101	Introduction to Criminal Justice	3
CRJ 125	Criminology	3
ENG 101	English Composition I	3
LEG 135	Introduction to Law and Ethics	3
LEG 230	Legal Writing	3
SECOND SEMESTER		**12**
CRJ 116	Criminal Law II	3
CRJ 224	Police Community Relations	3
LEG 213	Family Law	3
PSY 201	General Psychology	3
THIRD SEMESTER		**12**
CRJ 230	Criminal Investigation I	3
LEG 201	Civil Litigation I	3
LEG 231	Criminal Law	3
PSC 201 SOC 101	American Government OR Introduction to Sociology	3
FOURTH SEMESTER		**12**
CRJ 140	Criminal Justice Report Writing	3
MAT 120 MAT 155	Probability and Statistics OR Contemporary Mathematics	3
SPC 205	Public Speaking	3
	Humanities Requirement	3
FIFTH SEMESTER		**12**
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
PSY 207	Forensic Psychology	3
GRADUATION CREDITS REQUIRED:		**63**

CRIMINAL JUSTICE TECHNOLOGY - PARALEGAL STUDIES EMPHASIS, A.A.S.

Description

The paralegal emphasis is designed for students to acquire foundational knowledge and skills necessary to pursue entry-level opportunities within the legal system. The emphasis provides theoretical, practical, and technical applications of legal skills. Students will develop a well-rounded understanding of the scope and role of paralegal professionals in the legal system. Students enrolled in the Paralegal emphasis are required to attend at least one summer term.

Program Outcomes

Upon completion, students will be able to:

- Write criminal justice correspondence/documents
- Analyze public policy implications of criminological theory
- Manage criminal investigations
- Develop a career plan
- Apply appropriate civil law standards.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 125	Criminology	3
CRJ 222	Ethics in Criminal Justice	3
ENG 101	English Composition I	3
SECOND SEMESTER		**15**
CRJ 116	Criminal Law II	3
CRJ 224	Police Community Relations	3
CRJ 242	Correctional Systems	3
MAT 120 MAT 155	Probability and Statistics OR Contemporary Mathematics	3
PSY 201	General Psychology	3
THIRD SEMESTER		**12**
CRJ 110	Police Patrol	3
CRJ 230	Criminal Investigation I	3
CRJ 237	Defensive Tactics for Law Enforcement	3
SOC 101 PSC 201	Introduction to Sociology OR American Government	3
FOURTH SEMESTER		**12**
CRJ 140	Criminal Justice Report Writing	3
CRJ 262	Criminal Justice Workshop	3
SFT 109	Lifetime Fitness and Wellness	3
SPC 205	Public Speaking	3
FIFTH SEMESTER		**12**
CRJ 236	Criminal Evidence	3
CRJ 260	Seminar in Criminal Justice	3
PSY 207	Forensic Psychology	3
	Humanities Requirement	3
GRADUATION CREDITS REQUIRED:		**66**

CRIMINAL JUSTICE - LAW ENFORCEMENT OPERATIONS EMPHASIS, A.A.S

Description

In addition to the knowledge, skills, and abilities developed in the Criminal Justice Degree, an emphasis in Law Enforcement Operations will broaden a student's understanding of this particular component in the Criminal Justice System. Aside from theoretical aspects of policing, students are immersed in practical based curriculum. Specialty courses for this emphasis include a force simulation lab, police patrol operations, and defensive tactics training. Students enrolled in the Law Enforcement Operations emphasis are required to attend at least one summer term.

Program Outcomes

Upon completion, students will be able to:

- Write criminal justice correspondence/documents
- Apply appropriate tactical communications to deescalate various situations
- Apply correct legal standards
- Analyze public policy implications of criminological theory
- Manage criminal investigations
- Develop a career plan
- Deploy effective defensive tactics
- Resolve various law enforcement situations
- Interact appropriately with employees, clients, and other community members during an internship with a selected service learning agency

CRIMINAL JUSTICE LEADERSHIP AND MANAGEMENT CERTIFICATE

Description

The Criminal Justice Leadership and Management Certificate will provide a foundation for individuals to be effective supervisors, skilled communicators, and strategic problem solvers. The certificate is ideal for those looking to become or who are currently entry-level supervisors; particularly with a law enforcement agency. Students will focus on principles of management, human resources and employment law, as well as police supervision and administrative concepts.

