



2024-2025

# Catalog & Handbook



## Message from the President

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Thank you for choosing Tri-County Technical College to be your partner in education as you prepare for a successful and rewarding future.

Tri-County is your community college, and student success is our number one priority. Whether courses meet in person or online, we are committed to providing an engaging, interactive, educational experience that offers timely and meaningful feedback. You will have opportunities to interact and engage with not only the course content but with other students and instructors as well.

With four campuses to serve you (Pendleton, Anderson, Easley, and Oconee), pursuing your education has never been more convenient. We offer many scheduling options as well as courses in learning centers located in Sandy Springs and Honea Path. Students may be eligible for a number of federal and state financial aid and scholarship programs, including Pell Grants, State Lottery Tuition Assistance, and SCWINS, which makes the cost of attending Tri-County very affordable. Also, the Tri-County Technical College Foundation offers hundreds of scholarships each year. In addition to our generous financial aid packages, we offer the kinds of support services students need to balance school with work and family life.



As you peruse the pages of this Catalog, you will see that there is something here for everyone. At Tri-County, we partner with local business and industry to provide opportunities for students to earn a living while going to school, and our academic programs are designed to lead to careers that pay family-sustaining wages. For those who are unemployed, underemployed, or simply seeking a new career, we offer industry-recognized training and certificate programs, some of which can be completed in just 14 weeks. And those wishing to transfer to a four-year college and obtain a bachelor's degree can do so easily and affordably, thanks to a number of partnership agreements with colleges and universities across the state.

Just as our course offerings are diverse, so is our student population. We serve recent high school graduates, first-generation students, minority students, English-language learners, students with learning disabilities, those already in the workforce, and many others. No matter your age, ethnicity, economic or educational background, you belong here at Tri-County.

I look forward to seeing you on campus and wish you the best as you pursue your educational goals.

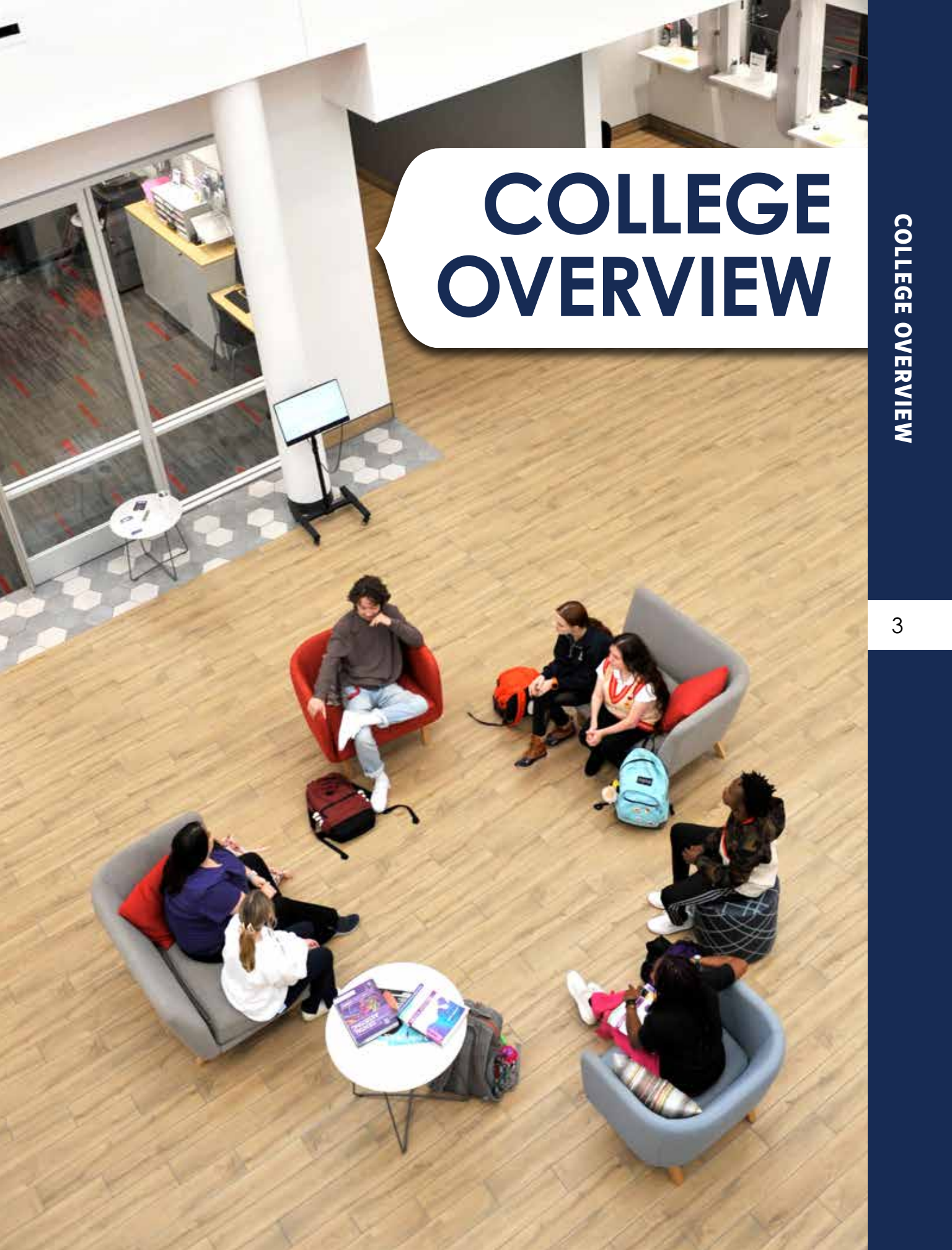
In your service,

A handwritten signature in black ink that reads "D. Galen DeHay". The signature is written in a cursive, flowing style.

D. Galen DeHay, Ph.D.

President

# COLLEGE OVERVIEW





### Accreditation

Tri-County Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Tri-County Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([sacscoc.org](http://sacscoc.org)).

### Catalog Disclaimer

This Catalog is published for informational purposes. The information in the Catalog is not to be regarded as an irrevocable contract between the student and the College. Tri-County Technical College reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum course structure and content, and such matters as may be within its control, notwithstanding any information set forth in this Catalog. Tri-County Technical College will make every effort to keep students advised of such changes.

### Telephone Numbers

Main 864-646-TCTC (8282)  
Anderson Campus 864-260-6700  
Easley Campus 864-220-8888  
Oconee Campus 864-613-1900  
Toll Free 1-866-269-5677  
(within the 864 area code)  
TDD/VOICE 1-800-735-2905

### Digital Connections

[tctc.edu](http://tctc.edu)  
[facebook.com/tctcedu](https://facebook.com/tctcedu)  
[instagram.com/tctcedu](https://instagram.com/tctcedu)  
[twitter.com/tctcedu](https://twitter.com/tctcedu)

### Mailing Address

Tri-County Technical College  
P.O. Box 587  
Pendleton, SC 29670

## College Administration

### State Board for Technical and Comprehensive Education

Terry A. Hardesty, First Congressional District  
Benjamin W. Satcher, Jr., Second Congressional District  
Anthony G. Barker, Third Congressional District  
Edward G. Burns, Fourth Congressional District  
Ralph A. Odom, Jr., Fifth Congressional District  
Gregory B. Askins, Sixth Congressional District  
Kathleen Richardson, Seventh Congressional District  
Carolyn Swinton, At-Large Member  
Warren A. Darby, Jr., At-Large Member  
Roger P. Schrum, Chair, At-Large Member  
Orville S. Smith, III, At-Large Member  
Ellen Weaver, S.C. Superintendent of Education, Ex-Officio Member  
Harry M. Lightsey, III, S.C. Secretary of Commerce, Ex-Officio Member  
Dr. Tim Hardee, President, S.C. Technical College System

### Tri-County Technical College Commission

Thomas F. Strange, Chair, Pickens County  
Hamid R. Mohsseni, Vice Chair, Anderson County  
James P. "Jim" Kaplan, Secretary/Treasurer, Pickens County  
Leon "Butch" Harris, Anderson County  
John M. Powell, Oconee County  
Helen Rosemond-Saunders, Oconee County  
Larry A. Smith, Oconee County  
James D. "Jim" Wanner, Pickens County  
J. Allard "Al" Young, Anderson County

### Tri-County Technical College Executive Staff

Dr. D. Galen DeHay, President  
Daniel T. Cooper, Chief of Staff  
Vacant, Associate Vice President, Enrollment Management and Educational Partnerships  
Dr. Amanda L. Elmore, Assistant Vice President, Curriculum and Instruction  
Cara T. Hamilton, Vice President, Business Affairs  
Linda C. Jameison, Vice President, Student Support and Engagement  
Vacant, Vice President, Human Resources  
Dr. Christopher J. Marino, Director, Institutional Research and Evaluation  
Karen K. Potter, Senior Director, Strategic Communication and Engagement  
Sarah J. Shumpert, Organizational Development Strategist  
Courtney B. White, Executive Director, TCTC Foundation

### Tri-County Technical College Deans

Dr. Jacquelyn C. Blakley, Business and Public Services Division  
Dr. M. Ahmad Chaudhry, Health Education Division  
Dr. Richard S. Cothran, Corporate and Community Education Division  
Dr. Mark R. Dougherty, Students  
Adam A. Ghiloni, Enrollment Services  
Jennifer B. Hulehan, Arts and Sciences Division and Academic and Career Foundations Division  
Bryan C. Manuel, Integrated Workforce Solutions  
Paul R. Phelps, Engineering and Industrial Technology Division

# COLLEGE OVERVIEW

## Accreditation and Memberships

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Tri-County Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Tri-County Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([sacscoc.org](http://sacscoc.org)).

Accreditation information for the following individual programs is noted elsewhere in this Catalog under the specific program heading: Accounting, Administrative Office Technology, Associate Degree Nursing, Business Administration, Early Care and Education, Emergency Medical Technology, Expanded Duty Dental Assisting, Medical Assisting, Medical Laboratory Technology, Practical Nursing, Surgical Technology, and Veterinary Technology.

## Nondiscrimination

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### Student Code

Students are members of our College community and are subject to the obligations that accrue to them by virtue of this membership. It is each student's responsibility to be aware of and act in accordance with TCTC policies and procedures. The policies and procedures are outlined throughout the College Catalog, its appendices, and [attctc.edu](http://attctc.edu).

### Equal Opportunity, Affirmative Action, Title IX, and Americans with Disabilities Act (ADA)

Tri-County Technical College is committed to a policy of equal opportunity for all persons and does not discriminate in employment, admissions, financial aid, and educational programs and activities on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran's status, pregnancy, childbirth or other categories protected by applicable law. This policy is intended to meet Tri-County Technical College's responsibilities under the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Pregnancy Discrimination Act of 1978, The Vietnam Veterans Readjustment Assistance Act of 1974, the Violence Against Women Act, the Pregnancy Accommodations Act, the Americans with Disabilities Act of 1990, as well as the Americans with Disabilities Act Amendments Act of 2008, the Genetic Information Nondiscrimination Act of 2008, and applicable provisions of the South Carolina Human Affairs Law.

### Student inquiries regarding compliance may be directed to:

Linda Jameison, Vice President, Student Support and Engagement, Pendleton Campus, Student Success Center, Room 123, 864-646-1562.

## Institutional Memberships

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Alliance Pickens  
 American Association of Community Colleges (AACCC)  
 Anderson Economic Development Board  
 Anderson Oconee Pickens Showcase Board  
 Association of Community College Trustees (ACCT)  
 Chamber of Commerce, Clemson, Pickens County  
 Chamber of Commerce, Anderson County  
 Chamber of Commerce, Easley  
 Chamber of Commerce, Oconee County  
 Community Colleges of Appalachia (CCA)  
 Council on Higher Education Accreditation (CHEA)  
 Development Corporation of Anderson  
 Greater Pickens Chamber  
 Oconee Economic Alliance  
 SC Association of Community College Trustees  
 SC Chamber of Commerce  
 Sister Cities of Anderson  
 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
 Southern Association of Colleges with Associate Degrees  
 Ten at the Top  
 Upstate SC Alliance

## College History

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In the early 1960s, South Carolina created a system of technical colleges to serve as "a tool for economic development" within the state. Founded in 1962, Tri-County Technical College has grown into a comprehensive two-year community and technical college that serves approximately 7,250 students from Anderson, Oconee, and Pickens counties in more than 70 major fields of study and is one of the largest of the 16 colleges in the South Carolina Technical College System. The College follows an "open door" admissions policy and offers comprehensive academic and support services to help all who enroll meet their educational goals and achieve academic success.

Located in the foothills of the Blue Ridge Mountains, the College has campuses in Pendleton, Anderson, Easley, and Westminster, as well as learning centers in Sandy Springs and Honea Path. Students enjoy a vibrant campus life experience that includes student events, learning communities, multicultural activities, honor societies for those with outstanding academic records, student government association activities, and a variety of clubs and organizations, many of which are tied to academic majors. The nearby lakes and mountains offer opportunities for hiking, sightseeing, and water-sport activities. A welcoming, small-town atmosphere exists in the three-county service area.

### Employee inquiries may be directed to:

Scott Wheeler, Director, Human Resources, Pendleton Campus, Anderson Hall, Room 204, 864-646-1504.

### Services for Students with Disabilities

The Accessibility Resource Center (ARC) works with students who have various conditions or disabilities that impact their educational experiences to establish reasonable academic accommodations and support that allow for access and promote success. Qualifying conditions can include many things, and a list can be found in the FAQ section of the ARC's webpage: [tctc.edu/ARC](http://tctc.edu/ARC).

Students with temporary conditions due to injury, illness, or surgery may also qualify for short-term accommodations.

Students must self-identify conditions and request accommodations and support by completing the Initial Request for Accessibility Services form online at [tctc.edu/ARC](http://tctc.edu/ARC).

Additional information can be found at [tctc.edu/ARC](http://tctc.edu/ARC). Documentation can be submitted via the online form or delivered to the ARC. Once the online form is completed, an ARC staff member will reach out using the contact information provided. Students are encouraged to complete the form and contact the ARC as soon as the need for accommodations arises.

Students can contact the ARC with any questions by emailing [ARCenter@tctc.edu](mailto:ARCenter@tctc.edu), calling 864-646-1563, visiting the ARC staff in the Student Support suite in the Ronnie L. Booth Student Success Center (Pendleton Campus), or stopping by the front desk of any community campus. The ARC staff can meet students at any other campus location upon request.

Accommodations are not retroactive and cannot be applied to previous courses or course content prior to receiving accommodations from the ARC.

Tri-County Technical College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

## Role and Scope

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Tri-County Technical College is a public, two-year community and technical college serving Anderson, Oconee, and Pickens counties in South Carolina.

As an open-door institution of higher education, the College offers affordable, accessible, collaborative, and learner-centered instruction. Offerings include university transfer and applied technical associate degree programs and diplomas and certificates in more than 70 majors associated with business, health, public service, and industrial and engineering technologies. The College also offers developmental courses and various academic and support services for students who need to improve their basic academic skills.

The College promotes economic development in the tri-county region through customized education and training for local businesses and industries through various credit and continuing education and workforce training program offerings.

## College Mission

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Tri-County Technical College provides students an exceptional and affordable learning experience that improves their quality of life. The College advances economic development in the tri-county region by preparing a highly skilled workforce.

## College Vision

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Passionate people transforming lives and building strong communities one student at a time.

## College Values

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**INTEGRITY:** We lead by example and are steadfast in upholding high ethical standards.

**RESPECT:** We engage with one another in a manner that promotes civility, trust, openness, and understanding.

**LEARNING:** We promote a growth mindset and use what we learn to deliver a transformative experience for our students and employees.

**COLLABORATION:** We achieve more when we work together, especially when we bring diverse groups of people together to solve problems and generate change.

**INNOVATION:** We encourage creative ideas that lead to positive outcomes for our students, our employees and our community.

**DIVERSITY AND INCLUSION:** We are committed to creating a diverse and inclusive community that fosters a sense of belonging where every individual feels welcome and valued.

## Commitments

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**To our Students:** Provide a dynamic teaching and learning experience in which every student has an opportunity to grow, succeed, and improve their quality of life.

**To our Employees:** Cultivate a workplace that honors and promotes our values.

**To our Community:** Serve as a solution provider in meeting the workforce needs of the tri-county region.

## Hours of Operation

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Standard hours of operation for the College are Monday-Thursday, 8 a.m.-5 p.m., and Friday, 8 a.m.-2 p.m. Some offices keep extended hours in the evenings. Interested persons may contact the individual offices for specific hours of operation.

## TC Central

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TC Central is an integrated one-stop student services center designed to streamline the student experience. Specialists possess a broad range of knowledge to support students by answering inquiries, providing referrals, and offering access to resources designed to support student success. Common services provided by TC Central include:

- Admissions
- Financial Aid
- Connecting with an Advisor
- Registration
- Billing
- Form Access
- General Process Guidance
- Attendance Tracking

TC Central is located on the plaza level of Ruby Hicks. They can be contacted by phone at 864-646-8282, via email at [tccentral@tctc.edu](mailto:tccentral@tctc.edu), or as a student via Starfish using TC Central Quick Connect.

## Academic Calendar

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The academic calendar contains key dates and information, including class begin and end dates, holidays, registration dates, payment deadlines, drop or add dates, exams, and commencement for each term. Students, faculty, and staff may access the College's Academic Calendar at [tctc.edu/calendar](http://tctc.edu/calendar).

# CAMPUS LOCATIONS

511 Michelin Boulevard  
Anderson, SC 29625

864-260-6700

CAMPUS POLICE:  
864-260-6718

[tctc.edu/anderson](http://tctc.edu/anderson)



## Anderson Campus

### Anderson Campus Program Offerings

Program offerings at the campus support business and industry in the region, including:

- Associate in Arts\*
- Associate in Science\*
- Computer Technician\*
- Computer Technology with emphases in Cybersecurity and Forensics, and Software and Web Development\*
- Mechatronics (first year only)
- Pre-Dental Hygiene\*
- Technical Operators I & II
- University Studies\*
- Dual Enrollment / Technical Career Pathways Program for Anderson County School Districts
- Additional courses are offered through Corporate & Community Education in Commercial Truck Driving, Medical Billing and Coding, Heavy Equipment Operations, Powerline Worker, and more.

\* Select courses offered at the community campuses.

The Anderson Campus provides the programs and services of Tri-County Technical College to the residents of the Greater Anderson area. Since 2007, the campus has served as Anderson's community college, delivering innovative educational resources and lifelong learning opportunities for residents.

Conveniently located on Michelin Boulevard, the campus provides a wide variety of student services and program and course offerings to meet the needs of a diverse population, including easy accessibility through public bus service (free to enrolled students) and plenty of commuter parking.

### Anderson Campus Services

A variety of services are offered at the Anderson Campus for the convenience of students who attend at this location.

**Computer Labs:** The Anderson Campus has an open lab that contains computers and printing capabilities. The Anderson Campus open lab is located in AC 130 and is available anytime classes are in session.

**Learning Commons (LC):** The LC links students to a range of academic support services, from tutoring and subject-area assistance to learning strategies and academic coaching, from research consultations and information literacy to academic library collections and digital resources. To learn more, visit any of our campus locations, call 864-646-1750, or find resources online at [tctc.edu/LearningCommons](http://tctc.edu/LearningCommons).

**Placement Testing:** Testing services are offered on Fridays from 8 a.m. to 2 p.m. in AC 221. Students must arrive no later than 11:00 AM to ensure ample time to complete the assessment.

**Student Support and Engagement (SSE):** SSE connects students to a range of academic support services, including success coaching, advising, wellness programs, accessibility resources and services, career and employability resources, and student activities and engagement opportunities. To learn more, call 864-260-6700, visit the front desk, or find student resources at [tctc.edu](http://tctc.edu).



1774 Powdersville Road  
Easley, SC 29642  
864-220-8888

CAMPUS POLICE:  
864-220-8989

[tctc.edu/easley](http://tctc.edu/easley)

## Easley Campus

The Easley Campus of Tri-County Technical College exists to provide higher education programs and services to the residents of Pickens County and surrounding areas. The Easley campus seeks to be an innovative and collaborative community partner in lifelong learning and economic development for the Pickens County area.

The Easley Campus officially opened in January 2011. The campus provides more than 42,000 square feet of classrooms, science labs, conference rooms, computer labs, industrial labs, a student lounge, and learning commons. The facility offers a wide variety of student and academic services - all in a convenient location.

### Easley Campus Services

A variety of services are offered at the Easley Campus for the convenience of students who attend at this location.

**Computer Labs:** The Easley Campus has an open lab that contains computers and printing capabilities. The Easley Campus open labs are located in EC106 and EC207 and are available anytime classes are in session.

**Learning Commons (LC):** The LC links students to a range of academic supports, from tutoring and subject-area assistance to learning strategies and academic coaching, from research consultations and information literacy to academic library collections and digital resources. To learn more, visit any of our campus locations, call 864-646-1750, or find resources online at [tctc.edu/LearningCommons](http://tctc.edu/LearningCommons).

**Placement Testing:** Testing services are offered on Tuesdays from 1:30 p.m. to 5 p.m. in EC 206. Students must arrive before 3 p.m. to ensure ample time to complete the assessment.

**Student Support and Engagement (SSE):** SSE connects students to a range of academic support services, including success coaching, advising, wellness programs, accessibility resources and services, career and employability resources, and student activities and engagement opportunities. To learn more, call 864-220-8888, visit the front desk, or find student resources at [tctc.edu](http://tctc.edu).

### Easley Campus Program Offerings

Program offerings at the campus support business and industry in the region and include:

- Associate in Arts\*
- Associate in Science\*
- Computer Technician\*
- Computer Technology with emphases in Cybersecurity and Forensics and Software and Web Development\*
- Emergency Medical Technology, EMT Advanced
- Paramedic
- Practical Nursing
- Pre-Dental Hygiene\*
- University Studies\*
- Dual Enrollment / Technical Career Pathways Program for Pickens County School District and Anderson School District 1.
- Additional courses are offered through Corporate and Community Education in Nurse Aide with Alzheimer's and Dementia and more.

\* Select courses offered at the community campuses.

552 Education Way  
Westminster, SC 29693  
864-613-1900

CAMPUS POLICE:  
864-613-1901

[tctc.edu/oconee](http://tctc.edu/oconee)



## Oconee Campus

### Oconee Campus Programs

Program offerings at the campus will support manufacturing in the region and include:

- Associate in Arts\*
- Associate in Science\*
- Computer Technician\*
- Computer Technology with emphasis in Cybersecurity and Forensics, and Software and Web Development\*
- Introduction to Manufacturing Management Technology\*
- Introduction to Quality Assurance\*
- Logistics and Supply Chain Management
- Manufacturing and Continuous Process Improvement\*
- Manufacturing Management and Leadership\*
- Mechatronics, 1st year only
- Technical Operators I and II
- University Studies Certificate\*
- Dual Credit / Pathways Program for the School District of Oconee County
- Additional courses are offered through our Corporate and Community Education Division in OSHA, LEAN, MS Office, SC Manufacturing Certification, and more.

\* \*Select courses offered at the community campuses.

Tri-County's newest campus opened in the Fall semester of 2018. Located at the Oconee Industry and Technology Park on Highway 11 in Westminster, the campus is central to Seneca, Walhalla, and Westminster, providing easy access for the residents, businesses, and industries of Oconee County.

The Oconee Campus is co-located with industry and the Hamilton Career and Technology Center, servicing the School District of Oconee County. The result is a unique center for technical education, work-based learning, and economic development.

### Oconee Campus Services

A variety of services are offered at the Oconee Campus for the convenience of students who attend this location.

**Computer Labs:** The Oconee Campus has an open lab that contains computers and printing capabilities. The Oconee Campus open lab is located in OC 116 and is available anytime classes are in session.

**Learning Commons (LC):** The LC links students to a range of academic support services, from tutoring and subject-area assistance to learning strategies and academic coaching, from research consultations and information literacy to academic library collections and digital resources. To learn more, please visit any of our campus locations, call 864-646-1750, or find resources online at [tctc.edu/LearningCommons](http://tctc.edu/LearningCommons).

**Placement Testing:** Testing services are offered on the Oconee Campus by appointment on the 2nd and 4th Thursdays. Students should call 864-613-1900 to schedule.

**Student Support and Engagement (SSE):** SSE connects students to a range of academic support services, including success coaching, advising, wellness programs, accessibility resources and services, career and employability resources, and student activities and engagement opportunities. To learn more, call 864-613-1900, visit the front desk, or find student resources at [tctc.edu](http://tctc.edu).

# CAMPUS LOCATIONS



7900 Highway 76  
Pendleton, SC 29670  
864-646-TCTC (8282)

CAMPUS POLICE  
864-646-1800

[tctc.edu/pendleton](http://tctc.edu/pendleton)

## Pendleton Campus

Established in 1962, the Pendleton Campus of Tri-County Technical College is located on 91 acres in historic Pendleton, South Carolina. The Pendleton Campus is the main campus and consists of fourteen buildings housing classrooms, laboratories, the learning commons, a student center, administrative offices, open computer labs, the bookstore, and more. The Pendleton Campus is also home to our Bridge Programs.

### Pendleton Campus Services

**Computer Labs:** Two open labs with computers and printing capabilities are available on the Pendleton Campus. The lab in Pickens Hall, Room 140, is open daily from 7:30 a.m. to 8 p.m. Monday through Thursday and 7:30 a.m. to 2 p.m. on Friday. The lab in Fulp Hall, Room 301, is open daily from 7:30 a.m. to 6 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Friday.

**Placement Testing:** Testing services are offered in Ruby Hicks Hall, Room 170 on Monday-Thursday from 8 a.m. to 6 p.m. Students must arrive before 3 p.m. to ensure ample time to complete the assessment. Testing is also available on Fridays from 8 a.m. to 2 p.m., with students needing to arrive no later than noon.

**Tutoring Services:** Tutoring assistance is available in the Student Success Center, Third Floor, Learning Commons, Monday-Thursday, 8 a.m. to 6 p.m., and Friday, 8 a.m. to 2 p.m. For more information, call 864-646-1367 or email [tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu).



### Pendleton Campus Program Offerings

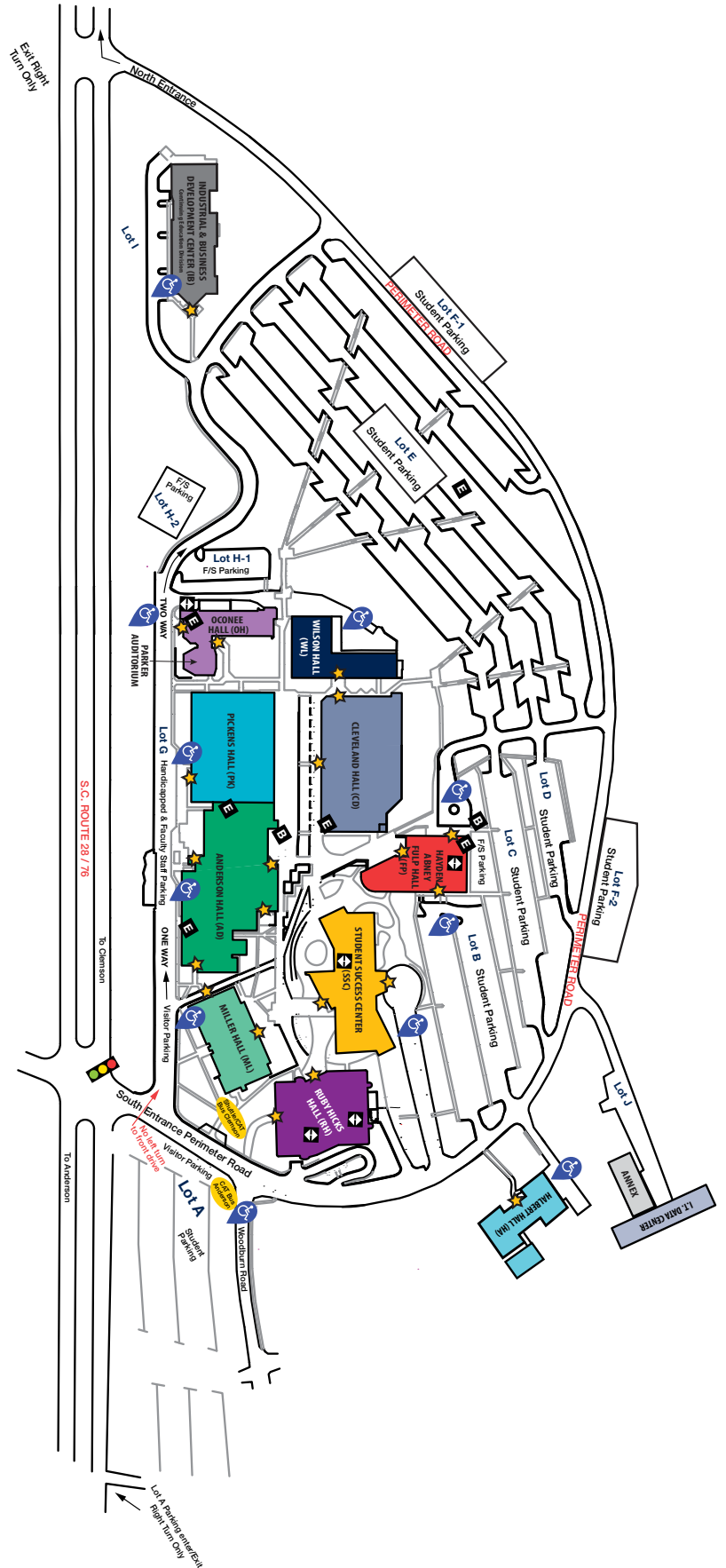
- Accounting\*; Accounting with Office Specialist emphasis
- Administrative Office Technology\*; AOT with Medical emphasis
- Associate in Arts\*
- Associate in Science\*
- Automotive\*
- Business Administration\* with emphases in Entrepreneurship, Management, Marketing and Operations Management
- Computer Technology with emphases in Cybersecurity and Forensics, Network Systems Management, and Software and Web Development
- Criminal Justice\* with emphases in Law Enforcement Operations and Paralegal Studies
- Early Care and Education\*
- Engineering Design\*
- Engineering Systems Technology\*
- Expanded Duty Dental Assisting
- HVAC\*

*(Continued on Next Page)*

# Pendleton Campus Continued

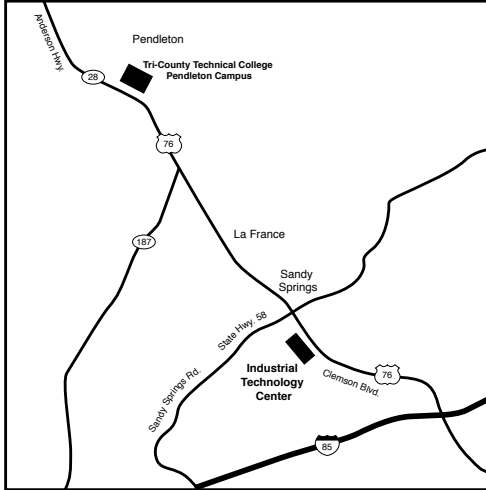
- LPN to ADN
- Manufacturing Management and Leadership\*, MML with Production and Operations emphasis
- Mechatronics\*
- Media Arts Production\*
- Medical Assisting
- Medical Laboratory Technology
- Nursing\*
- Pre-Dental Hygiene
- Pre-Pharmacy
- Surgical Technology
- Veterinary Technology
- Dual Enrollment / Technical Career Pathways
- I-BEST Programs, Manufacturing and Healthcare Programs
- Additional courses are offered through Corporate and Community Education in ABC Childcare, Analytic Troubleshooting, Certified Logistics, Consultative Selling, Digital Photography, Electrical Wiring, Electrocardiograph Technician, Fiber Optics, IV Therapy, Lean Six Sigma Green Belt, Motor Controls, Nurse Aide, Operator Optimization, OSHA, Patient Care, Personal Trainer, PLCs, QuickBooks, Real Estate, SCDOT Certifications and more.

\* Related certificates are also offered at the Pendleton Campus



# CAMPUS LOCATIONS

## Learning Centers

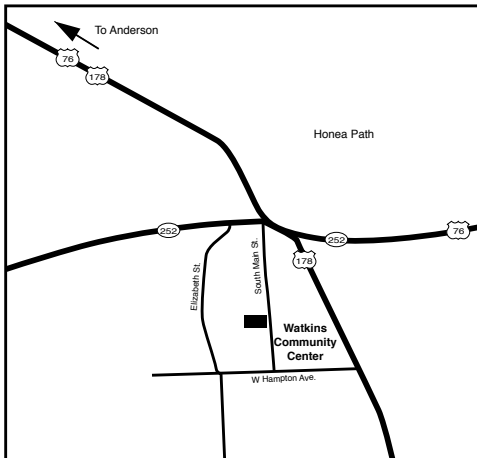


### Industrial Technology Center (ITC)

**5321 Highway 76  
Pendleton, SC 29670**

**CAMPUS POLICE:  
864-646-1799**

The Industrial Technology Center (ITC) located in Sandy Springs is a 43,000-square-foot modern facility that houses the CNC Programming and Operations and Welding programs and related certificates. It was specifically designed to replicate a real-world industrial setting to meet the growing needs of local industry.



### Senator Billy O'Dell Learning Center

**Watkins Community Center  
204 South Main Street  
Honea Path, SC 29654**

The Sen. Billy O'Dell Learning Center, a satellite learning facility for Tri-County Technical College, was dedicated in Honea Path in 2009 and houses noncredit and credit courses for residents of the Honea Path area.

## Campus Visits

Tri-County Technical College has four campuses: the Pendleton Campus, located at 7900 Highway 76 in Pendleton, SC; the Anderson Campus, located at 511 Michelin Boulevard in Anderson, SC; the Easley Campus, located at 1774 Powdersville Road in Easley, SC; and the Oconee Campus at 552 Education Way, Westminster, SC.

Taking a campus tour is the best way for students to truly know what TCTC has to offer. Walking tours of the Pendleton campus are led by Student Leaders and Admissions Recruiters and are held during the week with four different start times: Monday-Thursday 9 a.m., 10 a.m., 1 p.m., and 2 p.m. The walking tour lasts approximately 45 minutes, with an information session to follow.

Large group (15+ students) tours of the Anderson, Easley, or Oconee Campuses, Industrial and Technology Center, or Halbert Hall (where the Veterinary Technology program is housed) should be scheduled through the Office of Recruitment, Admissions, and Orientation by calling 864-646-1550 or by registering on our website at [tctc.edu/tour](http://tctc.edu/tour).

# PROGRAMS AT-A-GLANCE

AC - ANDERSON CAMPUS  
 EC - EASLEY CAMPUS  
 OC - OCONEE CAMPUS  
 PC - PENDLETON CAMPUS  
 ITC - INDUSTRIAL TECHNOLOGY CENTER

**ELIGIBLE FINANCIAL AID** column indicates which programs are eligible for Federal Financial Aid and/or State Financial Aid.

\*\*Please note: The Associate in Arts and the Associate in Science programs are the only programs eligible for the South Carolina Workforce Industry Needs Scholarship (SC-WINS).

**COURSE SCHEDULING** Options column indicates when and how these programs will be offered.

**ENTRY TERM** column indicates when the catalog layout will begin, and first semester classes will be offered. Students are able to start in other semesters but may not be able to follow the catalog layout as presented.

**SUMMER REQUIRED** column indicates whether the Summer is included in the catalog layout. If so, and a student doesn't attend Summer, then it may take a longer to complete their program

ARTS AND SCIENCES DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Associate in Arts, A.A.</b>						
Enables students to obtain the first two years of work at TCTC before transferring to pursue careers in liberal arts-related fields. *Select courses available, limited evening offerings. **A summer start will only be offered on the Pendleton Campus.	Yes	Yes	Day Evening Online Hybrid	*AC *EC *OC PC	Fall Spring **Summer	No
<b>Associate in Science, A.S.</b>						
Enables students to obtain the first two years of work at TCTC before transferring to pursue careers in science-related areas. *Select courses available, limited evening offerings. **A summer start will only be offered on the Pendleton Campus.	Yes	Yes	Day Evening Online Hybrid	*AC *EC *OC PC	Fall Spring **Summer	No
<b>University Studies Certificate</b>						
Offers flexibility of majors in mind for students who wish to transfer with a minimum of thirty (30) credit hours to a senior institution. *Select courses available, limited evening offerings. **A summer start will only be offered on the Pendleton Campus.	No	Yes	Day Evening	*AC *EC *OC PC	Fall Spring **Summer	No
<b>BUSINESS &amp; PUBLIC SERVICES DIVISION</b>						
	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Accounting, A.A.S.</b>						
Prepares students for entry-level accounting positions in business, public, or nonprofit accounting.	Yes	Yes	Day	PC	Fall	No
<b>Accounting - Office Specialist Emphasis, A.A.S.</b>						
Prepares students with the knowledge and skills necessary for entry-level accounting positions that require specialized office skills.	Yes	Yes	Day	PC	Fall	No
<b>Administrative Office Technology, A.A.S.</b>						
Provides students with skills necessary to obtain entry-level employment as office managers and administrative professionals.	Yes	Yes	Day Online	PC	Fall	Yes
<b>Administrative Office Technology - Medical Emphasis, A.A.S.</b>						
Provides comprehensive training and specialized skills for employment as administrative professionals within the medical field.	Yes	Yes	Day Evening Online	PC	Fall	Yes
<b>Administrative Support Diploma</b>						
Prepares students for employment as administrative specialists, receptionists, or similar office positions.	Yes	Yes	Day Evening Online	PC	Fall	No
<b>Audio Production Certificate</b>						
Prepares students to work with audio across media platforms; includes instruction in Adobe Audition.	Yes	Yes	Day	PC	Fall	Yes
<b>Bookkeeping Certificate</b>						
Prepares students with basic skills for an entry-level position in bookkeeping.	No	Yes	Day	PC	Fall	No
<b>Business Administration, A.A.S.</b>						
Prepares students with the knowledge, skills, and abilities required for skilled business 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.	Yes	Yes	Day Online	PC	Fall	No
<b>Business Administration - Entrepreneur Emphasis, A.A.S.</b>						
Expands students' understanding of how to develop and manage entrepreneurial businesses.	Yes	Yes	Day Online	PC	Fall	No

BUSINESS & PUBLIC SERVICES DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Business Administration - Management Emphasis, A.A.S.</b>						
Expands students' skills and knowledge in the areas of management principles and functions and people management. Program prepares students for entry-level managerial positions.	Yes	Yes	Day Online	PC	Fall	No
<b>Business Administration - Marketing Emphasis, A.A.S.</b>						
Develops skills specifically related to the marketing and sales functions of organizations.	Yes	Yes	Day Online	PC	Fall	No
<b>Business Administration - Operations Management Emphasis, A.A.S.</b>						
Expands students' knowledge of the operational activities required to enhance the value chain for both manufacturing and service-oriented businesses.	Yes	Yes	Day Online	PC	Fall	No
<b>Business Foundations Certificate</b>						
This certificate provides a foundation in business basics and offers a credential to those seeking employment in business.	Yes	Yes	Day Online	PC	Fall	No
<b>Business Media Specialist Certificate</b>						
Provides students with the skills needed to perform successfully within the social media space. This certificate offers a credential to those seeking to enhance existing skills as an administrative professional..	Yes	Yes	Day Evening Online Hybrid	PC	Fall	Yes
<b>Child Care Management Certificate</b>						
Prepares students to operate a child care center with a focus on budgeting, state regulations, curriculum, and center organization.	Yes	Yes	Day	PC	Fall	No
<b>Cisco Network Administrator Certificate</b>						
Provides students the opportunity to develop basic skills in network administration.	Yes	Yes	Day Evening Online	PC	Fall	Yes
<b>Computer Technician Certificate</b>						
Provides students the opportunity to develop basic skills in the most essential IT technical tasks. *Core Classes (CPT, IST) are offered through an online Zoom Format.	Yes	Yes	Day Online	*AC *EC *OC PC	Fall	Yes
<b>Computer Technology - Cybersecurity and Forensics Emphasis, A.A.S.</b>						
Prepares graduates for employment by providing skills in technical support, forensic investigation, computer and network security, and network administration. *Core Classes (CPT, IST) are offered through an online Zoom Format. **Second-year courses may only be offered in selected semesters.	Yes	Yes	Day Online	*AC *EC *OC PC	**Fall **Spring **Summer	Yes
<b>Computer Technology - Network Systems Management Emphasis, A.A.S.</b>						
Provides graduates with skills in technical support, router configuration and security, network systems administration, and network security. **Second-year courses may only be offered in selected semesters.	Yes	Yes	Day Online	PC	**Fall **Spring **Summer	Yes
<b>Computer Technology - Software and Web Development Emphasis, A.A.S.</b>						
Provides applications software development skills in a variety of languages for delivery on a variety of platforms such as computers, web, and mobile. *Core Classes (CPT, IST) are offered through an online Zoom Format. **Second year courses may only be offered in selected semesters.	Yes	Yes	Day Online	*AC *EC *OC PC	**Fall **Spring **Summer	Yes
<b>Criminal Justice Technology, A.A.S.</b>						
Provides students with critical insight to understanding the complexities of each component within the Criminal Justice System. Students will acquire foundational knowledge and skills necessary to pursue entry-level opportunities within the Criminal Justice System.	Yes	Yes	Day Online	PC	Fall	Yes
<b>Criminal Justice Technology - Paralegal Studies Emphasis, A.A.S.</b>						
Designed for students to acquire foundational knowledge and skills necessary to pursue entry-level opportunities within the legal system.	Yes	Yes	Day	PC	Fall	Yes

BUSINESS & PUBLIC SERVICES DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Criminal Justice - Law Enforcement Operations Emphasis, A.A.S.</b>						
In addition to the knowledge, skills, and abilities developed in the Criminal Justice Degree, students will take specialty courses in force simulation lab, police patrol operations, and defensive tactics training.	Yes	Yes	Day	PC	Fall	Yes
<b>Data Entry Clerk Certificate</b>						
Prepares students for employment in an entry-level data entry position.	Yes	Yes	Day Evening Online	PC	Fall	No
<b>Digital Production Techniques Certificate</b>						
Prepares students for a career in multimedia, including video and emerging technologies such as web and computer graphics.	Yes	Yes	Day	PC	Fall	No
<b>Early Care and Education, A.A.S.</b>						
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 (birth through eight years of age).	Yes	Yes	Day	PC	Fall	Yes
<b>Early Care and Education Assistant Certificate</b>						
Prepares students to support developmentally appropriate experiences for young children in high-quality early learning environments.	Yes	Yes	Day Evening Online	PC	Fall	No
<b>Early Childhood Development Certificate</b>						
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 (birth through eight years of age).	Yes	Yes	Day	PC	Fall	No
<b>Entrepreneurship/Small Business Management Certificate</b>						
Provides a foundation in entrepreneurship/small business basics, as well as a credential for those seeking employment in a small business and to those desiring to start a small business.	Yes	Yes	Day Online	PC	Fall	No
<b>Fundamentals of Business Ownership Certificate</b>						
Provide an introduction to the basics of business ownership and small business management.	Yes	Yes	Day Online	PC	Fall	No
<b>Graphic Design Certificate</b>						
Teaches an understanding of design principles for the graphic design workplace.	Yes	Yes	Day	PC	Fall	No
<b>Infant/Toddler Certificate</b>						
Combines educational theory and practical application necessary for nurturing infants and toddlers.	Yes	Yes	Day	PC	Fall	No
<b>Logistics and Supply Chain Management Certificate</b>						
Provides students with the opportunity to build skills in supply chain management functions and other business and management skills and to earn eight industry certifications.	Yes	Yes	Day Online	AC	Spring	No
<b>Media Arts Business Certificate</b>						
Prepares students to work in the business, sales, and marketing of multi-media platforms and content.	No	Yes	Day	PC	Fall	Yes
<b>Media Arts Production, A.A.S.</b>						
Teaches students to write, light, shoot, record, and edit content for electronic media while developing personal talents and styles as communicators.	Yes	Yes	Day	PC	Fall	Yes
<b>Medical Office Specialist Certificate</b>						
Prepares students for employment as general office professionals in the medical field.	Yes	Yes	Day Evening Online	PC	Fall	No
<b>Office Support Specialist Certificate</b>						
Provides entry-level skills as support personnel in the modern office environment.	Yes	Yes	Day Evening Online	PC	Fall	No

BUSINESS & PUBLIC SERVICES DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Photography Certificate</b>						
Prepares students with the skills needed to produce photography for electronic media, portraiture, and .	Yes	Yes	Day	PC	Fall	No
<b>Police Pre-Academy Training Certificate</b>						
Qualifies individuals who subsequently secure employment with a SC Law enforcement agency to enter into the South Carolina Criminal Justice Academy to complete the remaining portions of instruction to become a certified Law Enforcement Officer in South Carolina.	Yes	Yes	Day Evening	PC	Fall Spring Summer	No
<b>Special Needs Certificate</b>						
Focuses on practical knowledge of various exceptionalities and emphasizes positive guidance techniques that benefit the diverse needs of an inclusive learning environment.	Yes	Yes	Day Evening Online	PC	Fall	No
ENGINEERING & INDUSTRIAL TECHNOLOGY DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Automotive Braking Systems Certificate</b>						
Prepares students to work with various braking systems utilized in today's passenger vehicles.	No	Yes	Day	PC	Fall	No
<b>Automotive Electrical Systems Certificate</b>						
Prepares students to work with various engine electrical systems utilized in today's passenger vehicles.	No	Yes	Day	PC	Fall	No
<b>Automotive Engine Performance Systems Certificate</b>						
Prepares students to work with various engine performance systems utilized in today's vehicles.	No	Yes	Day	PC	Fall	Yes
<b>Automotive Technology, A.A.S.</b>						
Prepares students to become proficient, entry-level automotive technicians.	Yes	Yes	Day	PC	Fall	Yes
<b>Automotive Transmission Systems Certificate</b>						
Prepares students to work with various transmission systems utilized in today's passenger vehicles.	No	Yes	Day	PC	Fall	No
<b>CNC Programming and Operations, A.A.S.</b>						
Prepares students to work as CNC programmers and operators with manufactures requiring high production volumes or short run batches of discrete partsparts. <small>**Summer course offerings include general education and elective courses only.</small>	Yes	Yes	Day Evening	ITC	Fall Spring **Summer	Yes
<b>Engineering Design Technology, A.A.S.</b>						
Prepares students to translate product ideas into engineering drawings using computer software and gives them the skills to draw mechanical parts in 3D and to use CAD/CAM software and equipment to produce parts.	Yes	Yes	Day	PC	Fall	Yes
<b>Engineering Systems Technology, A.A.S.</b>						
Using project-based instruction, students will design, build, and troubleshoot control systems that are used in high-tech industries preparing them for a career as an engineering technician.	Yes	Yes	Day Evening	PC	Fall	Yes
<b>Heating, Ventilation, and Air-Conditioning Technology, A.A.S.</b>						
Teaches the fundamentals of heating and air systems, from building and installing systems to repairing, maintaining, and operating systems..	Yes	Yes	Day Evening	PC	Fall Spring Summer	Yes
<b>HVAC Apprentice Certificate</b>						
Prepares students to do entry-level work in the HVAC industry.	Yes	Yes	Day Evening	PC	Fall	No
<b>HVAC Installer Certificate</b>						
Prepares students for residential equipment sizing and installation.	Yes	Yes	Day Evening	PC	Fall	No

# ENGINEERING & INDUSTRIAL TECHNOLOGY DIVISION

	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
	FEDERAL	STATE				
<b>Industrial Welding Certificate</b>						
Offers hands-on, practical training in basic and advanced techniques for welding steel, stainless steel, and aluminum, in structural and pipe applications, and other welding skills.	Yes	Yes	Day Evening	ITC	Fall Spring	Yes
<b>Introduction to CNC Certificate</b>						
Provides students with an overview of basic CNC mill and lathe operations, set-up, and programming.	No	Yes	Day Evening	ITC	Fall Spring	No
<b>Introduction to Machining Certificate</b>						
Prepares students to safely operate machines, utilizing appropriate speeds, feeds, and tooling, and to use precision measuring instruments.	No	Yes	Day Evening	ITC	Fall	No
<b>Introduction to Manufacturing Management Technology Certificate</b>						
Helps students acquire the skills needed to be a manager in a manufacturing environment.	No	Yes	Day Evening Online	PC	Fall	No
<b>Introduction to Quality Assurance Certificate</b>						
Provides students with basic skills needed by a quality assurance technician in a manufacturing environment.	No	Yes	Day Evening Online	PC	Fall	Yes
<b>Manual and CNC Fundamentals Certificate</b>						
Provides students with the basic knowledge and skills to operate CNC Machinery and Manual Machinery and design/produce parts using CAD/CAM software.	No	Yes	Day Evening	ITC	Fall Spring	Yes
<b>Manual Machining Certificate</b>						
Prepares students to interpret blueprints, use correct mathematical formulas to manufacture correct parts, and produce high-quality parts using manual machines in tight tolerance applications.	No	Yes	Day Evening	ITC	Fall Spring	No
<b>Manufacturing and Continuous Process Improvement Certificate</b>						
Covers continuous improvement systems for quality, productivity, waste, and cost in a manufacturing environment.	Yes	Yes	Day Online	PC	Fall	Yes
<b>Manufacturing Management and Leadership, A.A.S.</b>						
Equips students for careers as supervisors/team leaders in manufacturing by teaching leadership and communication skills, Lean Manufacturing practices, production scheduling, quality principles, managerial accounting, and industrial safety.	Yes	Yes	Day Evening Online	PC	Fall	Yes
<b>Manufacturing Production I Certificate</b>						
PrepPrepares students for entry-level positions in manufacturing and for continued technical and postsecondary study needed for career growth and advancement. This certificate is restricted to TCTC I-BEST students.	Yes	Yes	Day	PC	Fall Spring Summer	No
<b>Mechatronics Technology, A.A.S.</b>						
Prepares students to safely install, disassemble and troubleshoot electrical, mechanical, hydraulic, pneumatic, robotic and control components in an automated system. *Evening courses only available on the Pendleton Campus. **A student is able to take only the first three semesters at the Anderson and Oconee Campuses. ^Spring and Summer start only available on the Pendleton Campus. Anderson and Oconee Campuses only offer a Fall start.	Yes	Yes	Day Evening*	**AC **OC PC	Fall Spring^ Summer^	Yes
<b>Multi-Process Welding Certificate</b>						
Focuses on SMAW, GMAW, and GTAW welding for application in the industry.	Yes	Yes	Day Evening	ITC	Fall Spring	Yes
<b>Shielded Metal Arc Welding (SMAW) - Pipe Certificate</b>						
Focuses on SMAW welding of steel for application in the structural steel and pipeline industry.	Yes	Yes	Day Evening	ITC	Fall Spring	No
<b>Shielded Metal Arc Welding (SMAW) - Structural Certificate</b>						
Focuses on SMAW welding of steel for application in the structural steel industry.	No	Yes	Day Evening	ITC	Fall Spring	No

ENGINEERING & INDUSTRIAL TECHNOLOGY DIVISION	ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED		
	FEDERAL	STATE						
<b>Technical Operators I Certificate</b>								
Gives students the knowledge needed to understand basic DC Electrical/Electronic fundamentals and operate electrical/electronic manufacturing equipment. *Evening courses only available on the Pendleton Campus. **Spring start only available on the Pendleton Campus. Anderson and Oconee Campuses only offer a Fall start.	No	Yes	Day Evening*	AC OC PC	Fall Spring**	No		
<b>Technical Operators II Certificate</b>								
Prepares students to read electrical schematic diagrams and to perform entry-level wiring on various process control circuits; emphasis is placed on employable skills and basic quality control. *Evening courses only available on the Pendleton Campus. **Spring start only available on the Pendleton Campus. Anderson and Oconee Campuses only offer a Fall start.	No	Yes	Day Evening*	AC OC PC	Fall Spring**	No		
<b>Welding Technology, A.A.S.</b>								
Offers hands-on, practical training in basic and advanced techniques for welding steel, stainless steel, aluminum and pipe, and other welding skills. **Summer course offerings include general education and elective courses only.	Yes	Yes	Day Evening	ITC	Fall Spring **Summer	Yes		
HEALTH EDUCATION DIVISION			ELIGIBLE FOR FINANCIAL AID		COURSE SCHEDULING OPTION	CAMPUS LOCATION	ENTRY TERM(S)	SUMMER REQUIRED
		FEDERAL	STATE					
<b>Emergency Medical Technology, A.A.S.</b>								
Trains students to provide emergency medical support and transport to injured or critically ill people.	Yes	Yes	Day	EC	Fall	Yes		
<b>Emergency Medical Technology Advanced Certificate</b>								
Prepares students for the Advanced EMT (NRAEMT) national certificate.	Yes	Yes	Day	EC	Fall	No		
<b>Expanded Duty Dental Assisting Diploma</b>								
Provides the skills necessary to provide patient education, apply pit & fissure sealants, produce intra-oral and extra-oral radiographs, polish teeth and fillings, assist a dentist, and manage dental offices.	Yes	Yes	Day	PC	Fall	Yes		
<b>L.P.N. Transitions to R.N.</b>								
Offers a pathway for students who have a current, active, and unencumbered SC L.P.N. license to enter the Nursing (A.D.N.) program (dependent upon meeting other admissions requirements and space availability).	Yes	Yes	Day	PC	Fall Spring	No		
<b>Medical Assisting Diploma</b>								
Prepares students with the education and practical experience to work in ambulatory care settings, performing administrative and clinical duties. Upon completion of the program, graduates may sit for the AAMA certification exam and, with a passing score, will obtain the CMA (AAMA) credential. *Major courses begin in the Fall.	Yes	Yes	Day	PC	Spring*	Yes		
<b>Medical Laboratory Technology, A.A.S.</b>								
Teaches students methods and procedures used to perform tests analyzing human blood, body fluid and urine samples for the detection, diagnosis and treatment of illness and disease.	Yes	Yes	Day	PC	Fall	Yes		
<b>Nursing (A.D.N.), A.A.S.</b>								
Prepares students to function effectively as registered nurses on a health care team.	Yes	Yes	Day	PC	Fall Spring	No		
<b>Paramedic Certificate</b>								
Prepares a currently certified Emergency Medical Technician (EMT) and/or Advanced Emergency Medical Technician (AEMT) to take the National Registry Paramedic (NRP) certification exams.	Yes	Yes	Day	EC	Spring	Yes		



# ADMISSIONS INFORMATION



# ADMISSIONS INFORMATION

## Steps to Enrollment

<input type="checkbox"/> Complete an application for admission, available at <a href="http://tctc.edu/apply">tctc.edu/apply</a> .	<i>For details see page 23</i>
<input type="checkbox"/> Submit a nonrefundable application fee.	<i>For details see page 23</i>
<input type="checkbox"/> Provide satisfactory placement test scores (Assessment writing, reading, and math taken within the past three years) or college transcripts showing an earned "C" or better in math and English coursework.	<i>For details see page 23</i>
<input type="checkbox"/> Submit a final, official high school transcript from an accredited or approved institution or an official high school equivalency score report.	<i>For details see page 23-24</i>
<input type="checkbox"/> Submit final, official college transcripts for all previously attended colleges or universities.	<i>For details see page 24</i>
<input type="checkbox"/> Apply for financial aid, starting at <a href="http://fafsa.gov">fafsa.gov</a> .	<i>For details see page 34-39</i>
<input type="checkbox"/> Register for mandatory orientation, which will include advising and registration.	<i>For details see page 27</i>
<input type="checkbox"/> Pay tuition by the due date.	<i>For details see page 46</i>
<input type="checkbox"/> Obtain your mandatory TCTC student ID.	<i>For details see page 28</i>
<input type="checkbox"/> Obtain your mandatory parking decal.	<i>For details see page 28</i>
<input type="checkbox"/> Order your textbooks in person or online ( <a href="http://bookstore.tctc.edu">bookstore.tctc.edu</a> ).	<i>For details see page 195</i>

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## TC Central

Location: 105 Ruby Hicks Hall

E-mail: [tccentral@tctc.edu](mailto:tccentral@tctc.edu)

## Office of Recruitment, Admissions, Orientation

Location: 180 Ruby Hicks Hall

E-mail: [infocent@tctc.edu](mailto:infocent@tctc.edu)

Telephone: 864-646-1550



## General Admission Requirements

Applicants to certificate, diploma, or degree programs must meet the following requirements for admission to the College.