Program Outcomes

Upon completion, students will be able to:

- Examine leadership and management skills of an effective police supervisor or administrator.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
CRJ 216	Police Supervision	3
CRJ 222	Ethics in Criminal Justice	3
MGT 101	Principles of Management	3
SECOND SEMESTER		**9**
BUS 121	Business Law I	3
CRJ 130	Police Administration	3
MGT 201	Human Resource Management	3
GRADUATION CREDITS REQUIRED:		**18**

POLICE PRE-ACADEMY TRAINING CERTIFICATE

Description

The Police Pre-Academy Training (PPAT) Certificate qualifies as the first mandatory blocks of instruction to gain entry into the South Carolina Criminal Justice Academy. All courses have been aligned with current SCCJA & LETC training standards and requirements as required by law. The certificate will enable individuals to continue on and complete the remaining portions of their academy training if they successfully complete all other qualifications as mandated by the program and law. The curriculum will include basic and introductory law enforcement training, tactics, and procedures. SC Criminal Law and Procedure as well as relevant industry training, tactics, and operations are included in certificate.

This certificate has additional entry requirements:

1. Must be a U.S. Citizen
2. Must be a high school graduate or have an equivalency
3. Must successfully pass a criminal background check and drug screening analysis*
4. Must be at least 20 years of age to enter program**

*Individual will be responsible for cost of the background check and drug screening analysis. Background check and drug screen must be performed by an approved organization, contact the Criminal Justice Program Director or Department Head for more information.

**Individual does not have to be currently employed with a law enforcement agency to enter the PPAT program but will have to become employed with a SC Law Enforcement Agency prior to attending the 8-week academy program in Columbia. The individual does not have to be 21 years old to enter the program but should not be more than a year away from turning 21 when entering the program.

Program Outcomes

Upon completion, students will be able to:

- Enter into the South Carolina Criminal Justice Academy (after securing employment with a SC law enforcement agency) to complete remaining portions of instruction so they can perform the duties of a certified law enforcement officer in the state of South Carolina

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**12**
CRJ 281	Police Science I	3
CRJ 282	Police Science II	3
CRJ 283	Police Science III	3
CRJ 284	Police Science IV	3
GRADUATION CREDITS REQUIRED:		**12**

Program Accreditation

The ECE program's associate degree is accredited by the National Association for the Education of Young Children, 1401 H St. NW, Suite 600, Washington DC 20005, Telephone: 202-232-8777.

www.tctc.edu/ece

Early Care and Education

Program Information

Quality early childhood programs are vital to the future success of young children. The Early Care and Education (ECE) program prepares students who are entering the field as well as students already employed in the field through coursework infused with a variety of learning experiences, on-site placements for labs in local early care and public school settings, and interactions with faculty and community professionals. The curriculum for ECE's certificates and associate degree are designed to help students become committed, capable, and compelled early care and education professionals. Recent graduates are employed as public school teacher assistants, as teachers or teacher assistants in Head Start and other early care programs, and as directors of early care programs.

The ECE program offers an associate degree and five certificates. Credit for courses in the certificates may be applied toward the associate degree. Students interested in earning a baccalaureate degree should speak with a program advisor, as transfer agreements are maintained with area universities.

The ECE program participates in the Teacher Education And Compensation Helps (T.E.A.C.H.) program and works closely with the SC Endeavors and honors their credentialing system.

Additional Requirements for Early Care and Education

In addition to meeting general admission requirements, Early Care and Education majors are required to meet the specific requirements outlined below:

- Credit towards graduation requirements for ECE courses more than five years old must be approved by the program director.
- A grade of "C" or better is required for ECE courses fulfilling prerequisite and graduation requirements.

A student must be able to enter and/or remain in all lab and/or field experiences to progress within the ECE program. Prior to the first day of lab or field experiences, students must provide proof of eligibility to work with young children by completing the following forms that are available from the program director:

- South Carolina Department of Social Services Health Assessment and Medical Statement forms documenting that the student has no significant problems that would interfere with their ability to care for children including tuberculosis status.
- South Carolina Law Enforcement Division Check for Criminal History or federal (FBI) fingerprint-based criminal history background check indicating a record that complies with South Carolina Department of Social Services Child Care regulations.
- Tri-County Technical College ECE Discipline Policy indicating adherence to positive child guidance techniques.
- ECE Self-Assessment of Technical Standards

In addition to College tuition and fees, ECE students will incur expenses for professional liability insurance and supplemental printed materials. Student should contact the program director for additional details.

Scheduling and Entry Options

The ECE program is primarily located on the Pendleton Campus. Full-time ECE degree seeking students should plan to attend classes primarily at the Pendleton Campus. (Evening courses are typically offered at the Anderson Campus, but the full degree will require some day course commitments.) Students may enter at any term. Most full-time day students will complete requirements in five terms. Part-time students should allow additional terms to earn a degree. Courses can be completed in any order subject to the completion of course pre-requisites, but it is recommended that students follow the prescribed course sequence.

EARLY CARE AND EDUCATION, A.A.S.

Description
The Early Care and Education program provides students with learning opportunities to pursue their education in the field of early childhood, as well as to formalize their prior experiences with young children. The program of study is designed to prepare students to offer learning experiences in early care and education settings that promote positive development and learning opportunities for all young children. Additionally, program specific and general education requirements help to prepare students to know and to use ethical guidelines and other professional standards related to early childhood practice.

Program Outcomes
Upon completion, students will be able to:

- Promote child development and learning
- Build family and community relationships
- Observe, document, and assess to support young children and families
- Use developmentally effective approaches
- Use content knowledge to build meaningful curriculum
- Become a professional in the early childhood field

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
COL 103	College Skills	3
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
ENG 101	English Composition I	3
SECOND SEMESTER		**15**
ECD 107	Exceptional Children	3
ECD 108	Family and Community Relations	3
ECD 133	Science and Math Concepts	3
ECD 203	Growth and Development II	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**9**
ECD 135	Health, Safety and Nutrition	3
	Program Elective	6
FOURTH SEMESTER		**15**
ECD 105	Guidance-Classroom Management	3
ECD 132	Creative Experiences	3
ECD 237	Methods and Materials	3
MAT 103 MAT 155	Quantitative Reasoning OR Contemporary Mathematics	3
	Humanities Requirement	3
FIFTH SEMESTER		**12**
ECD 201	Principles of Ethics and Leadership in Early Care and Education	3
ECD 243	Supervised Field Experience I	3
PSY 201	General Psychology	3
	Program Elective	3
GRADUATION CREDITS REQUIRED:		**66**

NOTES: Students not intending to transfer may substitute ENG 155 for ENG 101 and ENG 156 for SPC 205. Program Electives are to be selected from ECD 109, ECD 200, ECD 205, ECD 207, ECD 259, ECD 260, MGT 101, MGT 121, or SPA 101. Students interested in transferring to Southern Wesleyan University (SWU) should consider taking ENG 102 or either BIO 101 or PHS 101 as a program elective.

CHILD CARE MANAGEMENT CERTIFICATE

Description
The Child Care Management Certificate prepares students to assume the responsibilities of an early childhood administrator. Focus is placed on relations among the community, families, staff and children. The program is also designed to prepare students to operate a child care center with focus on budgeting, state regulations, curriculum, and center organization.

Program Outcomes
Upon completion, students will be able to:

- Promote child development and learning
- Build family and community relationships
- Observe, document, and assess to support young children and families.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ECD 101	Introduction to Early Childhood	3
ECD 105	Guidance-Classroom Management	3
ECD 135	Health, Safety and Nutrition	3
SECOND SEMESTER		**9**
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
MGT 121	Small Business Operations	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students may substitute MGT 101 for MGT 121.

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
ENG 101	English Composition I	3
ECD 132	Creative Experiences	3
SECOND SEMESTER		**6**
ECD 101	Introduction to Early Childhood	3
ECD 107	Exceptional Children	3
THIRD SEMESTER		**6**
ECD 105	Guidance-Classroom Management	3
ECD 135	Health, Safety and Nutrition	3
GRADUATION CREDITS REQUIRED:		**18**

EARLY CARE AND EDUCATION ASSISTANT CERTIFICATE

Description

The Early Care and Education Assistant Certificate is designed to prepare students to support developmentally appropriate experiences for young children in high quality early learning environments. Students will be introduced to the facets of developmentally appropriate practices, and will be taught effective strategies to promote positive guidance practices that enhance the learning environment for diverse groups of learners.