### Complete an application for admission.

**Submit a non-refundable application fee.** Exceptions to payment of the application fee requirement are as follows:

- Returning students
- Service area high school seniors who apply during college application events sponsored by the South Carolina Commission on Higher Education or by the College;
- Students applying to enroll in targeted academic programs such as Dual Enrollment, Bridge Programs, I-BEST, Technical Skills for Success-related programs, 1+1 Consortium Agreements;
- I-BEST students transitioning to Tri-County as first-time post-secondary students within one year of I-BEST program completion;
- Students transitioning to Tri-County as degree-seeking within one year of successfully completing coursework in initial TSS-related program(s);
- Current Tri-County Technical College employees; and
- Veterans.
- The application fee requirement will be evaluated and determined as students apply to the College. The fee amount is subject to change but will be published on the public website and communicated through correspondence from the Recruitment, Admissions, and Orientation Office. Additional exceptions to the above list must be approved by the Director of Recruitment, Admissions, and Orientation or designee.

### Provide satisfactory placement test scores or transcripts showing math and English college coursework.

- Placement scores are valid for three years. To satisfy admission requirements, writing, reading, and math scores must be valid on the first day of the admitted term.
- Official college transcripts showing proof of college credit level English and math courses (not developmental or transitional courses) with minimum grades of "C" or higher or sufficient AP/IB scores.
- Students enrolling in Bridge to Clemson, Dual Enrollment, I-BEST, Manufacturing Works, or TSS-related programs may be admitted without taking the placement assessment.

### Submit a final, official high school transcript from an accredited or approved institution or an approved official high school equivalency score report prior to admission.

- Graduating high school seniors will be admitted pending receipt of final, official high school transcript. A priority deadline for receiving transcripts is established for each term and published on the College's website. Students who have not submitted final, official transcripts by the tuition payment deadline as published on the enrollment calendar each term will have their schedules canceled and a hold placed on their registration until the transcript has been received.
- Official college transcripts showing completion of a college associate's or higher degree from an accredited college or university may be submitted in lieu of an official high school transcript.

## Open Admissions

Tri-County Technical College operates as an open admissions college as required by the 1976 Code of Laws of South Carolina, as amended. As such, Tri-County Technical College makes every effort to minimize geographic, financial, and scholastic barriers to the post-secondary programs and services offered by the College. A high school diploma or equivalent credential (e.g., GED), though desirable, is not a prerequisite for admission to the College, yet is required for admission to diploma and degree programs.

To promote achievement by individuals with varied potential, open admissions is defined as a practice that (1) admits to the College all citizens who can benefit from available learning opportunities and (2) places into specific programs of study those students whose potential for success is commensurate with program admission standards.

## Minimum Age for Admission

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Applicants to the College must be eighteen years of age or possess a high school diploma or recognized equivalent to be admitted. Applicants under the age of 18 who do not have a high school diploma or approved equivalency and who are not seeking Dual Enrollment, I-BEST, or TSS-related programs may be granted an exception after meeting with the Director of Recruitment, Admissions, and Orientation or designee for an interview to assess readiness for admission. Regardless of age, all students must meet program-specific admissions criteria and requirements.

**Submit final, official college transcripts for all previously attended colleges or universities. Transcripts for all prior college coursework must be received and evaluated for all institution types, regardless of dates of attendance or level of success at previous institution.**

## Types of Students

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### Dual Enrollment Students

Applicants who take college courses while also enrolled in high school courses will be admitted as dual enrollment students. Dual enrollment applicants are admitted into the appropriate certificate program (University Studies or an approved career pathway certificate) once the application for admission is submitted and the permission form is obtained with signatures from the parents/guardians and the high school principal/designee. Home-schooled students must provide written permission from their parents/guardians and the school district or an authorized educational agency with jurisdiction over the home school. No application fee is required. High school students who are not juniors or seniors must receive permission to enroll from the Director of High School Engagement and Outreach or designee and may need to meet additional academic requirements.

### Transient Students

Applicants enrolled at another college desiring to transfer one or more Tri-County courses to their home college may be admitted as transient students. Applicants must apply for admission, pay an application fee, and submit a completed Transient Coursework Approval form prior to registration. Satisfaction of course prerequisites must be verified by submitting all college transcripts.

### Non-Degree Students

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as non-degree students. Applicants must complete an application for admission, submit the application fee (or be identified as an allowable exception under item 3 above), and take the College's placement test. Submission of a high school transcript or high school equivalency transcript is not required. Additional exceptions may be granted on a case-by-case basis by the Director of Recruitment, Admissions, and Orientation or designee. All course prerequisites must be satisfied.

### International

International applicants are non-citizens or non-permanent residents of the United States who hold visas that are eligible for post-secondary studies or have documented and verified lawful presence in the country. Tri-County does not issue Form I-20s for F-1 Student visas. The College allows international students with valid F-1 Student visas from other institutions to apply as transient students. Eligible international applicants must meet all admission requirements, including submitting official transcripts to a National Association of Credential Evaluation Services (NACES) member to have their transcripts evaluated. Students must maintain visa status and immigration documents as required by the Department of Homeland Security. Any international student who does not maintain the appropriate status will be withdrawn from the College.

### Exceptions

Exceptions to the standard admissions requirements may be granted by the Director of Recruitment, Admissions, and Orientation or designee.

## Placement Testing

Placement testing aims to ensure students have the necessary reading, writing, and math skills to successfully achieve their educational goals. Even though the placement test is computer-based, minimal computer skills are required to complete the test. The placement test is not a pass/fail test.

Students who are unsure if they need to take the placement test should contact the Office of Recruitment, Admissions, and Orientation to determine if placement testing is required.

- SAT, ACT, or other standardized test scores cannot be used as a substitute for the placement test.
- The placement test is given at all Campuses.
- Placement scores are valid for three years. To satisfy admission requirements, writing, reading, and math scores must be valid on the first day of the admitted term.
- Transcripts indicating proof of college credit level English and Math courses (not developmental or transitional courses) will be considered only with grades of "C" or higher.
- Students enrolling in Bridge to Clemson, Dual Enrollment, I-BEST, or TSS-related programs may be admitted without the placement assessment.
- A picture ID is required for placement testing. Acceptable forms of identification include a state-issued picture ID (e.g., driver's license), a military ID, or a valid school ID (high school or college).
- To access practice test questions and download study materials, visit [tctc.edu/placement](http://tctc.edu/placement).
- There is no charge for initial placement testing. If a retest is needed or requested during a three-year period, one may be taken for \$10. An academic advisor or the Testing Center can help determine if retesting is required. Other fees are applicable to complete placement testing for another institution or to have prior test scores sent to another institution.
- Placement testing with accommodations is available as approved by the College's Accessibility Resource Center in the Student Success Center on the Pendleton Campus. Contact ARC at 864-646-1564.

For more information about placement testing, call 864-646-1300 or visit [tctc.edu/placement](http://tctc.edu/placement).

## Testing Hours

For more information about placement testing, testing locations and Testing Center hours, call 864-646-1300 or visit [tctc.edu/placement](http://tctc.edu/placement).



## Other Learning Experiences

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### Bridge Programs

Tri-County Technical College has transfer agreements enabling students to “bridge” to several postsecondary institutions. Each program is unique, but in all cases, students who meet specified criteria may transfer to the senior institution after completion of the program requirements at Tri-County. For additional information on any of the Bridge programs listed below, call the Tri-County Bridge Programs Office at 864-646-1681 or email [bridgeprograms@tctc.edu](mailto:bridgeprograms@tctc.edu).



**Anderson University Bridge:** This local agreement enhances the transfer of students from Tri-County Technical College to Anderson University (AU). Bridge participants will benefit from supportive AU staff and are provided many services that allow each student to transfer with ease. Bridge students must attend Tri-County for at least one academic year prior to beginning classes at AU. Students who satisfy the academic requirements of a minimum of 30 credits of college-level coursework (of grades of “C” or higher) and a cumulative 2.5 GPA will be granted full admission to AU. Students can apply for AU transfer scholarships, as available, upon acceptance to Anderson.

**Bridge to Clemson:** A first of its kind in South Carolina, this invitation-only program blends the traditional academic experience at Tri-County with the social and cultural experiences of Clemson University. Invitations are extended by Clemson to those who narrowly miss admission to the University. Bridge students attend Tri-County for their first year and must earn 30 transferable credits and a 2.5 GPA at Tri-County during their Bridge year in order to transition to Clemson for their second year. As a living and learning community, students live together in a Bridge-designated community on Clemson’s campus and have access to student life programs and services at both Tri-County and Clemson.



**Bridge to Lander:** Lander University has developed a partnership agreement with all 16 technical colleges in South Carolina. The program provides advising and academic support for prospective transfer students. Students who satisfy the academic requirements of a minimum of 12 credits of transferable coursework (of grades of “C” or higher) and a cumulative 2.0 GPA will be granted full admission to Lander. Students can apply for Lander transfer scholarships, as available, upon acceptance to Lander.

**Transfer Connect - USC (Columbia):** This statewide agreement is intended to make transitions from SC technical colleges to USC as seamless as possible and to increase the success of transfer students once they are enrolled at the Columbia campus. The University identifies students who are eligible for the program, though students may self-select to enroll in the Bridge to USC program while enrolled at Tri-County. Participating students will have access to a variety of services from Tri-County and USC. Bridge to USC students are eligible to apply as a transfer applicant to USC after the completion of 30 credits of college-level coursework - admissions is not guaranteed through this program.



**SWU Connect:** This program with Southern Wesleyan University (SWU) enhances the enrollment process for transfer students by providing support and services which facilitate a successful transition to SWU. Students who complete any associate degree at Tri-County will

be guaranteed admission to SWU upon successfully completing all steps for enrollment, including meeting the established admissions requirements. While admissions is guaranteed, courses will be evaluated for transfer credit and applicability to the intended SWU major. Though completion of an associate degree is encouraged, transfer consideration requires at least 30 credits of transferable work. Students can apply for SWU transfer scholarships, as available, upon acceptance to SWU.

**USC Upstate Direct Connect:** USC Upstate has developed a partnership agreement with several upstate technical colleges that guarantees admission to USC Upstate for students who graduate with an Associate in Arts degree, an Associate in Science degree, or select Associate in Applied Science degrees. To enable a smooth transition, the program provides enhanced academic advising and accelerated admission to USC Upstate. Students who satisfy the academic requirements of degree attainment and a cumulative 2.0 GPA will be granted full admission to USC Upstate. Students can apply for USC Upstate transfer scholarships, as available, upon admittance to USC Upstate.

**Other articulations:** Tri-County Technical College has developed major-specific transfer agreements with a number of four-year universities. For more information, see the Tri-County webpage: <https://tctc.edu/transfer>.

### Dual Enrollment and Career Pathways for Success

Tri-County's dual enrollment and career pathways programs allow qualified high school juniors and seniors to take Tri-County courses as dual enrollment students. Freshmen and sophomores may be considered for dual enrollment by exception if related high school curriculum has been mastered and appropriate placement scores have been met. Opportunities for dual enrollment include university transfer courses and technical courses offered through career pathways that seamlessly connect secondary and post-secondary curricula in a specialized career field. Students must submit the online Dual Enrollment Application for Admission and provide the contact information and obtain signatures for parents/guardians and high school guidance counselors to be admitted to the College. For additional information, contact the Office of High School Engagement and Outreach at 864-646-1503 or by email at [hsde@tctc.edu](mailto:hsde@tctc.edu).

### I-BEST

I-BEST (Integrated Basic Education and Skills Training) is a nationally recognized workforce development program that has been adapted by Tri-County for residents of Anderson, Oconee, and Pickens Counties. The tuition-free program has been created through partnerships between the College, School Districts, Adult Education Centers, and employers throughout the tri-county area. It features individualized educational and career planning, industry recognized certifications, job placement assistance and much more. Additional details can be found in the Academic & Career Foundations section of this Catalog.

## MyTCTC College Portal

MyTCTC is the College's web-based and mobile app portal for news, academic resources, course registration, final grades, financial aid account information, and other online services. The MyTCTC portal is accessible by clicking on MyTCTC from the College's website or

## Orientation

The College requires orientation sessions for all new, transfer, and returning students prior to the start of each semester. Orientation introduces students to the College experience, informs them about resources and services they will use as Tri-County students, and facilitates their transition into their chosen academic program. Orientation registration instructions are provided to students in their admission materials. The orientation sessions are held on a variety of dates at all campuses, in individual and group formats. As part of orientation, students meet with advisors for course planning and course registration. For more information, contact the Office of Recruitment, Admissions, and Orientation at 864-646-1550 or [orientation@tctc.edu](mailto:orientation@tctc.edu).

In addition to the general College orientation, some departments offer orientation or information sessions specific to their programs. Students will be notified as applicable.



going directly to [my.tctc.edu](http://my.tctc.edu). Accounts are assigned to students upon admittance to the College, with initial login information included in acceptance packets. Once an account has been assigned, it will stay active as long as the student is registered or enrolled in a course. If students have questions or trouble accessing their account, they should contact the IT Service Desk at 864-646-1779. MyTCTC also provides access to TCTC email, which is the College's official and primary means of communication with students.

## Student Identification Cards

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Tri-County Technical College student identification cards are mandatory and required to access the following services: library materials, computer labs, building access, and use of financial aid in the Campus Store. Student IDs are valid for one academic year and are available to all students.

Student IDs are available in the Atrium area on the 1st floor of Ruby Hicks Hall on the Pendleton Campus. Students attending the Anderson, Easley, or Oconee campus may obtain an ID at the Information Desk at those locations.

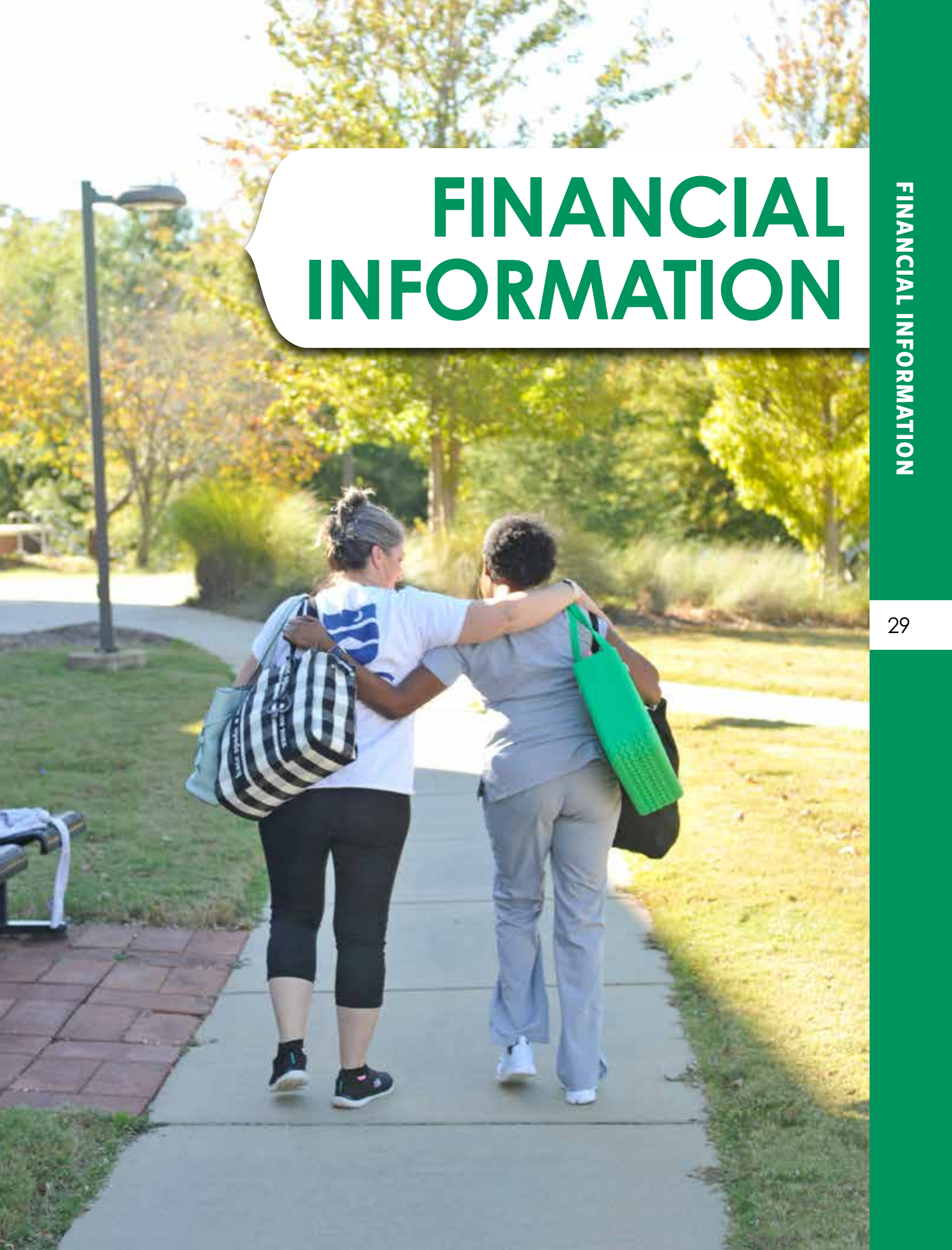
## Parking Decals

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Parking permits are mandatory for all students and employees who commute and park their vehicles at any TCTC campus.

- Permits may be purchased online in MyTCTC under the My Payments tile and the Pay for Parking Permits and Tickets link. An account must be created with the following information: vehicle registration, insurance, and driver and vehicle owner information.
- Parking permits cost \$30 for the first vehicle and \$15 for each additional vehicle that will use TCTC parking. Permits are not transferable between vehicles.
- After purchase, permits can be picked up at Campus Police on any TCTC campus.
- Permits are to be displayed at the outside bottom of the driver's side of the rear window.
- Vehicles that do not have a permanent license plate can park on campus in a student parking space until the permanent license plate arrives (do not park in a visitor space). Students must obtain the permit as soon as the permanent license plate has been placed on the vehicle.
- Parking decals expire at the end of the Summer term.
- Students with physical disabilities (permanent or temporary) that restrict physical activity may park in designated handicap or faculty/staff spaces with the appropriate state-issued handicap placard or license plate.
- Students needing temporary special parking must make arrangements through the Student Development Office located in the Student Success Center. A physician's statement verifying the need for special parking is required.
- If you drive a vehicle different from the one with your issued parking permit, visit the Campus Police office to obtain a temporary pass. Please do so before attending class to avoid a citation.

# FINANCIAL INFORMATION



# FINANCIAL INFORMATION

## TUITION AND FEES

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<input type="checkbox"/> Fees and Textbooks	<i>For details see pages 33</i>
<input type="checkbox"/> Special Fees	<i>For details see page 33</i>
<input type="checkbox"/> Residency	<i>For details see page 31-32</i>
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## FINANCIAL AID

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<input type="checkbox"/> Application Process	<i>For details see pages 35</i>
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<input type="checkbox"/> Types of Financial Aid	<i>For details see page 35-39</i>
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<input type="checkbox"/> Children of Firemen, Law-Enforcement Officers and Other Public Employees Totally Disabled or Killed in the Line of Duty	<i>For details see pages 45</i>

## PAYING TUITION

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### TC Central

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Location: 105 Ruby Hicks Hall  
E-mail: [tccentral@tctc.edu](mailto:tccentral@tctc.edu)

### Business Office

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Location: 134 Ruby Hicks Hall  
E-mail: [busof@tctc.edu](mailto:busof@tctc.edu)  
Telephone: 864-646-8282 option 2

### Financial Aid Office

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Location: 120 Ruby Hicks Hall  
E-mail: [tccentral@tctc.edu](mailto:tccentral@tctc.edu)  
Telephone: 864-646-8282 option 1

# TUITION & FEE COST

## Cost of Attendance

Tuition is set on a sliding scale based upon the student's legal residence as defined in the Code of Laws of South Carolina, guidelines established by the South Carolina Commission on Higher Education, and the Tri-County Technical College Commission. Those students who live in Anderson, Oconee and Pickens Counties pay the lowest fees because part of their tax dollars funds the College. Other students from South Carolina pay a lower fee than out-of-state students because the College derives part of its support from state revenues.

All students, even those taking courses tuition-free, will be responsible for purchasing required textbooks and paying applicable materials and program fees.

Tuition is subject to change without notice. Please check the College website for the most current tuition amounts. As of the production of this Catalog, tuition rates per semester/term are as follows (includes the mandatory \$6 per credit technology fee and the \$2 per credit hour Student Activity fee):

Anderson/Oconee/Pickens Counties	\$185.33 per credit hour
All Other SC Counties	\$250.33 per credit hour
Out-of-State	\$462.33 per credit hour

## Residency

### Requirements

Residency at Tri-County Technical College is an essential part of tuition assessment. Students are required to pay out-of-state tuition if they are not legal residents of the state of South Carolina. Initial determination of one's resident status is made at the time of admission. The determination made at that time, and any determination made thereafter, prevails for each subsequent semester/term until information becomes available that would impact the existing residency status.

The burden of proof rests with the student to show evidence as deemed necessary to establish and maintain their residency status. Questions regarding residency should be directed to the Residency Officer, Pendleton Campus, 133 Ruby Hicks Hall. Students who falsify residential information will be charged the appropriate tuition rate, plus interest at a rate of 8% per annum, and a penalty amounting to 25% of the out-of-state rate for one semester.

Note: Establishing residency at a university or college other than Tri-County Technical College does not guarantee the same residency classification at Tri-County.

Legal residence status is determined by regulations issued under S.C. Code of Laws, 1976, Titles 59-112-10 through 59-112-100.

### Out-of-State to In-State Requirements

In order for residency status to be evaluated before the tuition due date, the residency packet must be submitted to the Residency Officer (133





## Residency Appeals

Any person, following a decision on resident classification, may appeal the decision to the Tri-County Technical College's residency appeals committee. This committee, however, is bound by the same laws and regulations as the Residency Officer, so its purpose is only to review the facts and details of any case and to evaluate the correctness of the decision made by the College's Residency Officer. Neither the committee nor the Residency Officer may waive the provisions of the law or regulations.

Persons wishing to appeal a residency decision must provide a letter to the College's Residency Officer (133 Ruby Hicks Hall, Pendleton Campus) stating the intention to appeal the decision. The letter must also include a summary of the residency situation and the provision under which the appeal is being made. The Residency Officer will then schedule a meeting of the appeals committee to hear the appeal.

Ruby Hicks Hall, Pendleton Campus) no later than the residency priority date (as indicated on the Academic Calendar). Residency packets will be considered through the last day to drop classes for Session A for the term in which the student is attempting to qualify for in-state tuition. However, the student must pay out-of-state tuition prior to the tuition due date. If in-state residency is granted, the student will receive a refund of the tuition difference.

In addition to the residency application (available online at [tctc.edu/residency](http://tctc.edu/residency)), copies of the documents listed below must be included in the residency packet. NOTE: If applying as a dependent of a South Carolina resident, the following documents must also be submitted from the person claiming the student as a dependent:

- Lease, rental agreement, or closing documents.
- Most recently filed Federal and State income tax returns. If filing as independent and under age 24, most recently filed federal income tax return for parent or guardian is also required.
- Documentation of all sources of income.
- Valid South Carolina driver's license, or if a non-driver, a South Carolina identification card.
- Vehicle registration(s) of all vehicles owned.
- Non-citizens of the United States must provide a copy of their visa, permanent resident card, or other applicable immigration document.

Students seeking an exception to the twelve-month residency requirement must also submit one of the following:

- Full-time employees must provide a statement from the employer for whom in-state determination is based. Statement must 1) verify full-time employment; 2) specify number of hours worked per week; 3) state original date of employment in South Carolina; and 4) specify length of term of employment; if indefinite, state so. Statement must be on company letterhead. If the company does not have letterhead, the statement must be notarized, or
- Retired in South Carolina petitioners must provide documentation of retirement and receipt of retirement income received at a South Carolina address, or
- Military petitioners must provide a copy of their current active duty orders.

NOTE: Incomplete residency packets will not be considered. Additional documentation may be required at the discretion of the Residency Officer.

## Out-of-County to In-County Requirements

To qualify for in-county tuition rates, the student must have lived or resided in Anderson, Oconee, or Pickens County continuously for at least twelve months immediately preceding the first day of class of the term for which resident classification is sought. Students must submit the following to TC Central (105 Ruby Hicks Hall), Pendleton Campus or the front desk at the Anderson, Easley, or Oconee Campuses):

- A completed Change Request: Student Address, Phone, or E-mail form.
- A copy of a valid lease, rental agreement, or closing documents.

Residency changes will be processed through the last day to drop classes for Session A for the term in which the student is attempting to qualify for in-county tuition. The student must pay out-of-county tuition prior to the tuition due date. If in-state residency is granted, the student will receive a refund of the tuition difference.

## Fees and Textbooks

### Course- and Program-Specific Fees

- Certification Fee: \$150-\$375 (required for certain courses)
- Course Materials Fee: \$10-\$200 (when applicable)
- Digital Course Content Fee: (online textbook and/or course materials) fee varies with course
- Equipment and Supply Fees: varies (required for certain majors)
- Packet Fee: \$15 (when applicable)

### ADN, LPN Transition to RN and PN Majors

- Pocket Nurse Kit: \$104 (one-time fee for ADN and PN)
- ATI Fee: \$593 per semester for ADN/LPN Transition to RN; \$541 per semester for PN
- E-Value Fee: \$150 per year for ADN/LPN Transition to RN; \$135 per semester for PN
- Drug Screen Fee: \$25 per year
- Malpractice Fee: \$5 per clinical course
- Passport Online Training Fee \$10 per year
- Packet Fee: \$15 per course
- Course Material Fee: \$10 for ADN and \$10 for PN
- Entry seat fee in program: \$100 (one-time fee) for ADN and PN; \$275 (one-time fee) LPN Transition to RN
- Books for nursing courses: \$1200 for ADN and LPN Transition to RN; \$650 for PN (Book costs are estimates and may be subject to change.)
- Uniforms: \$200 for program
- Supplies (stethoscope, scissors, hemostats, penlight, etc.): \$200
- Background check(s): \$38 each occurrence

### Early Care Education Majors

- Equipment and Supply Fees
- Criminal Record Checks

Note: Early Care and Education courses have fees associated with their individual needs. These fees are reviewed annually for accuracy and discussed with students during advising and documented in all applicable course documents.

### Health Education Majors

- Criminal Record Checks Agency Orientation, and Drug Screens (Certain clinical agency requirements may necessitate more than one background check and/or drug screen).
- Uniform, Equipment, and Insurance Fees (required for students enrolled in Dental Assisting, Emergency Medical Technology, Medical Assisting, Medical Laboratory Technology, Nursing, Practical Nursing, Surgical Technology, and Veterinary Technology).

Note: Health profession programs within the Health Education Division have fees associated with their individual programs. These fees are reviewed annually for accuracy and discussed with students during advising and documented in each program handbook. All fees are subject to change

### Senior Citizens

The College offers tuition-free credit courses on a space-available basis to senior citizens, 60 years of age or older. To be eligible for tuition-waived courses, a student must be a legal resident of South Carolina and meet all admission requirements. A student must complete the Senior Citizen Status Form the first semester for which the student requests the waiver. The College may require proof that the student is eligible for tuition-waived status. Specific registration dates are published on the Academic Calendar found at [tctc.edu/calendar](http://tctc.edu/calendar).

Community and personal interest courses through the Community and Corporate Education Division are not offered on a tuition-free basis.

## Special Fees

Fees are subject to change without notice. Please see the College website for the most current rates. As of the production of this Catalog, current fees include:

- Application Fee: \$30
- Credential Order/Reorder Fee: \$35
- Enrollment Fee: \$45 (for first-time students or returning students)
- Exemption Fee: \$75 per course
- Identification Card Replacement: \$5
- Placement Retesting Fee: \$10
- Stop Payment/Reissue Check Fee: \$35
- Student Activity Fee: \$2 per registered credit hour
- Technology Fee: \$6 per registered credit hour
- Transcript Fee: \$9.25 per copy



### Surcharge for In-County Residents

A portion of the College's operating budget is funded by each of the three counties in our service area (Anderson, Oconee, and Pickens). A surcharge may be assessed on residents of a county if that county does not meet its obligation for funding support of the College. The surcharge is subject to change without notice and may be assessed before the start of any semester. The surcharge will be assessed on every registered credit hour for the applicable term. The surcharge applies to all courses except those offered through Corporate and Community Education.

### Textbooks

Students whose funding for tuition and fees is greater than their account balance, generating a credit balance, may have funds available to charge books at the TCTC Campus Store. Students can review account balances through the College's portal using the online bill and schedule. Charges against student accounts are allowed only during a specific time period. See the Campus Store website at [bookstore.tctc.edu](http://bookstore.tctc.edu) for dates.

Students with credit balances, who prefer to purchase books off campus, may request a refund for books at the Business Office. Generally, requests must be made at least 10 days before the Campus Store charging period ends. A detailed cost sheet from the merchant of choice is required before funds will be processed. See the section on refunds for more information.



## FINANCIAL AID

### Applying for Financial Aid

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The Financial Aid Office strives to enhance the knowledge and growth of all students. This office is dedicated to providing exceptional service to our students, their families, and the community. This office will empower students with information and tools to help them maximize their education experience, become community minded, and make informed decisions. This will be accomplished within the framework of upholding regulatory compliance, providing access to financial resources and education, and creating cross-campus partnerships. Students will be treated with personalized service, taking into consideration their individual needs and unique circumstances.

Financial aid is available in the form of grants, scholarships, loans, and student employment. The Financial Aid Office will create financial aid eligibility letters using one or more forms of aid to assist students in covering their educational expenses. Students should apply as early as possible for financial aid and be aware of the priority deadlines as certain types of aid are limited. For the fall semester, students are encouraged to apply by April 1 to be considered for all federal and state financial aid. Priority deadlines are included in the Academic Calendar found at [tctc.edu/calendar](http://tctc.edu/calendar).



## Eligibility Requirements

The following basic eligibility requirements are found at [studentaid.gov](http://studentaid.gov) and apply to federal aid and most types of state aid:

- Demonstrate financial need as determined by the FAFSA
- Be a U.S. citizen or an eligible non-citizen
- Be a degree-seeking student (transient and non-degree-seeking students are not eligible for financial aid)
- Be enrolled at least half-time for most types of aid
- Maintain Satisfactory Academic Progress
- Have a high school diploma, GED, or other recognized equivalent
- Not be concurrently enrolled in an elementary or secondary school
- Not owe a repayment of at Title IV grant such as Pell or FSEOG
- Not be in default on any federal student loan

## Qualifying Courses for Financial Aid

- **Courses within a qualified and declared program of study:** Students can receive federal financial aid only for courses that can be applied towards their current declared program of study.
- **Repeat coursework:** Students who receive a non-passing grade in a class can repeat that class, but it will affect their completion rate. The number of repeated classes will be taken into consideration by the review committee if a student submits an appeal for loss of financial aid. Financial aid can pay for only one additional attempt of a previously passed class.

## Financial Aid during Summer Term

The majority of financial aid is available for students who take classes in the summer. In order to receive these funds students must have a valid FAFSA on file and meet all eligibility criteria. Tri-County Technical College automatically calculates eligibility. Once registered for classes, students can view their eligibility on the Bill and Schedule which is available on the College's portal.

## Types of Financial Aid

### Federal Pell Grant

Undergraduate students who have not yet received a bachelor's or professional degree may be considered for the Federal Pell Grant program. Eligibility is determined based on financial need and depends on the student's Student Aid Index (SAI), as determined by the information reported on the Free Application for Federal Financial Aid (FAFSA). Disbursements are prorated based on the student's enrollment status and the FAFSA must be completed each academic year.

### Federal Supplemental Educational Opportunity Grants (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available to students who have not completed a bachelor's or professional degree and who are eligible for the Pell Grant. Priority is given to students with the most need as determined by the information reported on the FAFSA. Students must be enrolled in at least six credit hours to be eligible for this fund. There is no guarantee that every eligible student will be able to receive FSEOG as funding for this program is limited.

## Application Process

Applying for and receiving financial aid is an annual process that students must initiate each year to become eligible for federal and state aid. For the majority of aid, the first step is to complete the Free Application for Federal Student Aid (FAFSA) online at [studentaid.gov/apply-for-aid/fafsa](http://studentaid.gov/apply-for-aid/fafsa). Once the FAFSA is completed the information is sent to the Financial Aid Office within 3 business days. The office reviews the application, requests additional documentation as needed, reviews all necessary documentation, and finally determines and notifies the student of financial aid eligibility for the upcoming academic year.

A student's financial need is determined by subtracting the Student Aid Index (SAI), as determined by the FAFSA, from the total Cost of Attendance (COA) for the College. Financial aid available to a student may not exceed the total COA and is to be used only for educational purposes. The financial aid eligibility letter is then sent through Tri-County's online student portal and through the student's college email address.

## Verification

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Some FAFSAs are selected by the U.S. Department of Education (ED) for a process called "verification." If a student is selected for verification, additional documentation will be requested through the College's student portal and college email address. The verification process must be completed before financial aid eligibility is determined and applied to the students' accounts. If the process is not completed before the tuition due date, students must secure their courses through other payment methods, such as paying in full or enrolling in the payment plan. Once verification is completed the students' qualifying financial aid will be credited to their account.

Students should not send sensitive documents or personal information via unsecure methods to the Financial Aid Office.

## SC Legislative Incentive for Future Excellence Scholarship (LIFE)

All students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). However, LIFE Scholarships do not require the submission of a FAFSA. Eligibility for the LIFE Scholarship is determined once the final, official high school transcript is received by the TCTC Admissions Office.

The LIFE Scholarship is an academic scholarship funded by the State of South Carolina. It is awarded to legal residents of South Carolina who graduated from a high school located in South Carolina, an approved home school program as defined in the State statute, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student in accordance with State statute. A "preparatory high school" (out-of-state) is defined as a school recognized by the state in which the school is located to offer curricula through the twelfth grade and prepares students for college entrance. Transfer students must contact the Financial Aid Office regarding documentation required to review LIFE Scholarship eligibility.

The LIFE Scholarship cannot be awarded to any student who has been convicted of a felony or any second or subsequent alcohol/drug related offense. A LIFE Scholarship cannot be awarded to any student who owes a repayment to a federal or state grant program or is in default on a federal student loan.

LIFE Scholarships are awarded to entering first-year students who earned a minimum 3.0 SC Uniform GPA in high school. LIFE is disbursed to those students who enroll in a minimum of 12 non-remedial credit hours per semester and are seeking a degree, diploma, or certificate that meets the U.S. Department of Education's Title IV regulations. Course numbers of 100 or below, as well as English 150 and Math 150, are considered remedial coursework and are not counted in the LIFE enrollment status for eligibility or toward renewal criteria. A student may defer the LIFE Scholarship for up to the first two semesters of college enrollment after graduating high-school if they are taking remedial coursework and are not enrolled in at least 12 LIFE eligible credits.

To remain eligible for the LIFE Scholarship, rising second year students must successfully complete 30 non-remedial credit hours. For students who begin eligibility in spring, a minimum of 15 non-remedial credit hours is required to renew the scholarship for the next academic year. In all cases, the student must also maintain a cumulative collegiate GPA of 3.0 to remain eligible for the LIFE Scholarship. This GPA includes all grades earned at Tri-County Technical College and all applicable college level coursework from all other institutions both in- and out-of-state. Students may take classes in the summer to meet renewal criteria.

The Financial Aid Office will review LIFE recipients at the end of the spring and summer terms to see if students met renewal criteria. Students can receive only up to four consecutive semesters of the LIFE scholarship for associate's degrees or two consecutive semesters for Certificate and Diploma degrees. Please contact the Financial Aid Office for more information regarding eligibility or visit the South Carolina Commission on Higher Education website [che.sc.gov](http://che.sc.gov).

### Palmetto Fellows Scholarship

All students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). However, Palmetto Fellows Scholarships do not require the submission of a FAFSA. Eligibility for the Palmetto Fellows Scholarship is determined during the student's senior year of high school by the school counselor/representative. Tri-County Technical College is notified of eligible recipients by the South Carolina Commission on Higher Education.

The Palmetto Fellows Scholarship is an academic scholarship funded by the State of South Carolina. It is awarded to legal residents of South Carolina who graduated from a high school located in South Carolina, an approved home school program as defined in the State statute, or a preparatory high school located outside of the state while the student is a dependent of a legal resident of South Carolina who has custody or pays child support and college expenses of the dependent high school student in accordance with State statute. A "preparatory high school" (out-of-state) is defined as a school recognized by the state in which the school is located to offer curricula through the twelfth grade and prepares students for college entrance.

The Palmetto Fellows Scholarship cannot be awarded to any student who has been convicted of a felony or any second or subsequent alcohol/drug related offense. A Palmetto Fellows Scholarship cannot be awarded to any student who owes a repayment to a federal or state grant program or is in default on a federal student loan.

The initial application for the Palmetto Fellows Scholarship must be submitted by the high school guidance counselor or representative prior to high school graduation. Palmetto Fellows Scholarships are awarded to entering first-year students who scored at least 1200 on the SAT (25 on the ACT), earned a minimum 3.5 cumulative GPA on the SC Uniform Grading Policy (SC UGP) at the end of the junior year, and rank in the top six percent of the class at the end of either the sophomore or the junior year OR scored at least 1400 on the SAT (31 on the ACT) and earned a minimum of 4.0 cumulative GPA on the SC UGP at the end of the junior year. Palmetto Fellows is disbursed to those students who enroll in a minimum of 12 non-remedial credit hours per semester and are seeking a degree, diploma, or certificate that meets the U.S. Department of Education's Title IV regulations. Course numbers of 100 or below, as well as English 150 and Math 150, are considered remedial coursework and are not counted in the Palmetto Fellows enrollment status for eligibility or toward renewal criteria.

To remain eligible for the Palmetto Fellows Scholarship, rising second year students must successfully complete 30 non-remedial credit hours during their first year. The student must also maintain a cumulative institutional GPA of 3.0 to remain eligible for the Palmetto Fellows Scholarship. This GPA includes all grades earned at Tri-County Technical College only. Students may take classes in the summer to meet renewal criteria under these conditions: for GPA renewal requirement, courses must be taken at TCTC; for hours renewal requirement, courses can be taken at TCTC or at another college as long as the course will transfer to TCTC upon completion.

The Financial Aid Office will review Palmetto Fellows recipients at the end of the spring and summer terms to see if students met renewal criteria. Students can receive only up to four consecutive semesters

### SC Lottery Tuition Assistance (LTA)

Students must first complete the FAFSA to be eligible for Lottery Tuition Assistance (LTA) funds. South Carolina residents who qualify for in-state tuition rates at a South Carolina technical college may be eligible for LTA if the tuition are not covered by other sources of need-based financial aid. LTA will not pay for any other expenses on the bill other than tuition and will not generate a credit balance on an account. LTA by itself will never cover the entire cost of tuition.

Students must be South Carolina residents and must enroll in a minimum of six credit hours per semester in an eligible degree-seeking program. Students must maintain at least a minimum cumulative GPA of 2.0 prior to the start of the Fall term (after attempting 24 credit hours) in order to continue receiving LTA. Students cannot receive LTA in the same academic year as the LIFE Scholarship. Additional information of the SC Education Lottery Act is provided on the SC Technical College System website at [sctechsystem.edu](http://sctechsystem.edu) or upon request from the Financial Aid Office.

## SC Workforce and Industry Needs Scholarship (SC WINS)

Students must first complete the FAFSA to be eligible for SC Workforce and Industry Needs Scholarship (SC WINS) funds. Students who qualify for in-state tuition rates at a South Carolina technical college may be eligible for this fund. SC WINS can pay towards tuition and course related fees and materials up to \$5000 for the year, after all other need-based financial aid has been applied to the bill.

SC WINS eligibility is based on major; students must be in a critical workforce area as defined by the State Board for Technical and Comprehensive Education. Most majors in areas such as healthcare, computer technology, and advanced manufacturing are eligible. Students must be South Carolina residents and must maintain at least a minimum cumulative GPA of 2.0 prior to the start of the academic year in order to continue receiving SC WINS.

of the Palmetto Fellows scholarship for associate's degrees or two consecutive semesters for Certificate or Diploma degrees. Please contact the Financial Aid Office for more information regarding eligibility or visit the South Carolina Commission on Higher Education website [che.sc.gov](http://che.sc.gov).

## Federal Work-Study Program (FWS)

The Federal Work Study Program (FWS) provides on- and off-campus part-time employment opportunities for students. This program is designed to assist students in offsetting the cost of educational expenses while gaining on-the-job training and experience to prepare for future employment. Students participating in FWS must meet the following eligibility requirements:

- All general eligibility requirements for Federal Title IV Financial Aid Programs
- Demonstrated financial need by completing the FAFSA
- Enrollment in a minimum of six credit hours per term
- All Satisfactory Academic Progress (SAP) requirements. See section titled "Standards of Satisfactory Academic Progress for Financial Aid" for additional information.

To find additional information and to apply for open positions, visit the Financial Aid Office or [tctc.edu/financial-aid/fafsa/federal-work-study/](http://tctc.edu/financial-aid/fafsa/federal-work-study/). Awarding of FWS funds is contingent on the time of application, level of financial need, and availability of funds. Students participating in the program will have weekly hour restrictions and are paid directly on a monthly basis at an hourly rate.

## Federal Student Loans

Student loans should only be considered as a last resort option to help pay for educational expenses. TCTC encourages students to pursue all other options such as grants, scholarships and FWS, and to visit the TCTC Money Management Center before deciding to use student loans. Students who chose to use loans should borrow only what is needed to pay for educational expenses and what is realistically able to be repaid.

To receive a Federal Direct Loan, a student must complete the following:

- The Free Application for Federal Student Aid (FAFSA)
- Federal Direct Student Loan Confirmation Form, located in the My Financial Aid tile in the College's student portal.
- Entrance Counseling at [studentaid.gov](http://studentaid.gov)
- The Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov)

Direct Subsidized Loans are available on the basis of financial need as determined by the information reported on the FAFSA. If a student is eligible for a subsidized loan, the government will pay (subsidize) the interest on the loan until repayment begins.

Direct Unsubsidized Loans are available to all eligible students; however, interest begins accruing at the time of disbursement, and the student is responsible for both the interest and the principle of the loan. Students can choose to pay the interest or allow it to accrue and be capitalized. Capitalized interest will increase the total repayment amount due.

Annual and aggregate loan limits apply based on a student's dependency status and credits earned towards their degree. Dependent students who have borrowed at least \$15,500 or independent students who have borrowed at least \$28,750 will be required to complete a Loan Aggregate Review with the Financial Aid Office before taking out any more loans at Tri-County Technical College. Students are encouraged to contact the Financial Aid Office if there are any questions regarding this process.

After graduating, leaving school, or dropping below six credit hours of enrollment, a student has a six-month grace period before repayment begins. During this period, students must complete exit counseling at [studentaid.gov](http://studentaid.gov), and students will receive repayment information from their loan servicer. Students are responsible for beginning repayment on time, even if they do not receive this information. Payments are usually due monthly.

Information regarding loan balances and loan servicers for all loans borrowed at all institutions can be found at [studentaid.gov](http://studentaid.gov).

### **Federal Direct PLUS Loan for Undergraduate Study**

Parents of dependent students can borrow a Direct PLUS (Parent Loan for Undergraduate Students) loan to help pay for the undergraduate student's educational expenses. The dependent student must be enrolled in at least six credit hours per term in an eligible program and have a current FAFSA on file. Parents must also have an acceptable credit history or pursue an endorser.

The annual limit on a PLUS loan is equal to the Cost of Attendance (COA) minus any other financial aid received. For example, if the COA is \$10,000 and the student received \$7,000 in other financial aid, the parent would be eligible to borrow \$3,000.

To receive a Federal Direct PLUS Loan, the parent must complete the following:

- The PLUS Loan Application at [studentaid.gov](http://studentaid.gov)
- PLUS Loan Master Promissory Note (MPN) at [studentaid.gov](http://studentaid.gov)

### **Private (Alternative) Loans**

When federal loans and other aid do not cover a student's Cost of Attendance, students may apply for a private loan through [elmselect.com](http://elmselect.com) or through the private lender of their choice. A credit check is required to obtain a private loan and typically requires a co-signer if the student does not meet the required credit score. Students who chose to use private loans should borrow only what is needed to pay for educational expenses and what can realistically be repaid. Each loan and lender have unique terms and conditions, so borrowers are encouraged to review all options before selecting a loan.

Tri-County Technical College encourages students to pursue all other options such as grants, scholarships, and Federal Work-Study, and to visit the TCTC Money Management Center before deciding to use private loans.

### **SC Need-Based Grant (SCNB)**

The South Carolina Need-Based Grant (SCNB) is available to a limited number of students with financial need as determined by the financial information reported on the FAFSA. Students must be South Carolina residents to qualify. There is no guarantee that every eligible student will receive SCNB as funding for this program is limited. Please contact the TCTC Financial Aid Office for more information.

### **TCTC Foundation Scholarships**

Tri-County Technical College Foundation Scholarships are awarded each year to both new and continuing students. The application periods occur at least two times each year in mid-spring and mid-fall. Application openings and deadlines are posted on Tri-County's website, and students are notified via their College e-mail. The criteria for scholarships vary but require a 2.0 GPA and include academic achievement, community participation, and financial need. The online application and important deadlines are available in the Scholarship section on the College website at [tctc.edu/scholarships](http://tctc.edu/scholarships) and the College's student portal.

# Maintaining Eligibility

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## Money Management Center

The mission of the Money Management Center (MMC) is to empower students with the information and tools to be financially literate and successful in college and beyond. The MMC provides information and tools on the subjects of budgeting, credit, credit cards, personal finance, debt management, and loan management. The MMC is located within the Financial Aid Office on the Pendleton Campus. Students may schedule an appointment at TC Central, online at [tctc.edu/mmc](http://tctc.edu/mmc), or by email at [finaid@tctc.edu](mailto:finaid@tctc.edu).

The MMC holds a number of financial education events throughout the year. These events are listed in the Campus Groups App. Notifications are sent via TCTC email and are advertised across each campus.

## Standards of Satisfactory Academic Progress (SAP) for Financial Aid

Students receiving federal financial aid must meet Satisfactory Academic Progress (SAP) towards a degree, diploma, or certificate. Students receiving State aid should refer to the specific fund eligibility requirements in this catalog. SAP is measured by the following three factors:

### Grade Point Average (GPA) - (Qualitative Measure)

- Students must maintain a minimum cumulative institutional GPA of 2.00 (C average) or higher.

### Completion Rate - (Quantitative Measure)

- Students must successfully complete a minimum of 67% of all attempted hours including remedial and transfer credits.
- Repeated classes may only count once towards successfully completed credits. For example, if a student passes a class with a grade of D or higher, then retakes that class and receives another passing grade, the completion rate for those attempts would be 50%.
- Grades of A, B, C, and D count as attempted and completed. All other grades are considered attempted, but not completed.

### Maximum Time-frame (MTF) - (Quantitative Measure)

- Students must complete their program of study within 150% of the hours required to receive their degree, diploma, or certificate for their declared program of study.
- All attempted hours that could have applied to the declared program of study (remedial, failed, withdrawn, and transfer credits) that are accepted by the College are included in this calculation. For example, if a student needs 60 credits to graduate from their program and the student has attempted 90 credits without graduating, that student will no longer be eligible for federal financial aid.
- Students will enter a warning status due to the Maximum Time-frame (MTF) rule when they get within 15 credit hours of their MTF.

## Review Process

During the first term of enrollment at TCTC, students who meet all other eligibility standards will qualify to receive federal financial aid under the Satisfactory Academic Progress (SAP). At the end of each term, the Financial Aid Office reviews the above requirements for each student who attended during that term after the Registrar's Office finalizes the grades. Students who continue to meet all three above standards at the end of each semester will continue to be eligible to receive federal financial aid for the following semester.

Students who fail to meet one, two, or three standards will be placed into "Financial Aid Warning" for the next term of enrollment. During the warning term, the student will continue to receive federal financial aid. Students are notified via TCTC e-mail of their SAP Status and can view their status on the College's portal.

Students who meet all three standards by the end of the warning term will go back into good standing and continue to be eligible to receive financial aid. Students who fail to meet one, two, or three standards at

the end of the warning term will be placed into a status of "Financial Aid Suspension" for the next term of enrollment. Students in suspension status are not eligible to receive any federal financial aid including Pell Grant, FSEOG, FWS, and Federal Direct Loans (student and parent loans). Some state aid may also be limited. Students who enter the status of "Suspension" are notified via TCTC email and US Postal Service to the address on file, and they can view their status on the College's portal. Students should check their status regularly because appeal times may be limited due to the start date and tuition due dates of upcoming semesters.

### Reinstatement/Appeal Process

There are two ways for a student to regain eligibility for federal financial aid once entered into the ineligible status of "Financial Aid Suspension."

- Students may continue taking classes and paying for coursework out of pocket until all eligibility criteria have been met. South Carolina residents may be eligible to qualify for Lottery Tuition Assistance (LTA) and the SC Workforce Industry Needs Scholarship (SC WINS); see prior section for LTA and SC WINS eligibility requirements.
- Students may complete the SAP Appeal process. If granted an approved appeal, the student will be placed on an academic plan and will regain eligibility for federal financial aid.

A student on Financial Aid Suspension may appeal if extenuating circumstances existed by completing a financial aid Satisfactory Academic Progress (SAP) Appeal form along with all applicable steps. The form is available through the My Financial Aid tile in the MyTCTC portal. Required documentation includes:

- A written statement documenting the extenuating circumstance and explaining why the student did not meet the SAP standards and what the student plans to do differently to be academically successful in future terms.
- Documentation to support the extenuating circumstances listed in the appeal.
- An academic Graduation Plan in Degree Works completed with their academic advisor.

Acceptable reasons for an appeal include circumstances that the student could not have foreseen at the beginning of the term and that are beyond their control.

Once the SAP Appeal Form and applicable documents have been received by the Financial Aid Office, all forms will be reviewed to determine an approved or denied decision. Appeals are reviewed in the order received and students are notified via TCTC email of the decision. If a decision has not been made prior to the tuition due date, the student is responsible to secure courses through other payment methods such as paying in full or enrolling in the payment plan. Students are held responsible for the full payment regardless of the appeal decision. If the appeal is approved during that semester, the qualifying financial aid will be credited to the account.

- Approved appeals: Students who receive an approved appeal will have their federal financial aid reinstated. They must adhere to specific terms and conditions outlined with the notice of approval. A signed acknowledgment of the terms and conditions must be submitted by the student before aid is posted to the student's bill.

### SAP Notes of Importance

The Financial Aid Office reviews SAP after final grades post each semester.

The following three factors are checked:

- Cumulative GPA of 2.0 or higher
- Cumulative completion rate of 67% or higher
- Maximum time-frame not exceeding 150% of the credits required to complete their program

Students should check their status on the College's student portal at the end of each semester.

- Good: the above requirements are met and the student can continue receiving financial aid.
- Warning: the requirements were not met, but the student can continue receiving financial aid for one semester.
- Suspension: the requirements were not met during the Warning semester, so the student cannot continue to receive financial aid.

## Verification of Enrollment

Students who are receiving benefits under the following VA educational programs must verify their enrollment at the end of each month.

Verification of enrollment for Chapter 33 can be completed via text message or by calling the Education Call Center (ECC) 1-888-GIBILL-1 (1-888-442-4551).

- Chapter 33 (Post 9/11 GI Bill®)

Verification of enrollment for the following chapters can be completed either by phone at 877-823-2378 or going to [gibill.va.gov/wave](http://gibill.va.gov/wave).

- Chapter 30 (Montgomery GI Bill® for active duty service)
- Chapter 1606 (Montgomery GI Bill® for selected reserve)
- Chapter 1607 (selected reserve called to active duty in response to war or national emergency)
- Chapter 35 (Dependents' Education Assistance® for eligible dependents non-degree programs only)

- Denied appeals: Students whose appeals are denied must meet all three standards to regain eligibility prior to receiving additional federal financial aid.

All decisions are made within the Financial Aid Office and cannot be appealed further.

## Withdrawing from a Term

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### Withdrawing from a Class or All Classes

Students who receive Federal Financial Aid and withdraw, officially or unofficially, regardless of circumstances, may fall under the "Return of Title IV Funds Policy" depending on their last date of attendance. Withdrawing from a class or classes can have potential immediate and long-term effects on a student's financial responsibility and future financial aid eligibility.

Withdrawing from a class(es), but still remaining enrolled in other federal aid eligible classes during a semester, will not have an immediate financial effect/responsibility on the student. The SAP policy outlined in this Catalog remains in effect and the student could lose future financial aid eligibility through that policy. Students should visit the Financial Aid Office before withdrawing from a class or classes to determine the impact on their financial aid eligibility.

If a student does not complete the term of enrollment, Tri-County must adhere to the Federal Title IV Earned Aid Policy. Federal financial aid is reviewed in this process including the Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Direct Loans (Student and PLUS loans). This policy is based on time, so students might be eligible to keep a portion of federal financial aid based on the time spent enrolled in courses.

Students who complete more than 60% of the semester have earned full financial aid eligibility for that term and no funds would be returned to the U.S. Department of Education (ED). Students who do not complete more than 60% of a semester have not earned their full financial aid eligibility, and the Office of Financial Aid must return a portion of the student aid to ED based on the number of days in attendance. This process typically causes the student to owe a balance. For example, if a student withdraws from all courses five weeks into a 15-week semester, the student is considered to have earned 33% of their received financial aid and did not earn the remaining 67% of the funds. The unearned funds then must be returned to ED and the student would typically owe a balance.

If a student owes a repayment to the College, transcripts will not be released and future enrollment/registration will not be allowed until that repayment has been made. Students owing a repayment to ED cannot receive federal financial aid funds at any college until that repayment has been made.

The Satisfactory Academic Progress (SAP) policy remains in effect for students who withdraw from some or all courses during a semester and students could lose future financial aid eligibility through that policy. Before withdrawing from courses, students are encouraged to visit TC Central (Pendleton Campus, Ruby Hicks Hall) to learn about their options and how withdrawing will affect their federal financial aid eligibility.

## Veterans Educational Benefits

The College is approved for veterans' educational benefits by the South Carolina Commission on Higher Education, State Approving Agency (SAA) for training veterans and their dependents. TCTC participates under Title 38 of the U.S. Code in these programs: Chapter 33 Post 9/11 GI Bill®; Chapter 30 Montgomery GI Bill® -Active Duty; Chapter 31 Veteran Readiness and Employment; Chapter 32 VEAP; and Chapter 35 Dependents' Educational Assistance (DEA). Title 10 of the U.S. Code are Chapter 1606 Montgomery GI Bill® - Selected Reserve and Chapter 1607 REAP. For further details and current payment rates regarding these education benefit chapters, please refer to the GI Bill® website at [benefits.va.gov/gibill/](http://benefits.va.gov/gibill/).

Veterans, their dependents, and members of the National Guard or Reserve may be eligible to receive benefits while pursuing an approved program of education or training. For this section, the term "veteran" can refer to a veteran as well as an eligible dependent or an eligible member of the National Guard or Reserve.

The student must first apply to the College, complete an application online and must be accepted into a program of study and registered for classes before he or she can be certified.

To start the benefits process, the students must apply for use of any Veteran Affairs (VA) education benefits at [vets.gov](http://vets.gov), then click on Apply for Education Benefits.

Once admitted, the student should then complete the VA Certification Request form each semester before he or she can be certified for VA benefits. The form is located at [tctc.edu/veterans](http://tctc.edu/veterans) or may be completed in person at TC Central (Pendleton Campus) or the front desk of the Anderson, Easley, or Oconee campus. The student should also provide a copy of the appropriate documentation based on their chapter type:

- DD214 Member 4 copy (if application is based on active duty service or if Chapter 30 or 33 and coded as out of state)
- Notice of Basic Eligibility (if application is based on current Reserve or National Guard service, chapters 1606/1607)
- Certificate of Eligibility (COE) Letter (if a Chapter 33 veteran)
- Dependent's Educational Assistance (DEA) program letter (if chapter 35, dependent of a veteran)

For additional questions, contact the Registrar's Office/Student Data Center at 864-646-8282 Option 1 or email [veterans@tctc.edu](mailto:veterans@tctc.edu) to learn more about specific information required for eligibility.

### Title 38 School Compliance

Veterans (Chapter 33 and Chapter 31 beneficiaries) in accordance with The Veterans Benefits and Transition Act of 2018 (Public Law 115-407)

In accordance with the Veterans Benefits and Transition Act of 2018, Tri-County Technical College will allow GI Bill® and Veteran Readiness and Employment (VR&E) beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905 to Tri-County Technical College. This allows a student to attend the course until the U.S. Department of Veterans Affairs (VA) provides payment to Tri-County Technical College. Tri-County Technical College will not impose a penalty or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA.

### Certification of Enrollment

Certification of enrollment is reported to Veterans Affairs (VA) at the request of the veteran. The veteran must complete the "VA Certification Request" form located on the College website ([tctc.edu/financial-aid/veterans-students-benefits-portal/](http://tctc.edu/financial-aid/veterans-students-benefits-portal/)) prior to every term. TCTC must review the classes selected at registration each term. The law provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which a grade assigned is not used in computing graduation requirements. This means that a veteran may not be certified for any course not listed in the curriculum as a graduation requirement. If there are electives listed as part of the curriculum, the total number of elective hours designated by the program should not be exceeded. Only electives listed as approved electives or electives approved in writing by the department head should be taken.

### Direct Deposit for Education Payments

Veterans receiving benefits by direct deposit can initiate or make changes to their direct deposit by calling 800-827-1000 or going to [va.gov/change-direct-deposit/](http://va.gov/change-direct-deposit/)

## Change of Program of Study

To change a program of study (major):

Currently enrolled students should go to TC Central, located on the Pendleton Campus and speak with a Success Coach.

A student transferring to Tri-County Technical College should complete a "Request for Change of Program or Place of Training" Form (22-1995 for the veteran or service member or 22-5495 if an eligible dependent) online at [va.gov](http://va.gov). In the Education box, select change your current education benefits.

A "Request for Change of Program or Place of Training" form is needed for a veteran student transferring to Tri-County Technical College who has used benefits elsewhere. The student should provide a copy of the form and submit it to the Registrar's Office/ Student Data Center for inclusion in the student's VA record.

## Grading Procedures

In 1976, Congress amended the GI Bill® in such a way as to encourage veterans to move toward the attainment of educational career goals. The law now provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements.

To comply with this law, the following rules apply to veterans or other individuals who receive veterans' benefits:

- The "I" grade is not a permanent grade and carries only a message of a temporary condition that will be changed to a letter grade of A, B, C, D, or F. The "I" defaults to "F" automatically after 20 instructional days into the succeeding term if course requirements are not completed by that time. In the event a veteran receives an "I" grade at the end of a semester, further enrollment in that course cannot be certified to the VA. Once the permanent grade is assigned, the VA Certifying Official will review the updated status.
- In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of veterans' benefits.
- Veterans cannot be certified for an "AU" grade.
- Veterans' enrollment cannot be certified for any course not listed in his/her curriculum as a graduation requirement.
- Non-Punitive Grade: A non-punitive grade is a grade that does not count as earned credit and is not considered in progress standards for graduation. A withdrawal after the drop period is non-punitive if it is not calculated into the student's GPA, or it is not considered in academic progress criteria. Payment is not allowed for a course in which this grade is awarded. Students receiving a "W" should consult with the Registrar's Office/Student Data Center if there are any mitigating circumstances.
- If there are electives listed as part of the curriculum, veterans must not exceed the total number of elective hours designated by the program and should take only electives listed as approved electives or electives approved in writing by their department head.

## Impact of Withdrawals

Students who receive VA educational benefits must maintain satisfactory academic progress of 2.0 or higher. If the student withdraws and/or ceases to make satisfactory progress towards completion of their training objective, their educational benefits could be discontinued. When a student withdraws from classes, and if the school has received a tuition payment from the VA, an overpayment (of the VA educational benefits) could also be created, and a debt owed by the school to the VA. Students who fall in this category will receive notification from the VA pertaining to the overpayment. The school will also receive a debt letter from the VA. The school will remove the funds from the student's account and return them to the VA. The student is responsible for any balance due after the funds are removed.

## Conditions for Interruption of Veterans Financial Benefits Due to Unsatisfactory Progress

Each veteran certified for benefits in a traditional college program at an institution of higher learning will have an evaluation of academic progress at the end of each term. This will be determined according to the College's determination of academic progress as defined in this Catalog under Academic Information.

- If the student is placed on Academic Warning, the VA is not notified of a Warning status.
- If the student is placed on Academic Probation, this status will not be reported to the VA at the end of each term. Students on Academic Probation are eligible to receive educational benefits unless otherwise notified by the VA.
- If a student previously on Academic Probation returns to Academic Good Standing, the student is eligible for certification.
- If a student previously on Academic Probation moves to Academic Suspension, the student is no longer eligible for certification at this institution. Any certification for the upcoming semester will be terminated with a reason of "Unsatisfactory Conduct or Progress" in accordance with federal regulations.
- However, if the student requests an appeal with the Student Support and Engagement Office and the appeal is approved, the student's enrollment for the upcoming semester should not be terminated. The VA will contact the student if additional requirements and/or actions are required by the student regarding whether future payments of the VA educational assistance allowance should be authorized.

## Children of Veterans

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Based on the Code of Laws of South Carolina, 1976 Title 59-111-20, the College offers Free Credit Tuition for Certain War Veterans' Children. The Business Office must receive a letter from the State of South Carolina, Office of the Governor, Division of Veterans' Affairs, before waiving tuition. These tuition waivers apply only to credit courses.

## Children of Firemen, Law-Enforcement Officers, and Other Public Employees Totally Disabled or Killed in the Line of Duty

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Based on the Code of Laws of South Carolina, Section 59-111, the College offers tuition-free courses to children of firemen, law-enforcement officers, organized rescue squad members, and other public employees who have become totally disabled or were killed in the line of duty, paid for a period not exceeding four years, regardless of the number of state-supported colleges, universities, or state-supported vocational or technical schools the child attends.

Public and government employees referred to above are defined as:

- Firemen, both regularly employed and members of volunteer organized units, organized rescue squad members, members of the Civil Air Patrol, law enforcement officers, or corrections officers, as defined herein, including reserve and auxiliary units of counties or municipalities who have become totally disabled or were killed in the line of duty on or after July 1, 1964.
- Government employees who have become totally disabled or were killed in the line of duty while working on state time on or after July 1, 1996, as a result of a criminal act committed against them which constitutes a felony under the laws of this State.

The College requires proof that the student is eligible for tuition-waived status. Personal interest courses through the Corporate and Community Education Division are not offered on a tuition-free basis.

## Certification of Online Courses

In order to meet Veterans Affairs (VA) certification requirements for off-campus courses, such as courses offered via the Internet or other modes of distance learning, the College 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 South Carolina Commission on Higher Education (state approving agency).

The College requires that the faculty teaching these courses use a grading system similar to the grading system used in on-campus 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, active involvement in the class.

- Examples of activities that can be used to demonstrate this involvement include, but are not limited to: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments.
- Further, the College 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 on-campus courses.



Application for the waived tuition shall be filed in the governing body of the institution and shall be accompanied by proof or evidence of death or total disability of the parent of the applicant, and such proof or evidence that the injury or death occurred in the line of duty as considered necessary by such governing body, which shall have sole discretion in granting or not granting free tuition.

This article shall not apply to a child or children born after the first year of total disability as herein defined.

# PAYING TUITION

## Payments

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Students may pay tuition and fees by cash, check, credit or debit card. The College accepts American Express, Discover, MasterCard, and Visa. Payments are accepted online, in person, or by U.S. mail. Payments made with credit/debit cards must be paid online and incur a 2.83% service fee.

- The easiest and most convenient way to pay is online through the student's MyTCTC portal, My Payments tile using checks, credit cards, or debit cards.
- Students paying in person should go to the Pendleton Campus Cashier's Office in Ruby Hicks or the front desks at the Anderson, Easley, or Oconee campuses. Credit/debit cards may not be used for in-person payments.
- Students can pay by mail by sending checks to Tri-County Technical College, Attention: Business Office, P.O. Box 587, Pendleton, SC, 29670.
- Diploma seeking students may also enroll in a payment plan during specified periods of enrollment. This is an interest-free monthly payment plan with an auto draft option to have payments drafted directly from a bank account or credit/debit card. There is a \$30 nonrefundable fee to participate each semester. Credit/debit card payments incur a 2.83% service fee. Diploma seeking students must enroll in a payment plan each semester as it does not roll from term to term. For information on the payment plan, students may access their MyTCTC portal, My Payments tile, or contact the Business Office at 864-646-8282, Option 2.

## Consequences of Debts Owed to the College

- Students who owe the College for tuition, books, parking tickets, or library fines will not receive grades until their bills have been paid; these debts could be from any time enrolled in the College.
- Students who owe the College will not be allowed to register for subsequent terms until their bills have been paid.
- Students will not be permitted to graduate or receive transcripts until all prior debts to the College are paid in full.

## Account Balances and Collection

The Business Office staff strives to bill accurately and to collect revenue generated by student tuition and fees, outside entities and related parties; to support the College by delivering excellent customer service; to evaluate constantly and to improve processes and procedures to improve efficiency of operations; and to ensure fair and honest treatment to customers.

### Dishonored Checks

A dishonored check is one that is returned to the College as unpaid. These checks include stop payments, insufficient funds, refer to maker, account closed and any other reason for unpaid funds. A \$30 fee will be assessed for each dishonored check. Checking account holders will be notified via certified mail to contact the Business Office within 10 days before the item is turned over for prosecution. If restitution is not made, the returned item may be forwarded to the local solicitor's office or other third party collection agency for collection. At that time, the College cannot accept payment from the student. The solicitor's office or third party collection agency will be responsible for collecting payment. Once warrants are issued they cannot be withdrawn by the College. Students will not be allowed to register or receive transcripts until the dishonored check is paid in full.

### Sponsorships

A sponsorship is defined as a program provided by an employer or other organization that pays Tri-County Technical College directly for a portion or all tuition, fees and/or books. Proper documentation must be submitted to the Business Office at least five business days before the tuition deadline for each term to ensure payment arrangements are made and course schedules remain intact.

The Business Office is responsible for collecting outstanding balances from self-pay, financial aid, or other sources. Billed charges include tuition, materials and program fees, and certain miscellaneous charges including book charges, penalties and fines.

The Business Office staff may send various email communications throughout a semester. Students should monitor their TCTC email accounts. It is the student's responsibility to ensure the mailing and email addresses are correct on their student account. If a student is enrolled in an active payment plan for the term and is not current with installments, the account is considered past due, and balances are due immediately. To view a detailed breakdown of charges and payments, students should view their Student Bill and Schedule through their MyTCTC portal, My Bill/Schedule file.

If an account is not paid by the end of a term, the account will be moved to collections status. Once in collections, the current balance may not be seen online. Students will need to contact the Business Office for balance information. The College may add any and all collection costs to student accounts. Account balances that remain in collection status will be submitted to a collection agency and/or the South Carolina Department of Revenue. South Carolina Department of Revenue will withhold the amount due to Tri-County Technical College, plus a \$25.00 administrative fee from tax refunds. If the refund amount is not sufficient to cover the entire balance owed to the College, South Carolina Department of Revenue may also garnish wages. The Business Office will submit the account balance each year thereafter until the full balance is satisfied.

## Refunds

It is the responsibility of the student to initiate all action for a schedule change, except in the case of cancelled courses, in order to receive a refund. See the Enrollment and Academic Calendar for refund deadlines at [tctc.edu/calendar](http://tctc.edu/calendar).

Refunds are processed throughout the semester. Parts of term vary in length from the semester term and will be in proportion to the semester term refund schedule. Specific dates for each term are listed in the Class Schedule and on the Tri-County Technical College website.

Refunds due to a student will be calculated within approximately six weeks from the beginning of the semester. Thereafter, refunds are processed weekly.

Refunds will be processed using Bank Mobile. Bank Mobile provides refunds via direct deposit to a personal bank account, or a Bank Mobile Vibe Account. More information on Bank Mobile and the refund process may be reviewed at [refundselection.com](http://refundselection.com).

### Cancelled Courses

When a course cancellation reduces a student's course load, the student (or sponsor) will receive a 100% refund (including associated courses fees). No action is required by the student to initiate the refund. The student's financial aid awards will be adjusted by the Financial Aid Office based on enrolled hours.

### Dropped Courses or Reduction of Credit Hours

Refunds will be computed based upon the actual number of reduced credit hours.

Terms of varying lengths will have refund periods that correspond to the drop periods. If the drop period is equivalent to less than one instructional day, no refund will be granted. The specific drop periods for each term are noted on the Enrollment and Academic Calendar found at [tctc.edu/calendar](http://tctc.edu/calendar).

The refund schedule is as follows

- Before or during the drop period: 100%
- After the drop period: 0%

To be eligible for a refund, students must initiate the drop action by dropping the course(s) via their College's portal account. The refund request will be processed within 30 days.

Students who never attend a class during the first two weeks of class will be administratively dropped and receive a refund within 30 days.

Recipients of Title IV Federal Financial Aid who withdraw from all classes prior to completing more than 60% of the term will have tuition and fee charges adjusted and financial aid funds returned to the government in accordance with the statutory repayment policy. In certain instances, this repayment may result in a debt to the College and/or the government that the student must repay. Copies of this regulation and related examples are available in the Financial Aid Office.



# ACADEMIC INFORMATION



# ACADEMIC INFORMATION

## STUDENT RECORDS AND RIGHTS

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❑ Photographing Employees, Students, and Related Activities	<i>For details see page 51</i>
❑ Release of Student Information	<i>For details see page 51</i>
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## ACADEMIC POLICIES

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❑ Academic Fresh Start	<i>For details see page 52</i>
❑ Academic Honors	<i>For details see page 53</i>
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❑ Academic Year	<i>For details see page 56</i>
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❑ Course Load	<i>For details see page 53</i>
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## PRIOR COURSEWORK/TRANSFER CREDIT

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## REGISTRATION, DROP/ADD AND WITHDRAW

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## STANDARDS OF ACADEMIC PROGRESS

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## GRADUATION

❑ Graduation	<i>For details see page 63</i>
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## ACADEMIC SUPPORT SERVICES

❑ Learning Commons	<i>For details see page 64</i>
❑ Testing Center	<i>For details see page 65</i>

## TC Central

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Location: 105 Ruby Hicks Hall  
E-mail: [tccentral@tctc.edu](mailto:tccentral@tctc.edu)

## Registrar's Office/ Student Data Center

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Location: 133 Ruby Hicks Hall  
E-mail: [registrar@tctc.edu](mailto:registrar@tctc.edu)  
Telephone: 864-646-8282 option 1

# STUDENT RECORDS AND RIGHTS

## Confidentiality of Student Records (FERPA)

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Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are not disclosed without the student's written consent as defined by the Family Education Rights and Privacy Act of 1974 (FERPA).

Students have a right to inspect their educational records and request a correction of records that may be inaccurate, misleading, or violate privacy or other rights. Students may obtain a copy of the College's policy regarding FERPA from the Registrar or Corporate and Community Education. (For additional information, students may refer to the Student Code for SC Technical Colleges in Appendix 3.)

## Photographing Employees, Students, and Related Activities

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The College often photographs and videos its students and employees for use in print and digital pieces to market and promote the College and the South Carolina Technical College System, as well as higher education, economic development, and related topics. Students not wishing to have their photograph or image used for these purposes should submit a written request to the Public Relations Department, Suite 265, Ruby Hicks Hall, Pendleton Campus, or call 864-646-1507.

## Release of Student Information

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At its discretion, the institution may release directory information for any purpose to anyone without the student's consent. The following is considered directory information at Tri-County Technical College: student name, address, telephone number, email address, birth date, major, participation in officially recognized activities, attendance dates, enrollment status, degrees/awards received, most recent previous school attended, and photographs and electronic images.

Students have the right to withhold disclosure of directory information under FERPA. To withhold disclosure, written notification must be received in TC Central by the end of the second week of classes each term or the first meeting for students enrolled in Corporate and Community Education courses.

## Student Right to Know

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In compliance with the Student Right to Know Act, the College makes its completion and transfer rates available to current and prospective students. Additionally, the College is required to provide information regarding campus public safety policies and to report the number of on-campus criminal offenses during the most recent calendar year and the two preceding calendar years. Information regarding completion and transfer rates is available at [tctc.edu/rates](http://tctc.edu/rates). Information regarding on-campus criminal offenses is available at [tctc.edu/campuspolicerreport](http://tctc.edu/campuspolicerreport).

# ACADEMIC POLICIES

## Academic Integrity

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The College is committed to the promotion of academic integrity among its students. Students are expected to carry out all of their responsibilities, including course-related assignments, with honesty. The engagement in academic misconduct by a student is unfair to fellow students who are working with integrity, and negatively impacts the value of the degrees, diplomas, and certificates awarded by the College. For these reasons, all students are asked to assist the faculty and staff in promoting academic honesty on campus. All forms of academic misconduct are subject to disciplinary action through the SBTCE procedure 3-2-106.2. For additional information, students are referred to the Student Code in Appendix 3.

## Academic Concerns and Complaints

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Concerns and complaints related to learning experiences in a class can generally be resolved by communicating with the class instructor. If the student feels the issue has not been resolved after communicating the academic concern to the instructor, the department head or assistant dean is the next person to contact. If the student still feels that the issue has not been resolved after communicating with the department head or assistant dean, the next person to contact is the appropriate division dean. If the student feels the issue remains unresolved after communicating with the appropriate division dean, an appointment may be scheduled with the Dean of Student Development. Prior to scheduling that meeting, the student must document efforts to resolve the concern by submitting a completed Academic Affairs Student Concern/Complaint form, available from the Dean of Student Development.

## Academic Fresh Start

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The Academic Fresh Start (AFS) is designed to allow a returning student at Tri-County Technical College, under specific conditions, to have all grades earned in previous terms excluded from the overall calculation of the institutional grade point average (GPA). However, a student granted an AFS will continue to have all courses and grades on transcripts.

Academic Fresh Start is open to a returning student under the following conditions:

- Three years must have elapsed from the end of the last semester of attendance at TCTC and the time of re-enrollment.
- The student must have earned at least 24 credit hours (including developmental courses) from TCTC.
- The student can petition for an AFS only once during an academic career at TCTC.
- The student must submit a petition no later than the first day of class for the term in which AFS is being sought.
- Exclusion of the student's courses and grades cannot be reversed.
- Although excluded courses and grades cannot be used to fulfill a student's graduation requirements, the courses can satisfy prerequisite requirements.
- A copy of the student's application for AFS will be maintained in the student's permanent file.
- If a credential (degree, diploma, or certificate) has already been awarded to the student by TCTC, no courses taken prior to the award will be considered for AFS.
- This local policy does not supersede state or federal policies related to the determination of scholarships, student financial aid, or other matters related to student cumulative GPA. Decisions regarding academic standing at other institutions and course transfer by other institutions reside with the receiving college or university. Such decisions may be made without consideration of the AFS granted by TCTC.

For additional information regarding the Academic Fresh Start, contact TC Central, Pendleton Campus, Ruby Hicks Hall, Room 105.

## Attendance Policy

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Class attendance is crucial to student success. As such, the College requires regular attendance to promote academic success and effective workplace skills required by employers. Additionally, the College must maintain compliance with all federal financial aid statutes regarding attendance. Therefore, a student accumulating more than the allowable number of absences during the semester will be automatically withdrawn from the course or receive a final grade pursuant to college procedures.

A student may not be absent from a class for more class meetings than are regularly scheduled in a 2-week period during the fall and spring semesters. Courses with more than six class meetings in a regularly scheduled week will have no more than six allowable absences. The number of allowable absences during the summer semester or other sessions of varying length will be 10% of the total number of class meetings.

Attendance in online courses will be determined by either students' submission of work or engagement in a scheduled online activity.

Academic Divisions/Departments may have a more rigid attendance policy. These policies must be communicated in writing to students on the first day of class.

Additional information regarding the Attendance Policy may be found in College Procedure 3-2-1053.1.

## Course Load

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A student may enroll in, at most, eighteen credit hours in either the fall or spring semester unless specific approval is given by the department head and the division dean or the program credit hour requirement published in the College Catalog exceeds eighteen credit hours for the given semester. In the case of summer term any student whose program of study is in the Arts and Sciences Division or the Business and Public Services Division may enroll in, at most, fifteen credit hours unless specific approval is given by the department head and the division dean or the program credit hour requirement published in the College Catalog exceeds fifteen credit hours.

Engineering and Industrial Technology and Health Education students may enroll in, at most, eighteen credit hours in the summer term unless the department head and the division dean approve.

## Course Waiver

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With the approval of the department head, a required course may be waived; however, no credit hours will be awarded toward the degree, diploma, or certificate program requirements. Students will be required to take an approved substitute course if additional credit hours are needed to fulfill the curriculum requirements for the associate, diploma, or certificate program. If a general education course is waived and the minimum number of general education credit hours required is not earned, another approved general education course must be substituted. The source of the credit substituted may be the completion of an academic course or the receipt of credit through any method for which advanced standing is established. For major changes, the course waiver decision will not apply to the new major.

## Academic Honors

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President's List and Dean's List: Each term, the College recognizes students who excel in their academic studies. To be eligible, a student must meet all of the following requirements for the term:

- Be classified as a degree-, diploma-, or certificate-seeking student;
- Earn at least 12 credit hours in courses numbered 100 or higher;
- Attain a GPA of 3.50 - 3.99 for the Dean's List or 4.00 for the President's List; and
- Cannot earn an F, WF, or U grade for courses numbered 100 or below, MAT 150 or ENG 150.

Alpha Zeta Beta (AZB): AZB is the local chapter of Phi Theta Kappa, a national honor society for community and junior college students. To be eligible for membership, students must:

- Be enrolled in an associate degree program;
- Have accumulated a minimum of 12 credit hours; and
- Have achieved and maintained a GPA of at least 3.50.

Academic Distinction: Each term, the College recognizes part-time students who excel in their academic studies. To be eligible, a student must meet all of the following requirements:

- Be enrolled in 6 to 11 credit hours for two consecutive terms; and
- Earn at least 12 semester hours during the two consecutive terms, with a grade of A in each attempted course.

## **Mandatory Course Placement**

Tri-County Technical College is committed to its mission of educating students to meet the requirements of today's workforce. To ensure students' success at TCTC, all students must take the placement test before enrolling unless previously earned college credit satisfies course prerequisites. These scores provide proper placement into English, reading, writing, mathematics, and science classes. TCTC has a mandatory placement policy that requires students who score below minimum levels in reading, writing, and/or math to take transitional coursework before enrolling in certain courses. This requirement enables students to develop the essential academic skills needed to succeed in their college-level classes. Also, to ensure student success in future college-level classes, students must master the prerequisite skills offered in each class to progress to the next level class.

## **New or Modified Course Prerequisites**

Course prerequisites can change at the discretion of program directors independent of the student's edition of the Catalog. Students should review course registration requirements for each term prior to registering for their courses.

## **Distance Learning**

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To better serve the residents of the tri-county area, the College has developed distance learning classes for students who either cannot or choose not to attend face-to-face classes on one of our campuses. All on-campus services are available for students enrolled in distance learning. Students are responsible for ensuring they have the computer skills and access to computer, audio, and visual equipment required for the courses they enroll in. They should carefully note published descriptions of distance learning courses as some may require on-campus meetings or supervised tests. All students enrolled in online courses are expected to log in, communicate with the instructor, keep up with assignments, meet all due dates, and participate in courses as directed by their instructor. Distance learning courses follow the same calendar as on-campus courses, including registration, drop/add, and tuition and fee payment dates. Students enrolled in distance learning courses are expected to meet the same requirements as those enrolled in equivalent on-campus courses and to adhere to all College policies and procedures.

## **General Education Courses**

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General Education at Tri-County Technical College is a college-wide program of learning that provides students with a foundation for becoming well-educated people. This program provides students with foundational knowledge, skills, and values to be lifelong learners, critical thinkers, and collaborative and engaged citizens of a global community. A lifelong learner values and finds fulfillment in learning opportunities beyond the formal educational experience. A critical thinker engages in rational decision-making and problem-solving. A collaborative and engaged citizen appreciates uniqueness and diversity, exhibits integrity, and acknowledges the contributions of others.

To earn an associate's degree, a student must complete at least 15 semester hours of general education coursework, including at least three semester hours of humanities/fine arts, at least three semester hours of social/behavioral sciences, and at least three semester hours of natural sciences/mathematics. Additionally, a student must complete at least 3 semester hours of written and oral communication. Students should refer to the general education section of their chosen program of study to determine the specific requirements for that program. A list of general education courses is located in the General Education Courses section.

Students enrolled in programs in the Business and Public Services Division, the Health Education Division, or the Engineering and Industrial Technology Division and are considering transferring to a four-year institution should consult with their academic advisor when choosing their general education courses, as not all courses listed will transfer or apply to intended majors.

## Grade Definitions

<b>A</b>	Excellent: "A" is used in GPA calculations, earns credit hours, and carries a value of 4 grade points for each credit hour.
<b>B</b>	Above Average: "B" is used in GPA calculations, earns credit hours, and carries a value of 3 grade points for each credit hour.
<b>C</b>	Average: "C" is used in GPA calculations, earns credit hours, and carries a value of 2 grade points for each credit hour.
<b>D</b>	Below Average: "D" is used in GPA calculations, earns credit hours, and carries a value of 1 grade point for each credit hour.
<b>F</b>	Failure: "F" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.
<b>I</b>	Incomplete: "I" does not affect GPA calculations, earns no credit hours, and generates no grade points. The student will be allowed 20 instructional days into the succeeding term/session to complete the unfinished assignments (see <a href="http://tctc.edu/calendar">tctc.edu/calendar</a> for specific dates). The instructor may set an earlier deadline for completion of assignments. If fewer than 20 instructional days are granted, the due date for completion must be stated in writing to the student and the Registrar. "I" defaults to "F" automatically after 20 instructional days into the succeeding term if the requirements for a course grade are not completed.
<b>W</b>	Withdrawn: "W" is not used in GPA calculations, earns no credit, and generates no grade points. "W" may be given from the end of the drop period up to the completion of 65% of the term/session for which the class is offered (see <a href="http://tctc.edu/calendar">tctc.edu/calendar</a> for specific dates).
<b>WF</b>	Withdrawn Failing: "WF" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted. It is used only for Academic Integrity violations.
<b>S</b>	Satisfactory: "S" does not affect GPA calculations, earns Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
<b>U</b>	Unsatisfactory: "U" does not affect GPA calculations, earns no Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
<b>AS</b>	Advanced Standing: "AS" earns credit hours but is not used in GPA calculations and does not generate grade points. An "AS" is given for allowable equivalent credits earned with advanced standing credit.
<b>AU</b>	Audit: "AU" is not used in GPA calculations, earns no credit hours, and generates no grade points.
<b>E</b>	Exempt: "E" is not used in GPA calculations, earns credit hours, and generates no grade points. An "E" is awarded for Tri-County Technical College courses that a student has been permitted to exempt as a result of testing, equivalent work experience, or other educational experience.
<b>TA</b>	Transfer: "TA" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TA" is given for allowable equivalent credits earned with the grade of "A" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.
<b>TB</b>	Transfer: "TB" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TB" is given for allowable equivalent credits earned with the grade of "B" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.
<b>TC</b>	Transfer: "TC" earns credit hours but is not used in GPA calculations and does not generate grade points. A "TC" is given for allowable equivalent credits earned with the grade of "C" at other post-secondary institutions. All transfer grades must be supported by an official transcript from the post-secondary institution.

Developmental courses numbered less than 100 generate no credit hours, do not affect the GPA, and do not count toward graduation. Developmental courses numbered 100 generate credit hours (number of hours attempted) and affect the GPA but do not count toward graduation in any certificate, diploma, or degree program. Grades of A, B, C, D, F, W, I, and AU are earned in these courses. Grades marked with an asterisk on a student's transcript are not included in GPA calculations

## Grade Point Average Calculations

Grades are calculated on a 4.0 scale. Points are awarded in this manner:

GRADE	GRADE POINTS PER CREDIT HOUR
<b>A</b>	= 4
<b>B</b>	= 3
<b>C</b>	= 2
<b>D</b>	= 1
<b>F</b>	= 0
<b>WF</b>	= 0

## Sample Calculation

Assume a student has taken the following courses with the results shown.

COURSE	CREDIT HOURS	GRADE	GRADE POINTS
BIO 101	4.0	B	3
ENG 156	3.0	C	2
MAT 110	3.0	F	0

To calculate GPA, multiply the number of credit hours by the grade points to determine the number of quality points.

COURSE	CREDIT HOURS	GRADE POINTS	=	QUALITY POINTS
BIO 101	4.0	3	=	12.0
ENG 156	3.0	2	=	6.0
MAT 110	3.0	0	=	0.0

Add credit hours; then add quality points

CREDIT HOURS	QUALITY POINTS
4.0	12.0
+3.0	+6.0
+3.0	+0.0
-----	
10.0	18.0

Divide the number of quality points by the number of credit hours = GPA  
18 divided by 10 = 1.80 GPA

## Grade Changes/Discrepancies

A student wishing to protest a course grade must first attempt to resolve the grade dispute with the instructor. If the student is unable to reach a satisfactory resolution with the instructor, the student should contact the course department head, program coordinator, or assistant dean. All grade changes, including administrative drops, must be submitted no later than the 20th class day of the subsequent term/session, as indicated on the Academic Calendar.

## Academic Year

The College's academic year is divided into three semesters: fall, spring, and summer. In some majors, students will only attend classes during the fall and spring semesters. Other majors may require students to attend all three semesters. For entry and scheduling options, see the curriculum guides for each major.

## Time Commitment

A full-time schedule is defined as a minimum of 12 credit hours per week of classroom instruction or laboratory work and an average of 18-24 hours per week of outside study. Students balancing work and family with college coursework should be aware of the time commitment and plan accordingly. No student can carry more than 18 credits per term without permission from the department head or dean. See Course Load section for details.

## Repeating a Course

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When a course is repeated, all grades will be entered on the student's permanent academic record (transcript), and the highest of the grades will be included in the GPA calculations. In the case of identical grades, the initial grade received will be included in the GPA calculations. Students who plan to transfer should understand that the receiving college may recalculate grade point averages, including repeat grades, according to that institution's policies. Veterans should be aware that the VA will not pay educational benefits for repeating a course for which the student has previously received graduation credit. Students receiving financial aid should contact the Financial Aid Office to discuss the implications of repeating a course.

Courses taken under the former quarter system may not be replaced by semester-hour credits in the GPA calculation unless authorized by the Chief Academic Officer or designee.

## Students Classification

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- Student: An individual currently enrolled in a program and/or registered for the current or upcoming term.
- Full-Time Student: A student enrolled for 12 or more credit hours in a degree, diploma, or certificate program in a given term.
- Half-Time Student: A student enrolled for 6 to 11 credit hours of coursework in a given term.
- Less than Half-Time Student: A student enrolled for fewer than 6 credit hours of coursework in a given term.
- First Semester Freshman: A student who has earned fewer than 15 credit hours.
- Second Semester Freshman: A student who has earned between 15 to 29 credit hours.
- First Semester Sophomore: A student who has earned between 30 to 44 credit hours.
- Second Semester Sophomore: A student who has earned 45 or more credit hours.
- Non-Degree Student: A student enrolled in one or more courses who has no immediate intention to transfer into or graduate from a program at the College. To be classified as a non-degree student, a student must be at least 18 years of age, a high school graduate (or equivalent), or a high school student with permission from their principal and parents/legal guardians. Exceptions must be approved by the Chief Academic Officer, the Dean of Student Development, or their designees.
- Transient Student: A student enrolled in one or more courses with the intention of transferring the credit(s) back to the student's home institution.
- Corporate and Community Education Student: A student enrolled in a Corporate and Community Education class/seminar.

# PRIOR COURSEWORK/ TRANSFER CREDIT

## Acceptance of Credit and Awarding of Advance Standing

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The College allows students to earn credit through the transfer of course credit earned at other post-secondary institutions and through advanced standing opportunities. However, a student must earn at least 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College. Two courses selected from the curriculum major (excluding electives) must be included in the approved coursework for a diploma or degree unless specifically exempted by the department head and dean.

A student does not have to be admitted to the College to have experiences or coursework evaluated for advanced standing credit. A student must, however, be enrolled in a curriculum program to have advanced standing credit documented on an official College transcript.

### **Advanced Placement Examinations (AP)**

The College recognizes the Advanced Placement Program of the College Board. High school students interested in receiving Advanced Placement credit are encouraged to participate in their high school's Advanced Placement (AP) programs. Examination results should be sent to Tri-County Technical College by the College Board. Credit is awarded to those who earn 3, 4, or 5 on a College Board AP examination. Credit will be recorded as "Advanced Placement" on transcripts.

### **International Baccalaureate Higher Level Examinations (IB)**

Students may receive credit for courses by making an acceptable score on IB Higher Level Exams. Students may contact TC Central for more information. Credit will be recorded on transcripts as "Advanced Placement."

### **College Level Examination Program (CLEP)**

Students may receive credit for courses by making an acceptable score on the CLEP tests. Although the College does not administer the CLEP, students may contact the Registrar's Office for more information. Credit will be recorded on transcripts as "Advanced Placement."



### **Examination Credit**

Students who believe they have mastered course outcomes through work or educational experiences and wish to receive course credit without enrolling in classes by taking an examination, must:

- Present evidence documenting education or work experience that is similar to the content of a particular course to the appropriate department head.
- Submit a request for the examination to the appropriate department head who will determine eligibility for the exam.
- Pay a fee of \$75 for each examination and present the receipt at the time the exemption exam is administered.
- Earn a grade of at least a "C" on the examination, as defined in current course syllabi.

Credit will be recorded on the student's transcript as "Exemption Exam." A student may not retake an exemption exam. (Exceptions due to extenuating circumstances may be granted by the Chief Academic Officer upon receipt of a written request from the student.)

In no case can the exception be granted more than once for a course. A student who has enrolled in a course (i.e. audited, failed, withdrawn, etc.) will not be permitted to take an exemption examination for that course. A copy of the test must be submitted to the Registrar's Office/Student Data Center along with a completed Advanced Standing Credit form.

## Experiential Learning

**Military Education:** The College recognizes educational experiences in the armed services. Recommendations provided in the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education (ACE), are considered in determining credits to be awarded for such experiences. Credit will be recorded on the student's transcript as "Educational Experience." A copy of the supporting documentation must be submitted to the Registrar's Office/Student Data Center with the Advanced Standing Credit form.

**Documented Work Experience:** The College may grant credit for documented work experience in writing from the student's employer. The justification must tie the prior experience to the competencies of the relevant course. The subject-matter department head will determine the relevancy of the documented work experience to a specific course and ensure the work experience does not duplicate credit already awarded or planned for the student's academic program. Elective credit may be awarded at the discretion of the subject-matter department head. Documented work experience credit may be awarded for no more than 25% of the credit hours applied toward a degree, diploma, or certificate. Credit will be recorded on the student's transcript as "Work Experience." A copy of the supporting documentation must be submitted to the Registrar's Office/Student Data Center with the Advanced Standing Credit form.

## Technical Advanced Placement (TAP)

The College will award credit for specific College courses to area high school students who have successfully completed all procedures outlined in TAP Teacher Recommendation forms in the TAP section of the College website ([tctc.edu/TAP](http://tctc.edu/TAP)). Students taking high school courses, especially in occupational and technical areas, that cover skills and competencies equivalent to content in Tri-County Technical College courses, may qualify to earn credit for the Tri-County courses. Students may have their skills verified through examination or by completing coursework that requires the use of skills acquired in high school. Validation guidelines for each course are also included in the Teacher Recommendation forms. High school students who would like more information about TAP should contact their guidance counselor or occupational teacher and/or review the TAP information on the College's website. TAP credit will be documented on College transcripts as "Technical Advanced Placement" credit. A copy of the test or other equivalency verification must be submitted to the Registrar's Office/Student Data Center along with the Advanced Standing Credit form.

## Transfer Credit

Tri-County Technical College may grant credit for courses taken at other regionally accredited post-secondary institutions provided the student earned a "C" (or minimum grade point of 2.0) or above in those courses. The Chief Academic Officer must approve transfer credits from a college without regional accreditation. Exceptions will be documented and submitted to the Registrar's Office. A student's official transcript from other colleges will be evaluated, and the appropriate subject department head or program coordinator will determine credit. Transfer credit will be granted according to the following guidelines:

- A student's official transcripts from other colleges will be evaluated and credit determined by the appropriate subject department head.
- Credit will be given for the equivalent College course.
- If the equivalent College course credits do not exceed the course credits being transferred by more than one-half credit hour, full credit for the College course will be granted. If the College course credits exceed the course credits being transferred by more than one-half credit hour, the student can take an exemption exam or request a course waiver.
- Elective credit may be granted for courses for which the College does not have an equivalent course.
- Transfer credit may be granted for all applicable courses without regard to when the credit was initially earned. (Exceptions: Some curricula may require that credit be earned within a specified period of time. In some technical courses, the student may also be advised to validate competency.)
- If a student has exempted prerequisite courses and has earned credit for advanced courses at an institution where previously enrolled, the student may request that exemption credit also be granted by the College by providing appropriate documentation. In lieu of appropriate documentation, the student may take an exemption exam (for credit) or request a course waiver (no credit).
- While enrolled in a degree, diploma, or certificate program at the College, students must secure permission from their advisor prior to taking courses at other post-secondary institutions for transfer credit. The form must be submitted to the Registrar's Office/Student Data Center prior to taking the course.

## Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved by CHE for transfer from two-year to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

Tri-County Technical College offers 64 of the 86 courses articulated by CHE:

- ACC 101 - Accounting Principles I
- ACC 102 - Accounting Principles II
- ANT 101 - General Anthropology
- ART 101 - Art History and Appreciation
- AST 101 - Solar System Astronomy
- AST 102 - Stellar Astronomy
- BIO 101 - Biological Science I
- BIO 102 - Biological Science II
- BIO 210 - Anatomy and Physiology I
- BIO 211 - Anatomy and Physiology II
- BIO 225 - Microbiology
- CHM 110 - College Chemistry I
- CHM 111 - College Chemistry II
- CHM 211 - Organic Chemistry I
- CHM 212 - Organic Chemistry II
- ECO 210 - Macroeconomics
- ECO 211 - Microeconomics
- ENG 101 - English Composition I
- ENG 102 - English Composition II
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 205 - English Literature I
- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- FRE 101 - Elementary French I
- FRE 102 - Elementary French II
- FRE 201 - Intermediate French I
- FRE 202 - Intermediate French II
- GEO 102 - World Geography
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MAT 110 - College Algebra
- MAT 111 - College Trigonometry
- MAT 120 - Probability and Statistics
- MAT 130 - Elementary Calculus
- MAT 140 - Analytical Geometry and Calculus I
- MAT 141 - Analytical Geometry and Calculus II
- MAT 240 - Analytical Geometry and Calculus III
- MAT 242 - Differential Equations
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 105 - Introduction to Logic
- PHI 110 - Ethics
- PHY 201 - Physics I
- PHY 202 - Physics II
- PHY 221 - University Physics I
- PHY 222 - University Physics II
- PSC 201 - American Government
- PSC 215 - State and Local Government
- PSY 201 - General Psychology
- PSY 203 - Human Growth and Development
- PSY 208 - Human Sexuality
- PSY 212 - Abnormal Psychology
- SOC 101 - Introduction to Sociology
- SOC 102 - Marriage and the Family
- SOC 205 - Social Problems
- SPA 101 - Elementary Spanish I
- SPA 102 - Elementary Spanish II
- SPA 201 - Intermediate Spanish I
- SPA 202 - Intermediate Spanish II
- SPC 205 - Public Speaking

## Transferable Courses

Tri-County Technical College offers numerous other transferable courses taught by faculty credentialed at the University Transfer level. The receiving institution is responsible for evaluating student transcripts and making decisions concerning which courses are applied to particular degree programs.

- BUS 101 - Introduction to Business
- BUS 121 - Business Law I
- CRJ 260 - Seminar in Criminal Justice
- EGR 269 - Engineering Disciplines and Skills
- EGR 270 - Introduction to Engineering
- EGR 275 - Introduction to Engineering/Computer Graphics

Additional General Education Courses identified for University Transfer can be found in the General Education Courses section of the catalog.

## CHE State Policies and Procedures

The Commission on Higher Education (CHE) for the state of South Carolina coordinates post-secondary education in public-supported institutions, including policies and procedures for students and their course credits transferring between and among these institutions. The CHE has established transfer policies and procedures that all State public institutions must follow.

Most courses in the Associate in Arts and Associate in Science majors are designed for transfer to other colleges and universities (see Arts and Sciences Division section). Credits earned in other majors may be evaluated by other institutions on an individual basis.

The chief transfer officer at the College is the Dean of the Arts and Sciences Division. This officer administers the transfer degree programs (Associate of Arts and Associate of Science) and coordinates the advising of transfer students. Students may consult the dean of their programs of study for questions concerning the transfer of courses into program curricula. CHE regulations and procedures are listed in Appendix 2.

# REGISTRATION, DROP/ ADD, AND WITHDRAW

## Academic Advising

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Academic advising is a critical component of the transformational educational experience at Tri-County Technical College. Its primary purpose is to assist students in the development of meaningful curricular and co-curricular plans and to align those plans with attainable life goals.

Academic Advisors provide students with specialized, personal contact, and seek to meet student needs in the following ways:

- Assist in the development of realistic educational plans compatible with academic, life, and career goals based on a student's abilities and time constraints;
- Provide individualized, proactive academic guidance throughout a student's academic career, including monitoring and following up on student progress;
- Aid students through their academic careers in developing decision-making skills and in becoming autonomous and self-reliant;
- Refer to appropriate support services both on campus and in the community; and
- Provide job placement information and university transfer assistance as needed.

Essential to the advising process is listening to and respecting advisee concerns and maintaining confidentiality.

## Registration

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Academic advising for course selection is mandatory for all students enrolled in a degree, diploma, or certificate program. Registration dates are listed on the Academic Calendar ([tctc.edu/calendar](http://tctc.edu/calendar)). Prior to each term, students should complete the following registration processes:

CURRENTLY ENROLLED STUDENTS may register for courses online via the College's portal after being advised of course selections. Appointments with advisors should be made during the "Advising for Currently Registered Students" period.

NEW, RETURNING, or TRANSFER STUDENTS may register for courses online via the College's portal after attending orientation and being advised about course selections.

After completing the registration process, ALL STUDENTS should:

- Verify financial aid award status via their College's portal account, if applicable.
- Pay tuition and fees in the Business Office.

No student is officially enrolled until all fees are paid.

## Drop/Add Period

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Students interested in changing their schedules after classes have started may do so online via the College's portal. Students may add classes to their schedules during the first three instructional days and drop classes during the first five instructional days of a 14-week session. Students who wish to change sections of the same course or move from certain upper and lower biology, chemistry, English, reading, or math courses will be allowed to do so throughout the drop period. The add and drop periods will be prorated for sessions of varying lengths as published in the Academic Calendar ([tctc.edu/calendar](http://tctc.edu/calendar)).

Students who add courses after the term begins are responsible for classes missed. Students receiving financial aid must contact the Financial Aid Office to review their adjusted financial aid awards.

## Withdrawal from a Class

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Any student may withdraw from a class online via the College's portal after the drop/add period through the withdrawal deadline of the session for which the class is offered. The class withdrawal deadline is noted on the Academic Calendar ([tctc.edu/calendar](http://tctc.edu/calendar)). If a student withdraws from a class or is withdrawn by faculty for violation of the attendance policy and the last date of attendance is on or prior to the last day to withdraw, then the student will receive a grade of "W." If the student is withdrawn from a class and the last date of attendance

is after the last day to withdrawal, then the student will receive the final course grade calculated as stated in the course syllabus.

A grade of "W" may be awarded after the deadline, provided the student presents reasonable, documented, non-academic circumstances as justification for an exception to the withdrawal policy. Such an exception requires the approval of the instructor and head of the department in which the course is housed.

The student is responsible for all transactions, including notification of the Financial Aid Office, if financial aid, scholarships, or VA education benefits are being received.

## Withdrawal from the College

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All students officially withdrawing from the College must complete a "Withdraw from College" form available in TC Central. Students must meet with a Financial Aid counselor before submitting the form to TC Central. NOTE: Students leaving the College without completing the "Withdraw from College" form are considered unofficially withdrawn.

A student's federal financial aid eligibility must be recalculated for students who withdraw (officially or unofficially), drop out, or are dismissed prior to completing 65% of a semester. Federal Financial Aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Stafford Loans. Federal Financial Aid must be returned to the federal government based on the percentage of unearned aid. A student who does not complete at least 60% of a semester may owe a repayment to the College and/or the federal government for the amount of unearned Federal Financial Aid based on the length of time the student was enrolled. Immediate repayment may be required.

A student who owes the College may not be permitted to register for a subsequent term or obtain an academic transcript until the debt is paid. Payment should be made to the Business Office. A student who owes the federal government may be turned over to the U.S. Department of Education and be required to provide documentation of a satisfactory payment arrangement before federal or state financial aid eligibility is restored.

## Auditing a Class

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A student who wishes to attend credit classes, but does not wish to take examinations or receive a grade or semester hour credits, may register as an audit student.

An "Audit Registration Form" must be completed and returned to TC Central prior to the last day of the add period. Students may not change status (credit to audit or audit to credit) after the add period for the term.

Audit students pay regular course tuition and fees and are eligible for refunds according to the Tuition Fee Refund for Credit Programs policy and procedure during the drop/add period. Audit students must adhere to the College attendance policy during the drop/add period.

Students who previously audited a course must register for and pass the course to receive credit for the course. Students may not receive credit by examination for previously audited courses. The Chief Academic Officer may grant exceptions to this rule upon written request of the student. An audited course may not be used to fulfill prerequisite requirements. Participation of audit students in class discussions is at the instructor's discretion.

# STANDARDS OF ACADEMIC PROGRESS

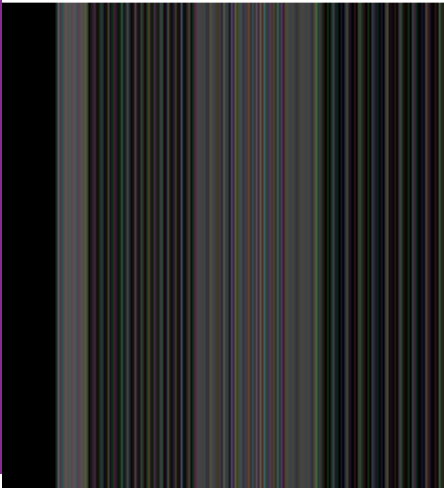


The purpose of having Standards of Academic Progress (SAP) is to assist students in attaining their educational goals by providing a scale to measure progress toward program completion. A minimum institutional grade point average (GPA) of 2.0 is used at the College to determine SAP. Institutional intervention strategies are in place for students who fall below this standard. To remain in good standing, a student enrolled in classes and pursuing an associate degree, diploma, or certificate must achieve and maintain a minimum of a 2.0 institutional GPA, excluding exempted or transfer hours.

Some programs may have requirements that must be met for competitive entry and to maintain good standing. Such requirements are published in this Catalog in the section for those specific academic majors and/or programs. Students participating in Federal Financial Aid or other student aid programs are subject to specific satisfactory academic progress requirements that impact continued eligibility. The College administers financial aid programs according to the regulations set forth by the United States Department of Education and other regulatory bodies. These requirements are articulated in the Satisfactory Academic Progress Federal and Other Student Aid Programs policy.

## Requirements for Students Not in Good Standing

The College has a progressive support system to help students enrolled in curriculum programs maintain good academic standing. Student institutional grade point averages (GPAs) are updated at each term's end. Students not in Good Standing are notified via College e-mail of their current status and the academic improvement requirements that must be completed to return to Good Standing. Requirements are detailed in College Procedure 3-2-1050.5. Failure to meet requirements may lead to academic suspension or dismissal. Students on academic suspension or dismissal are notified of their academic standing at the College via their TCTC email and printed letter sent to the permanent address on record. The status of students will be indicated on their permanent academic records. Registration will be prevented for students on academic suspension until they have satisfied all requirements.



# GRADUATION

## Graduation Requirements

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To apply for graduation and have the opportunity to participate in commencement, a student must meet the following requirements:

- Satisfactorily complete the required courses and the number of credit hours specified in a program of study.
- Achieve at least a 2.00 grade point average in the program of study.
- File a completed "Graduation Application" with the Registrar prior to the graduation application deadline, as indicated on the Academic Calendar ([tctc.edu/calendar](http://tctc.edu/calendar)).
- Pay all financial obligations owed to the College.
- Earn a minimum of 25% of the credit hours required for a degree, diploma, or certificate through courses taken at the College.
- Earn credit for a minimum of two courses selected from the major curriculum (excluding electives) at the College unless specifically exempted by both the department head and dean administering that major.

Only those students who have applied for graduation by the deadline and met all graduation requirements may participate in the commencement ceremony.

Students who have applied for graduation but do not meet all graduation requirements will be notified by the Registrar via certified letter that they are not eligible to graduate. To be considered for a future graduation, students must submit a new graduation application and satisfy all requirements as outlined here.

Students who satisfy all curriculum and financial requirements but do not apply for graduation will be administratively awarded their credential(s) within one semester of completion. These students will not participate in the commencement ceremony.

## Graduation Honors

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Graduates with outstanding institutional grade point averages will be recognized as honor graduates. Honors designations are as follows: 3.50 - 3.74 (Cum Laude), 3.75 - 3.94 (Magna Cum Laude), and 3.95 - 4.00 (Summa Cum Laude).

Honor cords designate by color that students are graduating Cum Laude (blue), Magna Cum Laude (silver), and Summa Cum Laude (gold). The College covers the costs of gold tassels and honor cords.

## Commencement Ceremonies

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Commencement ceremonies are held each year at the end of the fall, spring, and summer semesters. All students must apply to graduate. All graduating students are encouraged to participate in commencement.



# ACADEMIC SUPPORT SERVICES

The Learning Commons is located on the Pendleton Campus on the top floor of the Student Support Center. Learning Commons locations can also be found on the Anderson, Easley, and Oconee campuses.

## Learning Commons Faculty:

### Som Linthicum

[slinthic@tctc.edu](mailto:slinthic@tctc.edu)

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Assistant Librarian, Public Services  
B.A., New College of Florida  
M.L.I.S., Simmons University

## Hours:

Monday-Thursday: 7:30 a.m.–6 p.m.,  
Friday: 7:30 a.m.–2 p.m.  
Unless otherwise posted

## Contacts

The Learning Commons  
Service Desk

[library@tctc.edu](mailto:library@tctc.edu)

864-646-1750

The Learning Commons  
Tutoring Service Desk

[tutoringcenter@tctc.edu](mailto:tutoringcenter@tctc.edu)

864-646-1367

## Learning Commons

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A vibrant and active space, the TCTC Learning Commons integrates a range of key academic supports that, together, enhance and deepen the student learning experience at multiple levels and across disciplines. From writing and research skills to learning strategies and tools, from critical information literacy to foundational content support and tutoring – the Learning Commons works to extend students' learning toolkit, helping them to think critically, communicate effectively, and connect richly in the classroom and beyond. Students are invited to explore the many study spaces and support services.

### Tutoring & Content Support

- One-on-one or small group assistance from qualified, professional tutors
- Content-specific support for most subject areas, from math and science to accounting and economics to social sciences and humanities
- Writing across the disciplines with an emphasis on process, from topic and rough draft to final edits and bibliography

### Supplemental Instruction

- Guided, peer-to-peer sessions with a proven record of success
- Group-based and course-specific in an accessible drop-in format
- Focused on historically difficult courses that are a challenge to many students

### Learning Strategies & Academic Coaching

- Personalized consultations focusing on foundational skills and innovative learning techniques
- Evidence-based approaches to maximize returns on learning and studying
- Organizational & time management skills

### Research Support & Critical Literacy

- Individual consultations and point-of-need support from skilled research professionals
- Focus on collegiate-level, scholarly information sources
- Guidance on critical understanding of information use

### Academic Library Collection

- Robust, contemporary print collection and vast shared-content collection
- Over half a million digital resources (e.g., databases, journals, articles, news, and more)
- Streaming film and media





# CORPORATE & COMMUNITY EDUCATION



## CCE QuickJobs Certificate Programs

These short-term certificate programs provide training for high-demand middle-skills jobs. While these programs are designed to lead to immediate employment, for students who are ready to seek a degree, many of the courses will transfer for credit toward Tri-County Technical College's academic programs.

QuickJobs Training Programs are six months or less, and some are as short as a few weeks. All QuickJobs programs include national and/or state certification or a third-party certification. Participants must successfully complete all testing requirements to receive certifications. QuickJobs Training Programs have been developed for fields where there is strong local job growth, including:

- Bookkeeping and Accounting Clerk
- Business Office Support Specialist (BOSS)
- Certified Logistics Associate
- Certified Logistics Technician
- CNC Operator
- Computer Service Technician - A+
- Commercial Truck Driving
- Consultative Selling
- Customer Service
- Electrocardiograph Technician (ECG)
- Electrical Wiring
- Emergency Medical Technician (EMT)
- Fiber Optics
- Heavy Equipment Operation
- Maintenance & Reliability Technician
- Material Handler/Certified Logistics Associate
- Medical Billing & Coding
- Medical Office Administrative Specialist with Essentials of Billing & Coding
- MSSC Certified Production Technician
- Nurse Aide with Alzheimer's & Dementia
- Online Career Certificates
- Patient Care Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Power Lineworker
- Pre-Highway Construction Inspector
- Real Estate
- Web Design

# CORPORATE & COMMUNITY EDUCATION

The Corporate and Community Education Division (CCE) at Tri-County Technical College offers fast, flexible, focused training programs to promote and support student success, workforce development, community, and local economy.

The CCE program offerings include courses in professional development, short courses, seminars, workshops, and apprenticeship opportunities, and nationally recognized certification programs called QuickJobs training. Courses are provided in various formats, including in-class, on-site, hybrid, and online. The training programs are designed to help individuals gain hands-on experience, career advancement, obtain or maintain professional certifications or licensures, and/or secure and sustain employment. A current schedule of classes is available by visiting the CCE Customer Resource Center, which is located within the Industrial and Business Development Center (IBDC) building on the Pendleton Campus, by calling 864-646-1700, or by visiting [tctc.edu/Learn](http://tctc.edu/Learn).

## Departments

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### American Heart Association First Aid and CPR Courses

CCE's First Aid and CPR courses are designed for health care professionals, business and industry employees, and the general public. Courses are taught to the standards of the American Heart Association (AHA) for First Aid and CPR training. Additionally, courses can help businesses meet workplace compliance with OSHA guidelines. In addition to training classes that can be taught at a worksite or organization, open enrollment courses are available.

### The Center for Business Training Excellence

This center provides a wide range of QuickJobs Certificate programs and courses for digital literacy/basic computer training, IT certifications, office skills, logistics, forklift safety and operations, small business and small business start-up, consultative selling, photography, construction, private security/criminal justice, and a large selection of online programs and courses.

### The Center for Workforce Excellence

This center provides training and services to interested individuals currently working in manufacturing, manufacturing industries, and government agencies. The MSSC Certified Production Technician QuickJobs Certificate program, one of the most popular programs, prepares workers for entry-level industrial positions. Other certificate programs or courses offered in this department include Biomedical Device Certification, CNC Operator/Programmer; Industrial Maintenance & Reliability; Safety/OSHA; Quality; LEAN; Lean Six Sigma, Yellow, Green, and Black Belt; and Wastewater. This center also

provides specific industry-related training on topics such as supervision, management, and team building to enhance technical skills and optimize the output of the operators and employees.

### The Center for Transportation Excellence

This center offers QuickJobs Certificates in Class A (148 hours) and Class B (70 hours) Commercial Driver's License training. The Class A and Class B training provides the required hours needed to test and become licensed as a commercial driver. Defensive Driving for both automobile (4-point reduction available once every three years upon completion of the course) and commercial drivers is offered along with Motorcycle Safety training that teaches the basic techniques of riding a motorcycle and training for individuals looking to sharpen their current skills.



### The Center for Health Care Excellence

This center offers courses and certificates for several in-demand health care career areas. The course of study for each of our certificates meets state or national professional standards and qualifies the student to take the state or national exam in that specific career field. Programs offered include direct patient care and administrative support. CCE's Health Care Department also offers professional development hours and approved CEUs in specific career fields. Area health care facilities and organizations can also request customized training programs.



### The Center for Highway Construction Excellence

This center provides training and certification for the highway construction industry, including the National Center for Construction Education and Research (NCCER) core curriculum, NCCER Heavy Equipment Operator, Power Line Worker, and the South Carolina Department of Transportation (SCDOT). Materials Testing Technician certifications are available in asphalt, coarse aggregate, earthwork/base course, bridge foundations, and pavement preservation. Pre-Highway Construction Inspector QuickJobs training is also available for individuals interested in becoming certified as SCDOT Asphalt Roadway and Earthwork/Base Course Technicians.

### Personal Enrichment

CCE's Life and Leisure courses offer a variety of courses that include photography, drivers' education, motorcycle, writing, language classes, and more.

### Small Business Start-Up & Entrepreneur Development

For those considering starting a business or exploring ways to make a current business more profitable, CCE offers an array of business development courses. This division works with many Small Business Centers, Chambers of Commerce, and private resources, to offer cutting-edge curriculum. Along with business development courses, CCE also offers technical training for business services, including:

- Photography Specialist
- Real Estate
- Steps to Starting a Business
- Web Design





# ACADEMIC & CAREER FOUNDATIONS



# ACADEMIC & CAREER FOUNDATIONS

## Division and Department Contacts

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## Academic and Career Foundation Departments

Academic and Career Foundations offers coursework and pathways to prepare students for college and career success. Comprehensive Studies coursework includes developmental and transitional math, English, and reading. The division also offers courses in college, career, and life skills. Our Integrated Basic Education and Skills Training (I-BEST) pathways offer students the opportunity to earn a college certificate as well as industry-recognized certifications and training, all in one semester.

Comprehensive Studies' mission is to cultivate in students the foundational knowledge, skills, attitudes, and behaviors necessary for success in their college, career, and life experiences. The division focuses on helping students successfully transition from where they are to where they want to be, preparing students with the hard skills to succeed in college and work careers while also instilling in them the soft skills needed to reach their goals now and after college.

### I-BEST Department

The I-BEST (Integrated Basic Education and Skills Training) program meets students where they are and helps them get to where they want to be in education and the workforce. I-BEST is a nationally recognized workforce development program designed by Washington State community colleges and adapted for Anderson, Oconee, and Pickens Counties by Tri-County Technical College. Through partnerships with local Adult Education Centers, community organizations, and local industry leaders, I-BEST offers students a pathway that works for them based on their needs. The division's pathways have many "on-ramps" that can culminate with an associate's degree completion at TCTC. Students can earn college credit, industry-recognized certifications, and other career-focused credentials.

All I-BEST students receive comprehensive and individualized support services, including academic and career advising, to help ensure success in college and careers. The program focuses on STEM career fields (Science, Technology, Engineering, and Math) -where jobs and opportunities are growing in the surrounding area.

Students may enroll in I-BEST as part of a partnership with the local Adult Education Centers, working on their GED study and testing while getting started on a pathway. Students with a GED or high school diploma can enter directly into the pathway, earning 8 hours of college credit, two industry-recognized certifications, and acquiring other valuable tools to help them succeed academically and professionally. In addition, they will qualify to graduate with a Tri-County Technical College certificate. From there, I-BEST students continue their pathway by entering the workforce full-time, continuing their studies, or combining work and study toward an associate's degree.



## I-BEST Career Pathways

### MANUFACTURING PRODUCTION I CERTIFICATE

#### Description

This certificate prepares students to transition from a job in non-manufacturing sectors to entry-level positions in manufacturing and to continue technical and post-secondary study needed for career growth and advancement.

#### Program Outcomes

Upon completion, students will be able to:

- Apply ethical leadership and management skills in personal and professional lives
- Create professionally written documents with a manufacturing management and leadership focus
- Demonstrate how Lean manufacturing systems are used to eliminate non-value adding activities/waste in industry.
- Utilize basic quality assurance tools to analyze and improve a process
- Demonstrate employability skills
- Employ safe work practices in the manufacturing environment

Course Number	Course Title	Credit Hours
FIRST SEMESTER		8
COL 120	STEM College and Career Readiness	3
MFG 101	Introduction to Manufacturing	3
MFG 102	Applied Learning in Manufacturing	2
GRADUATION CREDITS REQUIRED:		8

### PERSONAL CARE AIDE I CERTIFICATE

#### Description

This certificate prepares students for personal care aide positions in home or health care environments. Students will develop skills and mindsets needed to work effectively with diverse clients and to optimize the quality of life. Students will attain industry-recognized certifications in key areas such as safety, infection control, basic dementia care, and privacy. Students will also develop life and organizational skills needed for success in health care fields and will create personalized career plans for continued growth and professional development.

#### Program Outcomes

Upon completion, students will be able to:

- Perform Personal Care Aide duties
- Develop a personalized career plan within a selected health care field

#### Smart Start

Smart Start (COL 120) is a tuition-free, one-semester, 3-credit hour course for individuals considering attending Tri-County Technical College. Students will learn skills and habits of mind needed for success in the workplace or college. The curriculum builds awareness of local opportunities in STEM (Science, Technology, Engineering, & Math) careers. Additionally, personal education and career planning is integrated with a Personal Success Plan (PSP).

Course Number	Course Title	Credit Hours
FIRST SEMESTER		8
AHS 101	Introduction to Health Professions	2
AHS 190	Fundamentals of Personal Care	3
COL 120	STEM College and Career Readiness	3
GRADUATION CREDITS REQUIRED:		8

# Comprehensive Studies

Comprehensive Studies is a part of the Academic and Career Foundations Department at Tri-County Technical College.

The mission of the Comprehensive Studies Department is to cultivate in students the foundational knowledge, skills, attitudes, and behaviors necessary for success in college and life. The department focuses on helping students successfully transition from where they are to where they want to be, preparing students with the hard skills to succeed in college and work careers while also instilling soft skills needed to reach their goals now and after college.

Comprehensive Studies offers developmental and transitional courses in math, reading, and English to prepare students for success in their college-level coursework. The department also offers College Skills classes, which aim to teach students valuable college and life skills for success.

The Comprehensive Studies Department has a variety of course offerings and learning experiences designed to best meet students' needs. Students placed into developmental coursework have three tracks to choose from to complete their requirements: the Traditional Track, the Fast Track, or the Express Track. Which track is right for a student depends on a variety of factors. Developmental students should choose which track to start with the assistance of an academic adviser.

## Traditional Track

Traditional Track developmental courses include ENG 032, MAT 031, MAT 032, RDG 032, and RDG 100. Each course is a 14-week class delivered in the traditional lecture format in the classroom, following standardized syllabi and topical outlines. Upon successful completion of a traditional track course, students either move to the next course in the sequence or, with the permission of the Comprehensive Studies Department Head, can retest to determine if a higher placement is appropriate. Students who begin on the Traditional Track can stay on that track or opt to switch later to the Fast Track or Express Track.

## Fast Track

Fast Track classes allow students to complete a sequence of courses in a shorter, faster-paced time period, allowing students to move through a developmental sequence and into college-level courses more quickly. Fast Track courses are offered in 6-week back-to-back sessions. For example, students who place into MAT 101 may elect to take a 6-week MAT 101 followed by a 6-week MAT 102 and attempt to complete both requirements in one semester instead of spending 14 weeks on each.

## English Plus Co-Requirement

The ENG Plus Co-Requirement (Co-Req) model allows students to complete developmental (ENG 150) coursework and college-level (ENG 101) coursework simultaneously rather than sequentially. Students receive additional support for ENG 101 within the ENG 150 course, increasing the likelihood of success. Eligibility must be determined by the English/Reading program director for Comprehensive Studies.

## Express Track English and Math

Students who place into pre-curriculum English or math courses (MAT 031, MAT 032, MAT 101; or ENG 032, ENG 100) can enroll in one of the Express Track classes (MAT 150 or ENG 150). Express Track classes utilize computer software in a computer lab setting. After completing a diagnostic test to determine exactly what the student knows and doesn't know, each student will be placed on an individualized "Learning Path." These classes are designed to take the instructors "off the stage" and put them in the classroom to offer individualized, on-demand instruction based on individual student needs.

## Why Express Track?

Express Track students spend over 80% of their time doing math and English work. Because they will be practicing, learning, and mastering what they individually need to know, students can progress through as much of their developmental sequence as possible and move into the credit classes required for their programs more quickly.

## After Express Track

A student's math and/or English placement after completing the Express Track experience is based on the successful completion of the modules on an individualized Learning Path. Because of the individualized nature of the Express Track, students exit at different levels. The class instructor or a Comprehensive Studies advisor will help students determine their next steps.

## Standards of Progress for Comprehensive Studies Students

- Reasonable progress is determined by the completion of one 0-level course within a maximum of three (3) terms and entry into a higher-level developmental course (i.e., MAT 031 - Developmental Math Basics is a first course and MAT 032 - Developmental Mathematics is a second course; RDG 032 - Developmental Reading is a first course and RDG 100 - Critical Reading (Non-Degree Credit) is a second course).
- The total number of credits in which students may enroll in developmental coursework may not exceed 30 semester hours.
- If students enroll late or withdraw from 0-level courses and the enrollment time is less than, but not including, 50 percent of the term, the term will not be counted as one of the three allowed to complete a 0-level course. If students enroll late or withdraw from 0-level courses and the enrollment time is 50 percent or more, the term will be counted as one of the three allowed to complete a 0-level course.
- Exceptions to these guidelines must be evaluated by the Dean of Academic and Career Foundations.

## Developmental Courses

Developmental courses are courses designed to help students prepare academically for college-level learning. Developmental courses (those numbered less than 100) generate no credit hours, do not affect the GPA, and do not count toward graduation. Comprehensive Studies offers the following developmental classes:

- ENG 032 - Developmental English
- MAT 031 - Developmental Math Basics
- MAT 032 - Developmental Mathematics
- RDG 032 - Developmental Reading

## College Skills Courses

College Skills courses are designed to give students the tools needed to succeed in college. Some College Skills courses transfer to some (but not all) universities. Students are responsible for determining whether one of these courses is transferable to any potential transfer institutions. A student cannot receive credit for both COL 103 and COL 105. Comprehensive Studies offers the following college skills courses:

- COL 103 - College Skills
- COL 105 - Freshman Seminar
- COL 111 - E-Learning Success
- COL 120 - STEM College and Career Readiness
- COL 135 - Introduction to Adult Social Interactions
- SFT 109 - Lifetime Fitness and Wellness

## Transitional Courses

Transitional courses are designed to help students transition into college-level work more effectively. Comprehensive Studies offers the following transitional courses:

- HSS 100 - Cultural Contexts
- RDG 100 - Critical Reading (Non-Degree Credit)
- ENG 100 - Introduction to Composition
- ENG 150 - Basic Communications (Non-Degree Credit)  
This English Express course develops practical oral and written communication skills at an accelerated pace utilizing modular learning and covers the material included in ENG 031, ENG 032, and ENG 100. Successful completion of the required modules in this course allows a student to move on to college-level English.
- MAT 101 - Beginning Algebra
- MAT 102 - Intermediate Algebra
- MAT 150 - Fundamentals of Mathematics (Non-Degree Credit)  
This Math Express course covers the material included in MAT 031, MAT 032, MAT 101, and MAT 102. This course utilizes a modified Emporium model of modularized learning to help students who need developmental classes more quickly and successfully move into college-level math classes.



# ARTS & SCIENCES DIVISION

# ARTS AND SCIENCES DIVISION

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# ARTS AND SCIENCES

## Arts and Sciences Division

The Arts & Sciences Division comprises two academic units: the School of Science & Mathematics and the School of Humanities & Social Sciences. As the largest academic unit, this division supports students across the College with general education courses and unique bridge transfer programs with university partners. Two associate degrees are offered: Associate in Arts (AA) and Associate in Science (AS). In addition, a University Studies Certificate is available. These flexible credentials are designed for students who intend to transfer to a four-year institution. A range of opportunities are provided for students to develop relevant, real-world skills through experiential learning, study abroad, and high-impact educational practices. Expert faculty create a robust learning environment that prepares students to achieve their potential and contributes to a nationally recognized transfer rate.

### Arts and Sciences Departments

#### ASSOCIATE IN ARTS, A.A.

##### Description

The Associate in Arts (A.A.) degree program is designed for students who plan careers in business, education, journalism, social sciences, or liberal arts fields. It is designed to give students the opportunity to complete the first two years of college work at Tri-County Technical College and then transfer to a four-year institution to complete their bachelor's degree. For maximum transfer of credit, students should work with their academic advisors to review the requirements for their anticipated major at the college to which they plan to transfer and schedule their courses accordingly.

##### Program Outcomes

Upon completion, students will be able to:

- Demonstrate collaboration
- Demonstrate digital literacy
- Demonstrate effective oral communication
- Demonstrate effective written communication
- Demonstrate integrative learning
- Demonstrate problem-solving skills



Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
	Communication and Literature	3
	Humanities or Social Sciences	6
	Mathematics or Natural Sciences	3
	General Electives	3
<b>SECOND SEMESTER</b>		<b>16</b>
	Communication and Literature	3
	Communication and Literature or Humanities or Social Sciences	6
	Mathematics or Natural Sciences	4
	General Electives	3
<b>THIRD SEMESTER</b>		<b>15</b>
	Communication and Literature	3
	Communication and Literature or Humanities or Social Sciences	3
	Humanities or Social Sciences	3
	General Electives	6
<b>FOURTH SEMESTER</b>		<b>14</b>
	Communication and Literature or Humanities or Social Sciences	6
	Humanities or Social Sciences	3
	General Electives	5
<b>GRADUATION CREDITS REQUIRED:</b>		<b>60</b>

##### \* Notes

1. Courses that fulfill curricular categories can be found under General Education Courses. General Electives may be any college-level courses other than those listed in Note 5.
2. Approved courses in Communication and Literature must include either SPC 200 or SPC 205.
3. Approved courses in Mathematics and Natural Sciences must include at least one Mathematics course AND one Natural Sciences course with a lab.
4. Approved courses in Humanities and Social Sciences must include at least one Humanities course AND at least one Social Sciences course. First-year foreign language courses cannot be used as the only Humanities course.
5. The following courses are not acceptable for use toward an Associate in Arts degree: ENG 100, ENG 155, ENG 156, ENG 165; MAT 101, MAT 102, MAT 155, MAT 170, MAT 171; RDG 100.
6. The following courses can be used as electives only: ECO 101, HSS 105, MAT 211, MAT 215, PSY 103, and PSY 120.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>16</b>
	Communication and Literature	3
	Humanities or Social Sciences	3
	Mathematics	3
	Natural Sciences	4
	General Electives	3
<b>SECOND SEMESTER</b>		<b>16</b>
	Communication and Literature	3
	Humanities or Social Sciences	3
	Mathematics	3
	Natural Sciences	4
	General Electives	3
<b>THIRD SEMESTER</b>		<b>13</b>
	Communication and Literature	3
	Humanities or Social Sciences	3
	Mathematics or Natural Sciences	4
	General Electives	3
<b>FOURTH SEMESTER</b>		<b>15</b>
	Humanities or Social Sciences	3
	Mathematics or Natural Sciences	5
	General Electives	7
<b>GRADUATION CREDITS REQUIRED:</b>		<b>60</b>

**\* NOTES:**

1. Courses that fulfill curricular categories can be found under General Education Course Offerings. General Electives may include any college-level course other than those listed in Note 4.
2. Approved courses in Communication and Literature must include either SPC 200 or SPC 205.
3. Approved courses in Humanities and Social Sciences must include at least one Humanities course AND at least one Social Sciences course. First-year foreign language courses cannot be used as the only Humanities course.
4. The following courses are not acceptable for use toward an Associate in Sciences degree: BIO 112, CHM 105, ENG 100, ENG 155, ENG 156, ENG 165, MAT 101, MAT 102, MAT 155, MAT 170, MAT 171, PHY 101, and RDG 100.
5. The following courses can be used for electives only: ECO 101, HSS 105, MAT 211, MAT 212, MAT 215, PSY 103, and PSY 120.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
	Communication and Literature	3
	Humanities	3
	Mathematics	3
	Social Sciences	3
	General Electives	3
<b>SECOND SEMESTER</b>		<b>15</b>
	Communication and Literature	3
	Humanities or Social Sciences or Communication and Literature	6
	Natural Sciences	3
	General Electives	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>30</b>

**\* NOTES:**

1. Courses that fulfill curricular categories can be found under General Education Course Offerings. General Electives may be any college-level courses other than those listed in Note 2.
2. The following courses are not acceptable for use toward a University Studies Certificate: ENG 100, ENG 155, ENG 156, ENG 165, MAT 101, MAT 102, MAT 155, MAT 170, MAT 171, and RDG 100.
3. The following courses can be used as electives only: ECO 101, HSS 105, MAT 211, MAT 215, PSY 103, and PSY 120.

## ASSOCIATE IN SCIENCE, A.S.

### Description

The Associate in Science (A.S.) degree program is designed for students who plan careers in computer science, engineering, medicine, agriculture, or another science-related area. It is designed to give students the opportunity to complete the first two years of college work at Tri-County Technical College and then transfer to a four-year institution to complete their bachelor's degree. For maximum transfer of credit, students should work with their academic advisors to review the requirements for their anticipated major at the institution they plan to transfer and schedule their courses accordingly.

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate collaboration
- Demonstrate digital literacy
- Demonstrate effective oral communication
- Demonstrate effective written communication
- Demonstrate integrative learning
- Demonstrate problem-solving skills

## UNIVERSITY STUDIES CERTIFICATE

### Description

This certificate is designed for students who wish to transfer with a minimum of thirty (30) transferable credit hours to a senior institution.

### Program Outcomes

Upon completion, students will be able to:

- Apply digital literacy skills, knowledge, and attitudes
- Communicate orally
- Communicate in writing
- Collaborate with others
- Solve problems
- Integrate learning across disciplines

# BUSINESS & PUBLIC SERVICES DIVISION



# BUSINESS & PUBLIC SERVICES DIVISION

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# BUSINESS & PUBLIC SERVICES

## Business and Public Services Division

The Business and Public Services Division offers a variety of associate degree, certificate, and diploma programs 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. The division's 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. The division also provides 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. Division programs are highly recognized in industry. In addition to the regional accreditation, the division also has programs accredited through ACBSP and NAEYC.

# 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 in 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.

[tctc.edu/accounting](http://tctc.edu/accounting)

## Scheduling and Entry Options

Day classes are available. Although major courses start in the Fall semester, students may enter any term. Full-time students should allow at least four terms to complete degree requirements. Part-time students 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.

## 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.

## 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 Outcomes

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
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>18</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
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
<b>FOURTH SEMESTER</b>		<b>15</b>
ACC 230	Cost Accounting I	3
ACC 275	Selected Topics In Accounting	3
	Humanities Requirement	3
	Program Electives	6
<b>GRADUATION CREDITS REQUIRED:</b>		<b>63</b>

#### \* NOTES:

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

## 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 Outcomes

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 procedure

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>18</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
AOT 133	Professional Development	3
AOT 143	Office Systems and Procedures	3
BUS 101	Introduction to Business	3
<b>FOURTH SEMESTER</b>		<b>15</b>
ACC 275	Selected Topics in Accounting	3
BUS 121	Business Law I	3
	General Elective	3
	Humanities Requirement	3
	Social Science Requirements	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>63</b>

**\* NOTE:**

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

## 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 Outcomes

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
<b>FIRST SEMESTER</b>		<b>9</b>
ACC 111	Accounting Concepts	3
ACC 150	Payroll Accounting	3
CPT 170	Microcomputer Applications	3
<b>SECOND SEMESTER</b>		<b>12</b>
ACC 112	Organizational Accounting	3
ACC 245	Accounting Applications	3
ACC 246	Integrated Accounting Software	3
AOT 133	Professional Development	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>21</b>

# 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 four 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.

[tctc.edu/aot](http://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.

## 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 Outcomes

- 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
<b>FIRST SEMESTER</b>		<b>15</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>SECOND SEMESTER</b>		<b>15</b>
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
CPT 270	Advanced Microcomputer Applications	3
SPC 205	Public Speaking	3
<b>THIRD SEMESTER</b>		<b>15</b>
AOT 143	Office Systems and Procedures	3
AOT 265	Office Desktop Publishing	3
BUS 101	Introduction to Business	3
MGT 101	Principles of Management	3
	Program Electives	3
<b>FOURTH SEMESTER</b>		<b>15</b>
AOT 161	Records Management	3
ARV 227	Web Site Design I	3
MKT 130	Customer Service Principles	3
	Social Science Requirements	3
	Humanities Requirement	3
<b>FIFTH SEMESTER</b>		<b>3</b>
	Program Electives	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>63</b>

#### \* Note

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

## 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 Outcomes

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
<b>FIRST SEMESTER</b>		<b>15</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
MAT 155	Contemporary Mathematics	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
<b>SECOND SEMESTER</b>		<b>15</b>
AHS 102	Medical Terminology	3
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
CPT 270	Advanced Microcomputer Applications	3
<b>THIRD SEMESTER</b>		<b>15</b>
AOT 122	Medical Transcription I	3
AOT 143	Office Systems and Procedures	3
AOT 212	Medical Document Production	3
MKT 130	Customer Service Principles	3
SPC 205	Public Speaking	3
<b>FOURTH SEMESTER</b>		<b>15</b>
AOT 161	Records Management	3
AOT 252	Medical Systems and Procedures	3
BUS 101	Introduction to Business	3
MGT 101	Principles of Management	3
	Social Science Requirements	3
<b>FIFTH SEMESTER</b>		<b>6</b>
	Humanities Requirement	3
	Program Electives	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

**\* Notes:**

1. 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 Outcomes

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
<b>FIRST SEMESTER</b>		<b>15</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
<b>SECOND SEMESTER</b>		<b>15</b>
AOT 110	Document Formatting	3
AOT 134	Office Communications	3
AOT 137	Office Accounting	3
CPT 270	Advanced Microcomputer Applications	3
	Program Electives	3
<b>THIRD SEMESTER</b>		<b>15</b>
AOT 143	Office Systems and Procedures	3
AOT 161	Records Management	3
AOT 265	Office Desktop Publishing	3
MKT 130	Customer Service Principles	3
SPC 205	Public Speaking	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>45</b>

**\* NOTES:**

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>9</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
<b>SECOND SEMESTER</b>		<b>9</b>
ARV 110	Computer Graphics I	3
ARV 227	Web Site Design I	3
ARV 283	Social Media Content Creation	3
<b>THIRD SEMESTER</b>		<b>9</b>
AOT 143	Office Systems and Procedures	3
AOT 265	Office Desktop Publishing	3
MKT 130	Customer Service Principles	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>27</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>9</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
<b>SECOND SEMESTER</b>		<b>9</b>
AOT 110	Document Formatting	3
CPT 270	Advanced Microcomputer Applications	3
MKT 130	Customer Service Principles	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>12</b>
AHS 102	Medical Terminology	3
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
<b>SECOND SEMESTER</b>		<b>12</b>
AOT 137	Office Accounting	3
AOT 252	Medical Systems and Procedures	3
CPT 270	Advanced Microcomputer Applications	3
	Program Elective	3
<b>THIRD SEMESTER</b>		<b>9</b>
AOT 122	Medical Transcription - I	3
AOT 212	Medical Document Production	3
MKT 130	Customer Service Principles	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>33</b>

**\* Note**

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>12</b>
AOT 105	Keyboarding	3
AOT 133	Professional Development	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
<b>SECOND SEMESTER</b>		<b>12</b>
AOT 110	Document Formatting	3
AOT 137	Office Accounting	3
AOT 143	Office Systems and Procedures	3
CPT 270	Advanced Microcomputer Applications	3
<b>THIRD SEMESTER</b>		<b>9</b>
AOT 161	Records Management	3
AOT 265	Office Desktop Publishing	3
MKT 130	Customer Service Principles	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>33</b>

## BUSINESS MEDIA SPECIALIST CERTIFICATE

### Description

This certificate is designed to prepare students with skills to manage the basic social media and online presence of an organization.

### Program Outcomes

Upon completion, students will be able to:

- Apply best practices in managing the digital presence (social media, website, etc.) of a business

## DATA ENTRY CLERK CERTIFICATE

### Description

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

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents

## MEDICAL OFFICE SPECIALIST CERTIFICATE

### Description

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

### Program Outcomes

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.

## OFFICE SUPPORT SPECIALIST CERTIFICATE

### Description

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

### Program Outcomes

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 organizations. 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: General Business, Entrepreneur, Management, Marketing, and Operations Management. The program also offers four 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 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.

[tctc.edu/business](http://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 Outcomes

Upon completion, students will be able to:

- Prepare basic financial statements
- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Analyze methods for building customer relationships
- Evaluate international business strategies and globalization opportunities

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
BAF 101	Personal Finance	3
BUS 121	Business Law I	3
MKT 130	Customer Service Principles	3
	Program Elective	6
<b>FOURTH SEMESTER</b>		<b>15</b>
BAF 260	Financial Management	3
MGT 240	Management Decision Making	3
MGT 260	Leadership Fundamentals	3
	Program Elective	6
<b>FIFTH SEMESTER</b>		<b>6</b>
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

**\* Note**

1. Students may substitute PSY 201 for PSY 120.
2. Students may substitute ECO 210 or ECO 211 for ECO 101.
3. 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.

## 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 business.

### Program Outcomes

Upon completion, students will be able to:

- Prepare basic financial statements
- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Analyze methods for building customer relationships
- Evaluate international business strategies and globalization opportunities
- Prepare a comprehensive business plan for a proposed new business

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
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
<b>FOURTH SEMESTER</b>		<b>15</b>
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
<b>FIFTH SEMESTER</b>		<b>6</b>
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

#### \* Note

1. Students may substitute PSY 201 for PSY 120.
2. Students may 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 Outcomes

Upon completion, students will be able to:

- Prepare basic financial statements
- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Analyze methods for building customer relationships
- Evaluate international business strategies and globalization opportunities
- Apply business concepts to business practices

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
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
<b>FOURTH SEMESTER</b>		<b>15</b>
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
<b>FIFTH SEMESTER</b>		<b>6</b>
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

#### \* Note

1. Students may substitute PSY 201 for PSY 120.
2. Students may substitute ECO 210 or ECO 211 for ECO 101.

## 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 Outcomes

Upon completion, students will be able to:

- Prepare basic financial statements
- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Analyze methods for building customer relationships
- Evaluate international business strategies and globalization opportunities
- Determine how consumer behavior affects the elements of the marketing mix

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
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
<b>FOURTH SEMESTER</b>		<b>15</b>
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
<b>FIFTH SEMESTER</b>		<b>6</b>
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

**\* Note**

1. Students may substitute PSY 201 for PSY 120.
2. 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 Outcomes

Upon completion, students will be able to:

- Prepare basic financial statements
- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Analyze methods for building customer relationships
- Evaluate international business strategies and globalization opportunities
- Use mathematical models to diagnose and solve inefficiencies in operations

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>15</b>
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
<b>FOURTH SEMESTER</b>		<b>15</b>
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
<b>FIFTH SEMESTER</b>		<b>6</b>
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

**\* Note**

1. Students may substitute PSY 201 for PSY 120.
2. Students may substitute ECO 210 or ECO 211 for ECO 101.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>30</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>18</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>33</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>6</b>
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
<b>SECOND SEMESTER</b>		<b>6</b>
MGT 101	Principles of Management	3
MKT 101	Marketing	3
<b>THIRD SEMESTER</b>		<b>6</b>
BUS 121	Business Law I	3
MGT 121	Small Business Operations	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

## 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:

- Apply business ethics and corporate social responsibility to business practices

## 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 for those desiring to start a small business.

### Program Outcomes

Upon completion, students will be able to:

- Apply business ethics and corporate social responsibility to business practices
- Develop a marketing mix
- Prepare a comprehensive business plan for a proposed new business
- Apply business concepts to business practices

## FUNDAMENTALS OF BUSINESS OWNERSHIP CERTIFICATE

### Description

This certificate is designed to provide an introduction to the basics of business ownership and small business management.

### Program Outcomes

Upon completion, students will be able to:

- Apply business ethics and corporate social responsibility to business practices.
- Develop a marketing mix

## 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 industry certifications through the Council of Supply Chain Management Professionals.

### Program Outcomes

Upon completion, students will be able to:

- Apply business ethics and corporate social responsibility to business practices
- Analyze methods for building customer relationships
- Use mathematical models to diagnose and solve inefficiencies in operations

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>12</b>
BUS 101	Introduction to Business	3
CPT 170	Microcomputer Applications	3
MAT 120	Probability and Statistics	3
MGT 101	Principles of Management	3
<b>SECOND SEMESTER</b>		<b>12</b>
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
<b>THIRD SEMESTER</b>		<b>12</b>
BUS 235	Sourcing and Purchasing Practices	3
MGT 260	Leadership Fundamentals	3
MGT 221	Operations Management II	3
MKT 130	Customer Service Principles	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>36</b>

## 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 in any term. Five terms of full-time coursework 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 at 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.

[tctc.edu/cit](http://tctc.edu/cit)

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
	Mathematics Requirement	3
<b>SECOND SEMESTER</b>		
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
<b>THIRD SEMESTER</b>		
IST 191	LINUX System Administration	3
IST 241	Network Architecture I	3
IST 290	Special Topics in Information Sciences	3
	Social Science Requirement	3
<b>FOURTH SEMESTER</b>		
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
<b>FIFTH SEMESTER</b>		
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>72</b>

**\* Note**

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
	Mathematics Requirement	3
<b>SECOND SEMESTER</b>		
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
<b>THIRD SEMESTER</b>		
IST 191	LINUX System Administration	3
IST 201	Cisco Internetworking Concepts	3
IST 241	Network Architecture I	3
	Social Science Requirement	3
<b>FOURTH SEMESTER</b>		
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
<b>FIFTH SEMESTER</b>		
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>72</b>

**\* Note**

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

## 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

## 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

## 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

## 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
<b>FIRST SEMESTER</b>		<b>15</b>
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	3
ENG 155	Communications I	3
IST 222	Introduction to Webpage Production	3
	Mathematics Requirement	3
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>12</b>
CPT 212	Visual Basic Programming	3
IST 191	LINUX System Administration	3
IST 237	Intermediate Website Design	3
	Social Science Requirement	3
<b>FOURTH SEMESTER</b>		<b>15</b>
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
<b>FIFTH SEMESTER</b>		<b>15</b>
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>72</b>

#### \* Note

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

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

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

## 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.

## Criminal Justice Technology

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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. There is one certificate option, the 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.

### 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
- 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.

[tctc.edu/crj](http://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. A student's advisor can also guide them generally in this regard. It is always beneficial to address these types of issues early, but it remains the student's responsibility to resolve, discuss, or research their own personal circumstances, which may prevent them from being employable in the Criminal Justice field.

While self-expression is acceptable for academic pursuits, students should be aware that 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 the 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 arrests 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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 222	Ethics in Criminal Justice	3
CRJ 242	Correctional Systems	3
ENG 101	English Composition I	3
<b>SECOND SEMESTER</b>		<b>15</b>
CRJ 116	Criminal Law II	3
CRJ 125	Criminology	3
CRJ 224	Police Community Relations	3
MAT 120 MAT 155	Probability and Statistics OR Contemporary Mathematics	3
PSY 201	General Psychology	3
<b>THIRD SEMESTER</b>		<b>12</b>
CRJ 230	Criminal Investigation I	3
	Program Elective	9
<b>FOURTH SEMESTER</b>		<b>12</b>
CRJ 140	Criminal Justice Report Writing	3
SFT 109	Lifetime Fitness and Wellness	3
SOC 101 PSC 201	Introduction to Sociology OR American Government	3
SPC 205	Public Speaking	3
<b>FIFTH SEMESTER</b>		<b>12</b>
CRJ 236	Criminal Evidence	3
CRJ 260	Seminar in Criminal Justice	3
PSY 207	Forensic Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

**\* Note**

Program Electives are to be selected from any of the following: CRJ 110, CRJ 120, CRJ 130, CRJ 145, CRJ 150, CRJ 205, CRJ 216, CRJ 237, CRJ 239, CRJ 243, CRJ 246, CRJ 250, CRJ 251, or CRJ 262.

## 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

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

## 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
<b>FIRST SEMESTER</b>		<b>15</b>
CRJ 101	Introduction to Criminal Justice	3
CRJ 242	Correctional Systems	3
ENG 101	English Composition I	3
LEG 135	Introduction to Law and Ethics	3
LEG 230	Legal Writing	3
<b>SECOND SEMESTER</b>		<b>15</b>
CRJ 116	Criminal Law II	3
CRJ 125	Criminology	3
CRJ 224	Police Community Relations	3
LEG 120	Torts	3
LEG 213	Family Law	3
<b>THIRD SEMESTER</b>		<b>12</b>
CRJ 230	Criminal Investigation I	3
LEG 201	Civil Litigation I	3
LEG 231	Criminal Law	3
PSY 201	General Psychology	3
<b>FOURTH SEMESTER</b>		<b>12</b>
CRJ 140	Criminal Justice Report Writing	3
MAT 120	Probability and Statistics OR	3
MAT 155	Contemporary Mathematics	
SPC 205	Public Speaking	3
	Humanities Requirement	3
<b>FIFTH SEMESTER</b>		<b>12</b>
CRJ 236	Criminal Evidence	3
CRJ 260	Seminar in Criminal Justice	3
PSY 207	Forensic Psychology	3
PSC 201	American Government OR	3
SOC 101	Introduction to Sociology	
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

## POLICE PRE-ACADEMY TRAINING CERTIFICATE

### Description

The Police Pre-Academy Training (PPAT) Certificate qualifies as the first mandatory block of instruction to gain entry into the South Carolina Criminal Justice Academy (SCCJA). 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 the certificate.

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

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 the program\*\*

\*Individuals will be responsible for the cost of the background check and drug screening analysis. A background check and drug screening must be performed by an approved organization. Contact the Criminal Justice Program Director or the Department Head for more information.

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

# Early Care and Education

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## 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 its credentialing system.

## 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 prerequisites, but it is recommended that students follow the prescribed course sequence.

[tctc.edu/ece](http://tctc.edu/ece)

## 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.

## 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 higher 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. Students should contact the program director for additional details.

## 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 prepare students to know and 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
<b>FIRST SEMESTER</b>		<b>15</b>
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
<b>SECOND SEMESTER</b>		<b>15</b>
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
<b>THIRD SEMESTER</b>		<b>9</b>
ECD 135	Health, Safety and Nutrition	3
	Program Elective	6
<b>FOURTH SEMESTER</b>		<b>15</b>
ECD 105	Guidance-Classroom Management	3
ECD 132	Creative Experiences	3
ECD 237	Methods and Materials	3
MAT 103	Quantitative Reasoning OR	3
MAT 155	Contemporary Mathematics	
	Humanities Requirement	3
<b>FIFTH SEMESTER</b>		<b>12</b>
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
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

#### \* Note

1. Students not intending to transfer may substitute ENG 155 for ENG 101 and ENG 156 for SPC 205.
2. 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.
3. 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.
4. Students interested in transferring to other four-year institutions should consider choosing program electives from the following: ENG 102, AST 101, BIO 101, BIO 102, CHM 105, CHM 106, CHM 107, CHM 110, CHM 111, CHM 112, EVT 155, PHS 101, PHS 102, PHY 122, PHY 132, PHY 201, PHY 202, PHY 212, PHY 221, PHY 222, HIS 101, HIS 102, PSC 201, ANT 101, CRJ 101, ECO 101, ECO 210, ECO 211, PSY 101, SOC 101.

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

**\* Note**

1. Students may substitute MGT 101 for MGT 121.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>6</b>
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
<b>SECOND SEMESTER</b>		<b>6</b>
ECD 101	Introduction to Early Childhood	3
ECD 107	Exceptional Children	3
<b>THIRD SEMESTER</b>		<b>6</b>
ECD 105	Guidance-Classroom Management	3
ECD 135	Health, Safety and Nutrition	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

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

## 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

## 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 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

## 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

## 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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 131	Language Arts	3
<b>SECOND SEMESTER</b>		
ECD 108	Family and Community Relations	3
ECD 135	Health, Safety and Nutrition	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
<b>THIRD SEMESTER</b>		
ECD 200	Curriculum Issues in Infant and Toddler Development	3
ECD 207	Inclusive Care for Infants and Toddlers	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>27</b>

## 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
<b>FIRST SEMESTER</b>		
ECD 101	Introduction to Early Childhood	3
ECD 105	Guidance-Classroom Management	3
ECD 131	Language Arts	3
<b>SECOND SEMESTER</b>		
ECD 107	Exceptional Children	3
ECD 259	Behavior Management for Special Needs	3
<b>THIRD SEMESTER</b>		
ECD 207	Inclusive Care for Infants and Toddlers	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

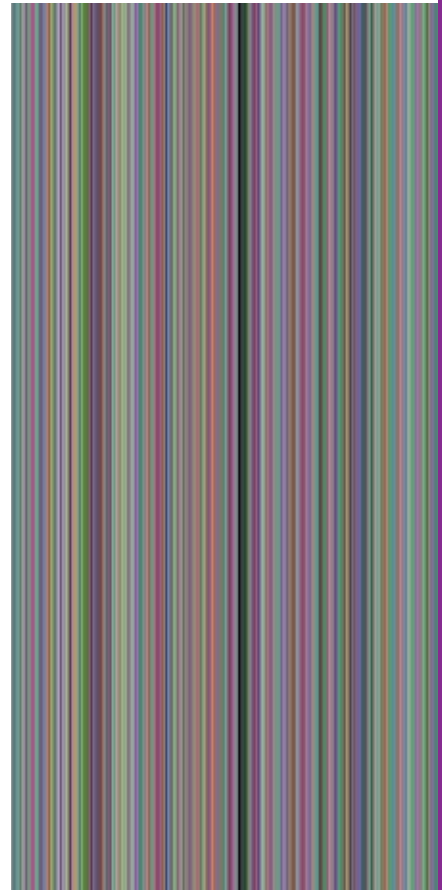
## Media Arts Production

### Program Information

Media Arts Production (MAP) is creating, designing, publishing, performing, entertaining and more. MAP offers you exceptional training for both the creation of content and the technology that makes it possible. Media Arts Production will teach students to CREATE! Students will learn to write, light, shoot, record, and edit content for electronic media. The program provides hands-on experience in operating the equipment, technology, and software. Students will take courses in visual media, video editing, graphic design, web-site design, interactive media, computer animation, photography, audio production, television and radio broadcasting, writing for media, media business, and more. As a result, they will be ready to work in many different fields including video production, illustration, social media, web site design, audio engineering, digital editing, graphic design, photography, copywriting, animation, new media, and communications.

The explosion of online and mobile video content means any organization that has a message needs your media skills. MAP graduates get jobs in traditional media and in any industry, organization, or non-profit that has a message to deliver. Media Arts Production will prepare students to create media content wherever it is needed.

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



## Scheduling and Entry Options

Most Media Arts Production (MAP) program courses are offered during the day and on the Pendleton Campus. There are some online MAP Program courses. The MAP class sequence begins in the Fall semester of each year. Entry during any other term is 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.

[tctc.edu/map](http://tctc.edu/map)

## 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:

- Apply ethical standards to content creation
- Demonstrate media industry professionalism
- Create video content
- Create audio content
- Create graphic design content
- Create website/mobile content
- Create photographic content

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
ARV 161	Visual Communication Media	3
ARV 231	Digital Video Editing	3
ENG 101	English Composition I	3
MAP 101	Audio Techniques I	3
MAP 122	Field Production I	3
<b>SECOND SEMESTER</b>		<b>15</b>
ARV 114	Photography I	3
MAP 140	Writing for Media Production	3
MAP 150	Studio Production I	3
MAP 201	Audio Techniques II	3
SPC 205	Public Speaking	3
<b>THIRD SEMESTER</b>		<b>9</b>
MAP 160	Introduction to Media Arts & Ethics	3
	Program Elective	6
<b>FOURTH SEMESTER</b>		<b>15</b>
ARV 211	Digital Media Design	3
ARV 227	Web Site Design I	3
MAP 223	Interview and Discussion	3
MAT 120	Probability and Statistics	3
	Humanities Requirement	3
<b>FIFTH SEMESTER</b>		<b>15</b>
ARV 283	Social Media Content Creation	3
MAP 226	Producing and Directing	3
MAP 280	Media Arts Exit Portfolio	3
	Program Elective	3
	Social Science Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>69</b>

#### \* Note

1. Program Electives are to be selected from BUS 101, ENG 102, IST 222, MKT 120, or any non-required ARV or MAP course.
2. ART 101 is the preferred course for the Humanities Requirement.

## 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:

- Create audio content

## 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:

- Create video content

## GRAPHIC DESIGN CERTIFICATE

### Description

The Graphic Design 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:

- Create graphic design content

## 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:

- Apply ethical standards to content creation
- Demonstrate media industry professionalism

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>9</b>
MAP 101	Audio Techniques I	3
MAP 140	Writing for Media Production	3
ARV 227 MAP 271	Web Site Design I OR SCWE in Media Arts Production I	3
<b>SECOND SEMESTER</b>		<b>3</b>
MAP 201	Audio Techniques II	3
<b>THIRD SEMESTER</b>		<b>6</b>
MAP 104	Radio Production I	3
MAP 204	Radio Production II	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

#### \* Note

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>9</b>
ARV 227	Web Site Design I	3
ARV 231	Digital Video Editing	3
MAP 122 MAP 271	Field Production I OR SCWE in Media Arts Production I	3
<b>SECOND SEMESTER</b>		<b>9</b>
ARV 222	Computer Animation	3
ARV 283	Social Media Content Creation	3
ARV 114 IST 222	Photography I OR Introduction to Webpage Production	3
<b>THIRD SEMESTER</b>		<b>3</b>
ARV 211	Digital Media Design	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>21</b>

#### \* Note

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>12</b>
ARV 110	Computer Graphics I	3
ARV 161	Visual Communication Media	3
ARV 212	Digital Photography	3
ARV 227	Web Site Design I	3
<b>SECOND SEMESTER</b>		<b>9</b>
ARV 261	Advertising Design I	3
ARV 283	Social Media Content Creation	3
ARV 114 IST 222 MAP 271	Photography I OR Introduction to Webpage Production OR SCWE in Media Arts Production I	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>21</b>

#### \* Note

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

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>6</b>
BUS 101	Introduction to Business	3
ARV 161 MAP 271	Visual Communication Media OR SCWE in Media Arts Production I	3
<b>SECOND SEMESTER</b>		<b>6</b>
ARV 283	Social Media Content Creation	3
MKT 120	Sales Principles	3
<b>THIRD SEMESTER</b>		<b>6</b>
MAP 160	Introduction to Media Arts & Ethics	3
MAP 265	Media Arts Business Procedures	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

#### \* Note

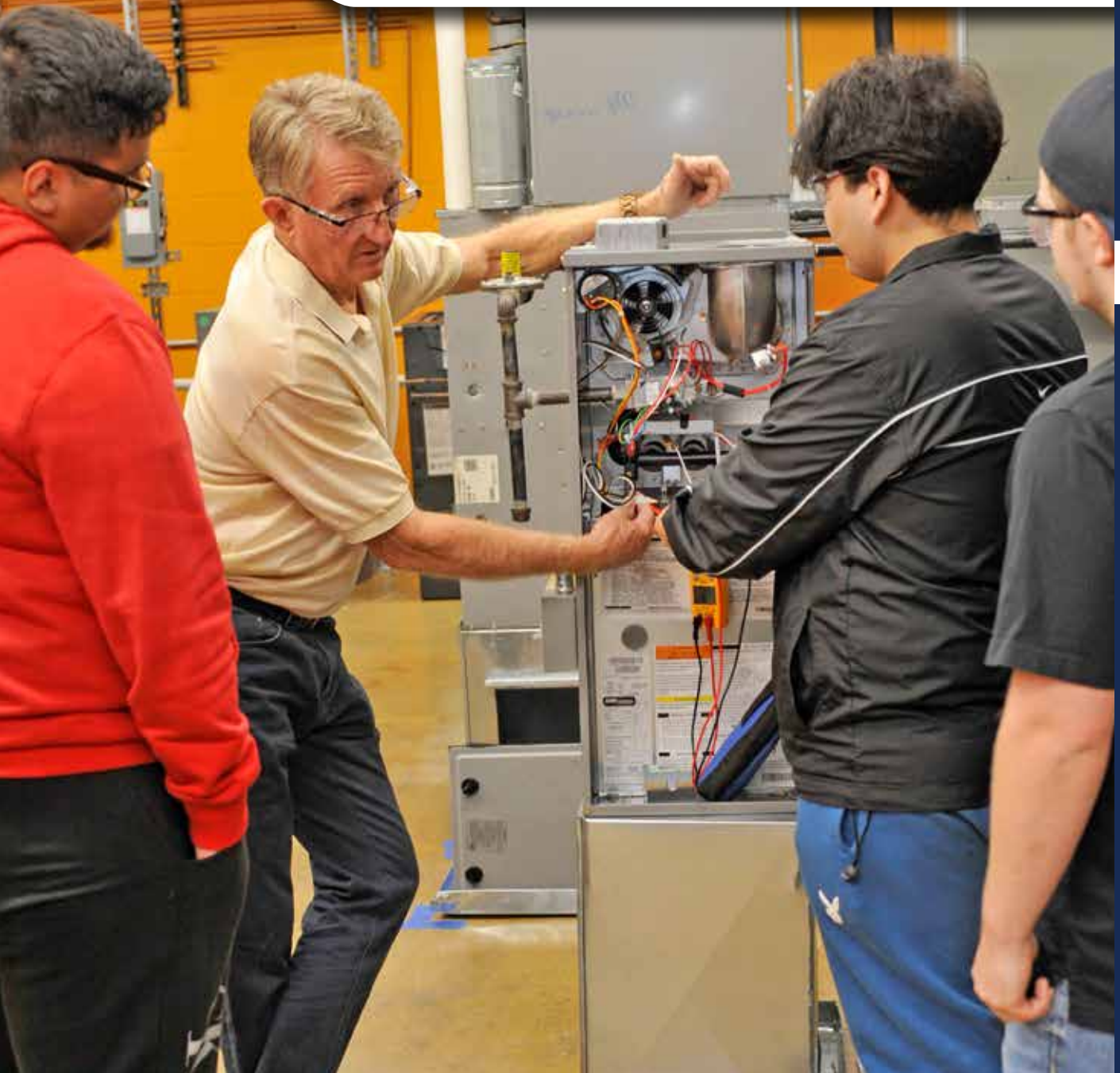
1. Students who choose to take MAP 271 - SCWE in Media Arts Production I must have an internship in the business side of media, such as sales or marketing.



# ENGINEERING & INDUSTRIAL TECHNOLOGY

ENGINEERING & INDUSTRIAL  
TECHNOLOGY DIVISION

109



# ENGINEERING AND INDUSTRIAL TECHNOLOGY DIVISION

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AWS-Certified Welding Educator

# ENGINEERING AND INDUSTRIAL TECHNOLOGY DEPARTMENTS

## Engineering and Industrial Technology Division

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The Engineering and Industrial Technology degree and certificate programs prepare students for exciting careers as automation specialists, multi-skilled technicians, supervisors in a manufacturing environment, automotive technicians, HVAC technicians, facilities technicians, industrial maintenance technicians, designers, CNC programmers, welders, or engineering technicians. The skills learned here can be used on the job in manufacturing, residential and commercial construction, facilities maintenance, facilities management, automotive service centers, energy-producing facilities, and more. With increasing technology, companies need more and more workers with advanced training and skills. The highly qualified faculty provide real-world experience through project-based learning. Day, evening, online, and hybrid courses are available to accommodate busy schedules.

Students may receive credit toward a certificate or degree based on prior educational experience, work experience, and military experience. Students interested in obtaining advanced standing for coursework should contact their academic advisor. More information is available under "Acceptance of Credit and Awarding of Advanced Standing" in this Catalog.

The Engineering and Industrial Technology Division provides rigorous, hands-on learning experiences that require the regular participation of the student. As such, the Engineering and Industrial Technology Division has a more rigorous attendance policy than the College. Any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period is subject to being withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. Students who arrive late may, at the discretion of the instructor, be marked absent for that class. Students who continually arrive late to class are subject to being withdrawn from the class. In extenuating circumstances, a student may request re-admittance to class by meeting with the instructor and explaining the circumstances of the absences. If the instructor agrees to re-admit the student, the student will be informed of the requirements which must be met to successfully complete the course. Individual departments or programs may have a more rigid attendance policy. Those policies must be communicated in writing to students on the first day of class.

## Automotive Technology

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### Program Information

The Automotive Technology program trains students in the testing, diagnosis, and service of motor vehicles. Graduates may find employment in automotive dealerships, working for themselves, or at independent service centers.

The Automotive Technology program offers an associate degree and four certificate options. Credit for courses in the certificates can be applied toward the associate degree.

### Scheduling and Entry Options

Day classes are available. Although a student may enter in any term, starting in the Fall semester is highly suggested because automotive courses are only offered in the semester indicated and are subject to prerequisites. Full-time students usually complete requirements in five semesters. Part-time students should allow nine to eleven consecutive semesters to earn the degree. General education course requirements can be completed at any time during the program. Students entering the Automotive Program are strongly recommended to have a personal laptop for classes.

## AUTOMOTIVE TECHNOLOGY, A.A.S.

### Description

This program is designed to prepare students to become proficient, entry-level automotive technicians. Students entering the Automotive Program are strongly recommended to have a personal laptop for classes.

### Program Outcomes

Upon completion, students will be able to:

- Service the components of steering, suspension, and alignment systems
- Service the components of drum braking systems and disc braking systems
- Service the components of automotive engines
- Service the components of automotive air conditioning systems
- Service the components of an automatic transmission system and a transaxle system
- Perform overall vehicle diagnosis and repair

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
AUT 100	Introduction to Automotive Hazardous Materials	1
AUT 109	Engine Fundamentals and Basic Diagnostics	4
AUT 111	Brakes	3
AUT 132	Automotive Electricity	4
HSS 295	Leadership Through the Humanities	3
<b>SECOND SEMESTER</b>		<b>13</b>
AUT 145	Engine Performance	3
AUT 211	Advanced Brakes	3
AUT 231	Automotive Electronics	4
ENG 165	Professional Communication	3
<b>THIRD SEMESTER</b>		<b>14</b>
AUT 156	Automotive Diagnosis and Repair	4
AUT 241	Automotive Air Conditioning	4
AUT 275	Alternate Technology Vehicles	3
PSY 120	Organizational Psychology	3
<b>FOURTH SEMESTER</b>		<b>14</b>
AUT 124	Steering, Suspension and Alignment	4
AUT 152	Automatic Transmission	4
MAT 170	Algebra, Geometry and Trigonometry I	3
	General Electives	3
<b>FIFTH SEMESTER</b>		<b>14</b>
AUT 116	Manual Transmission and Axle	4
AUT 262	Advanced Automotive Diagnosis and Repair	4
	General Education Elective	3
	General Elective	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>70</b>

## AUTOMOTIVE BRAKING SYSTEMS CERTIFICATE

### Description

This certificate will prepare students to work with various braking systems utilized in today's passenger vehicles. Students entering the Automotive Program are strongly encouraged to have a personal laptop for classes.

### Program Outcomes

Upon completion, students will be able to:

- Service the components of drum braking systems and disc braking systems

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
AUT 100	Introduction to Automotive Hazardous Materials	1
AUT 111	Brakes	3
AUT 132	Automotive Electricity	4
<b>SECOND SEMESTER</b>		<b>3</b>
AUT 211	Advanced Brakes	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>11</b>

## AUTOMOTIVE ENGINE ELECTRICAL SYSTEMS CERTIFICATE

### Description

This certificate will prepare students to work with various engine electrical systems utilized in today's vehicles. Students entering the Automotive Program are strongly encouraged to have a personal laptop for classes.

### Program Outcomes

Upon completion, students will be able to:

- Diagnose a charging system properly

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>4</b>
AUT 132	Automotive Electricity	4
<b>SECOND SEMESTER</b>		<b>4</b>
AUT 231	Automotive Electronics	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>8</b>

Course Number	Course Title	Credit Hours
FIRST SEMESTER		8
AUT 109	Engine Fundamentals and Basic Diagnostics	4
AUT 132	Automotive Electricity	4
SECOND SEMESTER		7
AUT 145	Engine Performance	3
AUT 231	Automotive Electronics	4
THIRD SEMESTER		4
AUT 156	Automotive Diagnosis and Repair	4
FOURTH SEMESTER		4
AUT 262	Advanced Automotive Diagnosis and Repair	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>23</b>

Course Number	Course Title	Credit Hours
FIRST SEMESTER		4
AUT 132	Automotive Electricity	4
SECOND SEMESTER		4
AUT 231	Automotive Electronics	4
THIRD SEMESTER		4
AUT 152	Automatic Transmission	4
FOURTH SEMESTER		4
AUT 116	Manual Transmission and Axle	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>16</b>

## AUTOMOTIVE ENGINE PERFORMANCE SYSTEMS CERTIFICATE

### Description

This certificate will prepare students to work with various engine performance systems utilized in today's vehicles. Students entering the Automotive Program are strongly encouraged to have a personal laptop for classes.

### Program Outcomes

Upon completion, students will be able to:

- Service the components of automotive engines

## AUTOMOTIVE TRANSMISSION SYSTEMS CERTIFICATE

### Description

This certificate will prepare students to work with various transmission systems utilized in today's passenger vehicles. Students entering the Automotive Program are strongly recommended to have a personal laptop for classes.

### Program Outcomes

Upon completion, students will be able to:

- Service the components of an automatic transmission system and a transaxle system



## CNC Programming and Operations

### Program Information

CNC Programming and Operations prepares graduates to work as CNC programmers and operators with manufacturers requiring high production volumes or short-run batches of discrete parts. The program offers an associate degree and four certificate options. Credit for courses in the certificates can be applied toward the associate degree.

### Scheduling and Entry Options

Program courses are offered during the day beginning in the Fall semester of each year and are offered at the Industrial Technology Center (ITC) in Sandy Springs. Entry during any other term will be permitted but may limit the courses that are available. Full-time day students usually complete requirements in six terms. Although courses can be completed in any order, subject to the completion of course prerequisites, students are advised to follow the recommended course sequence. General Education course requirements can be completed at any time during the program on any TCTC campus or online, as available.

## CNC PROGRAMMING AND OPERATIONS, A.A.S.

### Description

In addition to writing CNC programs, students will learn CAD design and analysis applications, create precision set-ups, select tooling, and operate a variety of CNC milling and turning centers.

### Program Outcomes

Upon completion, students will be able to:

- Design jigs and fixtures
- Operate manual metal-working equipment
- Program CAD/CAM software
- Operate CNC metal-working equipment
- Program CNC metal-working equipment
- Conduct heat-treating process

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>13</b>
EGT 106	Print Reading and Sketching	3
MAT 170	Algebra, Geometry and Trigonometry I	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
<b>SECOND SEMESTER</b>		<b>14</b>
MTT 105	Machine Tool Math Applications	3
MTT 124	Machine Tool Practice II	4
MTT 251	CNC Operations	3
MTT 252	CNC Setup and Operations	4
<b>THIRD SEMESTER</b>		<b>10</b>
EGT 152	Fundamentals of CAD	3
MTT 212	Tool Design	4
MTT 253	CNC Programming and Operations	3
<b>FOURTH SEMESTER</b>		<b>14</b>
EGT 165	Introduction to CAD/CAM	2
ENG 165	Professional Communication	3
MTT 141	Metals and Heat Treatment	3
MTT 254	CNC Programming I	3
	Social Science Requirement	3
<b>FIFTH SEMESTER</b>		<b>12</b>
EGT 265	CAD/CAM Applications	3
MTT 243	Advanced Dimensional Metrology for Machinists	3
	Humanities Requirement	3
	General Education Elective	3
<b>SIXTH SEMESTER</b>		<b>7</b>
MTT 258	Machine Tool Cam	3
MTT 261	Advanced Multi-Axis Programming and Operations II	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>70</b>

## INTRODUCTION TO CNC CERTIFICATE

### Description

The Introduction to CNC Certificate program provides students with an overview of basic CNC mill and lathe operations, setup, and programming.

### Program Outcomes

Upon completion, students will be able to:

- Operate manual metal-working equipment
- Operate CNC metal-working equipment
- Program CNC metal-working equipment

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>10</b>
EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
<b>SECOND SEMESTER</b>		<b>14</b>
MTT 105	Machine Tool Math Applications	3
MTT 124	Machine Tool Practice II	4
MTT 251	CNC Operations	3
MTT 252	CNC Setup and Operations	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>24</b>

## INTRODUCTION TO MACHINING CERTIFICATE

### Description

The Introduction to Machining Certificate prepares students to safely operate drill presses, metal-cutting saws, lathes, milling machines, and grinders to produce precision parts; to utilize appropriate speeds, feeds, and tooling; and to use precision measuring instruments.

### Program Outcomes

Upon completion, students will be able to:

- Operate manual metal-working equipment

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>10</b>
EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>10</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
<b>SECOND SEMESTER</b>		
MTT 105	Machine Tool Math Applications	3
MTT 124	Machine Tool Practice II	4
MTT 251	CNC Operations	3
MTT 252	CNC Setup and Operations	4
<b>THIRD SEMESTER</b>		
MTT 253	CNC Programming and Operations	3
<b>FOURTH SEMESTER</b>		
EGT 165	Introduction to CAD/CAM	2
MTT 254	CNC Programming I	3
<b>FIFTH SEMESTER</b>		
EGT 265	CAD/CAM Applications	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>35</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
EGT 106	Print Reading and Sketching	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
<b>SECOND SEMESTER</b>		
MTT 105	Machine Tool Math Applications	3
MTT 124	Machine Tool Practice II	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>17</b>

## MANUAL AND CNC FUNDAMENTALS CERTIFICATE

### Description

The Manual and CNC Fundamentals Certificate provides participants with knowledge of manual machines, blueprint sketching, and advanced techniques for operating CNC machines. Participants will learn advanced CNC machines, multi-axis machining, CAD/CAM drawing and programming, and precision measuring instruments.

### Program Outcomes

Upon completion, students will be able to:

- Operate manual metal-working equipment
- Program CAD/CAM software
- Operate CNC metal-working equipment
- Program CNC metal-working equipment

## MANUAL MACHINING CERTIFICATE

### Description

The Manual Machining Certificate allows students to further their knowledge of operating manual machines. Students will be introduced to tighter tolerance parts, different techniques of operations and interpreting and sketching of blueprints using machine mathematics to produce high-quality parts.

### Program Outcomes

Upon completion, students will be able to:

- Operate manual metal-working equipment

## Engineering Design Technology

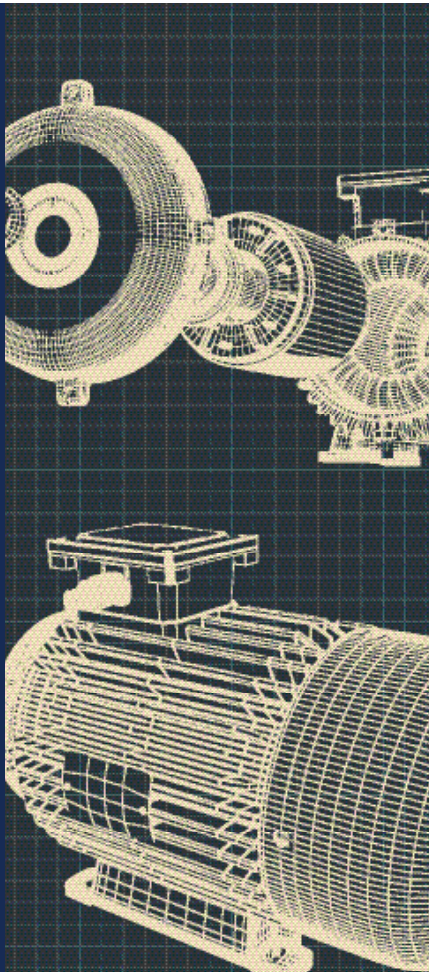
### Program Information

The Engineering Design Technology program prepares students to work in a collaborative manner with design teams to translate ideas and solutions into 2-D CAD drawings and 3-D CAD models. Students develop skills and techniques by using modern software such as AutoCAD, Catia, and SolidWorks. Students will be creating 3D models using CAD software and from these computer-generated models, students use 3D printers to produce physical prototypes and industrial parts. Students will be using CAD software to create 2D engineering documentation such as shop drawings, P&IDs, and plant layouts. Graduates are typically employed as part of a design team by manufacturing, engineering, and mechanical companies.

The Engineering Design Technology program offers an associate degree.

### Scheduling and Entry Options

Program courses are offered during the day beginning in the Fall semester of each year. Entry during any other term will be permitted but may limit the courses that are available. Full-time day students usually complete degree requirements in five terms. 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.



## ENGINEERING DESIGN TECHNOLOGY, A.A.S.

### Description

This program prepares students to translate product ideas into 3D models using computer-aided design (CAD) software. From these computer-generated models, students will use 3D printers to produce physical prototypes and industrial parts. In addition, students will also use CAD software to create 2D engineering documentation, such as shop drawing, P&IDs, and plant layouts.

### Program Outcomes

Upon completion, students will be able to:

- Use industry-recognized software to create mechanical drawings
- Prepare detail and/or assembly drawings for documentation of mechanical components and products
- Solve engineering design problems
- Deliver an effective technical presentation
- Analyze mechanical components for stresses and flexions

## Engineering Systems Technology

### Program Information

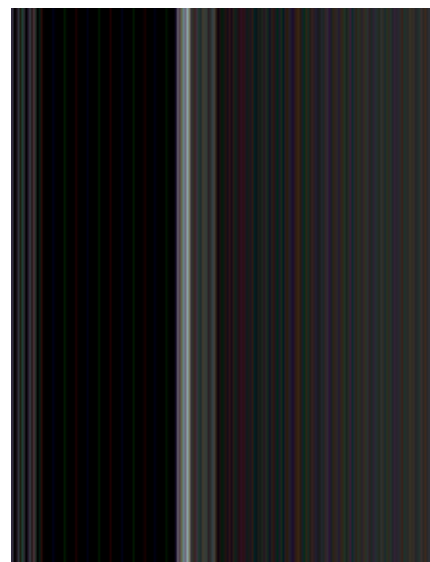
The Engineering Systems Technology program will prepare students to design, prototype, build, and troubleshoot the types of control systems that are used in today's high-tech industries and businesses. Students will gain knowledge in electricity, electronics, digital circuits, computer-controlled devices, system programming, programmable logic controllers (PLC), human-machine interfaces (HMI), industrial networking, pneumatics, robots, computer-aided design (2D & 3D CAD), problem-solving, and critical thinking. This program prepares students to pursue a career as an engineering technician in a variety of settings such as manufacturing, design labs, quality labs, supply chains, and other businesses that utilize current smart technology control strategies.

The Engineering Systems Technology program offers an associate degree and one certificate. Credit for courses in the certificate may be applied toward the associate degree.

### Scheduling and Entry Options

The Engineering Systems Technology program is located on the Pendleton Campus. Program courses are offered during the day beginning in the Fall semester of each year. Entry during any other term will be permitted but may limit the courses that are available. Full-time students usually complete the program requirements in five semesters. Part-time students should allow at least nine consecutive semesters to earn the degree. Although courses can be completed in any order, subject to the completion of course prerequisites, students are advised to follow the recommended course sequence. General Education course requirements can be completed on any TCTC campus or online, as available.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
EGR 130	Engineering Technology Applications and Programming	3
EGT 106	Print Reading and Sketching	3
EGT 152	Fundamentals of CAD	3
ENG 165	Professional Communication	3
MAT 170	Algebra, Geometry and Trigonometry I	3
<b>SECOND SEMESTER</b>		<b>13</b>
EGT 115	Engineering Graphics II	4
EGT 119	Geometrics	3
MAT 171	Algebra, Geometry and Trigonometry II	3
PHY 101	Survey of Physics	3
<b>THIRD SEMESTER</b>		<b>12</b>
EGT 156	Intermediate CAD Applications	3
EGT 251	Principles of CAD	3
	Humanities Requirement	3
	General Electives	3
<b>FOURTH SEMESTER</b>		<b>15</b>
EET 113	Electrical Circuits I	4
EGR 175	Manufacturing Processes	3
EGR 194	Statics and Strength of Materials	4
EGT 210	Engineering Graphics III	4
<b>FIFTH SEMESTER</b>		<b>13</b>
EGT 215	Mechanical Drawing Applications	4
EGT 245	Principles of Parametric CAD	3
EGT 252	Advanced CAD	3
	Social Science Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>68</b>



Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
EET 113	Electrical Circuits I	4
EGR 130	Engineering Technology Applications and Programming	3
ENG 165	Professional Communication	3
MAT 170	Algebra, Geometry and Trigonometry I	3
<b>SECOND SEMESTER</b>		
EET 145	Digital Circuits	4
EET 235	Programmable Controllers	3
EGR 275	Introduction to Engineering/Computer	3
MAT 171	Algebra, Geometry and Trigonometry II	3
PHY 101	Survey of Physics	3
<b>THIRD SEMESTER</b>		
AMT 102	Computer-Controlled Machinery	4
AMT 103	Sensors	3
<b>FOURTH SEMESTER</b>		
EET 131	Active Devices	4
EGR 175	Manufacturing Processes	3
EGR 194	Statics and Strength of Materials	4
MET 224	Hydraulics and Pneumatics	3
MET 238	Lean Manufacturing	4
<b>FIFTH SEMESTER</b>		
EET 212	Industrial Robotics	3
EET 274	Selected Topics in Electrical/ Electronics Engineering Technology	3
EGR 184	Problem Based Integrated Technology I	3
PSY 120	Organizational Psychology	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>69</b>

**\* Note**

1. HSS 295 is the preferred course for the Humanities Requirement.

## ENGINEERING SYSTEMS TECHNOLOGY, A.A.S.

### Description

The A.A.S. in Engineering Systems Technology will prepare students to design, prototype, build, and troubleshoot the types of control systems that are used in today's high-tech industries and businesses. This degree prepares students to pursue a career as an engineering technician in a variety of settings, such as manufacturing, design labs, quality labs, supply chains, and other businesses that utilize current smart technology control strategies.

### Program Outcomes

Upon completion, students will be able to:

- Design engineering systems
- Create engineering system prototypes
- Program micro-controllers (including PLCs and robotics)
- Build engineering systems
- Troubleshoot engineering systems
- Demonstrate employability skills



## Heating, Ventilation & Air Conditioning Technology

### Program Information

The Heating, Ventilation, and Air Conditioning Technology program offers an associate degree and two certificate options. Graduates service equipment in homes, businesses, and industries. Graduates may choose to work independently or for equipment distributors, for small companies or large ones, in building automation systems or facilities maintenance.

### Scheduling and Entry Options

Day and evening classes are available. Full-time day students can expect to complete the program in five terms. Evening students should allow eight to ten terms to complete the degree. General Education course requirements can be completed at any time during the program.

[tctc.edu/hvac](http://tctc.edu/hvac)

## HEATING, VENTILATION, AND AIR-CONDITIONING TECHNOLOGY, A.A.S.

### Description

Students learn the fundamentals of heating and air systems, from building and installing to repairing, maintaining and operating.

### Program Outcomes

Upon completion, students will be able to:

- Install, maintain, and repair gas furnaces
- Install, maintain, and repair heat pumps
- Install, maintain, and repair commercial refrigeration systems

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>16</b>
ACR 101	Fundamentals of Refrigeration Systems	5
ACR 105	Tools and Service Techniques I	1
ACR 106	Basic Electricity for HVAC/R	4
ACR 160	Service Customer Relations	3
PSY 120	Organizational Psychology	3
<b>SECOND SEMESTER</b>		<b>15</b>
ACR 110	Heating Fundamentals	4
ACR 122	Principles of Air Conditioning	5
ENG 165	Professional Communication	3
MAT 170	Algebra, Geometry and Trigonometry I	3
<b>THIRD SEMESTER</b>		<b>12</b>
ACR 104	Print Reading for HVAC	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 250	Duct Fabrication	3
ACR 251	SCWE in HVAC	4
<b>FOURTH SEMESTER</b>		<b>14</b>
ACR 111	Gas Heating Principles	3
ACR 175	EPA 608 Certification Preparation	1
ACR 201	Troubleshooting and Maintenance	3
ACR 210	Heat Pumps	4
	Humanities Requirement	3
<b>FIFTH SEMESTER</b>		<b>13</b>
ACR 131	Commercial Refrigeration	4
ACR 140	Automatic Controls	3
ACR 225	Industrial Air Conditioning	3
	General Education Elective	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>70</b>

## HVAC APPRENTICE CERTIFICATE

### Description

This certificate is designed to prepare students to do entry-level work in the HVAC industry. This certificate covers the fundamentals of residential HVAC equipment. Students who earn this certificate will be prepared to assist HVAC technicians with installation and/or repair of heating, ventilation, and air conditioning equipment.

### Program Outcomes

Upon completion, students will be able to:

- Install, maintain, and repair gas furnaces
- Install, maintain, and repair heat pumps
- Install, maintain, and repair commercial refrigeration systems

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>13</b>
ACR 101	Fundamentals of Refrigeration Systems	5
ACR 105	Tools and Service Techniques I	1
ACR 106	Basic Electricity for HVAC/R	4
ACR 160	Service Customer Relations	3
<b>SECOND SEMESTER</b>		<b>9</b>
ACR 110	Heating Fundamentals	4
ACR 122	Principles of Air Conditioning	5
<b>GRADUATION CREDITS REQUIRED:</b>		<b>22</b>

## HVAC INSTALLER CERTIFICATE

### Description

This certificate is designed to prepare students for residential equipment sizing and installation. This certificate emphasizes proper equipment and duct work sizing with a focus on understanding ACCA Manual J and ACCA Manual D requirements.

### Program Outcomes

Upon completion, students will be able to:

- Install gas furnaces
- Install heat pumps
- Install commercial refrigeration systems

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>13</b>
ACR 101	Fundamentals of Refrigeration Systems	5
ACR 105	Tools and Service Techniques I	1
ACR 106	Basic Electricity for HVAC/R	4
ACR 160	Service Customer Relations	3
<b>SECOND SEMESTER</b>		<b>9</b>
ACR 110	Heating Fundamentals	4
ACR 122	Principles of Air Conditioning	5
<b>THIRD SEMESTER</b>		<b>8</b>
ACR 104	Print Reading for HVAC	1
ACR 221	Residential Load Calculations	2
ACR 224	Codes and Ordinances	2
ACR 250	Duct Fabrication	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>30</b>

# Manufacturing Management and Leadership

## Program Information

This degree program equips students for careers as supervisors/team leaders in manufacturing by teaching leadership and communication skills unique to an industrial environment. In addition, heavy emphasis is placed on Lean Manufacturing practices, quality principles, managerial accounting, and industrial safety. Students are required to complete technical coursework selected from any technical field in the Engineering and Industrial Division.

The Manufacturing Management and Leadership program offers two associate degrees and six certificate options. Credit for courses in the certificates can be applied toward the associate degree. The Production and Operations Emphasis, A.A.S., Manufacturing Operators I Certificate, Manufacturing Production I Certificate, and Manufacturing Production II Certificate are for TCTC I-BEST students.

## 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 usually complete degree requirements in five terms. Students working swing shifts can have classes arranged around their work schedules. Many of the core courses are offered online. 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.

[tctc.edu/mml](http://tctc.edu/mml)

## MANUFACTURING MANAGEMENT AND LEADERSHIP, A.A.S.

### Description

This degree equips students for careers as supervisors/team leaders in manufacturing by teaching leadership and communication skills, Lean Manufacturing practices, production scheduling, quality principles, managerial accounting, and industrial safety.

### Program Outcomes

Upon completion, students will be able to:

- Describe the blend of management and leadership skills and effective manufacturing supervisor should possess
- Demonstrate how Lean Manufacturing systems are used to eliminate non-value adding activities/waste in industry
- Utilize basic quality assurance tools to analyze and improve a process
- Analyze industrial safety practices and standards

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>15</b>
EGR 175	Manufacturing Processes	3
ENG 165	Professional Communication	3
QAT 101	Introduction to Quality Assurance	3
	Program Elective	3
	General Electives	3
<b>SECOND SEMESTER</b>		<b>15</b>
ACC 115	Managerial Accounting	3
MAT 170	Algebra, Geometry and Trigonometry I	3
QAT 102	Quality Concepts and Techniques	3
	Program Elective	3
	Social Science Requirement	3
<b>THIRD SEMESTER</b>		<b>6</b>
IMG 115	Industrial Management Safety	3
QAT 103	Quality Management	3
<b>FOURTH SEMESTER</b>		<b>13</b>
IMG 233	Industrial Supervision	3
MET 238	Lean Manufacturing	4
	Program Elective	6
<b>FIFTH SEMESTER</b>		<b>13</b>
	General Elective	3
	Humanities Requirement	3
	Program Elective	4
	Science Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>62</b>

**\* Note**

1. Program Electives are to be selected from any Engineering and Industrial Technology technical field.

## INTRODUCTION TO MANUFACTURING MANAGEMENT TECHNOLOGY CERTIFICATE

### Description

This certificate is designed for students interested in acquiring the skills needed to be a manager in a manufacturing environment.

### Program Outcomes

Upon completion, students will be able to:

- Describe the blend of management and leadership skills an effective manufacturing supervisor should possess
- Analyze industrial safety practices and standards

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>6</b>
IMG 233	Industrial Supervision	3
QAT 101	Introduction to Quality Assurance	3
<b>SECOND SEMESTER</b>		<b>6</b>
IMG 115	Industrial Management Safety	3
	Program Elective	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>12</b>

#### \* Note

1. Program Electives are to be selected from any Engineering and Industrial Technology technical field.

## INTRODUCTION TO QUALITY ASSURANCE CERTIFICATE

### Description

The purpose of this certificate is to acquire the basic skills needed by a quality assurance technician in a manufacturing environment. Completion of this certificate will prepare the student for the ASQ Certified Quality Improvement Associate exam.

### Program Outcomes

Upon completion, students will be able to:

- Utilize basic quality assurance tools to analyze and improve a process

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>3</b>
QAT 101	Introduction to Quality Assurance	3
<b>SECOND SEMESTER</b>		<b>3</b>
QAT 102	Quality Concepts and Techniques	3
<b>THIRD SEMESTER</b>		<b>3</b>
QAT 103	Quality Management	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>9</b>

## MANUFACTURING AND CONTINUOUS PROCESS IMPROVEMENT CERTIFICATE

### Description

This certificate is designed for students interested in continuous improvement systems for quality, productivity, waste, and cost in a manufacturing environment. Principles of Quality Assurance, Lean Manufacturing, and automated work cells are emphasized. Completion of the certificate will prepare the student for the ASQ Certified Quality Process Analyst examination.

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate how Lean Manufacturing systems are used to eliminate non-value adding activities/waste in industry
- Utilize basic quality assurance tools to analyze and improve a process

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>6</b>
EGR 175	Manufacturing Processes	3
QAT 101	Introduction to Quality Assurance	3
<b>SECOND SEMESTER</b>		<b>7</b>
MET 238	Lean Manufacturing	4
QAT 102	Quality Concepts and Techniques	3
<b>THIRD SEMESTER</b>		<b>3</b>
QAT 103	Quality Management	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>16</b>

Course Number	Course Title	Credit Hours
FIRST SEMESTER		8
COL 120	STEM College and Career Readiness	3
MFG 101	Introduction to Manufacturing	3
MFG 102	Applied Learning in Manufacturing	2
<b>GRADUATION CREDITS REQUIRED:</b>		<b>8</b>

## MANUFACTURING PRODUCTION I CERTIFICATE

### Description

This certificate prepares students to transition from a job in non-manufacturing sectors to entry-level positions in manufacturing and to continue technical and post-secondary study needed for career growth and advancement. This certificate is restricted to TCTC I-BEST students.

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate employability skills
- Apply safety, production, and quality principles to the manufacturing environment
- Demonstrate necessary skills required for entry-level work in a manufacturing environment

## Mechatronics Technology

### Program Information

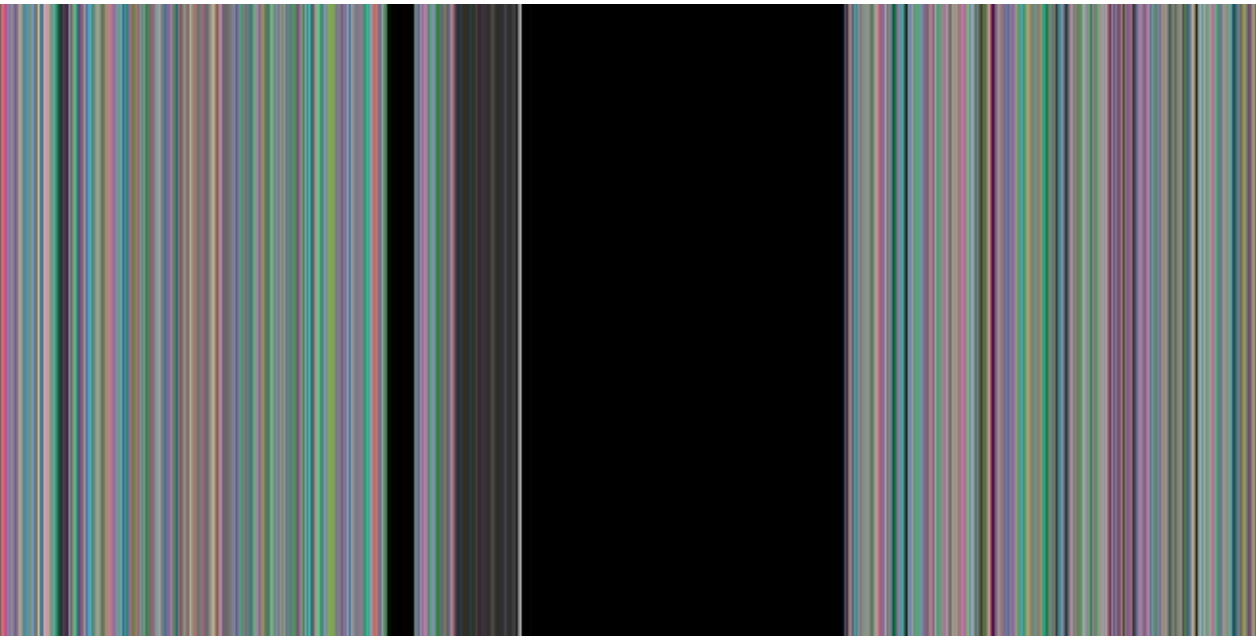
The Mechatronics program is designed for students who want to make a career out of becoming a technician in the world of automation. The program assists students in acquiring the multifunction and employability skills needed in today's manufacturing environment as an entry-level technician. Today's industry relies on well-trained electromechanical technicians to reduce downtime and increase efficiency of the equipment. Students learn how to diagnose and repair a variety of automation systems, such as mechanical, electrical, hydraulics, pneumatics, PLCs, and robotics. They learn the importance of how each system is integrated into the automation process. There is an extensive focus on troubleshooting and how it is applied to electromechanical systems.

The Mechatronics program offers an associate degree and two certificate options. Credit for courses in the certificates can be applied toward the associate degree.

[tctc.edu/mech](http://tctc.edu/mech)

### Scheduling and Entry Options

Day and evening classes are available. The full program is offered on the Pendleton Campus. Additionally, the first three semesters are offered on the Anderson and Oconee Campuses. Full-time day students usually complete requirements in six terms. For students taking a reduced load, a degree requires eight to ten terms. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the adherence of course prerequisites and corequisites.



## MECHATRONICS TECHNOLOGY, A.A.S.

### Description

Using hands-on experiences, the Mechatronics degree will prepare students to diagnose and repair a variety of automation systems such as mechanical, electrical, hydraulics, pneumatics, PLCs, and robotics. They learn the importance of how each system is integrated in the automation process. There is an extensive focus placed on troubleshooting and how it is applied to electromechanical systems.

### Program Outcomes

Upon completion, students will be able to:

- Troubleshoot electro-mechanical systems
- Program automated systems
- Construct fluid power systems
- Install mechanical systems
- Install control systems
- Install electrical systems

## TECHNICAL OPERATORS I CERTIFICATE

### Description

Using hands-on experiences, this certificate gives students the opportunity to use various industrial hand tools, apply safe machining operations, develop basic knowledge about DC electrical/electronic fundamentals, and operate electrical/electronic manufacturing equipment.

### Program Outcomes

Upon completion, students will be able to:

- Construct fluid power systems

## TECHNICAL OPERATORS II CERTIFICATE

### Description

Using hands-on experiences, this certificate gives students the opportunity to develop basic knowledge about AC electrical/electronic fundamentals and electronic control systems, and apply employability skills. Satisfactory completion of Technical Operators Certificate I is required for entry into this certificate.

### Program Outcomes

Upon completion, students will be able to:

- Construct fluid power systems
- Install electrical systems

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
MEC 101	Circuit Analysis	3
MEC 102	Industrial Machining and Tools	3
MEC 103	Hydraulics and Pneumatics	3
MEC 110	DC Circuits	3
<b>SECOND SEMESTER</b>		
IDS 114	Employability Skills	3
MAT 170	Algebra, Geometry and Trigonometry I	3
MEC 111	AC Circuits	3
MEC 120	Sensors and Instrumentation	3
<b>THIRD SEMESTER</b>		
MEC 112	Digital Controls	4
MEC 113	Solid State Devices	4
MEC 130	Motor Controls	4
<b>FOURTH SEMESTER</b>		
ENG 165	Professional Communication	3
MEC 150	Mechanical Systems	5
MEC 200	AC/DC Machines	3
MEC 210	Programmable Logic Controllers I	3
<b>FIFTH SEMESTER</b>		
MEC 201	AC/DC Drives	3
MEC 211	Programmable Logic Controllers II	3
	Humanities Requirement	3
	Social Science Requirement	3
<b>SIXTH SEMESTER</b>		
MEC 212	Robotics and Automation	3
MEC 213	Technical Troubleshooting	3
MEC 214	Reliability Centered Maintenance	3
	General Education Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>72</b>

#### \* Notes

1. Students may substitute MAT 155 or MAT 120 for MAT 170.
2. Students may substitute ENG 101 and SPC 205, or ENG 155 for ENG 165.
3. PSY 120 is the preferred course for the Social Science Requirement.
4. HSS 295 is the preferred course for the Humanities Requirement.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
MEC 101	Circuit Analysis	3
MEC 102	Industrial Machining and Tools	3
MEC 103	Hydraulics and Pneumatics	3
MEC 110	DC Circuits	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>12</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
MEC 101	Circuit Analysis	3
MEC 102	Industrial Machining and Tools	3
MEC 103	Hydraulics and Pneumatics	3
MEC 110	DC Circuits	3
<b>SECOND SEMESTER</b>		
MEC 111	AC Circuits	3
MEC 120	Sensors and Instrumentation	3
IDS 114	Employability Skills	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>21</b>

# Welding Technology

## Program Information

The Welding Technology program utilizes hands-on, practical training in basic and advanced welding techniques for welding steel, stainless steel, and aluminum materials. Welding training emphasizes stick, MIG, and TIG welding in pipe and structural applications, along with other skills needed in the workplace, such as blueprint reading, robotic welding, fabrication, and welding metallurgy. Upon successful completion, students will be prepared for a variety of employment opportunities related to welding, primarily in construction and metalworking.

The Welding Technology program offers one associate degree option and four certificate options. Credit for courses in the certificates can be applied toward the associate degree.

## Scheduling and Entry Options

Day and evening classes are available, and students may enter any term. Full-time day students usually complete requirements in six terms. For students taking a reduced load, a degree requires eight to ten terms. 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.

[tctc.edu/wld](http://tctc.edu/wld)

## WELDING TECHNOLOGY, A.A.S.

### Description

The Welding Technology, A.A.S. degree program utilizes hands-on, practical training in basic and advanced welding techniques for welding steel, stainless steel, and aluminum materials. Welding training emphasizes stick, MIG, and TIG welding in pipe and structural applications, along with other skills needed in the workplace such as blueprint reading, robotic welding, fabrication, and welding metallurgy. Upon successful completion of this degree program, students will be prepared for a variety of employment opportunities related to welding, primarily in construction and metalworking.

### Program Outcomes

Upon completion, students will be able to:

- Interpret blueprints and associated weld symbols
- Demonstrate ability to complete tasks in a metal fabrication environment, including identifying/choosing proper materials, cutting materials to proper dimensions, fitting the materials together, and tack welding the materials in the proper location
- Demonstrate needed skills required for a Structural Plate certification test, following proper procedures and meeting the requirements of the welding codes
- Write and/or alter robotic welding programs for use in a manufacturing environment
- Demonstrate proper technique in the application of GMAW (MIG)
- Demonstrate needed skills required for a SMAW Pipe certification test, following proper procedures and meeting the requirements of the welding codes
- Demonstrate needed skills required for a GTAW Pipe, Steel certification test following proper procedures and meeting the requirements of the

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>14</b>
WLD 111	Arc Welding I	4
WLD 115	Arc Welding III	4
	Social Science Requirement	3
	General Elective	3
<b>SECOND SEMESTER</b>		<b>14</b>
WLD 113	Arc Welding II	4
WLD 225	Arc Welding Pipe I	4
	General Education Requirement	3
	General Elective	3
<b>THIRD SEMESTER</b>		<b>6</b>
WLD 109	Gas Metal Arc Welding II	3
WLD 204	Metallurgy	3
<b>FOURTH SEMESTER</b>		<b>14</b>
ENG 165	Professional Communication	3
MAT 170	Algebra, Geometry and Trigonometry I	3
WLD 132	Inert Gas Welding Ferrous	4
WLD 154	Pipefitting and Welding	4
<b>FIFTH SEMESTER</b>		<b>12</b>
EGT 103	Print Reading	2
EGT 114	Welding Print Basics	2
WLD 129	Metal Working Tools	3
WLD 235	Robotic Welding I	2
	Humanities Requirement	3
<b>SIXTH SEMESTER</b>		<b>6</b>
WLD 160	Fabrication Welding	3
WLD 208	Advanced Pipe Welding	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>66</b>

welding codes

- Demonstrate needed skills required for a Stainless Steel weld certification test, following proper procedures and meeting the requirements of the welding codes

## INDUSTRIAL WELDING CERTIFICATE

### Description

The Industrial Welding certificate program prepares students for a variety of employment opportunities, primarily in construction and metalworking. Courses offer hands-on, practical training in basic and advanced welding techniques. Students learn to weld steel, stainless steel, and aluminum in structural and pipe applications, and to perform other welding skills needed in the workplace.

### Program Outcomes

Upon completion, students will be able to:

- Interpret blueprints and associated weld symbols
- Demonstrate ability to complete tasks in a metal fabrication environment including identifying/choosing proper materials, cutting materials to proper dimensions, fitting the materials together, and tack welding the materials in the proper location
- Demonstrate needed skills required for a Structural Plate certification test following proper procedures and meeting the requirements of the welding codes
- Demonstrate proper technique in the application of GMAW (MIG)
- Demonstrate needed skills required for a SMAW Pipe certification test following proper procedures and meeting the requirements of the welding codes
- Demonstrate needed skills required for a GTAW Pipe, Steel certification test following proper procedures and meeting the requirements of the welding codes
- Demonstrate needed skills required for a Stainless Steel weld certification test following proper procedures and meeting the requirements of the welding codes

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
WLD 111	Arc Welding I	4
WLD 115	Arc Welding III	4
<b>SECOND SEMESTER</b>		<b>8</b>
WLD 113	Arc Welding II	4
WLD 225	Arc Welding Pipe I	4
<b>THIRD SEMESTER</b>		<b>6</b>
WLD 109	Gas Metal Arc Welding II	3
WLD 204	Metallurgy	3
<b>FOURTH SEMESTER</b>		<b>8</b>
WLD 132	Inert Gas Welding Ferrous	4
WLD 154	Pipefitting and Welding	4
<b>FIFTH SEMESTER</b>		<b>4</b>
EGT 103	Print Reading	2
EGT 114	Welding Print Basics	2
<b>SIXTH SEMESTER</b>		<b>6</b>
WLD 160	Fabrication Welding	3
WLD 208	Advanced Pipe Welding	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>40</b>

## MULTI-PROCESS WELDING CERTIFICATE

### Description

This program focuses on SMAW, GMAW, and GTAW welding for application in the industry. Training includes fillet welds and groove welds on plate, groove welds on pipe in all positions, and MIG welding and TIG welding. Students will undergo multiple welding qualification tests and have the opportunity to gain an AWS certification to AWS D1.1, the structural steel welding code, as well as two ASME Section IX Boiler and Pressure Vessel: one on SMAW welded pipe and the other on GTAW welded pipe.

### Program Outcomes

Upon completion, students will be able to:

- Needed skills required for a Structural Plate certification test, following proper procedures and meeting the requirements of the welding codes
- Proper technique in the application of GMAW (MIG)
- Needed skills required for a SMAW Pipe certification test, following proper procedures and meeting the requirements of the welding codes
- Needed skills required for a GTAW Pipe Steel certification test, following proper procedures and meeting the requirements of the welding codes

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
WLD 111	Arc Welding I	4
WLD 115	Arc Welding III	4
<b>SECOND SEMESTER</b>		<b>8</b>
WLD 113	Arc Welding II	4
WLD 225	Arc Welding Pipe I	4
<b>THIRD SEMESTER</b>		<b>6</b>
WLD 109	Gas Metal Arc Welding II	3
WLD 204	Metallurgy	3
<b>FOURTH SEMESTER</b>		<b>8</b>
WLD 132	Inert Gas Welding Ferrous	4
WLD 154	Pipefitting and Welding	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>30</b>

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
WLD 111	Arc Welding I	4
WLD 115	Arc Welding III	4
<b>SECOND SEMESTER</b>		<b>8</b>
WLD 113	Arc Welding II	4
WLD 225	Arc Welding Pipe I	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>16</b>

## SHIELDED METAL ARC WELDING (SMAW) - PIPE CERTIFICATE

### Description

This program focuses on SMAW welding of steel for application in the structural steel and pipeline industry. Training includes fillet and groove welds on plate, and groove welds on pipe in all positions. Students will undergo a welding qualification test at the completion and have the opportunity to gain an AWS certification to AWS D1.1 structural steel welding code and ASME Section IX Boiler and Pressure Vessel on SMAW welded pipe.

### Program Outcomes

Upon completion, students will be able to:

- Structural Plate certification test following proper procedures and meeting the requirements of the welding codes
- SMAW Pipe certification test following proper procedures and meeting the requirements of the welding codes

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
WLD 111	Arc Welding I	4
WLD 115	Arc Welding III	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>8</b>

## SHIELDED METAL ARC WELDING (SMAW) - STRUCTURAL CERTIFICATE

### Description

This program focuses on SMAW welding of steel for application in the structural steel industry. Training includes fillet and groove welds in all positions. Students will undergo a welding qualification test at the completion and have the opportunity to gain an AWS certification to AWS D1.1 the structural steel welding code.

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate needed skills required for a Structural Plate certification test by following proper procedures and meeting the requirements of the welding codes

## NOTES:

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# HEALTH EDUCATION DIVISION

# HEALTH EDUCATION DIVISION

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## Health Education Division

The Health Education Division offers a variety of associate degree programs, certificates, diplomas, and courses that prepare students for successful employment in a number of health care industries upon graduation. These programs serve as an excellent way for students to learn skills that will allow them to contribute immediately to the organizations. Graduates can enter the workforce as gainful employees with skills mastered through their course of study, practicums, and externships. 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. Health Education classes are offered at the Pendleton and Easley campuses. Instruction in many of the programs is also offered during the evening hours, as well as online and hybrid formats, to complement the busy schedules of students. Students seeking to achieve personal, academic, and professional goals will benefit from excellence in teaching and advising. The division's programs are highly recognized in the industry. All programs in the division are accredited through national agencies.

# HEALTH EDUCATION DIVISION DEPARTMENTS

## Nursing

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### Admission Requirements

Most programs in the Health Education Division are limited access programs, meaning the programs have special, particular, or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the particular program area. Clinical seating availability is limited in all health education programs. Applicants must complete TCTC admission requirements and the additional program clinical admission requirements.

Because prerequisite requirements may exist for limited access programs, the curriculum displayed on the following pages is for information only and should not be interpreted as an exact representation of course progression. The information outlines program course requirements necessary for completing a particular program of study. Students should confer with their program advisor for more specific information.

It is the student's responsibility to be aware of limited access program admission, program progression, and program prerequisite requirements. Students should confer with their program advisor anytime clarification or explanation is needed.

In addition to meeting general admission requirements, Health Education majors are required to meet the curriculum-specific requirements outlined here:

- Students must complete recommended developmental studies courses based on course placement criteria.
- Students must have an institutional GPA of 2.0 or higher. There are additional progression requirements in the Catalog.
- The Associate Degree and Transition Nursing programs require a grade of "B" or higher to progress in all NUR courses within the program. A student may repeat a maximum of two major courses.
- The Practical Nursing program requires a grade of "C" or higher to progress in all PNR courses within the program. A student may repeat a maximum of two major courses.
- Students must meet required divisional or program technical standards.
- Students who transfer into associate degree programs must have a transfer or institutional GPA of 2.5 or higher on previous college work (TCTC GPA supersedes any outside GPA). Students who meet these requirements will then be required to pass both a comprehensive exam with an "80" or higher and demonstrate program skills competencies for any nursing course(s) for which the transfer credit is requested. If the student does not pass the exam(s), credit will not

be awarded, and the student will be required to take the course and/or restart the clinical program. All students who wish to transfer into the nursing program will be required to submit an application through competitive clinical entry.

- Students who transfer into the practical nursing program must have a transfer or institutional GPA of 2.0 or higher on previous college work (TCTC GPA supersedes any outside GPA). Students who meet these requirements will then be required to pass both a comprehensive exam with a "75" or higher for practical nursing courses and demonstrate program skills competencies for any nursing course(s) for which the transfer credit is requested. If the student does not pass the exam(s), credit will not be awarded, and the student will be required to take the course and/or restart the clinical program. All students who wish to transfer into the nursing program will be required to submit an application through competitive clinical entry.
- Students who transfer into Associate Degree Nursing must have BIO 101, Biological Science I, prior to starting the clinical program.
- Students are required to carry professional liability insurance, which is obtained through the College.
- Some clinical agencies may require proof of personal health insurance. This is the sole responsibility of the student. Students should contact the Dean of Student Development for more information.
- Clinical agencies require criminal background checks for nursing. Certain clinical agencies may require more than one background check and/or drug screen. The results of the criminal background check and yearly drug screen determine if a student is eligible to enter clinical agencies. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major for this reason will result in administrative withdrawal from the program. Note: Most Health Education programs require certification or licensure in order to use titles and/or practice the profession. Conviction of a felony, a plea of guilty to a felony, or certain misdemeanor convictions may make the applicant ineligible for certification or licensure. (Any student who may have concerns regarding background check results should contact the South Carolina Board of Nursing at (803) 896-4550 or [llr.sc.gov/](http://llr.sc.gov/) for further instructions related to State licensure.)

### Health Education Medical Requirements

Students admitted to Health Education programs (except Veterinary Technology) must present proof of immunization or immunity to measles, mumps, rubella, and varicella (chickenpox) and annual flu vaccine. (Health forms are available from the Division office or department head.) All students in Health Education programs (except Veterinary Technology) must have documentation of Tuberculosis status. Immunization for Hepatitis B is expected to avert serious illness and to meet clinical agency requirements. A student who refuses immunization for Hepatitis B is required to sign a declination form, which will be kept in the student's file. Some clinical agencies will not require a signed declination form. Clinical agencies reserve the right to not accept declination forms for certain immunizations (i.e., flu vaccine).

### Entry to Clinical Program

All students declare a program of study during the admissions process. Students may find the curriculum guide representative of their course of study by going to the TCTC public website, [tctc.edu](http://tctc.edu). It is the responsibility of the student to track the progress of program prerequisites. The student must meet with an assigned program advisor each semester for guidance to ensure prerequisite changes have not occurred. (Changes in program and curricular requirements can occur.) If an entrance policy changes for a particular program, the student's requirements will remain the same unless the student changes major, withdraws from enrollment, or is not enrolled for two consecutive terms. If such a withdrawal or non-enrollment occurs, the student is required to meet new entrance policies outlined in the current College Catalog.

For the most current Competitive Clinical Entry information, interested students can go to [tctc.edu/nursing](http://tctc.edu/nursing) or contact the Health Education admissions liaison office (Pendleton Campus, Fulp Hall, Room 401, 864-646-1620) for more information. The application is an automated document found in the College's portal for eligible students.

Accepted students will receive an email through the student's Tri-County Technical College email account. This email serves as an official offer for a seat into the program and identifies the program deposit fee deadline date. Failure to pay the program deposit fee by the specified date will result in non-entry. Once the student pays the non-refundable program deposit fee, a seat will be held for entry into the next program class. The student must continue to maintain the minimum GPA even though the program deposit fee has been paid.

## Competitive Clinical Entry - Practical Nursing

Competitive clinical entry guidelines have been implemented for Practical Nursing students.

Competitive clinical entry allows the most qualified students to enter the clinical portion of the program. Nursing students are strongly encouraged to have certified nursing assistant (CNA) training prior to the competitive clinical entry application process.

To have eligibility, a Practical Nursing student must:

- have a minimum transfer or institutional GPA of 2.0;
- have a minimum AITS (Adjusted Individual Total Score) ATI TEAS score of 50%;
- participate in the online version of Pre-Nursing Workshop and submit verification; and
- have completed BIO 101 with a grade of "C" or higher, or be registered for BIO 101. BIO 101, BIO 210, and BIO 211 courses must be completed within five years of entering the clinical phase of the Nursing program. BIO 101, BIO 210, and BIO 211 courses may be attempted only two times to achieve a passing grade. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. For those applicants whose BIO 210, BIO 211, or both are greater than 5 years old, the ATI Anatomy and Physiology test is required with a minimum score of 61% or higher. If the minimum score is not achieved, students are required to repeat BIO 210 and BIO 211. There are no test-out options for BIO 101.

Applications must be submitted each term until clinical entry occurs. Application deadlines will be firm. Information, such as detailed instructions, complete worksheet and policy, can be found at the TCTC public website for Practical Nursing at [tctc.edu/nursing](http://tctc.edu/nursing).

## Competitive Clinical Entry - Associate Degree Nursing

Competitive clinical entry guidelines have been implemented for Associate Degree Nursing students. Competitive clinical entry allows the most qualified students to enter the clinical portion of the program. Nursing students are strongly encouraged to have certified nursing assistant (CNA) training prior to the competitive clinical entry application process.

To have eligibility, an Associate Degree Nursing student must:

- have a minimum transfer or institutional GPA of 2.5;
- have minimum AITS (Adjusted Individual Total Score) ATI TEAS score of 64%;
- participate in the Pre-Nursing Workshop and submit verification; and
- have taken BIO 101, ENG 101, MAT 120 and BIO 210 (or be registered for it) with a grade of "C" or higher. BIO 101, BIO 210, BIO 211, and BIO 225 courses must be completed within five years of entering the clinical phase of the Nursing program. BIO 101, BIO 210, BIO 211, and BIO 225 courses may be attempted only two times to achieve a passing grade. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. For those applicants whose BIO 210, BIO 211, or both are greater than 5 years old, the ATI Anatomy and Physiology test is required with a minimum score of 61% or higher. If the minimum score is not achieved, students are required to repeat BIO 210 and BIO 211. There are no test-out options for BIO 101 and BIO 225.

Applications must be submitted each term until clinical entry occurs. Application deadlines will be firm. Information, such as detailed instructions, complete worksheet, and policy can be found at [tctc.edu/nursing](http://tctc.edu/nursing).

## Entry to Clinical Program - LPN Transition to RN

Students who transfer into Associate Degree Nursing must have BIO 101, Biological Science I, prior to starting the clinical program.

To have eligibility, an LPN to RN Transition Nursing student must:

- have a transfer or institutional GPA of 2.5 or higher;
- have graduated from an LPN nationally (ACEN) credentialed college/program or Paramedics require an Associate in Applied Science Degree;
- have a minimum AITS (Adjusted Individual Total Score) ATI TEAS score of 50%;
- have a minimum score of level 2 on ATI Fundamentals for RN test;
- participate in the Pre-Nursing Workshop and submit verification;
- have a current and unencumbered Multi-State PN license or Paramedic Certification; and
- have taken BIO 101, ENG 101, MAT 120 and BIO 210 (or be registered for it) with a grade of "C" or higher. BIO 101, BIO 210, BIO 211, and BIO 225 courses must be completed within five years of entering the clinical phase of the Nursing program. BIO 101, BIO 210, BIO 211, and BIO 225 courses may be attempted only two times to achieve a passing grade. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. For those applicants whose BIO 210, BIO 211, or both are greater than 5 years old, the ATI Anatomy and Physiology test is required with a minimum score of 61% or higher. If the minimum score is not achieved, students are required to repeat BIO 210 and BIO 211. There are no test-out options for BIO 101 and BIO 225.

Applications must be submitted each term until clinical entry occurs. Application deadlines will be firm. Information, such as detail instructions, complete worksheet and policy, can be found at the TCTC public website for Associate Degree Nursing at [tctc.edu/nursing](http://tctc.edu/nursing).

Upon successful completion of NUR 121 with a "B" or higher, credit will be awarded for NUR 120 and NUR 106 (9 semester hours). An additional 28 credit hours are required for a total of 37 semester credit hours.

## Associate Degree Nursing

### Program Information

The Associate Degree Nursing program prepares students to function effectively as registered nurses in a health care team. Nursing theory is integrated with supportive courses from the humanities, mathematics, biological and behavioral sciences.

### Scheduling and Entry Options for Traditional Associate Degree Nursing

Entry is based on acceptance into the clinical portion of the program. Day and limited evening classes are available. Enrollment in the major courses begins in the Fall and Spring terms. Four semesters are required to complete the degree. Nursing courses build on each preceding course and must be taken in sequence. General Education courses are offered both day and evening and can be completed as outlined in the curriculum guide. Readmission and progression criteria in the Associate Degree Nursing program are different from those of the College as a whole. Completion of required nursing courses within three years of entry into the first nursing course must be attained or competency (didactic, skill, math) must be demonstrated.

[tctc.edu/nursing](http://tctc.edu/nursing)

### Program Accreditation

The Associate Degree Nursing (ADN) program is approved by the State Board of Nursing for South Carolina and accredited by the Accreditation Commission for Education in Nursing. Contact: The Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. Telephone: 404-975-5000. Website: [acenursing.org](http://acenursing.org).



Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
BIO 101	Biological Science I	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
	Humanities Requirement	3
<b>SECOND SEMESTER</b>		
BIO 210	Anatomy and Physiology I	4
NUR 106	Pharmacologic Basics	2
NUR 120	Basic Nursing Concepts	7
PSY 201	General Psychology	3
<b>THIRD SEMESTER</b>		
BIO 211	Anatomy and Physiology II	4
NUR 121	Intermediate Nursing Concepts	8
NUR 162	Psychiatric and Mental Health Nursing	3
<b>FOURTH SEMESTER</b>		
BIO 225	Microbiology	4
NUR 229	Nursing Care Management IV	6
SPC 205	Public Speaking	3
	Program Elective	3
<b>FIFTH SEMESTER</b>		
NUR 221	Advanced Nursing Concepts	5
NUR 230	Physical Assessment	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>68</b>

**\* NOTE:**

1. Program Electives are to be selected from any of the following:  
NUR 232, NUR 246, or NUR 274.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
BIO 211	Anatomy and Physiology II	4
NUR 121	Intermediate Nursing Concepts	8
NUR 162	Psychiatric and Mental Health Nursing	3
<b>SECOND SEMESTER</b>		
BIO 225	Microbiology	4
NUR 229	Nursing Care Management IV	6
PSY 201	General Psychology	3
	Program Elective	3
<b>THIRD SEMESTER</b>		
NUR 221	Advanced Nursing Concepts	5
NUR 230	Physical Assessment	3
SPC 205	Public Speaking	3
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>68</b>

**\* NOTE:**

1. Program Electives are to be selected from any of the following:  
NUR 232, NUR 246, or NUR 274

## NURSING (A.D.N.), A.A.S.

### Description

The Associate Degree Nursing Program prepares men and women to function effectively as registered nurses in a health care team. Nursing theory is integrated with supportive courses from the humanities, mathematics, biological and behavioral sciences.

NUR classes are offered only in the Fall and Spring semesters.

### Program Outcomes

Upon completion, students will be able to:

- Advocate for patients and families across the lifespan
- Provide safe and effective patient care using nursing judgment
- Develop their role as a professional nurse
- Evaluate evidence-based practice to improve patient care

## LPN TRANSITION TO RN

The LPN Transition to RN program prepares students to function effectively as registered nurses in a health care team. Nursing theory is integrated with supportive courses from the humanities, mathematics, biological and behavior sciences.

NUR classes are offered only in the Fall and Spring Semesters.

### Program Outcomes

Upon completion, students will be able to:

- Advocate for patients and families across the lifespan
- Provide safe and effective patient care using nursing judgment
- Develop their role as a professional nurse
- Evaluate evidence-based practice to improve patient care

# Practical Nursing

## Program Information

The Practical Nursing program prepares students for employment as beginning-level staff nurses working under the direction of a registered nurse or physician. Employment opportunities are available in a variety of settings, including long-term care facilities, physicians' offices and clinics, local public health departments, home health agencies and acute care hospitals.

## Scheduling and Entry Options

The course of study begins in the Fall semester (day classes) and Spring semester (evening classes) at the Easley Campus. Students complete requirements in two semesters and one summer term. General Education courses are offered both day and evening and can be taken with Practical Nursing courses or in any term prior to entering the curriculum. Completion of required nursing courses within three years of entry into the first nursing course must be attained or competency (didactic, skill, math) must be demonstrated as determined by the Department Head.

[tctc.edu/nursing](http://tctc.edu/nursing)

## Program Accreditation

The Practical Nursing program is approved by the State Board of Nursing for South Carolina and the Accreditation Commission for Education in Nursing. The Accreditation Commission for Education in Nursing, 3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326, Telephone: 404-975-5000, Website: [acenursing.org](http://acenursing.org).

## PRACTICAL NURSING DIPLOMA

### Description

The Practical Nursing program prepares students for employment as beginning-level staff nurses under the direction of a registered nurse or physician.

The program has two entry points, Fall and Spring semesters. The following course sequence reflects the Fall semester entry. Spring semester course sequence can be found in the Nursing Student Handbook.

### Program Outcomes

Upon completion, students will be able to:

- Perform nursing skills within scope of practice
- Apply the nursing process
- Teach health-related concepts
- Demonstrate the behaviors of a Licensed Practical Nursing (LPN) professional

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>16</b>
BIO 101	Biological Science I	4
ENG 101	English Composition I	3
PNR 120	Medical/Surgical Nursing I	5
PNR 175	Practical Nursing Skills	4
<b>SECOND SEMESTER</b>		<b>16</b>
BIO 210	Anatomy and Physiology I	4
PNR 121	Fundamentals of Pharmacology	2
PNR 130	Medical/Surgical Nursing II	5
PNR 140	Medical/Surgical Nursing III	5
<b>THIRD SEMESTER</b>		<b>16</b>
BIO 211	Anatomy and Physiology II	4
MAT 120	Probability and Statistics	3
PNR 154	Maternal/Infant/Child Nursing	5
PNR 181	Special Topics in Practical Nursing	1
PSY 201	General Psychology	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>48</b>

# HEALTH PROFESSIONS

## Limited Access Programs, Acceptance Requirements & Curricular Sequence

Many of our health professions programs are limited access programs, meaning there are special, particular or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the particular program area. Clinical seating availability is limited in all health education programs. Applicants must complete TCTC admission requirements and the additional program clinical admission requirements.

Because prerequisite requirements may exist for limited access programs, the following curriculum displays are for information only and should not be interpreted as an exact representation of course progression. The information outlines program course requirements necessary for completing a particular program of study. Students should confer with their program advisor for more specific information.

It is the student's responsibility to be aware of limited access program admission, program progression and program prerequisite requirements. Students should confer with their program advisor anytime clarification or explanation is needed.

In addition to meeting general admission requirements, health professions majors are required to meet the curriculum specific requirements outlined below:

- Students must complete recommended developmental studies courses based on course placement criteria.
- Students must have an institutional GPA of 2.0 or higher. There are additional progression requirements in the Catalog. A grade of "C" or greater is needed in all required courses within the program to progress. A student may repeat a maximum of two major courses. Students should also refer to individual program handbooks for additional information.
- Students must meet required divisional or program technical standards.
- Students who transfer into associate degree programs must have a transfer or institutional GPA of 2.5 or higher on previous college work (TCTC GPA supersedes any outside GPA).
- Students are required to carry professional liability insurance, which is obtained through the College.
- Some clinical agencies may require proof of personal health insurance. This is the sole responsibility of the student. Students should contact the dean of student development for more information.
- Clinical agencies require criminal background checks for many of our health professions programs. Certain clinical agencies may necessitate more than one background check and/or drug screen. The results of the criminal background check and yearly drug screen determine if a student is eligible to enter clinical agencies. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major for this reason will result in administrative withdrawal from the program. Note: Most Health Education programs require certification or licensure in order to use



titles and/or practice the profession. Conviction of a felony, a plea of guilty to a felony, or certain misdemeanor convictions may make the applicant ineligible for certification or licensure.

### Entry to Clinical Program

It is the responsibility of the student to track the progress of program prerequisites. The program curriculum guide can be found on the program pages of the TCTC public website, [tctc.edu](http://tctc.edu). The student must meet with an assigned program advisor each semester to obtain guidance and to ensure prerequisite changes have not occurred. (Changes in program and curricular requirements can occur.) Once prerequisites are completed, the student must print and complete the "Notice of Completion" form found on the public website under each program. The student is then required to meet with the Program Director or Department Head for signature verification of completion). The Program Director will submit this information to the Division Admission Liaison. When verified, the date on which this form is submitted then becomes the student's "Complete Date," and the student is placed on the Complete List for the specific program.

The Complete Date means the student is eligible to start the actual program classes with the next available cohort if space is available. The minimum GPA must be maintained to continue on the Complete List.

- Eligible students will receive an email through the student's Tri-County Technical College email account of acceptance into the program. This email serves as an official offer for a seat in the program and identifies the program deposit fee and deadline date.
- Failure to pay the program deposit fee by the specified date will result in delayed entry. Once the student pays the nonrefundable program deposit fee, a seat will be held for entry into the next program class. The student must continue to maintain the minimum GPA even though the program deposit fee has been paid.
- In the event two eligible students have the same complete date, the College will use the GPA to determine who gets the seat. The student with the higher GPA would be offered a seat before the student with the same complete date but a lower GPA.

A student may defer program cohort entry one time. This means if a student is accepted into a Fall cohort and is not able to start at that time, a request can be made to be placed in the next Fall cohort. The Notice of Completion form need not be signed again, but the GPA must be 2.0 or greater at the time of deferral entry.

If an entrance policy changes for a particular program, the student's requirements would remain the same unless the student withdraws from enrollment or is not enrolled for two consecutive terms. If such a withdrawal or non-enrollment occurs, the student is required to meet new entrance policies in the current College Catalog.

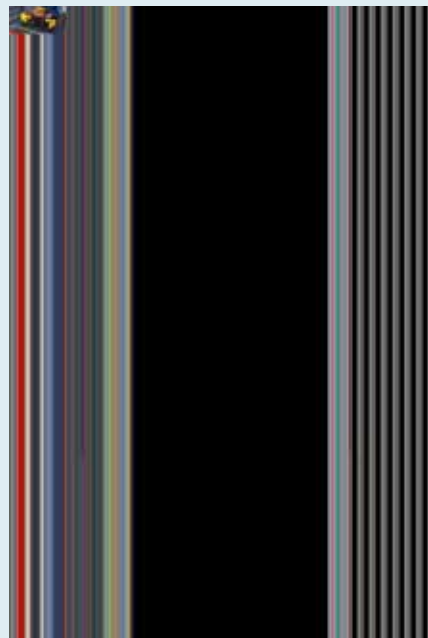
## Emergency Medical Technology

### Program Information

The Emergency Medical Technology program is designed to prepare competent entry-level Paramedics in the cognitive (knowledgeable), psychomotor (skills), and affective (behavior) learning domains. The curriculum emphasizes accurate patient assessment and the development of essential patient care skills while applying the knowledge of anatomy, physiology, pathophysiology, critical thinking,

### Health Education Medical Requirements

Students admitted to Health Education programs must present proof of immunization or immunity to measles, mumps, rubella, and varicella (chickenpox) and annual flu vaccine. (Health forms are available from the Division office or at [tctc.edu/med](http://tctc.edu/med).) All students in Health Education programs must have documentation of Tuberculosis status. Immunization for Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization for Hepatitis B is required to sign a declination form, which will be kept in the student's file. Some clinical agencies will not require a signed declination form. Clinical agencies reserve the right to not accept declination forms for certain immunizations, (i.e., flu vaccine).



## Scheduling and Entry Options

Day classes are available for program courses. General Education courses are offered both day and evening and can be completed anytime during the program. Full-time students can complete the program in five semesters, including one Summer Term. It is strongly recommended that the general education courses be taken as early in the program as possible. Program courses build on each preceding course and must be successfully completed in sequence. Program courses in the A.A.S. and the Emergency Medical Technology Advanced Certificate begin in the Fall semester. Program courses in the Paramedic Certificate begin in the Summer semester.

and problem solving techniques. Graduates will be prepared to make well-informed decisions regarding pre-hospital care and will have the background necessary to develop additional skills as changes and innovations occur within the profession.

The Emergency Medical Technology program offers an associate degree and two certificate options. Credit for courses in the certificates also can be applied toward the associate degree. Upon successful completion of the program, students are eligible to take the National Registry certification exams for their respective level (EMT, AEMT, or Paramedic).

## Program Accreditation

The Tri-County Technical College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). To contact CAAHEP - phone: 727-210-2350, website: [caahep.org](http://caahep.org). To contact CoAEMSP - phone: 214-703-8445, website: [coaemsp.org](http://coaemsp.org).

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>17</b>
BIO 112	Basic Anatomy and Physiology	4
CPT 170	Microcomputer Applications	3
EMS 110	Emergency Medical Technician	5
EMS 212	EMS Field Internship	2
ENG 101	English Composition I	3
<b>SECOND SEMESTER</b>		<b>16</b>
EMS 111	Advanced Emergency Care	5
EMS 219	Advanced EMS Field Internship II	2
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
	Humanities Requirement	3
<b>THIRD SEMESTER</b>		<b>13</b>
EMS 120	Pharmacology	3
EMS 210	Advanced Emergency Medical Care I	5
EMS 217	Introduction to Electrocardiography	2
EMS 220	Paramedic Internship I	3
<b>FOURTH SEMESTER</b>		<b>15</b>
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
SPC 205	Public Speaking	3
<b>FIFTH SEMESTER</b>		<b>12</b>
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
EMS 270	NREMT Review	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>73</b>

## EMERGENCY MEDICAL TECHNOLOGY, A.A.S.

### Description

The A.A.S. in Emergency Medical Technology (EMT) degree is designed to prepare competent entry-level Paramedics in the cognitive (knowledgeable), psychomotor (skills), and affective (behavior) learning domains. The curriculum emphasizes accurate patient assessment and the development of essential patient care skills while applying the knowledge of anatomy, physiology, pathophysiology, critical thinking, and problem-solving techniques. Graduates will be prepared to make well-informed decisions regarding pre-hospital care and will have the background necessary to develop additional skills as changes and innovations occur within the profession.

### Program Outcomes

Upon completion, students will be able to:

- Perform patient assessments
- Formulate a treatment plan
- Implement treatment plan
- Reassess treatment plan based on evolving information
- Transfer patients to definitive care
- Complete technical reports
- Demonstrate the behaviors of a healthcare professional

## EMERGENCY MEDICAL TECHNOLOGY ADVANCED CERTIFICATE

### Description

The Emergency Medical Technology Advanced Certificate program prepares the student to be a competent entry-level prehospital provider in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Successful students will be eligible to take the National Registry Emergency Medical Technician (EMT) certification exams after the first semester of the program. Successful students will be eligible to take the National Registry Advanced Emergency Medical Technician (AEMT) certification exams after the second semester of the program.

### Entry Requirements

To be accepted into this program, candidates must have a current National Registry or South Carolina EMT certification.

### Program Outcomes

Upon completion, students will be able to within the scope of practice:

- Perform patient assessments
- Formulate a treatment plan
- Implement treatment plan
- Reassess treatment plan based on evolving information
- Transfer patients to definitive care
- Complete technical reports
- Demonstrate the behaviors of a healthcare professional

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>11</b>
BIO 112	Basic Anatomy and Physiology	4
EMS 110	Emergency Medical Technician	5
EMS 212	EMS Field Internship	2
<b>SECOND SEMESTER</b>		<b>7</b>
EMS 111	Advanced Emergency Care	5
EMS 219	Advanced EMS Field Internship II	2
<b>GRADUATION CREDITS REQUIRED:</b>		<b>18</b>

## PARAMEDIC CERTIFICATE

### Description

The Paramedic Certificate program prepares a currently certified Emergency Medical Technician (EMT) and/or Advanced Emergency Medical Technician (AEMT) to take the National Registry Paramedic (NRP) certification exams.

### Entry Requirements

- Candidates must have a current National Registry or South Carolina EMT or AEMT certification.
- Per the SC DHEC Bureau of EMS & Trauma, candidates must have successfully completed an Anatomy & Physiology course within the last five years prior to the start date of the program.

### Program Outcomes

Upon completion, students will be able to:

- Perform patient assessments
- Formulate a treatment plan
- Implement treatment plan
- Reassess treatment plan based on evolving information
- Transfer patients to definitive care
- Complete technical reports
- Demonstrate the behaviors of a healthcare professional

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>4</b>
BIO 112	Basic Anatomy and Physiology	4
<b>SECOND SEMESTER</b>		<b>13</b>
EMS 120	Pharmacology	3
EMS 210	Advanced Emergency Medical Care I	5
EMS 217	Introduction to Electrocardiography	2
EMS 220	Paramedic Internship I	3
<b>THIRD SEMESTER</b>		<b>10</b>
EMS 211	Advanced Clinical Experience I	3
EMS 213	Advanced Emergency Medical Care II	4
EMS 221	Paramedic Internship II	3
<b>FOURTH SEMESTER</b>		<b>12</b>
EMS 214	Advanced Clinical Experience II	3
EMS 218	EMS Management Seminar	2
EMS 222	Paramedic Internship III	3
EMS 270	NREMT Review	4
<b>GRADUATION CREDITS REQUIRED:</b>		<b>39</b>

# Expanded Duty Dental Assisting

## Program Information

Dental Assistants are multi-skilled dental professionals trained to work in many specialty areas of dentistry, including restorative dentistry and preventive oral health care. Students learn the skills necessary to provide patient education, apply pit and fissure sealants, produce intra-oral and extra-oral radiographs, polish teeth and fillings, assist the dentist, prepare dental materials, and manage dental offices.

## Scheduling and Entry Options

The Expanded Duty Dental Assisting program is a full-time day program with courses in the major starting in the Fall semester. Full-time students can complete the program in two semesters and a Summer Term. AHS 102 must be completed prior to starting major courses. General Education courses are offered both day and evening and can be completed at any time before or during the program.

[tctc.edu/edda](http://tctc.edu/edda)

## Program Accreditation

The program in dental assisting is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: [ada.org/en/coda/accreditation](http://ada.org/en/coda/accreditation).

## EXPANDED DUTY DENTAL ASSISTING DIPLOMA

### Description

This program prepares students to work in many specialty areas of dentistry, including restorative dentistry and preventative oral health care. Students learn the skills necessary to provide patient education, apply pit and fissure sealants, produce intra-oral and extra-oral radiographs, polish teeth and fillings, assist the dentist, prepare dental materials, and manage dental offices.

### Program Outcomes

Upon completion, students will be able to:

- Perform essential dental assisting skills
- Perform chairside dental assisting functions
- Perform advanced/expanded dental assisting functions
- Manage dental practice
- Apply knowledge of bloodborne pathogens and hazard communication standards to all work performed
- Use and manipulate dental materials
- Expose dental images
- Assume responsibility for ethical and professional responsibilities
- Show expertise in dental science material



Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>12</b>
AHS 102	Medical Terminology	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3
<b>SECOND SEMESTER</b>		<b>15</b>
DAT 112	Integrated Human Sciences	4
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 154	Clinical Procedures I	4
<b>THIRD SEMESTER</b>		<b>14</b>
DAT 121	Dental Health Education	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 127	Dental Radiography	4
DAT 185	Dental Specialties	5
<b>FOURTH SEMESTER</b>		<b>9</b>
DAT 122	Dental Office Management	2
DAT 177	Dental Office Experience	7
<b>GRADUATION CREDITS REQUIRED:</b>		<b>50</b>

#### \* NOTES:

1. Students may substitute the combination of ENG 101 and SPC 205 for ENG 155.
2. Students may substitute MAT 101, MAT 102, or MAT 120 for MAT 155.
3. Students may substitute PSY 120 or PSY 201 for PSY 103.
4. Students may substitute BIO 210 for AHS 102.

# Medical Assisting

## Program Information

Medical assistants are multi-skilled health professionals specifically educated and trained to work in ambulatory care settings, performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The Medical Assisting program curriculum is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates typically have a 100% job placement within four months of graduation. The exam passage rate for the 2019 graduate cohort is 87.5% (five-year aggregate of 85%-100%).

[tctc.edu/med](http://tctc.edu/med)

## Program Accreditation

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 - 113th Street N, #7709, Seminole, FL 33775, Telephone: 727-210-2350, [caahep.org](http://caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, Telephone: 312-553-9355.

## MEDICAL ASSISTING DIPLOMA

### Description

This program prepares students to become multi-skilled health professionals specifically educated to work in ambulatory care settings, performing administrative and clinical duties. Students shall not receive remuneration for the practicum experience in the third semester. Upon completion of the program, graduates may sit for the AAMA certification exam, and with a passing score, will obtain the CMA(AAMA) credential.

### Program Outcomes

Upon completion, students will be able to:

- Incorporate the cognitive knowledge of anatomy and physiology in performance of the psychomotor and affective domains in the practice as medical assistants in providing patient care
- Incorporate the cognitive knowledge of applied mathematics in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care
- Practice infection control procedures
- Incorporate the cognitive knowledge of nutrition in performance of the psychomotor and affective domains in the practice as medical assistants in providing patient care
- Practice concepts of effective communication
- Perform administrative functions
- Perform basic practice finances
- Process third party reimbursements
- Perform procedural and diagnostic coding
- Provide patient care in accordance with regulations, policies, laws and patient rights
- Incorporate ethical considerations while providing patient care
- Perform patient care using protective practices
- Incorporate the use of affective competencies while providing patient care

## Scheduling and Entry Options

The Medical Assisting program offers a full-time day program with courses in the major starting in the Fall semester. General Education courses are offered both day and evening, and it is strongly recommended that general education courses be taken prior to entry into the program. English, Math, and Biology (if BIO 101 is taken) must be completed or adequate scores to place into, with a minimum GPA of 2.0 before a Notice of Completion can be signed. The first 24 students submitting a Notice of Completion and maintaining program requirements will be offered a seat in the next cohort.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>21</b>
BIO 112	Basic Anatomy and Physiology	4
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
MED 103	Medical Assisting Introduction	3
MED 107	Medical Office Management	4
MED 118	Pharmacology for the Medical Assistant	4
<b>SECOND SEMESTER</b>		<b>17</b>
AHS 102	Medical Terminology	3
AHS 105	Medical Ethics and Law	2
MED 104	Medical Assisting Administrative Procedures	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
<b>THIRD SEMESTER</b>		<b>13</b>
MED 116	Medical Office Lab Procedures II	4
MED 156	Clinical Experience I	6
PSY 103	Human Relations	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>51</b>

#### \* NOTES:

1. Students may substitute BIO 210 for BIO 112. BIO 210 requires a prerequisite of BIO 101.
2. Students may substitute ENG 103, the combination of ENG 101 and SPC 205 (recommended), SPC 200, or SPC 209 for ENG 155.
3. Students may substitute MAT 101, MAT 102, MAT 103, MAT 109, MAT 110 or MAT 120 for MAT 155.
4. Students may substitute PSY 120 or PSY 201 for PSY 103.

# Medical Laboratory Technology

## Program Information

Medical laboratory tests play an important part in the detection, diagnosis, and treatment of illness and disease. Medical Laboratory Technology (MLT) students learn the methods and procedures used to perform tests analyzing human blood, body fluids, and urine samples. One of the fastest growing sectors of the health care field, this program offers trained technicians excellent employment opportunities. Upon graduation, students will be eligible to take the examination to become certified Medical Laboratory Technicians.

## Scheduling and Entry Options

The Medical Laboratory Technology program is a full-time day program with courses in the major starting in the Fall semester. Full-time students can complete the program in five semesters, including one Summer Term. General Education courses are offered both day and evening and can be completed at any time before or during the program. In the second year, MLT students will spend up to 30 hours per week in the laboratory setting of a clinical affiliate to gain clinical experience in the following departments: Clinical Chemistry, Microbiology, Hematology, and Immunochemistry.

[tctc.edu/mlt](http://tctc.edu/mlt)

## Program Accreditation

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, Telephone: 773-714-8880, Fax: 773-714-8886, Website: [naacls.org](http://naacls.org).

## MEDICAL LABORATORY TECHNOLOGY, A.A.S.

### Description

Medical Laboratory Technology (MLT) students learn the methods and procedures used to perform tests analyzing human blood, body fluid, and urine samples.

### Program Outcomes

Upon completion, students will be able to:

- Exhibit professional behaviors, attitudes, and values associated with laboratory health professionals
- Correlate laboratory test results with clinical significance of patient conditions and/or diseases
- Adhere to laboratory safety regulations, including the use of safety techniques and protective equipment
- Perform routine clinical laboratory immunochemistry testing procedures accurately
- Perform routine clinical laboratory microbiology and serology testing procedures accurately
- Perform routine clinical laboratory hematology and urinalysis testing procedures accurately
- Perform routine clinical laboratory chemistry testing procedures accurately
- Perform collection and handling of blood



Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>17</b>
BIO 112	Basic Anatomy and Physiology	4
MLT 101	Introduction to Medical Laboratory Technology	2
MLT 105	Medical Microbiology	4
MLT 115	Immunology	3
MLT 130	Clinical Chemistry	4
<b>SECOND SEMESTER</b>		<b>18</b>
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
MLT 110	Hematology	4
MLT 120	Immunochemistry	4
MLT 230	Advanced Clinical Chemistry	4
<b>THIRD SEMESTER</b>		<b>14</b>
MLT 108	Urinalysis and Body Fluids	3
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
SPC 205	Public Speaking	3
<b>FOURTH SEMESTER</b>		<b>16</b>
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
	Humanities Requirement	3
	General Elective	3
<b>FIFTH SEMESTER</b>		<b>16</b>
MLT 241	Medical Lab Transition	3
MLT 253	Clinical Experience III	5
MLT 254	Clinical Experience IV	5
PSY 201	General Psychology	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>81</b>

**\* NOTES:**

1. Students may substitute BIO 210 and BIO 211 for BIO 112. BIO 210 requires a prerequisite of BIO 101.
2. Students may substitute ENG 103 for ENG 101.
3. Students may substitute MAT 110, MAT 130, or MAT 140 for MAT 120.
4. Students may substitute SPC 200 or SPC 209 for SPC 205.

## Personal Care Aide

### Program Information

This program is designed to prepare students for personal care aide positions in home or health care environments. Students will develop skills and mindsets needed to work effectively with diverse clients and to optimize the quality of life. Students will attain industry-recognized certifications in key areas such as safety, infection control, basic dementia care, and privacy. Students will also develop life and organizational skills needed for success in health care fields and will create personalized career plans for continued growth and professional development.



### PERSONAL CARE AIDE I CERTIFICATE

#### Description

This certificate prepares students for personal care aide positions in home or health care environments. Students will develop skills and mindsets needed to work effectively with diverse clients and to optimize their quality of life. Students will attain industry-recognized certifications in key areas such as safety, infection control, basic dementia care, and privacy. Students will also develop life and organizational skills needed for success in health care fields and will create personalized career plans for continued growth and professional development. This certificate is restricted to TCTC I-BEST students.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>8</b>
AHS 101	Introduction to Health Professions	2
AHS 190	Fundamentals of Personal Care	3
COL 120	STEM College and Career Readiness	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>8</b>

#### Program Outcomes

Upon completion, students will be able to:

- Perform Personal Care Aide duties
- Develop a personalized career plan within a selected health care field
- Demonstrate employability skills

## Pre-Dental Hygiene

### Program Information

Tri-County Technical College offers the Dental Hygiene 1+1 program in cooperation with Greenville Technical College. Tri-County Technical College offers the pre-dental hygiene curriculum as the first phase of the Dental Hygiene program. The second phase is offered at Greenville Technical College where an Associate Degree in Health Science-Dental Hygiene is awarded upon successful completion of the second phase.

#### Scheduling and Entry Options

The Tri-County Technical College Phase I portion is offered during the day or evening. Students may enroll in any term. Students will be accepted into Phase II (clinical phase) of the program at Greenville Technical College upon completion of required criteria. Students must maintain a Phase I technical GPA of at least 3.00 and attain a "C" or higher in all Phase I courses within two attempts to qualify for admission into Phase II at Greenville Technical College.

Greenville Technical College will accept two students from Tri-County Technical College for each fall class determined by the highest points on the Weighed Admissions form. Additional students may be accepted and will compete for clinical seats depending on their

competitive entry qualifications. Phase two classes are BIO 240, HSS 295 or transferable humanities, and SOC 101. It is recommended to take these Phase II courses to be competitive for entry. If reserved slots are filled by Tri-County Technical College students, additional students from Tri-County Technical College may apply to Greenville Technical College Dental Hygiene through the program admissions process.

For fall entry into Greenville Technical College, course work at Tri-County Technical College should be completed at the end of the spring semester to allow for transfer of grades and records to Greenville Technical College and to accommodate class begin/end dates. Students are responsible for ensuring that their name has been placed on the class list for the desired entry date into the second phase of the program. There is not a limit on completing the first phase of the program. However, BIO 210, BIO 211, and BIO 225 may not be taken more than five years prior to entering the second phase of the program.

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		<b>13</b>
BIO 101	Biological Science I	4
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
SOC 101	Introduction to Sociology	3
<b>SECOND SEMESTER</b>		<b>14</b>
BIO 210	Anatomy and Physiology I	4
CHM 105	General, Organic & Biochemistry	4
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
<b>THIRD SEMESTER</b>		<b>11</b>
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
BIO 240	Nutrition	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>38</b>

## PRE-DENTAL HYGIENE CERTIFICATE

### Description

Tri-County Technical College offers the Dental Hygiene 1+1 program in cooperation with Greenville Technical College. Tri-County Technical College offers the pre-dental hygiene curriculum as the first phase of the Dental Hygiene program. The second phase is offered at Greenville Technical College where an Associate Degree in Health Science-Dental Hygiene is awarded upon successful completion of the second phase.

### Program Outcomes

Upon completion, students will be able to:

- Gain the appropriate credits to apply to a Dental Hygiene program of their choosing

## Pre-Pharmacy

### Program Information

This degree will fulfill prerequisite course requirements for application to University of SC College of Pharmacy, Medical University of SC College of Pharmacy, Presbyterian College School of Pharmacy, South University College of Pharmacy and Wingate University School of Pharmacy. This program, with individualized advisement, will also meet most requirements for colleges of pharmacy in the Southeastern U.S. Some colleges of pharmacy may require additional coursework.

### Scheduling and Entry Options

Students may enter in any term. Day and evening classes are available. Courses may be completed in any order, subject to the completion of course prerequisites.

[tctc.edu/prepharm](http://tctc.edu/prepharm)

## PRE-PHARMACY CONCENTRATION, GENERAL TECHNOLOGY, A.A.S.

### Description

This degree will fulfill prerequisite course requirements for application to University of SC College of Pharmacy, Medical University of SC College of Pharmacy, Presbyterian College School of Pharmacy, South University College of Pharmacy and Wingate University School of Pharmacy. This program, with individualized advisement, will also meet most requirements for colleges of pharmacy in the Southeastern U.S. Some colleges of pharmacy may require additional coursework.

A minimum GPA of 3.00 in TCTC program courses and 2.75 overall must be maintained to remain in the Pre-Pharmacy program.

### Program Outcomes

Upon completion, students will be able to:

- Demonstrate an introductory understanding of the profession of pharmacy

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
AHS 180	Health Careers Preparation	3
BIO 101	Biological Science I	4
CHM 110	College Chemistry I	4
ENG 101	English Composition I	3
<b>SECOND SEMESTER</b>		
BIO 102	Biological Science II	4
CHM 111	College Chemistry II	4
MAT 130	Elementary Calculus	3
PSY 201	General Psychology	3
<b>THIRD SEMESTER</b>		
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
<b>FOURTH SEMESTER</b>		
BIO 225	Microbiology	4
CHM 211	Organic Chemistry I	4
ENG 102	English Composition II	3
PHY 201	Physics I	4
SPC 205	Public Speaking	3
<b>FIFTH SEMESTER</b>		
CHM 212	Organic Chemistry II	4
CHM 213	Principles of Biochemistry	3
ECO 211	Microeconomics	3
	General Education Courses	3
<b>SIXTH SEMESTER</b>		
MAT 120	Probability and Statistics	3
	Communications and/or Social Science	6
<b>GRADUATION CREDITS REQUIRED:</b>		<b>76</b>

## Surgical Technology

### Program Information

The Surgical Technology program prepares students to perform various duties during surgery by assisting in the maintenance of an aseptic environment through a system of specific techniques and practices. The surgical technologist contributes to overall patient care as part of the surgical team by passing supplies and instruments to the surgeon, assisting the surgeon, selecting instruments for surgical cases, setting up cases, and assisting the circulatory personnel. Surgical Technologists may find employment in hospitals, clinics, or physicians' offices. Hospital employment areas include operating and emergency rooms, labor and delivery, endoscopy units, central sterile processing areas, and ambulatory surgery centers.

### Scheduling and Entry Options

Courses in the major are offered only during the day and begin in the Fall semester. Full-time day students complete requirements in five consecutive terms, including the Summer Term. General education courses are offered both day and evening, and it is strongly recommended that these courses be taken prior to entry into the program. Program courses build on each preceding course and must be successfully completed in sequence. To qualify for graduation, a student is required to complete a minimum of 120 surgical cases across different specialties as noted in the Surgical Technology Handbook during clinical rotations.

[tctc.edu/surgtech](http://tctc.edu/surgtech)

### Program Accreditation

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 - 113th St N, #7709, Seminole, FL 33775, Telephone: 727-210-2350, Website: [caahep.org](http://caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main St., Suite 339, Parker, CO 80138, Telephone: 303-694-9262, Website: [arcstsa.org](http://arcstsa.org).

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
AHS 102	Medical Terminology	3
BIO 101	Biological Science I	4
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
	Humanities Requirement	3
<b>SECOND SEMESTER</b>		
BIO 225	Microbiology	4
SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
<b>THIRD SEMESTER</b>		
BIO 210	Anatomy and Physiology I	4
SPC 205	Public Speaking	3
SUR 103	Surgical Procedures I	4
SUR 104	Surgical Procedures II	4
<b>FOURTH SEMESTER</b>		
BIO 211	Anatomy and Physiology II	4
SUR 105	Surgical Procedures III	4
SUR 110	Introduction to Surgical Practicum	5
<b>FIFTH SEMESTER</b>		
PSY 201	General Psychology	3
SUR 111	Basic Surgical Practicum	7
SUR 120	Surgical Seminar	2
SUR 130	Biomedical Science for The Surgical Technologist	1
<b>GRADUATION CREDITS REQUIRED:</b>		<b>71</b>

**\* NOTES:**

1. Either HSS 295 or PHI 110 is the preferred course for a Humanities Requirement.
2. Students may substitute ENG 103 for ENG 101.
3. Students may substitute MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, or MAT 120 for MAT 155.
4. Students may substitute SPC 200 or SPC 209 for SPC 205.
5. Students may substitute PSY 120 for PSY 201.
6. It is highly recommended that BIO 225 must be taken prior to, or concurrently with, SUR 101.
7. It is highly recommended that BIO 210 must be taken prior to, or concurrently with, SUR 103.

## SURGICAL TECHNOLOGY, A. A. S.

### Description

The Surgical Technology program prepares students to perform various duties during surgery by assisting in the maintenance of an aseptic environment through a system of specific techniques and practices. The surgical technologist contributes to overall patient care as part of the surgical team by passing supplies and instruments to the surgeon, assisting the surgeon, selecting instruments for surgical cases, setting up cases, and assisting the circulatory personnel.

### Program Outcomes

Upon completion, students will be able to:

- Perform pre-operative duties within scope of practice
- Perform intra-operative duties within scope of practice
- Perform post-operative duties within scope of practice
- Demonstrate characteristics and behaviors of a professional surgical technologist

# VETERINARY TECHNOLOGY

### Program Accreditation

The Veterinary Technology program has full accreditation granted by the American Veterinary Medical Association (AVMA), 1931 N. Meacham Road Suite 100, Schaumburg, Illinois 60173-4360, Telephone: 847-925-8070, Fax: 847-925-1329, Website: [avma.org](http://avma.org) and is sanctioned by the South Carolina Association of Veterinarians.

### Program Information

Veterinary Technology is a career dedicated to the health and well-being of animals. Licensed veterinary technicians provide professional and technical support to veterinarians, biologists, researchers, and industry. As a member of the veterinary health care team, the licensed veterinary technician provides many aspects of patient care, including anesthesia and surgical support, diagnostic imaging, and laboratory procedures. Upon satisfactory completion of the program, students are eligible to take the Veterinary Technician National Examination (VTNE). State licensing requirements for Veterinary Technicians vary greatly from state to state; therefore, graduates should contact the individual state's licensing bureau for the current requirements.

## Scheduling and Entry Options

Tri-County Technical College offers both full-time and part-time programs, which begin in the Fall semester. The two-year (full-time) program offers day classes over six terms. The part-time program offers classes primarily in the evening over eight terms. There is one semester of Veterinary Technician Externship required in both programs. General education courses are offered during the day, evening, or online and can be completed before or during the program. Students should refer to the Program Curriculum Guide on the Tri-County Technical College public website for prerequisite requirements.

## Limited Access Programs, Acceptance Requirements, & Curricular Sequences

Most programs in the Health Education Division are limited access programs, meaning there are special, particular, or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the program area. Clinical seating availability is limited in all health education programs. Applicants must complete TCTC admission requirements and the additional program clinical admission requirements.

Because prerequisite requirements may exist for limited access programs, the following curriculum displays are for information only and should not be interpreted as an exact representation of course progression. The information outlines program course requirements necessary for completing a particular program of study. Students should confer with their program advisor for more specific information.

It is the student's responsibility to be aware of limited access program admission, program progression, and program prerequisite requirements. Students should confer with their program advisor anytime clarification or explanation is needed.

In addition to meeting general admission requirements, Health Education majors are required to meet the curriculum-specific requirements outlined below:

- Students must complete recommended developmental studies courses based on course placement criteria.
- Students must have an institutional GPA of 2.0 or higher. There are additional progression requirements in the Catalog. A grade of "C" or higher is needed in all required courses within the Health Professions department and in the Veterinary Technology Program. A student may repeat a maximum of two major courses. Students should also refer to individual program handbooks for additional information.
- Students must meet required divisional or program Technical Standards.
- Students who transfer into associate degree programs must have a transfer or institutional GPA of 2.5 or higher on previous college work (TCTC GPA supersedes any outside GPA).
- Students are required to carry professional liability insurance, which is obtained through the College.
- Some clinical agencies may require proof of personal health insurance. This is the sole responsibility of the student. Students

## Health Education Medical Requirements

The Veterinary Technology Department requires all Fall Semester clinical entry students to receive Tetanus and Pre-Exposure Rabies Vaccination. If a potential student has already received Tetanus and/or Post-Exposure Rabies Vaccination, the student must provide documentation of immunization within the first two weeks of the Fall Semester. For any student not in compliance with Tetanus and Rabies Vaccination requirements within the first two weeks of the Fall Semester, the student will be required to drop all Veterinary Technology coursework for Fall Semester clinical entry until requirements are satisfied. Clinical agencies reserve the right to not accept declination forms for certain immunizations.

should contact the Dean of Student Development for more information.

- Clinical agencies require criminal background checks for the Veterinary Technology program. Certain clinical agencies may necessitate more than one background check and/or drug screen. The results of the criminal background check and yearly drug screen determine if a student is eligible to enter clinical agencies. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major for this reason will result in administrative withdrawal from the program. Note: Most Health Education programs require certification or licensure to use titles and/or practice the profession. Conviction of a felony, a plea of guilty to a felony, or certain misdemeanor convictions may make the applicant ineligible for certification or licensure.

### Entry to Clinical Program - Veterinary Technology

It is the responsibility of the student to track the progress of program prerequisites. The program curriculum guide can be found on the TCTC public website, [tctc.edu/vettech](http://tctc.edu/vettech). The student must meet with an assigned program advisor each semester to obtain guidance and to ensure prerequisite changes have not occurred. Changes in program and curricular requirements can occur.

The day after final semester grades are posted, eligible students will receive an email from the Veterinary Technology Department Head through the student's Tri-County Technical College e-mail account with the Notice of Completion electronic form attached. This e-mail serves as an official offer for a seat in the program and identifies the Notice of Completion submission date. When the Notice of Completion form has been processed, the student will receive instructions and a deadline to pay the non-refundable program deposit fee. Failure to pay the program deposit fee by the specified date will result in delayed entry. When verified, the date on which this form is submitted then becomes the student's "Complete Date," and the student is placed on the complete list. The Complete Date means the student is eligible to start the actual program classes with the next available class if space is available. The minimum GPA must be maintained to continue on the complete list.

If an entrance policy changes for a program, the student's requirements would remain the same unless the student withdraws from enrollment or is not enrolled for two consecutive terms. If such a withdrawal or non-enrollment occurs, the student is required to meet new entrance policies in the current College Catalog.

## VETERINARY TECHNOLOGY, A.A.S.

### Description

Veterinary Technology is a career dedicated to the health and well-being of animals. Licensed veterinary technicians provide professional and technical support to veterinarians, biologists, researchers, and industry. As a member of the veterinary health care team, the licensed veterinary technician provides many aspects of patient care, including anesthesia and surgical support, diagnostic imaging, and laboratory procedures.

### Program Outcomes

Upon completion, students will be able to:

- Manage a veterinary office
- Administer medications
- Perform effective patient care
- Anesthetize patients
- Assist veterinarian with surgical procedures
- Perform laboratory procedures
- Perform imaging
- Perform procedures on laboratory animals
- Show expertise in avian, exotic, and small mammals

Course Number	Course Title	Credit Hours
<b>FIRST SEMESTER</b>		
BIO 101	Biological Science I	4
VET 113	Introduction to Veterinary Technology	3
<b>SECOND SEMESTER</b>		
18		
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
VET 101	Animal Breeds and Husbandry	3
VET 104	Veterinary Anatomy and Physiology	3
VET 116	Radiology and Parasitology	3
VET 150	Clinical Techniques I	3
<b>THIRD SEMESTER</b>		
16		
BIO 225	Microbiology	4
VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 152	Clinical Pathology	4
VET 160	Clinical Techniques II	3
<b>FOURTH SEMESTER</b>		
6		
VET 170	Veterinary Technician Externship	6
<b>FIFTH SEMESTER</b>		
16		
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
VET 201	Diseases and Zoonosis	4
VET 250	Clinical Techniques III	3
VET 270	Advanced Medical Care	3
<b>SIXTH SEMESTER</b>		
12		
VET 215	Laboratory Animal Medicine	2
VET 260	Clinical Techniques IV	3
VET 290	Senior Integrated Learning	4
	Humanities Requirement	3
<b>GRADUATION CREDITS REQUIRED:</b>		<b>75</b>

#### \* NOTES:

1. Students may substitute MAT 110 for MAT 120, if approved by the Department Head.
2. BIO 101 is accepted as an Elective Credit. Completion of BIO 101 is required prior to taking BIO 225.
3. All alterations or substitutions to the curriculum plan must be approved by the Department Head.



# COURSE DESCRIPTIONS



# GENERAL EDUCATION COURSES

		Communications and Literature Courses	Humanities Courses: If Only One Humanities Course Is Taken	Humanities Courses That Can Be Used As A Second Humanities Course	Mathematics Courses	Natural Sciences Courses	Social Sciences Courses	University Transfer Courses
ANT 101	General Anthropology (3)						✓	✓
ART 101	Art History and Appreciation (3)		✓	✓				✓
ART 107	History of Early Western Art (3)		✓	✓				✓
ART 108	History of Western Art (3)		✓	✓				✓
ART 111	Basic Drawing (3)			✓				✓
ART 112	Basic Drawing II (3)			✓				✓
ART 121	2-D Design Fundamentals (3)			✓				✓
ART 122	3-D Design Fundamentals (3)			✓				✓
ART 211	Introduction to Painting (3)			✓				✓
ASL 101	American Sign Language (4)			✓				✓
AST 101	Solar System Astronomy (4)					✓		✓
AST 102	Stellar Astronomy (4)					✓		✓
BIO 101	Biological Science I (4)					✓		✓
BIO 102	Biological Science II (4)					✓		✓
BIO 112	Basic Anatomy and Physiology (4)					✓		✓
BIO 113	Principles of Biology I (5)					✓		✓
BIO 114	Principles of Biology II (5)					✓		✓
BIO 115	Basic Microbiology (3)					✓		✓
BIO 202	Botany (4)					✓		✓
BIO 208	Introductory Genetics (3)					✓		✓
BIO 209	Principles of Environmental Science (4)					✓		✓
BIO 210	Anatomy and Physiology I (4)					✓		✓
BIO 211	Anatomy and Physiology II (4)					✓		✓
BIO 225	Microbiology (4)					✓		✓
BIO 240	Nutrition (3)					✓		✓
BIO 280	Vertebrate Biology (4)					✓		✓
BIO 299	Research in Biological Science (3)					✓		✓
CHM 105	General, Organic & Biochemistry (4)					✓		✓
CHM 106	Contemporary Chemistry I (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)					✓		✓
CHM 213	Principles of Biochemistry (3)					✓		✓
ECO 101	Basic Economics (3)						✓	✓
ECO 207	International Economics (3)						✓	✓
ECO 210	Macroeconomics (3)						✓	✓

		Communications and Literature Courses	Humanities Courses, If Only One Humanities Course Is Taken	Humanities Courses That Can Be Used As A Second Humanities Course	Mathematics Courses	Natural Sciences Courses	Social Sciences Courses	University Transfer Courses
ECO 211	Microeconomics (3)						✓	✓
ENG 101	English Composition I (3)	✓						✓
ENG 102	English Composition II (3)	✓						✓
ENG 103	Accelerated Composition (3)	✓						✓
ENG 155	Communications I (3)	✓						
ENG 156	Communications II (3)	✓						
ENG 165	Professional Communication (3)	✓						
ENG 201	American Literature I (3)	✓	✓	✓				✓
ENG 202	American Literature II (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 220	20th and 21st Century Literature (3)	✓	✓	✓				✓
ENG 238	Creative Writing (3)	✓						✓
GEO 102	World Geography (3)						✓	✓
HIS 101	Western Civilization to 1689 (3)		✓	✓				✓
HIS 102	Western Civilization Post 1689 (3)		✓	✓				✓
HIS 122	History, Technology, and Society (3)		✓	✓				✓
HIS 201	American History: Discovery to 1877 (3)		✓	✓				✓
HIS 202	American History: 1877 to Present (3)		✓	✓				✓
HSS 105	Technology and Culture (3)		✓	✓				✓
HSS 205	Technology and Society (3)		✓	✓				✓
HSS 295	Leadership Through the Humanities (3)		✓	✓				✓
IDS 207	Cultural Exploration (3)		✓	✓				✓
MAT 101	Beginning Algebra (3)				✓			
MAT 102	Intermediate Algebra (3)				✓			
MAT 103	Quantitative Reasoning (3)				✓			✓
MAT 109	College Algebra with Modeling (3)				✓			✓
MAT 110	College Algebra (3)				✓			✓
MAT 111	College Trigonometry (3)				✓			✓
MAT 120	Probability and Statistics (3)				✓			✓
MAT 130	Elementary Calculus (3)				✓			✓
MAT 140	Analytical Geometry and Calculus I (4)				✓			✓
MAT 141	Analytical Geometry and Calculus II (4)				✓			✓
MAT 155	Contemporary Mathematics (3)				✓			
MAT 170	Algebra, Geometry and Trigonometry I (3)				✓			
MAT 171	Algebra, Geometry and Trigonometry II (3)				✓			
MAT 211	Math for Elementary Education I (3)				✓			✓

		Communications and Literature Courses	Humanities Courses, If Only One Humanities Course Is Taken	Humanities Courses That Can Be Used As A Second Humanities Course	Mathematics Courses	Natural Sciences Courses	Social Sciences Courses	University Transfer Courses
MAT 212	Math for Elementary Education II (3)				✓			✓
MAT 215	Geometry Credit (3)				✓			✓
MAT 230	Basic Multivariable Calculus (3)				✓			✓
MAT 240	Analytical Geometry and Calculus III (4)				✓			✓
MAT 242	Differential Equations (4)				✓			✓
MUS 101	Chorus I (1)		✓	✓				✓
MUS 102	Chorus II (1)		✓	✓				✓
MUS 103	Chorus III (1)		✓	✓				✓
MUS 104	Chorus IV (1)		✓	✓				✓
MUS 105	Music Appreciation (3)		✓	✓				✓
MUS 110	Music Fundamentals (3)		✓	✓				✓
MUS 111	Band I (1)		✓	✓				✓
MUS 112	Band II (1)		✓	✓				✓
MUS 113	Band III (1)		✓	✓				✓
MUS 114	Band IV (1)		✓	✓				✓
PHI 101	Introduction to Philosophy (3)		✓	✓				✓
PHI 105	Introduction to Logic (3)		✓	✓				✓
PHI 110	Ethics (3)		✓	✓				✓
PHS 101	Physical Science I (4)					✓		✓
PHS 102	Physical Science II (4)					✓		✓
PHY 101	Survey of Physics (3)					✓		✓
PHY 201	Physics I (4)					✓		✓
PHY 202	Physics II (4)					✓		✓
PHY 221	University Physics I (4)					✓		✓
PHY 222	University Physics II (4)					✓		✓
PSC 201	American Government (3)						✓	✓
PSC 215	State and Local Government (3)						✓	✓
PSC 220	Introduction of International Relations (3)						✓	✓
PSC 225	Political Parties, Campaigns, & Elections (3)						✓	✓
PSY 103	Human Relations (3)						✓	
PSY 120	Organizational Psychology (3)						✓	✓
PSY 201	General Psychology (3)						✓	✓
PSY 202	Fundamentals of Psychological Science (3)						✓	✓
PSY 203	Human Growth and Development (3)						✓	✓
PSY 207	Forensic Psychology (3)						✓	✓
PSY 208	Human Sexuality (3)						✓	✓
PSY 212	Abnormal Psychology (3)						✓	✓
PSY 221	Psychology of Religion and Spirituality (3)						✓	✓
PSY 225	Social Psychology (3)						✓	✓

		Communications and Literature Courses	Humanities Courses, If Only One Humanities Course Is Taken	Humanities Courses That Can Be Used As A Second Humanities Course	Mathematics Courses	Natural Sciences Courses	Social Sciences Courses	University Transfer Courses
REL 101	Introduction to Religion (3)		✓	✓				✓
REL 201	Religions of the World (3)		✓	✓				✓
SOC 101	Introduction to Sociology (3)						✓	✓
SOC 102	Marriage and the Family (3)						✓	✓
SOC 205	Social Problems (3)						✓	✓
SOC 233	Social Issues in Sport (3)						✓	✓
SPA 101	Elementary Spanish I (4)			✓				✓
SPA 102	Elementary Spanish II (4)			✓				✓
SPA 201	Intermediate Spanish I (3)		✓	✓				✓
SPA 202	Intermediate Spanish II (3)		✓	✓				✓
SPC 200	Introduction to Speech (3)	✓						✓
SPC 205	Public Speaking (3)	✓						✓
SPC 209	Interpersonal Communication (3)	✓						✓

# KEY TO COURSE PREFIXES

<b>ACC</b>	Accounting
<b>ACR</b>	Cooling and Refrigeration
<b>AHS</b>	Allied Health Science
<b>AMT</b>	Automated Manufacturing Technology
<b>ANT</b>	Anthropology
<b>AOT</b>	Administrative Office Technology
<b>ART</b>	Art
<b>ARV</b>	Arts Visual
<b>ASL</b>	American Sign Language
<b>AST</b>	Astronomy
<b>AUT</b>	Automotive Technology
<b>BAF</b>	Banking and Finance
<b>BIO</b>	Biology
<b>BUS</b>	Business
<b>CHM</b>	Chemistry
<b>COL</b>	College Orientation
<b>CPT</b>	Computer Technology
<b>CRJ</b>	Criminal Justice
<b>CWE</b>	Cooperative Work Experience
<b>DAT</b>	Dental Assisting
<b>ECD</b>	Early Childhood Development
<b>ECO</b>	Economics
<b>EDU</b>	Education
<b>EEM</b>	Industrial Electricity/Electronics

<b>EET</b>	Electronics Engineering Technology
<b>EGR</b>	Engineering Technology
<b>EGT</b>	Engineering Graphics Technology
<b>ELT</b>	Electronics Technology
<b>EMS</b>	Emergency Medical Terminology
<b>ENG</b>	English
<b>FRE</b>	French
<b>GEO</b>	Geography
<b>HIS</b>	History
<b>HSS</b>	Humanities
<b>IDS</b>	Interdisciplinary Studies
<b>IMG</b>	Industrial Management Technology
<b>IMT</b>	Industrial Mechanics
<b>IST</b>	Information Systems
<b>LEG</b>	Legal Assistant
<b>MAP</b>	Media Arts Production
<b>MAT</b>	Mathematics
<b>MEC</b>	Mechatronics Technology
<b>MED</b>	Medical Assistant
<b>MET</b>	Mechanics Engineering Technology
<b>MGT</b>	Management
<b>MKT</b>	Marketing
<b>MLS</b>	Military Science
<b>MLT</b>	Medical Laboratory Technology

<b>MTT</b>	Machine Tool Technology
<b>MUS</b>	Music
<b>NUR</b>	Nursing
<b>PHI</b>	Philosophy
<b>PHS</b>	Physical Science
<b>PHY</b>	Physics
<b>PNR</b>	Practical Nursing
<b>PSC</b>	Political Science
<b>PSY</b>	Psychology
<b>QAT</b>	Quality Assurance Technology
<b>RDG</b>	Reading
<b>REL</b>	Religion
<b>RTV</b>	Radio and Television
<b>SAC</b>	School-Age Care
<b>SFT</b>	Sports and Fitness Training
<b>SOC</b>	Sociology
<b>SPA</b>	Spanish
<b>SPC</b>	Speech
<b>SUR</b>	Surgical Technology
<b>TEL</b>	Telecommunications
<b>THE</b>	Theater
<b>VET</b>	Veterinary Technology
<b>WLD</b>	Welding

# COURSE DESCRIPTIONS

## **ACC 101 - Accounting Principles I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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. Accounting systems for various assets, liabilities, and equities are studied.

Note: This course is offered every semester.

## **ACC 102 - Accounting Principles II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

Prerequisites: ACC 101 or ACC 112.

Note: This course is offered every semester, but is only offered in an online format during the Spring.

## **ACC 111 - Accounting Concepts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the principles of the basic accounting functions--collecting, recording, analyzing, and reporting information.

Note: This course is only offered in the Fall.

## **ACC 112 - Organizational Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of financial accounting with specific emphasis on partnerships and the corporate form of organization.

Prerequisites: ACC 101 or ACC 111.

Note: This course is only offered in the Spring.

## **ACC 115 - Managerial Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the types and uses of internal accounting information for management decision-making, including cost determination, cost control, performance evaluation, and financial planning.

Note: Credits earned for this course cannot be used toward graduation requirements for Accounting majors. This course is offered online in Spring.

## **ACC 120 - Federal Income Tax**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation.

Prerequisites: ACC 101 or ACC 111.

Note: This course is only offered in the Fall.

## **ACC 150 - Payroll Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is only offered in the Fall.

## **ACC 201 - Intermediate Accounting I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course explores fundamental processes of accounting theory, including the preparation of financial statements. An in-depth review of financial accounting principles is emphasized.

Prerequisites: ACC 112.

Note: This course is only offered in the Fall.

## **ACC 230 - Cost Accounting I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the accounting principles involved in job order cost systems. The elements of cost are studied and the process cost system is introduced.

Prerequisites: ACC 102.

Note: This course is only offered in the Spring.

## **ACC 245 - Accounting Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

Prerequisites: ACC 101 or ACC 111, and CPT 170.

Note: This course is only offered in the Spring.

## **ACC 246 - Integrated Accounting Software**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the use of pre-designed integrated accounting software for accounting problems.

Prerequisites: ACC 101 or ACC 111, and CPT 170.

Note: This course is only offered in the Spring.

## **ACC 275 - Selected Topics In Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an advanced in-depth review of selected topics in accounting using case studies and individual and group problem solving.

Prerequisites: ACC 102 and ACC 120.

Note: This course is only offered in the Spring.

## **ACC 101 - Fundamentals of Refrigeration Systems**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

Note: This course is offered in Fall.

## **ACC 104 - Print Reading for HVAC**

Class Hours: 0 Lab Hours: 3 Credit Hours: 1

This course covers reading and interpreting prints used in HVAC installation and maintenance.

Note: This course is offered in Summer.

## **ACC 105 - Tools and Service Techniques I**

Class Hours: 0 Lab Hours: 3 Credit Hours: 1

This course is an introduction to basic uses of tools and service equipment used in installation and repair of HVAC equipment.

Note: This course is offered in Fall.

## **ACC 106 - Basic Electricity for HVAC/R**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

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/or refrigeration systems.

Note: This course is offered in Fall.

## **ACC 110 - Heating Fundamentals**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Also included is a study of the design, construction, operation and maintenance of heating systems and their accessory components including gas, oil, electric and equipment for residential and commercial use.

Prerequisites: ACR 106.

Note: This course is offered in Spring.

## **ACC 111 - Gas Heating Principles**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of residential and commercial gas burners and their components.

Prerequisites: ACR 110.

This course is offered in Fall.

## **ACC 122 - Principles of Air Conditioning**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course is a study of the air cycle, psychrometrics, load estimating and equipment selection.

Prerequisites: ACR 101, ACR 105, and ACR 106.

Note: This course is offered in Spring.

## **ACC 131 - Commercial Refrigeration**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of maintenance and repair of commercial refrigeration systems.

Prerequisites: ACR 101, ACR 105, and ACR 106.

Note: This course is offered in Spring.

## **ACC 140 - Automatic Controls**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

Prerequisites: ACR 106.

Note: This course is offered in Spring.

## **ACC 160 - Service Customer Relations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

Note: This course is offered in Fall.

**ACR 175 - EPA 608 Certification Preparation**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course covers EPA guidelines and procedures required by law for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. A comprehensive review of essential material necessary to take the EPA 608 exam will be included.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Fall.

**ACR 201 - Troubleshooting and Maintenance**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of troubleshooting and maintenance of air conditioning equipment.

Note: This course is offered in Fall.

**ACR 210 - Heat Pumps**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

This course is a study of theory and operational principles of the heat pump.

Prerequisites: ACR 122.

Note: This course is offered in Fall.

**ACR 221 - Residential Load Calculations**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course is a study of heat losses/gains in residential structures.

Note: This course is offered in Summer.

**ACR 224 - Codes and Ordinances**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course covers instruction on how to reference appropriate building codes and ordinances where they apply to installation of heating and air conditioning equipment.

Note: This course is offered in Summer.

**ACR 225 - Industrial Air Conditioning**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of compressors, motors, drives, controls heat exchangers, and other components involved in the operation and maintenance of industrial air conditioning equipment.

Prerequisites: ACR 122.

Note: This course is offered in Spring.

**ACR 250 - Duct Fabrication**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the design, fabrication, and installation of air duct systems.

Note: This course is offered in Summer.

**ACR 251 - SCWE in HVAC**

Class Hours: 0 Lab Hours: 12 Credit Hours: 4

This course includes supervised work experience at an approved work site in accordance with specific documented requirements.

Note: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

**AHS 101 - Introduction to Health Professions**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course provides a study of the health professions and the health care industry. Topics include the role and scope of personal care aides and other entry and mid-level health professionals, completion of industry-recognized skill certifications, applications of health and safety standards and methods of determining appropriate fit and preparation for health care professions.

**AHS 102 - Medical Terminology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers medical terms, including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

**AHS 105 - Medical Ethics and Law**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course provides a study of ethical conduct and legal responsibility related to health care.

Note: This course is offered online in Fall and Spring.

**AHS 163 - Long-Term Care**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course emphasizes the basic skills needed to care for residents in the long-term care setting. Students will apply practical use of these skills through clinical experiences in a long-term care facility.

**AHS 180 - Health Careers Preparation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success. This course is designed for students whose career focus is to become a pharmacist.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Fall.

**AHS 190 - Fundamentals of Personal Care**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces principles and practices of effective personal care aides including physical/emotional/personal care, maintaining clean and safe environments, sensitivity to diverse perspectives and cultural needs, and comprehensive strategies to optimize clients' quality of life.

**AMT 102 - Computer-Controlled Machinery**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers the fundamentals of robot geometry, controls mechanisms, sensors, programming, installation, safety and maintenance, and other computer-controlled systems.

Note: This course is offered in Summer.

**AMT 103 - Sensors**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the theory of operation of various processes and discrete sensors used in modern industrial plants plus the techniques of interfacing these sensors with controllers (i.e., robot, work cell, programmable and process controls).

Note: This course is offered in Summer.

**AMT 105 - Robotics and Automated Control I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course includes assembling, testing, and repairing equipment used in automation. Concentration is on connecting, testing, and evaluating automated controls and systems.

Prerequisites: IMT 131, IMT 141, and IMT 233.

**AMT 205 - Robotics and Automated Controls II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers installation, testing, troubleshooting, and repairing of automated systems.

Prerequisites: AMT 105.

**ANT 101 - General Anthropology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English placement scores for ENG 101 and completion of RDG 100 or HSS 100 with a grade of C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher.

Note: This course is offered online.

**AOT 105 - Keyboarding**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on the mastery of touch keyboarding. Formatting principles using a computer is also covered.

**AOT 110 - Document Formatting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes speed, accuracy, and developing document-formatting skills using keyboarding competencies.

Prerequisites: AOT 105.

**AOT 122 - Medical Transcription I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides experience in transcribing medical documents from dictation.

Prerequisites: AOT 105 and AHS 102.

Note: This course is offered in Fall.

**AOT 133 - Professional Development**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

Note: This course is offered online.

**AOT 134 - Office Communications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of grammar, punctuation, and written communication skills for the office environment.

Prerequisites: AOT 105.

Note: This course is offered in Fall and Spring.

**AOT 137 - Office Accounting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

Note: This course is offered in Fall and Spring.

**AOT 143 - Office Systems and Procedures**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes procedures and applications used in the office environment. Both manual and electronic records information management systems are included.

Prerequisites: AOT 105.

**AOT 161 - Records Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes records management functions and various types of storage methods, technology, and procedures. Both manual and electronic records information management systems are included.

Prerequisites: CPT 270.

**AOT 210 - Document Production**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production.

Prerequisites: AOT 110.

Note: This course is offered online.

**AOT 212 - Medical Document Production**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

Prerequisites: AHS 102.

Note: This course is offered in Fall.

**AOT 252 - Medical Systems and Procedures**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

Note: This course is offered in Spring.

**AOT 255 - Senior Practicum**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes practical experience in an approved office setting as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude, and other subjects which enhance employability skills.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**AOT 265 - Office Desktop Publishing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

Prerequisites: AOT 105.

Note: This course is offered online in Summer and Fall.

**ART 101 - Art History and Appreciation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ART 107 - History of Early Western Art**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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 which produced them.

Note: This course is offered in Fall and Spring.

**ART 108 - History of Western Art**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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 will be studied within the context of the cultural environment which produced them.

This course is offered every semester.

**ART 111 - Basic Drawing**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides an introduction to the materials and the basic techniques of drawing.

Note: This course is offered in Fall and Spring.

**ART 112 - Basic Drawing II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers a study of the materials and basic techniques of drawing.

Prerequisites: ART 111.

Note: This course is offered in Fall and Spring.

**ART 121 - 2-D Design Fundamentals**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This foundational course covers the visual elements and principles of design including color theory. Projects in a variety of media focus on compositional organization and the development of design skills.

**ART 122 - 3-D Design Fundamentals**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This foundational course introduces students to 3-D design concepts and basic sculptural materials. Projects address a variety of design problems unique to 3-D art forms.

**ART 211 - Introduction to Painting**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is an introduction to materials and techniques of painting.

Prerequisites: ART 111.

**ARV 110 - Computer Graphics I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the fundamentals of computer assisted graphic design. The Adobe Illustrator, InDesign and Photoshop Programs will be covered for uses in the print and web industries.

Note: This course is offered in Fall.

**ARV 114 - Photography I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the principles, terminology, techniques, tools, and materials of basic photography.

**ARV 161 - Visual Communication Media**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the theory, psychology, principles and practices of major visual communications media.

Note: This course is offered in Fall.

**ARV 211 - Digital Media Design**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the core concepts of digital media design and a survey of digital media trends. Students will produce and format raster and vector graphics for digital media.

Prerequisites: ARV 231 with a grade of C or higher.

Note: This course is offered in Fall.

**ARV 212 - Digital Photography**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Completion of ARV 114 recommended. Knowledge of the principles, terminology, techniques, tools and materials of basic photography is also recommended.

Note: A grade of D in this course will not satisfy any Associate Degree or Certificate requirements in the Media Arts program.

**ARV 213 - Lighting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the fundamentals of photographic lighting techniques for photography, video and multimedia.

Prerequisites: ARV 114 with a grade of C or higher.

Note: This course is offered in Spring.

**ARV 214 - Photography II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers advanced projects in photography, including studio work.

Prerequisites: ARV 114 with a grade of C or higher.

Note: This course is offered in Spring.

**ARV 222 - Computer Animation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces techniques of creating the illusion of motion and three-dimensional space.

Prerequisites: ARV 231 with a grade of B or higher or approval is needed by the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**ARV 227 - Web Site Design I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the production of an interactive world wide website.

Note: This course is offered in Fall.

**ARV 231 - Digital Video Editing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the skills necessary to effectively utilize contemporary Non-Linear Editing (NLE) programs designed for digital video production. The course focuses on the professional level tools used by local businesses.

Prerequisites: MAP 122.

Note: This course is offered in Fall.

**ARV 261 - Advertising Design I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the advertising arts, including the principles, techniques, media, tools, and skills used in the visual communication field.

Prerequisites: ARV 110 with a grade of C or higher.

Note: This course is offered in Spring.

**ARV 283 - Social Media Content Creation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers critical content creation and media management skills and includes an overview of current social media platforms, audiences, and best practices for the different platforms. Students learn how to create effective social media posts to help build a social media presence by planning, writing, creating, and curating professional content for social media platforms.

**ASL 101 - American Sign Language I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of visual readiness and basic vocabulary, grammar features, and non-manual behaviors, all focusing on receptive language skill developments.

Prerequisites: Satisfactory English placement score for ENG 101 or completion of ENG 101 with a grade of C or higher.

**AST 101 - Solar System Astronomy**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. Laboratory requirement supplements lectures.

Prerequisites: Satisfactory reading and writing placement test scores for ENG 101 and MAT 102; or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, or MAT 140 and ENG 101 or ENG 155; or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, or MAT 140 and ENG 100 and RDG 100 or HSS 100. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Fall and Summer.

**AST 102 - Stellar Astronomy**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

HSS 100 This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extragalactic objects. Related topics of current interest are included in this course. Laboratory requirement supplements lectures.

Prerequisites: Satisfactory placement scores for ENG 101 and MAT 102; or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, or MAT 140 and ENG 101 or ENG 155; or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, or MAT 140 and ENG 100 and RDG 100 or HSS 100. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Spring and Summer.

**AUT 100 - Introduction to Automotive Hazardous Materials**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course is a basic study of the proper handling of hazardous materials found in automotive service centers. Topics include types of hazardous materials, handling of the materials, and their proper disposal.

Note: This course is offered online in Fall.

**AUT 109 - Engine Fundamentals and Basic Diagnostics**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

Covers the basic construction and principles of operation of the internal combustion engine. Will also cover basic diagnosis and repair of the engine, such as oil consumption and common noises.

Note: This course is offered in Fall.

**AUT 111 - Brakes**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of the fundamentals of hydraulics and brake components and their application to brake systems.

Note: This course is offered in Fall.

**AUT 116 - Manual Transmission and Axle**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is an advanced study of manual transmissions and transaxles, including proper overhaul procedures for axles and manual transmissions and transaxles.

Prerequisites: AUT 156 and AUT 231.

Note: This course is offered in Spring.

**AUT 124 - Steering, Suspension and Alignment**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is the study of the fundamentals of steering, suspension and alignment and includes inspection, diagnostics, maintenance and repair of systems.

Prerequisites: AUT 156 and AUT 231.

Note: This course is offered in Fall.

**AUT 132 - Automotive Electricity**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of electricity as used in automotive applications. This course includes DC and AC principles and their various uses in the automobile. The relationship between Ohm's Law and actual automotive circuits is demonstrated.

Note: This course is offered in Spring.

**AUT 145 - Engine Performance**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in the course.

Prerequisites: AUT 109 and AUT 132.

Note: This course is offered in Spring.

**AUT 152 - Automatic Transmission**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a basic study of power flow and hydraulics, including torque converter operation.

Prerequisites: AUT 156 and AUT 231.

Note: This course is offered in Fall.

**AUT 156 - Automotive Diagnosis and Repair**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is a basic course for general diagnostic procedures and minor repairs.

Prerequisites: AUT 145 and AUT 231.

Note: This course is offered in Summer.

**AUT 211 - Advanced Brakes**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of four wheel anti-lock brakes and rear anti-lock brakes, including operation of system, diagnosis, service, and repair.

Prerequisites: AUT 111 and AUT 132.

Note: This course is offered in Spring.

**AUT 231 - Automotive Electronics**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course includes the study of solid state devices, microprocessors, and complete diagnostics using the latest available equipment.

Prerequisites: AUT 132.

Note: This course is offered in Spring.

**AUT 241 - Automotive Air Conditioning**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study in the principles of refrigeration, operation, and testing procedures to determine the cause of malfunction, servicing or repairing by approved methods. Emphasis is on special tools, equipment, and safety procedures.

Prerequisites: AUT 231.

Note: This course is offered in Summer.

### **AUT 262 - Advanced Automotive Diagnosis and Repair**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is an advanced study of the proper diagnostic and repair procedures required on newer computerized automobiles, including scan tool and digital multi-meter operation.

Prerequisites: AUT 156.

Note: This course is offered in Spring.

### **AUT 275 - Alternate Technology Vehicles**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is the study of vehicles powered with gasoline engines in combination with other non-gasoline power systems. Hybrid, Fuel Cell, compressed gasses, diesel/bio-diesel, and Homogeneous Charge Compression Ignition (HCCI) technology will be covered in this course.

Prerequisites: AUT 109, AUT 132, and AUT 231.

Note: This course is offered in Summer.

### **BAF 101 - Personal Finance**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered every semester.

### **BAF 260 - Financial Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital.

Prerequisites: ACC 101 and CPT 170.

Note: This course is offered in Fall and Spring.

### **BIO 101 - Biological Science I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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. Laboratory requirement supplements lecture.

Prerequisites: Satisfactory placement test scores for ENG 101 or completion of ENG 101, ENG 103, ENG 155 or ENG 100 and RDG 100 or HSS 100. Satisfactory placement test scores for MAT 101 or completion of MAT 032, MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: Credit may not be earned for both BIO 101 and BIO 113.

### **BIO 102 - Biological Science II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 101 or BIO 113 with a grade of C or higher. Satisfactory placement test scores for MAT 101 or completion of MAT 101 with grade of C or higher.

Note: Credit may not be earned for both BIO 102 and BIO 114.

### **BIO 112 - Basic Anatomy and Physiology**

Class Hours: 4 Lab Hours: 2 Credit Hours: 4

This course is a basic integrated study of the structure and function of the human body. Topics include the anatomy and physiology of cells, tissues, organs, and systems. Laboratory requirement supplements lecture.

Note: Credit may not be earned for both BIO 112 and BIO 210. This course will not satisfy any Associate of Science requirements.

### **BIO 113 - Principles of Biology I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is an introduction to biology for biological science majors. This course is a study of the fundamental principles of biology, including cell structure and function, bioenergetics, molecular and organismal genetics, evolutionary theory, and an introduction to diversity. Note: Title and description designed for articulation through the Clemson Bridge Program. Labs will supplement lecture.

Prerequisites: Satisfactory reading and writing placement scores for ENG 101 or ENG 103, or completion of ENG 100, ENG 101, ENG 103 or ENG 155. Satisfactory math placement scores for MAT 102 or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. High school college preparatory biology and chemistry or CHM 105 strongly recommended. All prerequisite courses require a grade of C or higher.

Note: Credit may not be earned for both BIO 113 and BIO 101. This course is offered in Fall.

### **BIO 114 - Principles of Biology II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course focuses on the study of plants and animals with emphasis on diversity, form, and function. The principles of ecology will also be discussed. Labs will supplement lecture. Prerequisites: Completion of BIO 113 with a grade of C or higher.

Note: Title and description designed for articulation through the Bridge to Clemson Program. This course is the second course in a two-semester sequence for biological sciences majors. Credit may not be earned for both BIO 114 and BIO 102. This course is offered in Spring.

### **BIO 202 - Botany**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants. This course surveys the major groups of plants, their biology, diversity and evolution. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 102 or BIO 114 with a grade of C or higher.

Note: This course is offered in Spring.

### **BIO 208 - Introductory Genetics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course discusses concepts required to understand genetics at the molecular, cellular and multicellular levels. Topics include structure and function of genes, cellular reproduction, gene regulation, biological variation resulting from mutation, population genetics, heredity, and modern research techniques used to study genetics in model organisms.

Prerequisites: Completion of BIO 102 or BIO 114 with a grade of C or higher.

Note: This course is offered in Spring.

### **BIO 209 - Principles of Environmental Science**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course focuses on the investigation and analysis of environmental elements. Scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world will be explored. Students will analyze natural and manmade environmental problems and solutions.

Prerequisites: Satisfactory placement scores for ENG 101 or completion of ENG 100, ENG 101, or ENG 155. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Fall and Spring.

### **BIO 210 - Anatomy and Physiology I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Topics include terminology, biological chemistry, cells, tissues and the following systems: integumentary, skeletal, muscular, nervous, special senses. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 101 or BIO 113 with a grade of C or higher.

Note: Credit may not be earned for both BIO 210 and BIO 112.

### **BIO 211 - Anatomy and Physiology II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. A continuation of BIO 210, the following systems are studied: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, fluids and electrolytes, reproductive. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 210 with a grade of C or higher.

### **BIO 225 - Microbiology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 101 or BIO 113 with a grade of C or higher.

**BIO 240 - Nutrition**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered.

Prerequisites: Completion of BIO 101, or BIO 113 with a grade of C or higher.

**BIO 280 - Vertebrate Biology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course surveys the vertebrate animal taxa, including their diversity, morphology, evolution, and ecology. Laboratory requirement supplements lecture.

Prerequisites: Completion of BIO 102 or BIO 114 with a grade of C or higher.

Note: This course is offered in Spring.

**BUS 101 - Introduction to Business**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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. Topics include finance, marketing, production, quality assurance and international business issues.

Note: This course is offered every semester.

**BUS 110 - Entrepreneurship**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the process of starting a small business, including forms of ownership and management.

Note: This course is offered in the Fall.

**BUS 121 - Business Law I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered every semester.

**BUS 160 - Fundamentals of Transportation and Logistics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Businesses today cannot be competitive without a good transportation and logistics network. This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. Students then discuss ways in which today's business managers can use transportation modes to achieve efficiencies and cost effectiveness necessary for a company to survive in today's global markets.

Note: This course is offered in the Fall.

**BUS 175 - International Business**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is an introductory course in international business and trade. The course will explore the reasons companies choose to enter the international market, various marketing approaches, government regulations and opportunities for the individual.

Prerequisites: BUS 101.

Note: This course is offered every semester.

**BUS 235 - Sourcing and Purchasing Practices**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Sourcing/purchasing has become a major source of economic benefit to most firms. This course examines the purchasing/procurement functions in manufacturing and service oriented businesses. Topics include sourcing (domestic and international), specifications, standards, contract and pricing practices, make-or-buy decisions, and relationship management.

Prerequisites: BUS 101.

Note: This course is offered in the Spring.

**BUS 268 - Special Projects in Business**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes research, reporting, and special activities for successful employment in the business world.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

**BUS 275 - Business Internship**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes practical experience in an approved business setting as well as class meetings. Class meeting emphasis is placed on topics which will enhance employability skills.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in the Spring.

**CHM 105 - General, Organic & Biochemistry**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. Laboratory requirement supplements lecture.

Note: This course will not satisfy any Associate of Science requirements. This course is offered in Fall.

**CHM 106 - Contemporary Chemistry I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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 applications of basic techniques and supplement lecture topics. This course addresses the chemistry of societal issues, including alternative energy sources and the impact humans have on the environment.

Prerequisites: Satisfactory reading and writing placement test scores for ENG 101 or ENG 103, or completion of ENG 100, ENG 101, ENG 103, or ENG 155. Satisfactory math placement test scores for MAT 102 or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: Credit may not be earned for both CHM 106 and CHM 110. High school chemistry or equivalent is recommended. This course does not serve as a prerequisite for CHM 111.

**CHM 110 - College Chemistry I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Heat processes and molecular structure will also be covered. Laboratory requirement supplements lecture.

Prerequisites: Math placement score satisfactory for MAT 109 or MAT 110 or completion of MAT 102, MAT 109, MAT 110, MAT 111, MAT 130, MAT 138, or MAT 140. Reading placement score satisfactory for ENG 101, ENG 103 or ENG 155 or completion of ENG 101, ENG 103, or ENG 155. All prerequisite courses require a grade of C or higher.

Note: High school college preparatory chemistry is strongly recommended. Credit may not be earned for both CHM 110 and CHM 106.

**CHM 111 - College Chemistry II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

(For students continuing in chemistry) this course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics include kinetics, thermodynamics, and electrochemistry. Laboratory requirement supplements lecture.

Prerequisites: Completion of CHM 110 with a grade of C or higher. Satisfactory math placement test scores for MAT 130 or MAT 140 or completion of MAT 109, MAT 110, MAT 111, MAT 130, MAT 138, or MAT 140. All prerequisite courses require a grade of C or higher.

**CHM 211 - Organic Chemistry I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. Laboratory requirement supplements lecture.

Prerequisites: Completion of CHM 111 with a grade of C or higher.

Note: This course is offered in Fall and Summer.

### **CHM 212 - Organic Chemistry II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Laboratory requirement supplements lecture.

Prerequisites: Completion of CHM 211 with a grade of C or higher.

Note: This course is offered in Spring and Summer.

### **CHM 213 - Principles of Biochemistry**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of the major biochemical processes, including those related to proteins, enzymes, nucleic acids, DNA replication and transcription, carbohydrates, lipids, and their associated pathways and significance. This course serves as an introduction to biomolecule structure, function, synthesis, and metabolism as found in living organisms.

Prerequisites: Completion of BIO 101 or BIO 113 and CHM 211 with a grade of C or higher.

Note: This course is offered in Spring.

### **COL 103 - College Skills**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success.

Note: Students may not receive credit for both COL 105 and COL 103.

### **COL 105 - Freshman Seminar**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the 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.

Note: Students may not receive credit for both COL 105 and COL 103.

### **COL 111 - E-Learning Success**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course provides an introduction to the online learning management system, basic computer skills, information literacy, time management skills, and learning resources to enhance student success in an electronic learning environment.

Note: This course is offered in Fall and Spring.

### **COL 120 - STEM College and Career Readiness**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course builds skills and habits of mind for college and work success. Students will accomplish academic and job tasks using problem-solving and teamwork, apply personal responsibility, use learning strategies, explore STEM careers, and earn a skill award appropriate for entry-level work. Through discussion, guided practice and class projects, students will identify and use appropriate resources; apply strategies to succeed in college courses; participate actively in a collegiate learning environment; develop a global perspective; and apply personal responsibility to reach education, work and personal development goals. This course is designed for students who are participating in the Technical Skills for Success (TSS) initiative.

### **COL 135 - Introduction to Adult Social Interactions**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an overview of social skills necessary for navigating personal and professional interactions.

Note: This course is only offered in Fall and Spring.

### **CPT 167 - Introduction to Programming Logic**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudocode and flowcharting is emphasized. Solutions are developed using the basic control structures of sequential, decision, and iteration.

Note: This course is offered every semester.

### **CPT 170 - Microcomputer Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

Note: Reading placement scores satisfactory for ENG 100 or ENG 155 is strongly recommended. This course is offered every semester.

### **CPT 176 - Microcomputer Operating Systems**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers operating system concepts of microcomputers, including file maintenance, disk organization, batch files and subdirectory concepts.

Prerequisites: CPT 167.

Note: This course is offered every semester.

### **CPT 208 - Special Topics in Computer Technology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on changes in computer technology. As topics change, students may repeat this course for additional credit with permission of the Program Director or Department Head.

Prerequisites: CPT 234.

Note: This course is offered in Spring.

### **CPT 212 - Visual Basic Programming**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: CPT 234.

Note: This course is offered in Summer.

### **CPT 234 - C Programming I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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, preprocessor directives, arrays, and simple pointers.

Prerequisites: CPT 167.

Note: This course is offered every semester.

### **CPT 236 - Introduction to Java Programming**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to java programming. Topics will cover java syntax and classes for use in the development of java applications and applets.

Prerequisites: CPT 234.

Note: This course is offered in Fall.

### **CPT 238 - Internet Scripting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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

Prerequisites: IST 222.

Note: This course is offered in Fall.

### **CPT 242 - Database**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database.

Prerequisites: CPT 167.

Note: This course is offered in Fall.

### **CPT 264 - Systems and Procedures**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisites: CPT 242 and IST 150.

Note: This course is offered in Spring.

### **CPT 270 - Advanced Microcomputer Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Some of the advanced features of Microsoft Office software will be applied to solve typical business problems.

Prerequisites: CPT 170.

Note: This course is offered online every semester.

**CPT 283 - PHP Programming I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: CPT 234 and IST 222.

Note: This course is offered in Fall.

**CPT 285 - PC Hardware Concepts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisites: CPT 167.

Note: This course is offered every semester.

**CRJ 101 - Introduction to Criminal Justice**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered in Fall and Spring.

**CRJ 110 - Police Patrol**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. 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.

Note: This course is offered in Summer.

**CRJ 115 - Criminal Law I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered in Fall.

**CRJ 116 - Criminal Law II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a study of criminal procedures and analyzes, from the legal perspective, the process from arrest to sentencing.

Note: This course is offered in Spring.

**CRJ 120 - Constitutional Law**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to federal and state systems is examined.

Note: This course is offered in Summer.

**CRJ 125 - Criminology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the various theories of crime causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

Note: This course is offered in Spring.

**CRJ 130 - Police Administration**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the organization, administration, and management of law enforcement agencies.

Note: This course is offered in Summer.

**CRJ 140 - Criminal Justice Report Writing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered in Fall.

**CRJ 145 - Juvenile Delinquency**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a survey of the sociological, biological and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

Note: This course is offered in Summer.

**CRJ 150 - Interviewing and Counseling**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills.

Note: This course is offered in Summer.

**CRJ 202 - Criminalistics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations.

Note: This course is offered in Summer.

**CRJ 205 - Criminal Justice in Film**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course employs motion pictures in an examination of issues pertinent to the criminal justice field, including court procedure, forensics, terrorism, community relations, police corruption, corrections, and criminology.

Note: This course is offered in Summer.

**CRJ 216 - Police Supervision**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the analysis of the relationship of the first-line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health, and employee services and relations.

Note: This course is offered in Fall.

**CRJ 222 - Ethics in Criminal Justice**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the application of ethical theories to the criminal justice profession.

Note: This course is offered in Fall.

**CRJ 224 - Police Community Relations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

Note: This course is offered in Spring.

**CRJ 230 - Criminal Investigation I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

Note: This course is offered in Summer.

**CRJ 236 - Criminal Evidence**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Note: This course is offered in Spring.

**CRJ 237 - Defensive Tactics for Law Enforcement**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is the study of the methodologies and tactics for solving critical incidents that law enforcement must face, such as the arrest process, handcuffing, and felony car stops.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Summer.

**CRJ 239 - Terrorism & Homeland Security**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an overview of the problem 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.

Note: This course is offered in Summer.

**CRJ 242 - Correctional Systems**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

Note: This course is offered in Fall.

### **CRJ 243 - Criminal Profiling**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: PSY 207.

Note: This course is offered in Summer.

### **CRJ 246 - Special Problems in Criminal Justice**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

In this course, issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and/or other dynamic factors of such issues.

Note: This course is offered in Summer.

### **CRJ 250 - Criminal Justice Internship I**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course includes practical experience in a criminal justice or private security setting.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This elective course is offered in Summer.

### **CRJ 251 - Criminal Justice Internship II**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course includes additional practical experience in a criminal justice or private security setting.

Prerequisites: CRJ 250 and approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities. All prerequisites require a grade of C or higher.

Note: This elective course is offered in Summer.

### **CRJ 260 - Seminar in Criminal Justice**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a study of new trends in criminal justice. This capstone course explores contemporary criminal justice perspectives and theoretical approaches to the study and understanding of the criminal justice system.

Prerequisites: CRJ 101; CRJ 116 or LEG 231; and CRJ 125.

Note: This course is offered in Spring and Summer.

### **CRJ 262 - Criminal Justice Workshop**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course includes application of substantive knowledge and practical experience in the criminal justice field. Proposed areas are law enforcement, corrections, and the solicitor U.S. attorney's office.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Summer.

### **CRJ 281 - Police Science I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Course topics include but are not limited to: Intro to Criminal Law, Courts, Crimes, and Procedures, First Amend., Basic Patrol Operations, and Traffic Law. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. Course has been aligned with current SCCJA and LETC training standards and requirements that, at a minimum, meet training standards as required by the SCCJA curriculum.

Corequisite: CRJ 282.

### **CRJ 282 - Police Science II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Course topics include but are not limited to: Domestic Violence, Juv. Procedures, and Victimology. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. Course has been aligned with current SCCJA and LETC training standards and requirements that, at a minimum, meet training standards as required by the SCCJA curriculum.

Corequisite: CRJ 281.

### **CRJ 283 - Police Science III**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these blocks of instruction. Areas covered include, but are not limited to, Report Writing, Interviewing, Officer Survival, Drug Enforcement, and Crime Scene and Physical Evidence. Course has been aligned with current SCCJA and LETC training standards and requirements that, at a minimum, meet training standards as required by the SCCJA curriculum.

Corequisite: CRJ 284.

### **CRJ 284 - Police Science IV**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Course topics include but are not limited to: Basic Collision Investigation, Uniform Traffic Ticket, Vehicle Tactics, and Mind Armor. After successful completion of this course, students will be eligible to complete the SCCJA certification exam for these instructional blocks. Course has been aligned with current SCCJA and LETC training standards and requirements that, at a minimum, meet training standards as required by the SCCJA curriculum.

Corequisite: CRJ 283.

### **CWE 111 - Cooperative Work Experience I**

Class Hours: 0 Lab Hours: 5 Credit Hours: 1

This course includes cooperative work experience in an approved setting.

### **CWE 122 - Cooperative Work Experience II**

Class Hours: 0 Lab Hours: 10 Credit Hours: 2

This course includes cooperative work experience in an approved setting.

### **CWE 133 - Cooperative Work Experience III**

Class Hours: 0 Lab Hours: 15 Credit Hours: 3

This course includes cooperative work experience in an approved setting.

### **CWE 214 - Cooperative Work Experience IV**

Class Hours: 0 Lab Hours: 20 Credit Hours: 4

This course includes cooperative work experience in an approved setting.

### **CWE 225 - Cooperative Work Experience V**

Class Hours: 0 Lab Hours: 25 Credit Hours: 5

This course includes cooperative work experience in an approved setting.

### **CWE 236 - Cooperative Work Experience VI**

Class Hours: 0 Lab Hours: 30 Credit Hours: 6

This course includes cooperative work experience in an approved setting.

### **CWE 247 - Cooperative Work Experience VII**

Class Hours: 0 Lab Hours: 35 Credit Hours: 7

This course includes cooperative work experience in an approved setting.

### **CWE 258 - Cooperative Work Experience VIII**

Class Hours: 0 Lab Hours: 40 Credit Hours: 8

This course includes cooperative work experience in an approved setting.

### **DAT 112 - Integrated Human Sciences**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

Prerequisites: AHS 102.

Note: This course is offered in Fall.

### **DAT 113 - Dental Materials**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

Note: This course is offered in Fall.

### **DAT 115 - Ethics and Professionalism**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

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 act is reviewed.

Note: This course is offered in Fall.

### **DAT 118 - Dental Morphology**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

Note: This course is offered in Fall.

### **DAT 121 - Dental Health Education**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

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.

Note: This course is offered in Spring.

**DAT 122 - Dental Office Management**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course provides a study of the business aspect of a dental office.

Note: This course is offered in Summer.

**DAT 123 - Oral Medicine/Oral Biology**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

Note: This course is offered in Spring.

**DAT 127 - Dental Radiography**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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.

Note: This course is offered in Spring.

**DAT 154 - Clinical Procedures I**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

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 assistants' role in dental instrumentation.

Note: This course is offered in Fall.

**DAT 177 - Dental Office Experience**

Class Hours: 2 Lab Hours: 15 Credit Hours: 7

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.

Note: This course is offered in Summer.

**DAT 185 - Dental Specialties**

Class Hours: 1 Lab Hours: 12 Credit Hours: 5

This course covers the equipment and procedures related to dental specialties used in clinical experiences.

Note: This course is offered in Spring.

**ECD 101 - Introduction to Early Childhood**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

**ECD 102 - Growth and Development I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is an extensive study of philosophies and theories of growth and development of infants/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.

Note: This course is offered in Summer and Fall.

**ECD 105 - Guidance-Classroom Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

Note: This course is offered in Fall.

**ECD 107 - Exceptional Children**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

Note: This course is offered in Spring.

**ECD 108 - Family and Community Relations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an overview of techniques and materials for 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.

Note: This course is offered in Spring.

**ECD 109 - Administration and Supervision**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

**ECD 131 - Language Arts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

Note: This course is offered in Fall.

**ECD 132 - Creative Experiences**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

Note: This course is offered in Fall.

**ECD 133 - Science and Math Concepts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

Note: This course is offered in Spring.

**ECD 135 - Health, Safety and Nutrition**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course. CPR and First Aid certifications received through online training programs are not acceptable and cannot be used to fulfill the CPR and First Aid requirement.

Note: This course is offered in Fall.

**ECD 200 - Curriculum Issues in Infant and Toddler Development**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring of infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

Note: This course is offered in Summer.

**ECD 201 - Principles of Ethics and Leadership in Early Care and Education**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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, and the community and society.

Prerequisites: ECD 237 with a grade of C or higher.

Corequisites: ECD 243.

Note: This course is offered in Spring.

**ECD 203 - Growth and Development II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

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 in the course.

Note: This course is offered in Spring.

**ECD 205 - Socialization and Group Care of Infants and Toddlers**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is 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.

Note: This course is offered in Spring and Summer.

**ECD 207 - Inclusive Care for Infants and Toddlers**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

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.

Note: This course is offered in Summer.

### **ECD 237 - Methods and Materials**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is a study of emergency medical care procedures for the paramedic provider. It is designed to cover topics related to the preparation of a paramedic, the human body and body systems, operations, and patient assessment.

Prerequisites: ECD 102 and ECD 203. All prerequisites require a grade of C or higher.

Note: This course is offered in Fall.

### **ECD 243 - Supervised Field Experience I**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Prerequisites: ECD 237. All prerequisite courses require a grade of C or higher.

Corequisites: ECD 201.

Note: This course is offered in Spring.

### **ECD 244 - Supervised Field Experience II**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children.

Prerequisites: ECD 237.

Corequisites: ECD 243.

### **ECD 251 - Supervised Field Experiences in Infant/Toddler Environment**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is a study of planning, implementing and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Prerequisites: ECD 101, ECD 102, ECD 135, ECD 200, and ECD 205. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Summer.

### **ECD 259 - Behavior Management for Special Needs**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

### **ECD 260 - Methods of Teaching Special Needs Students**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

### **ECO 101 - Basic Economics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination. Credit cannot be awarded for both ECO 101 and ECO 210 or ECO 211.

This course counts for elective credit only in the AA and AS degree programs.

Note: This course is offered online.

### **ECO 207 - International Economics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Completion of ECO 101, ECO 210, or ECO 211 with a grade of C or higher.

### **ECO 210 - Macroeconomics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the study of fundamental principles and policies of a modern economy to include 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. Credit cannot be awarded for both ECO 210 and ECO 101.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100; or completion of ENG 100, ENG 101, ENG 103, or ENG 155. Satisfactory math placement scores for MAT 109 or MAT 110 or completion of MAT 102, MAT 109, MAT 110, MAT 111, MAT 130, or MAT 140. All prerequisite courses require a grade of C or higher.

### **ECO 211 - Microeconomics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulations, and comparative advantage and trade. Credit cannot be awarded for both ECO 211 and ECO 101.

Prerequisites: Satisfactory reading and writing placement scores for ENG 101; or completion of ENG 100, ENG 101, ENG 103, or ENG 155; or satisfactory English placement scores for ENG 101 and completion of RDG 100 or HSS 100. Satisfactory math placement scores for MAT 109 or MAT 110 or completion of MAT 102, MAT 109, MAT 110, MAT 111, MAT 130, or MAT 140. All prerequisite courses require a grade of C or higher.

### **EDU 101 - Introduction to Education**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the history, philosophical development, organization and practices of elementary and middle school education.

### **EDU 102 - Professional Preparation for Education Careers**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is designed to prepare students for careers in the education profession, including information literacy skills, PRAXIS preparation, academic and education career goals, recognition of appropriate resources for education majors, and preparation for professional program admission/success.

### **EEM 117 - AC/DC Circuits I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

Note: This course is offered in Fall and Spring.

### **EEM 118 - AC/DC Circuits II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a continuation of the study of direct and alternating current theory to include circuit analysis using mathematics and verified with electrical measurements.

Prerequisites: EEM 117.

Note: This course is offered in Spring.

### **EEM 131 - Solid-State Devices**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of semiconductor theory and common solid-state devices. Circuits are constructed and tested.

Prerequisites: EEM 118.

Note: This course is offered in Spring and Summer.

### **EEM 161 - Industrial Instruments**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes.

Note: This course is offered in Fall and Spring.

### **EEM 173 - Electrical Installation I**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course is an introduction to the study of electrical wiring techniques commonly used in commercial, industrial and residential applications. Emphasis will be placed on compliance with the National Electrical Code.

Note: This course is offered in Fall.

### **EEM 217 - AC/DC Machines with Electrical Codes**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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.

Note: This course is offered in Fall and Spring.

### **EEM 221 - DC/AC Drives**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the principles of operation and application of DC drives and AC drives.

Prerequisites: IMT 141.

Note: This course is offered in Summer.

### **EEM 230 - Digital Electronics**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of logic, mathematics, components and circuits utilized in digital equipment.

Note: This course is offered in Fall and Summer.

**EEM 251 - Programmable Controllers**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered.

Prerequisites: EEM 230 and IMT 141.

Note: This course is offered in Fall.

**EEM 252 - Programmable Controllers Applications**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

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.

Prerequisites: EEM 251.

Note: This course is offered in Spring.

**EEM 275 - Technical Troubleshooting**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

Prerequisites: EEM 251.

Note: This course is offered in Spring.

**EET 113 - Electrical Circuits I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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.

Note: This course is offered in Fall.

**EET 131 - Active Devices**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested.

Prerequisites: EET 113.

Note: This course is offered in Fall.

**EET 145 - Digital Circuits**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

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.

Note: This course is offered in Spring.

**EET 175 - Introduction to Photonics**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This introductory course focuses on the technology of generating and harnessing light and other forms of radiant energy whose quantum unit is the photon.

Note: This course is offered in Spring.

**EET 212 - Industrial Robotics**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is the study of the systems design, modeling and simulation, signals and control systems, AI, sensor integration, vision systems, robot programming, and principles of mechatronics.

Note: This course is offered in Spring.

**EET 235 - Programmable Controllers**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**EET 274 - Selected Topics in Electrical/Electronics Engineering Technology**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of current topics related to electrical/electronics engineering technology. Technical aspects of practical applications are discussed.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**EGR 130 - Engineering Technology Applications and Programming**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the development and use of computer programs to solve engineering technology problems.

Note: This course is offered in Spring.

**EGR 175 - Manufacturing Processes**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course included the processes, alternatives, and operations in the manufacturing environment.

Note: This course is offered in Fall.

**EGR 184 - Problem Based Integrated Technology I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This problem-based course focuses on the introduction of workplace skills such as problem solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Various applications software, including CAD, will be utilized in the course.

Note: This course is offered in Spring.

**EGR 194 - Statics and Strength of Materials**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

Prerequisites: MAT 170 and PHY 101.

Note: This course is offered in Fall and Spring.

**EGR 210 - Introduction to Engineering CAD**

Class Hours: 3 Lab Hours: 2 Credit Hours: 3

This course is a study of basic computer-aided design concepts required for engineering, architectural, surveying, construction, and related industry applications.

Prerequisites: Satisfactory placement scores for MAT 110 or completion of MAT 110 with a grade of C or higher.

Note: This course is offered in Spring.

**EGR 269 - Engineering Disciplines and Skills**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course assists students in selecting an engineering field while studying professionalism, ethics, safety, communications, and career planning. Computers are used to study spreadsheets, obtain graphical solutions to problems, perform on-line tasks, and work on a team design project and report.

Prerequisites: Completion of MAT 110 with a grade of C or higher or satisfactory placement test scores for MAT 111.

Note: This course is offered in Fall and Spring.

**EGR 270 - Introduction to Engineering**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the applications of computers in engineering practices, including the use of an appropriate operating system, programming in a high level language, spread sheets, and word processing applications.

Prerequisites: Completion of MAT 111 with a grade of a C or higher or satisfactory placement test scores for MAT 130.

Note: This course is offered in Fall and Spring.

**EGR 275 - Introduction to Engineering/Computer Graphics**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of basic graphical concepts needed for engineering applications. These graphical concepts are presented through modeling and animation software.

Note: This course is offered in Fall and Spring.

**EGT 103 - Print Reading**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course is an introduction to basic print reading and interpretation, including layout, projection, and dimensioning.

Prerequisites: EGT 114.

Note: This course is offered in Spring.

**EGT 106 - Print Reading and Sketching**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations.

Note: This course is offered in Fall.

**EGT 114 - Welding Print Basics**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course covers the fundamentals of print reading for welding applications.

Prerequisites: WLD 109.

Corequisites: EGT 103.

Note: This course is offered in Spring.

**EGT 115 - Engineering Graphics II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course in engineering graphics science includes additional drawing techniques for industrial applications.

Prerequisites: EGT 152 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**EGT 119 - Geometrics**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides the student with an in-depth knowledge of both the interpretation of geometric dimensioning and tolerancing symbols, and the inspection techniques (conventional and x, y, z coordinate measuring machines) necessary to determine if parts meet the specification required by the drawing.

Prerequisites: EGT 106.

Note: This course is offered in Spring.

**EGT 123 - Industrial Print Reading**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

**EGT 152 - Fundamentals of CAD**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Course topics will feature an introduction to pictorial presentations including 3-D wire frame and solid models.

**EGT 156 - Intermediate CAD Applications**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course builds on the fundamentals of computer-aided drafting and includes such concepts as 3D modeling and user interface customization. This course also provides the foundation for advanced computer-aided drafting concepts and applications.

Note: This course is offered in Summer.

**EGT 165 - Introduction to CAD/CAM**

Class Hours: 0 Lab Hours: 6 Credit Hours: 2

This course covers the basic principles of CNC machine operation, fixturing required to clamp parts in the machine, and basic competencies in CNC programming.

Note: This course is offered in Fall.

**EGT 210 - Engineering Graphics III**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This advanced course in engineering graphics science covers the production of technical working drawings.

Note: This course is offered in Fall.

**EGT 215 - Mechanical Drawing Applications**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This advanced drawing course covers industrial applications.

Prerequisites: EGT 115.

Note: This course is offered in Spring.

**EGT 245 - Principles of Parametric CAD**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Prerequisites: EGT 210.

Note: This course is offered in Spring.

**EGT 251 - Principles of CAD**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course includes the additional use of CAD software for production of technical drawings and related documentation.

Prerequisites: EGT 115 and EGT 152.

Note: This course is offered in Summer.

**EGT 252 - Advanced CAD**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers advanced concepts of CAD software and applications.

Prerequisites: EGR 194.

Note: This course is offered in Spring.

**EGT 265 - CAD/CAM Applications**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes applications using CAD/CAM routines.

Prerequisites: EGT 165 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring.

**ELT 251 - Special Topics in Electronics**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course covers a special phase or area of electronics.

Prerequisites: EEM 118.

Note: This course is offered in Spring and Summer.

**EMS 110 - Emergency Medical Technician**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

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.

Prerequisites: EMS 212.

**EMS 111 - Advanced Emergency Care**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

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.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Corequisites: EMS 219.

**EMS 119 - Emergency Medical Services Operations**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course is a multi-faceted approach to 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.

**EMS 120 - Pharmacology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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 drug action is also included in the course.

**EMS 210 - Advanced Emergency Medical Care I**

Class Hours: 4 Lab Hours: 3 Credit Hours: 5

This course is a study of emergency medical care procedures for the paramedic provider. It is designed to cover topics related to the preparation of a paramedic, the human body and body systems, operations, and patient assessment.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Corequisites: EMS 220.

**EMS 211 - Advanced Clinical Experience I**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics, and emergency/trauma settings. Clinical rotation areas subject to change based on hospital scheduling.

**EMS 212 - EMS Field Internship**

Class Hours: 0 Lab Hours: 6 Credit Hours: 2

This course includes experiences with advanced life support emergency medical services.

Prerequisites: EMS 110.

**EMS 213 - Advanced Emergency Medical Care II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of concepts related to EMS communications, trauma, obstetric/gynecological emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU systems, anaphylaxis, toxicologic emergencies, drug abuse, infectious diseases, geriatric and pediatric patients, and environmentally related emergencies. This course includes compressed content from EMS 210.

Prerequisites: EMS 210.

Corequisites: EMS 110.

**EMS 214 - Advanced Clinical Experience II**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes hospital clinical experiences in coronary care and emergency and trauma settings. Clinical rotation areas subject to change based on hospital scheduling.

Prerequisites: EMS 211.

**EMS 217 - Introduction to Electrocardiography**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course covers the basic principles of recognizing and interpreting EKG tracings. Laboratory emphasis is placed on the operation of electrocardiographic equipment.

**EMS 218 - EMS Management Seminar**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

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.

**EMS 219 - Advanced EMS Field Internship II**

Class Hours: 0 Lab Hours: 6 Credit Hours: 2

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.

Prerequisites: EMS 111.

**EMS 220 - Paramedic Internship I**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course includes experiences with advanced life support emergency medical service providers.

Prerequisites: EMS 210.

**EMS 221 - Paramedic Internship II**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

Prerequisites: EMS 220.

Corequisites: EMS 213.

**EMS 222 - Paramedic Internship III**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

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.

Prerequisites: EMS 221.

Corequisites: EMS 270.

**EMS 270 - NREMT Review**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

This course provides the opportunity to practice and demonstrate proficiency in all of the required National Registry of Emergency Medical Technician (NREMT) skill stations.

Prerequisites: EMS 222.

**ENG 032 - Developmental English**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in the course along with a study of different modes of writing for a variety of rhetorical situations.

Prerequisites: Satisfactory English and Reading placement scores or ENG 031 with a grade of C\* or higher.

Note: If ENG 032 is not offered students can enroll in ENG 150.

**ENG 100 - Introduction to Composition**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of basic writing and different modes of composition and may include a review of usage. Non-degree credit.

Prerequisites: Satisfactory English placement scores or a grade of C\* or higher in ENG 032 and satisfactory Reading placement score or a grade of C or higher in RDG 100 or HSS 100.

Note: If ENG 100 is not offered students can enroll in ENG 150. Students who have taken ENG 150, and earned a grade of C or higher, should not take this course. Please see an advisor for course placement. Credits earned for this course cannot be used toward graduation requirements.

**ENG 101 - English Composition I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections, with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.

Prerequisites: Satisfactory Writing placement score or a grade of C or higher in ENG 100 or in ENG 155 and satisfactory Reading placement score or a grade of C or higher in RDG 100 or HSS 100.

**ENG 102 - English Composition II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.

Prerequisites: ENG 101 with a grade of C or higher.

**ENG 103 - Accelerated Composition**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides accelerated training in composing grammatically correct, structurally coherent, and audience-appropriate exposition and argumentation, including MLA documentation.

Prerequisites: Satisfactory placement scores in both Reading and Writing. (Bridge to Clemson only)

Note: This course is specifically designed for transfer from Tri-County to Clemson University as part of the Clemson Bridge Program. This course is offered on-campus in Fall and Spring and online in Summer.

**ENG 150 - Basic Communications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course develops practical oral and written communication skills. Non-degree credit. Basic Communications develops practical oral and written communication skills, at an accelerated pace utilizing modular learning, and covers the material included in ENG 031, ENG 032, and ENG 100. Successful completion of this course may allow a student to exit Developmental English.

Prerequisites: Satisfactory English and Reading placement scores.

Note: This course may serve as a prerequisite for ENG 101 and ENG 155. Students should see an advisor for course placement.

**ENG 155 - Communications I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the principles of expository writing and public speaking through practice and development of communication skills.

Prerequisites: Satisfactory Writing placement score or grade of C or higher in ENG 032 and satisfactory Reading placement score or a grade of C or higher in RDG 100 or HSS 100.

Note: This course cannot be used for an AA or AS degree.

**ENG 156 - Communications II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments.

Prerequisites: A grade of C or higher in ENG 155 or in ENG 101.

Note: This course cannot be used for an AA or AS degree.

**ENG 165 - Professional Communication**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course develops practical written and oral communication skills.

Satisfactory placement scores in both Reading and Writing.

This course cannot be used for an AA or AS degree.

**ENG 201 - American Literature I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of American literature from the Colonial period to the Civil War.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

**ENG 202 - American Literature II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of American literature from the Civil War to the present.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 205 - English Literature I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 206 - English Literature II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This is a (college transfer) course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 208 - World Literature I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 209 - World Literature II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 220 - 20th and 21st Century Literature**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of literature, primarily American and British, since World War II.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

Note: This course is offered every semester.

### **ENG 238 - Creative Writing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course presents an introduction to creative writing in various genres.

### **GEO 102 - World Geography**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100 with a C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher.

Note: This course is offered every semester, but is only offered in an online format in Summer.

### **HIS 101 - Western Civilization to 1689**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.

Note: An English placement score satisfactory for ENG 101 is strongly recommended.

### **HIS 102 - Western Civilization Post 1689**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.

Note: An English placement score satisfactory for ENG 101 is strongly recommended.

### **HIS 122 - History, Technology, and Society**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers topics in the history of technology with emphasis on how technology affects society and how society shapes technology. Emphasis is on 19th and 20th century America, but some material from other periods of Western Civilization and other world regions may be discussed.

### **HIS 201 - American History: Discovery to 1877**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.

Note: An English placement score satisfactory for ENG 101 is strongly recommended.

### **HIS 202 - American History: 1877 to Present**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

Note: An English placement score satisfactory for ENG 101 is strongly recommended.

### **HSS 100 - Cultural Contexts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course guides students through a survey of cultural concepts; provides a foundation for dealing with ideas; and develops awareness of cultural diversity. Non-degree credit

Corequisite: HIS 201.

### **HSS 105 - Technology and Culture**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides a study of the impact of technological change on cultural values, society, and the individual.

Note: This course counts for elective credit only in the AA and AS degree programs. This course is offered only online in Summer.

### **HSS 205 - Technology and Society**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an investigation of the impact of modern technological changes in America on the individual, society, and the physical environments.

### **HSS 295 - Leadership Through the Humanities**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course examines leadership issues of philosophy, style, and skills from the perspective of classic and contemporary readings in various humanities disciplines, primarily world history, world literature, and Western and Eastern philosophical traditions.

### **IDS 106 - Employment Skills Development**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course offers the student a simulated work experience in a lab setting. Students will perform mock interviews and learn the soft skills required for the job market.

Note: This course is offered in Fall and Spring.

### **IDS 114 - Employability Skills**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Students will practice employability skills through simulated workplace scenarios in order to apply and interview for, and secure employment. Students will create professional application documents, perform mock interviews, and apply soft skills to a variety of workplace scenarios.

### **IDS 207 - Cultural Exploration**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course will explore the culture and environment of the country or region in which the students are studying while abroad. The special topics studied will provide the students with a deeper understanding of the political, social, economic and cultural issues they experience.

Note: This course is offered in Summer.

### **IMG 115 - Industrial Management Safety**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the managerial safety fundamentals and the relationship to the economics of accident prevention. Promotion of safe practices includes mechanical safeguards, fire preventive housekeeping, occupational devices, first aid, safety organization, protection equipment, and the analysis of accident causes. OSHA standards will be reviewed.

Note: This course is offered every semester.

### **IMG 233 - Industrial Supervision**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the principles, concepts, and techniques concerned with effective and efficient utilization of personnel. Emphasis is placed on leadership and human behavior as they relate to employer-employee relationships. Includes teaming and problem-solving situations.

Note: This course is offered every semester.

### **IMT 112 - Hand Tool Operations**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the use of hand tools and their applications in industrial and service areas.

### **IMT 131 - Hydraulics and Pneumatics**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers the basic technology and principles of hydraulics and pneumatics.

**IMT 141 - Electrical Control Devices**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course covers principals and applications of electrical motor, control circuits, and industrial equipment.

Prerequisites: EEM 117 with a grade of C or higher.

**IMT 161 - Mechanical Power Applications**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers mechanical transmission devices, including the procedures for installation, removal, and maintenance.

**IMT 202 - Electrical Troubleshooting**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers diagnosing a mechanical problem using prints and electrical troubleshooting techniques.

Prerequisites: IMT 131, IMT 161, and IMT 233.

**IMT 224 - Basic Electronics Theory**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is the study of basic electronic theory. Students will learn to identify electronic system components and interpret electronic schematic diagrams. (Note: Course is aligned with NCCER standard 32315.)

Prerequisites: EEM 118.

**IMT 230 - Reliability Centered Maintenance**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of methods of predictive and preventive maintenance. Vibration analysis, infrared photography and ultrasonics will be covered.

**IMT 233 - Programmable Logic Controllers**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems. (Note: Course is aligned with NCCER module 32508).

Prerequisites: IMT 141.

**IST 150 - Project Management Essentials for IT Professionals**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of integrated project management for computer technology professionals with emphasis on the methods & software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, & economic factors.

Prerequisites: CPT 170.

Note: This course is offered in Fall.

**IST 191 - LINUX System Administration**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course will provide students with the skills necessary to administer a LINUX system, including hardware/software configuration, user and group administration, LINUX network configuration, and file system management.

Prerequisites: CPT 167.

Note: This course is offered in Summer.

**IST 201 - Cisco Internetworking Concepts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards.

Prerequisites: IST 220.

Note: This course is offered in Summer.

**IST 202 - Cisco Router Configuration**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function.

Prerequisites: IST 201.

Note: This course is offered in Fall.

**IST 203 - Advanced Cisco Router Configuration**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of configuring Cisco routers.

Prerequisites: IST 202.

Note: This course is offered in Spring.

**IST 204 - Cisco Troubleshooting**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of troubleshooting network problems.

Prerequisites: IST 202.

Note: This course is offered in Spring.

**IST 220 - Data Communications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

Prerequisites: CPT 167.

Note: This course is offered every semester.

**IST 222 - Introduction to Webpage Production**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is designed to develop skills in using common office and web development software to produce webpage content.

Note: This course is offered every semester.

**IST 237 - Intermediate Website Design**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of server-side (cgi; dynamic HTML) and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages.

Prerequisites: CPT 234 and IST 222.

Note: This course is offered in Summer.

**IST 241 - Network Architecture I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of how the computer architecture relates to the interconnecting of the various network components, the environment in which the applications processes execute, and the overall plan defining services to be provided in a distributed environment.

Prerequisites: IST 220.

Note: This course is offered in Summer.

**IST 257 - LAN Network Server Technologies**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery.

Prerequisites: IST 220.

Note: This course is offered in Spring.

**IST 268 - Computer Forensics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: IST 191.

Note: This course is offered in Fall.

**IST 269 - Digital Forensics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: IST 268.

Note: This course is offered in Spring.

**IST 272 - Relational Database**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized.

Prerequisites: CPT 242.

Note: This course is offered in Spring.

**IST 290 - Special Topics in Information Sciences**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers special topics in information sciences technologies. As topics change, students may repeat this course for additional credit with permission of the Program Director or Department Head.

Prerequisites: CPT 234.

Note: This course is offered in Summer.

### **IST 291 - Fundamentals of Network Security I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

Prerequisites: IST 220.

Note: This course is offered in Fall.

### **LEG 120 - Torts**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

Note: This course is offered in Spring.

### **LEG 121 - Business Law I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the basics of commercial law, with emphasis on the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 122 - Business Law II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an in-depth study of the Uniform Commercial Code with special emphasis on the essentials of Article 3, Commercial Paper, and Article 9, Secured Transactions. Business partnerships and corporations and their formation are studied.

Prerequisites: LEG 121, LEG 135, and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 132 - Legal Bibliography**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters, and digests.

### **LEG 135 - Introduction to Law and Ethics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered in Fall.

### **LEG 201 - Civil Litigation I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

Note: This course is offered in Summer.

### **LEG 202 - Civil Litigation II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 212 - Workers' Compensation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the history of worker's compensation, case laws, statutes, regulations, and procedures in handling claims.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 213 - Family Law**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

Note: This course is offered in Spring.

### **LEG 214 - Property Law**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 218 - Immigration Law**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of immigration law and procedures in the United States. Materials will focus on statutory and regulatory aspects of the immigration process. The impact of criminal statutes will be assessed. Applicable court opinions will be examined.

LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 230 - Legal Writing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes methods, techniques, and procedures for the research and preparation of legal memoranda, trial and appellate briefs, and trial notebooks.

Note: This course is offered in Fall.

### **LEG 231 - Criminal Law**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

Note: This course is offered in Summer.

### **LEG 232 - Law Office Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 233 - Wills, Trusts & Probate**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 234 - Title Examination Procedures I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 242 - Law Practice Workshop**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the application of substantive knowledge in a practical situation as a paralegal.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 250 - Internship for Paralegal**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 262 - Litigation Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces computer applications in various litigation and courtroom settings using general computer and legal software programs.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **LEG 270 - Paralegal Certification Preparation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides a review and preparation for testing for a national paralegal certification exam.

Prerequisites: LEG 135 and LEG 230. All prerequisites require a grade of C or higher.

### **MAP 101 - Audio Techniques I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers an introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems. The fundamentals of sound are also covered.

Note: This course is offered in Fall.

**MAP 104 - Radio Production I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to radio production techniques.

Prerequisites: MAP 204.

Note: This course is offered in Summer.

**MAP 122 - Field Production I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the setup, operation, and application of video equipment for field production.

Prerequisites: ARV 231.

Note: This course is offered in Fall.

**MAP 130 - Lighting Fundamentals**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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

Prerequisites: ARV 114. All prerequisites require a grade of C or higher.

Note: This course is offered in Spring.

**MAP 140 - Writing for Media Production**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is designed to teach writing techniques for radio, television, and other electronic media.

**MAP 150 - Studio Production I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

Note: This course is offered in Spring.

**MAP 160 - Introduction to Media Arts & Ethics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the history, current trends and ethics of Media Arts.

Note: This course is offered online in Summer.

**MAP 201 - Audio Techniques II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers advanced audio production techniques.

Prerequisites: MAP 101. All prerequisites require a grade of C or higher.

Note: This course is offered in Summer.

**MAP 204 - Radio Production II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers advanced radio production techniques.

Prerequisites: MAP 104.

Note: This course is offered in Summer.

**MAP 223 - Interview and Discussion**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the techniques for successfully interviewing people, whether for sound bites or for full-length interview programs.

Prerequisites: ARV 231 and MAP 122. All prerequisites require a grade of C or higher.

Note: This course is offered in Fall.

**MAP 226 - Producing and Directing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the planning and execution of production to create video programming across media platforms.

Prerequisites: ARV 231 and MAP 122. All prerequisites courses require a grade of C or higher.

Corequisite: MAP 280.

Note: This course is offered in Spring.

**MAP 265 - Media Arts Business Procedures**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of professional practices involved in the organization and operation of businesses involved in media production as well as professional practices of independent, freelance contractors.

Note: This course is offered online in Summer.

**MAP 271 - SCWE in Media Arts Production I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes supervised production experience at a media production location.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered every semester.

**MAP 280 - Media Arts Exit Portfolio**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the development of strategies for entering the media arts industry. Students will refine portfolio demo reels and resumes to meet professional standards.

Prerequisites: MAP 226.

Note: This course is offered in Spring.

**MAT 031 - Developmental Math Basics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the study of whole numbers, fractions, decimals, ratios, and proportions. Concepts are applied to real-world problem solving. Instruction may also include basic geometry, data analysis, graphs, as well as skills needed to be successful MAT 032.

Note: A grade of C\* or higher is required to take MAT 032. If MAT 031 is not offered students can enroll in MAT 150.

**MAT 032 - Developmental Mathematics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

Developmental Mathematics 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. This is considered a Pre-Algebra course so instruction may also include operations with positive and negative numbers, solving one-and two-step equations, solving related application problems and an introduction to graphing linear equations.

Prerequisites: Satisfactory math placement score or MAT 031 with a grade of C\* or higher.

Note: A grade of C\* or higher is required to take MAT 101, MAT 155, or MAT 170. If MAT 032 is not offered students can enroll in MAT 150.

**MAT 101 - Beginning Algebra**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Satisfactory math placement score; or MAT 032 with a grade of C\* or higher.

Note: This course cannot be used for an AA or AS degree.

**MAT 102 - Intermediate Algebra**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the study of linear systems and applications; quadratic expressions, equations, functions and graphs; and rational and radical expressions and functions.

Prerequisites: Satisfactory math placement score or MAT 101 with a grade of C or higher.

Note: This course cannot be used for an AA or AS degree.

**MAT 103 - Quantitative Reasoning**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and computers, probability and statistics, financial mathematics, and additional applications selected to address areas of contemporary interest.

Prerequisites: Satisfactory math placement score or MAT 102, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 137, MAT 138, MAT 140, MAT 211, MAT 212, MAT 215, MAT 230, MAT 240, or MAT 242 with a grade of C or higher, or MAT 101 with a grade of A, and a satisfactory reading placement score or completion of RDG 100, HSS 100, ENG 101, or ENG 103 with a grade of C or higher.

**MAT 109 - College Algebra with Modeling**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an approach to algebra that incorporates mathematical modeling of real data and business applications. Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices.

Prerequisites: Satisfactory math placement score or MAT 102 with a grade of C or higher. Satisfactory reading placement score or RDG 100, HSS 100, ENG 101 or ENG 103 with a grade of C or higher.

Note: Credit cannot be earned for both MAT 109 and MAT 110.

**MAT 110 - College Algebra**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Satisfactory math placement score or MAT 102 with a grade of C or higher.

Note: Credit cannot be earned for both MAT 109 and MAT 110.

**MAT 111 - College Trigonometry**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Satisfactory math placement score or MAT 110 with a grade of C or higher.

**MAT 120 - Probability and Statistics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: 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 hypothesis for large and small samples; types I and II errors; linear regression and correlation.

Prerequisites: Satisfactory math placement score or completion of MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 130, MAT 140, MAT 141, MAT 211, MAT 212, MAT 215, MAT 230, or MAT 240 with a grade of C or higher or MAT 101 with a Grade of A or higher. Satisfactory reading placement score or completion of RDG 100, HSS 100, or ENG 101 with a grade of C or higher.

**MAT 130 - Elementary Calculus**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is designed to introduce the ideas and applications of Differential and Integral Calculus and focuses on the concepts of functions, limits, continuity, differentiation, and integration in the context of algebraic functions.

Prerequisites: Satisfactory math placement score or completion of MAT 109 or MAT 110 with a grade of C or higher and a satisfactory reading placement score or completion of RDG 100, HSS 100, ENG 101, or ENG 103 with a grade of C or higher.

**MAT 137 - Calculus I with Algebraic Functions**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course is designed to introduce the ideas and applications of Differential and Integral Calculus and focuses on the concepts of functions, limits, continuity, differentiation, and integration in the context of algebraic functions.

Prerequisites: Satisfactory math placement scores or MAT 111 with a grade of C or higher.

Note: This course is offered in Fall.

**MAT 138 - Calculus I with Transcendental Functions**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course is designed to introduce the ideas and applications of Differential and Integral Calculus and focuses on the concepts of differentiation and integration with applications in the context of transcendental functions.

Prerequisites: Satisfactory math placement scores or MAT 137 with a grade of C or higher.

Note: This course is offered in Spring.

**MAT 140 - Analytical Geometry and Calculus I**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Prerequisites: Satisfactory math placement score or MAT 111 with a grade of C or higher.

**MAT 141 - Analytical Geometry and Calculus II**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course includes the following topics: continuation of calculus of one variable, including analytic geometry; techniques of integration; volumes by integration, and other applications; infinite series, including Taylor series; improper integrals.

MAT 138 or MAT 140 with a grade of C or higher.

**MAT 150 - Fundamentals of Mathematics**

Class Hours: 1 Lab Hours: 2 Credit Hours: 3

This course includes the following topics: elementary number theory; basic algebra and geometry; English and SI measurements; ratio and proportion; statistics; and graph interpretation. Non-degree credit. This is an adaptive type of learning model where outcomes may vary depending on your placement score and the time invested in the course. Content can potentially cover course material from MAT 031, MAT 032, MAT 101, and MAT 102. Each student will be placed on an individualized "Learning Path" which includes study skills like time management, note-taking, test-taking, and problem solving strategies. Students can expect instruction on how to learn mathematics and be provided with lab time to get individualized math instruction.

Note: This course cannot be used for an AA and AS degree.

**MAT 155 - Contemporary Mathematics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Satisfactory math placement score or MAT 032 with a grade of C\* or higher.

Note: This course cannot be used for an AA or AS degree.

**MAT 170 - Algebra, Geometry and Trigonometry I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

Prerequisites: Satisfactory math placement scores, or MAT 032 with a grade of C\* or higher.

Note: This course cannot be used for an AA or AS degree.

**MAT 171 - Algebra, Geometry and Trigonometry II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: algebra, geometry, trigonometry, and advanced applications.

Prerequisites: MAT 170 with a grade of C or higher.

Note: This course cannot be used for an AA or AS degree. This course is offered in Fall and Spring.

**MAT 211 - Math for Elementary Education I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: Logic; set theory; properties of and operations on counting numbers, integers, rational numbers and real numbers.

Prerequisites: Satisfactory math placement score or MAT 102 with a grade of C or higher.

Note: This course counts for elective credit only towards an AA or AS degree. This course is offered in Fall.

**MAT 212 - Math for Elementary Education II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: basic algebra; introductory geometry; probability and statistics.

Prerequisites: MAT 211 with a grade of C or higher.

Note: This course counts for elective credit only towards an AS degree. This course is offered in Spring.

**MAT 215 - Geometry**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.)

Prerequisites: MAT 211 with a grade of C or higher.

Note: This course counts for elective credit only towards an AA or AS degree. This course is offered in Spring.

**MAT 230 - Basic Multivariable Calculus**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics: partial derivatives; extreme problems; multiple integration; continuous probability distributions; difference equations; and management and economic applications.

Prerequisites: MAT 130 or MAT 140 with a grade of C or higher.

Note: This course is offered in Spring and Summer.

**MAT 240 - Analytical Geometry and Calculus III**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course includes the following topics: multivariable calculus, including vectors, partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's theorems.

Prerequisites: MAT 141 with a grade of C or higher.

Note: This course is offered in Spring.

**MAT 242 - Differential Equations**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods.

Prerequisites: MAT 141 with a grade of C or higher.

Note: This course is offered in Summer.

**MEC 101 - Circuit Analysis**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of applying mathematics to properly analyze and solve series, parallel, and series-parallel circuits. In addition, this course also explores the fundamentals of reading circuit diagrams and prints.

Prerequisites: MEC 110.

**MEC 102 - Industrial Machining and Tools**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the fundamentals of machining metals by the operations of milling, drilling, and tapping along with the principles of precision measurements. In addition, safety guidelines of operating metalworking machines and hand tools that are commonly used in an industrial maintenance environment will be covered.

**MEC 103 - Hydraulics and Pneumatics**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the introduction to fluid power systems and the principles of how hydraulics and pneumatics are utilized in manufacturing. In addition, the study of fluid power symbols and schematics are related to the actual working component installations.

**MEC 110 - DC Circuits**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of direct current theory. Series, parallel, and series-parallel circuits are solved using Ohm's law and critical thinking skills. In addition to solving, circuits are constructed and tested for proper operation using various measuring instruments.

Prerequisites: MEC 101.

**MEC 111 - AC Circuits**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of the fundamentals of alternating current theory. Circuits are constructed using various resistive, inductive, and capacitive components, and then tested for proper operation using various measuring instruments. In addition, three phase power and transformers are covered and analyzed.

Prerequisites: MEC 101 and MEC 110.

**MEC 112 - Digital Controls**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of logic, mathematics, components, and circuits utilized in digital control systems. Emphasis is placed on logic used in hardwired and programmable systems.

Prerequisites: MEC 101.

**MEC 113 - Solid State Devices**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

Course Description This course is a study of the principles of solid state devices such as diodes, transistors, and FET's. In addition to exploring the theory behind semiconductor materials, circuits are constructed, analyzed, and tested for proper operation.

Prerequisites: MEC 101, MEC 110, and MEC 111.

**MEC 120 - Sensors and Instrumentation**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes. Emphasis is placed on various types of sensors and how they interface with computers and controllers with machines to accomplish a task.

**MEC 130 - Motor Controls**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is an introduction to the principles and applications of motor control circuits. A study of the various control devices and wiring used in industrial processes is also covered.

Prerequisites: MEC 101, MEC 110, MEC 111.

**MEC 150 - Mechanical Systems**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers mechanical transmission devices, including various methods of how torque, HP, and motion are generated. In addition, the correct procedures for installation, removal, and maintenance as related to manufacturing equipment will be covered.

Prerequisites: MEC 102.

**MEC 200 - AC/DC Machines**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of applications, operations, and construction of AC and DC machines. Generators, AC/DC motors, and alternators are wired and tested for proper functionality.

Prerequisites: MEC 101, MEC 110, and MEC 111.

**MEC 201 - AC/DC Drives**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the principles of operation and application of AC drives and DC drives, and additional motor control devices and techniques.

Prerequisites: MEC 101, MEC 110, MEC 111, and MEC 130.

**MEC 210 - Programmable Logic Controllers I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is an introduction to programmable logic controllers with an emphasis on basic programming techniques. Basic hardware as well as a variety of input/output devices and their applications are covered. Programs are constructed, operated, and tested.

Prerequisites: MEC 101, MEC 110, MEC 111, MEC 112, and MEC 130.

**MEC 211 - Programmable Logic Controllers II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the application of programmable logic controller theories and operation procedures. Topics such as interfacing data manipulation and report generation are covered. Programmable controller projects are constructed, operated, and tested.

Prerequisites: MEC 101, MEC 110, MEC 111, MEC 112, MEC 130, and MEC 210.

**MEC 212 - Robotics and Automation**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course includes programming and testing robotic equipment used in automation with a concentration on connecting, assembling, and automating manufacturing processes.

Prerequisites: MEC 101, MEC 110, MEC 111, MEC 112, MEC 130, and MEC 210.

**MEC 213 - Technical Troubleshooting**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course consists of a systematic approach to troubleshooting techniques used to diagnose failures in mechanical, electrical, and fluid power systems. In addition, utilizing the proper testing equipment that aids in locating the root cause of machine malfunctions.

Prerequisites: MEC 101, MEC 110, MEC 111, MEC 112, MEC 130, MEC 210, and MEC 211.

**MEC 214 - Reliability Centered Maintenance**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of methods of preventive and predictive maintenance that ensures continuous improvement. This includes vibration analysis, infrared photography, and ultrasonic measuring equipment.

**MED 103 - Medical Assisting Introduction**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Note: This course is offered in Fall.

**MED 104 - Medical Assisting Administrative Procedures**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

Prerequisites: MED 103.

Note: This course is offered in Spring.

**MED 107 - Medical Office Management**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Note: This course is offered in Fall.

### **MED 114 - Medical Assisting Clinical Procedures**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Note: This course is offered in Spring.

### **MED 115 - Medical Office Lab Procedures I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities.

Prerequisites: MED 103.

Note: This course is offered in Spring.

### **MED 116 - Medical Office Lab Procedures II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities.

Prerequisites: MED 115.

Note: This course is offered in Summer.

### **MED 118 - Pharmacology for the Medical Assistant**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Note: This course is offered in Fall.

### **MED 156 - Clinical Experience I**

Class Hours: 2 Lab Hours: 12 Credit Hours: 6

This course provides direct experience in a physician's office or other selected medical facilities.

Prerequisites: MED 115.

Note: This course is offered in Summer.

### **MET 224 - Hydraulics and Pneumatics**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators and receivers are discussed.

Prerequisites: MAT 170 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Fall.

### **MET 238 - Lean Manufacturing**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

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.

Note: This course is offered in Fall and Spring.

### **MFG 101 - Introduction to Manufacturing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

In this course, students will examine manufacturing processes and systems, learn manufacturing terminology, assimilate workplace cultures, and identify requirements to work effectively in a manufacturing environment.

### **MFG 102 - Applied Learning in Manufacturing**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course examines requirements of successful work in diverse manufacturing environments using structured learning experiences that occur in the classroom and/or at selected manufacturing facilities.

### **MGT 101 - Principles of Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

Note: This course is offered every semester.

### **MGT 121 - Small Business Operations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the daily operations of an established small business, emphasizing staffing, recordkeeping inventory control and marketing.

Note: This course is offered in Fall.

### **MGT 150 - Fundamentals of Supervision**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

Prerequisites: MGT 101.

### **MGT 201 - Human Resource Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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 wage, salary, and benefit administration.

Prerequisites: MGT 101.

### **MGT 220 - Operations Management I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces students to the concepts and practices that comprise operations management, including supply chain management. This course provides an overview of operating decisions and practices in multiple industry environments including manufacturing and service oriented businesses. Course is designed to prepare the student to take an active role in operations decision-making in the workplace.

Note: This course is offered in Fall.

### **MGT 221 - Operations Management II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers additional topics related to operations and supply chain management and builds upon the concepts covered in the introductory course by allowing students the opportunity to practice concepts. This course is a continuation of the concepts of operations management and focuses on the strategic importance of the supply chain activities, such as management of inventory, materials, scheduling, lean production, and operations techniques. Students will apply concepts through case analysis, simulations and exposure to the way that contemporary companies adapt to emerging trends in operations and supply chain management practices.

Prerequisites: MGT 220.

Note: This course is offered in Spring.

### **MGT 240 - Management Decision Making**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of various structured approaches to managerial decision making. The situations are realistic and will aid in developing problem-solving skills.

Prerequisites: ACC 101, CPT 170, MGT 101, and MKT 101.

Note: This course is offered in Fall and Spring.

### **MGT 260 - Leadership Fundamentals**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course examines the significant research and theories that provide the conceptual framework for viewing and practicing leadership as a collective enterprise. Emerging leaders are empowered through the leadership experience involving new organizational paradigms.

Prerequisites: MGT 101.

Note: This course is offered every semester.

### **MKT 101 - Marketing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

Note: This course is offered every semester.

### **MKT 120 - Sales Principles**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the personal selling process with special emphasis on determining customer needs and developing effective communications and presentation skills.

Note: This course is offered in the Fall.

### **MKT 130 - Customer Service Principles**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

Note: This course is offered every semester.

### **MKT 240 - Advertising**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered in Fall.

### **MKT 250 - Consumer Behavior**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.

Note: This course is offered in Spring.

### **MKT 265 - Retailing Strategies and Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the applications and management of business strategies in the retailing industry, including business planning, site selection, merchandise management, pricing strategies, promotions strategies, store organization and layout.

Note: This course is offered in Spring.

**MLS 107 - Leadership Fundamentals I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

The study of leadership focused at the individual level. Students will learn effective communicating skills, ethical decision-making, small group management and mental and physical conditioning. Skills will be applied in a variety of challenging