Program Outcomes

Upon completion, students will be able to:

- Promote child development and learning
- Use developmentally effective approaches

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
SECOND SEMESTER		**9**
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 203	Growth and Development II	3
GRADUATION CREDITS REQUIRED:		**18**

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE

Description

The Early Childhood Development Certificate is designed to prepare students to offer learning experiences in early care and education settings that promote development and learning opportunities for young children.

Program Outcomes

Upon completion, students will be able to:

- Use developmentally effective approaches
- Use content knowledge to build meaningful curriculum

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**15**
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 135	Health, Safety and Nutrition	3
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
SECOND SEMESTER		**12**
ECD 108	Family and Community Relations	3
ECD 132	Creative Experiences	3
ECD 207	Inclusive Care for Infants and Toddlers	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3
GRADUATION CREDITS REQUIRED:		**27**

INFANT/TODDLER CERTIFICATE

Description

The Infant/Toddler Certificate emphasizes infant and toddler care. The program combines educational theory and practical application necessary for nurturing infants and toddlers and for providing a developmentally appropriate environment.

Program Outcomes

Upon completion, students will be able to:

- Promote child development and learning
- Build family and community relationships
- Observe, document, and assess to support young children and families
- Use developmentally effective approaches
- Use content knowledge to build meaningful curriculum

SPECIAL NEEDS CERTIFICATE

Description

The Early Care and Education Special Needs Certificate is designed to prepare students to work in a range of settings that provide inclusive care for children with special needs. The certificate focuses on practical knowledge of various exceptionalities and emphasizes positive guidance techniques that benefit the diverse needs of an inclusive learning environment.

Program Outcomes

Upon completion, students will be able to:

- Use developmentally effective approaches

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ECD 101	Introduction to Early Childhood	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
SECOND SEMESTER		**9**
ECD 107	Exceptional Children	3
ECD 207	Inclusive Care for Infants and Toddlers	3
ECD 259	Behavior Management for Special Needs	3
GRADUATION CREDITS REQUIRED:		**18**

Media Arts Production

Program Information

Students in Media Arts Production (MAP) will learn to write, light, shoot, record, and edit content for electronic media while developing personal talents and styles as communicators. The program provides hands-on experience in operating the equipment, technology, and software which prepares graduates for a variety of entry-level positions in the growing field of mass communications. The graduate will be prepared to create content for multiple media platforms.

MAP graduates get jobs in traditional media and in any industry, organization, or non-profit that has a message to deliver.

The Media Arts Production Program offers an associate degree and five certificates.

Scheduling and Entry Options

All program Media Arts Production (MAP) courses are offered during the day and on the Pendleton Campus. Program courses begin in the Fall Semester of each year. Entry during any other term will be permitted but may limit the courses that may be available. Courses are offered in the fall, spring and summer terms on a one-time per year basis for most of the required MAP courses. MAP 160 Introduction to Media Arts and Ethics and some electives are offered only in the summer. Full-time students usually complete requirements in five terms including one summer term. Part-time students should allow at least six to nine terms to earn the degree. General Education course requirements can be completed at any time during the program as long as placement criteria and prerequisites are satisfied.

All Media Arts Production students must earn a grade of "C" or higher in ARV and MAP courses to qualify for graduation.

www.tctc.edu/map

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**12**
ARV 161	Visual Communication Media	3
ARV 231	Digital Video Editing	3
ENG 101	English Composition I	3
MAP 101	Audio Techniques I	3
SECOND SEMESTER		**12**
ARV 114	Photography I	3
MAP 104	Radio Production I	3
MAP 140	Writing for Media Production	3
SPC 205	Public Speaking	3
THIRD SEMESTER		**9**
MAP 160	Introduction to Media Arts & Ethics	3
	Program Elective	6
FOURTH SEMESTER		**15**
ARV 211	Digital Media Design	3
MAP 223	Interview and Discussion	3
MAT 120	Probability and Statistics	3
	Humanities Requirement	3
	Social Science Requirement	3
FIFTH SEMESTER		**15**
ARV 227	Web Site Design I	3
MAP 141	Journalism for Media	3
MAP 226	Producing and Directing	3
MAP 280	Media Arts Exit Portfolio	3
	Program Elective	3
GRADUATION CREDITS REQUIRED:		**63**

NOTES: Program Electives are to be selected from BUS 101, IST 222, MKT 120, or any non-required ARV or MAP course. ART 101 is recommended for the Humanities Requirement.

MEDIA ARTS PRODUCTION, A.A.S.

Description
The Media Arts Production Degree prepares students to light, write, shoot, edit, and record content for traditional media, new media, and many other media platforms. This degree is appropriate for entry-level and practicing professionals in a range of positions, from behind the scenes to front-and-center, and in a wide variety of fields from nonprofits to manufacturing and from multimedia organizations to ad agencies. Students are taught an array of skills needed to provide content for any job where content is needed.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
MAP 101	Audio Techniques I	3
MAP 140	Writing for Media Production	3
SECOND SEMESTER		**6**
ARV 227 MAP 271	Web Site Design I OR SCWE in Media Arts Production I	3
MAP 104	Radio Production I	3
THIRD SEMESTER		**6**
MAP 201	Audio Techniques II	3
MAP 204	Radio Production II	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the audio field.

AUDIO PRODUCTION CERTIFICATE

Description
Prepares students to work with audio across media platforms; includes instruction in Adobe Audition.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
ARV 212	Digital Photography	3
ARV 231	Digital Video Editing	3
MAP 122 MAP 271	Field Production I OR SCWE in Media Arts Production I	3
SECOND SEMESTER		**9**
ARV 222	Computer Animation	3
ARV 227	Web Site Design I	3
THIRD SEMESTER		**3**
ARV 211	Digital Media Design	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the digital production field.

DIGITAL PRODUCTION TECHNIQUES CERTIFICATE

Description
This program will prepare students for a career in multimedia, including video and emerging technologies, such as web and computer graphics.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

GRAPHIC COMMUNICATIONS CERTIFICATE

Description
The Graphic Communications Certificate teaches an understanding of design principles for the graphic design workplace. Students are taught to utilize current industry-related hardware and software for both print and web-based design.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ARV 110	Computer Graphics I	3
ARV 161	Visual Communication Media	3
ARV 212	Digital Photography	3
SECOND SEMESTER		**9**
ARV 114 IST 222 MAP 271	Photography I OR Introduction to Webpage Production OR SCWE in Media Arts Production I	3
ARV 227	Web Site Design I	3
ARV 261	Advertising Design I	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the graphics field.

MEDIA ARTS BUSINESS CERTIFICATE

Description
This certificate is designed for students interested in the business of media arts. Principles of business, sales, and marketing, as they relate to media, are covered. Students learn how to write for different media platforms. Additionally, students are introduced to the basics of design, media ethics, trends, and history.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**6**
ARV 161 MAP 271	Visual Communication Media OR SCWE in Media Arts Production I	3
BUS 101	Introduction to Business	3
SECOND SEMESTER		**6**
MAP 140	Writing for Media Production	3
MKT 120	Sales Principles	3
THIRD SEMESTER		**6**
MAP 160	Introduction to Media Arts & Ethics	3
MAP 265	Media Arts Business Procedures	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the business side of media, such as sales or marketing.

PHOTOGRAPHY CERTIFICATE

Description
This certificate is designed for students who want to pursue a career in photography in relation to multiple media platforms. It will prepare graduates with the skills needed to produce photography for electronic media, portraiture, and print. This certificate will emphasize both the artistry and technical requirements necessary to be successful in media.

Program Outcomes
Upon completion, students will be able to:

- Meet professional media practices
- Pre-plan content to meet audience and purpose within scope of work
- Produce media projects
- Work effectively in a team to create media content

Course Number	Course Title	Credit Hours
FIRST SEMESTER		**9**
ARV 114	Photography I	3
ARV 161	Visual Communication Media	3
ARV 212	Digital Photography	3
SECOND SEMESTER		**9**
ARV 213	Lighting Credit	3
ARV 214	Photography II	3
ARV 227 MAP 271	Web Site Design I OR SCWE in Media Arts Production I	3
GRADUATION CREDITS REQUIRED:		**18**

NOTE: Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the photography field.

NOTES: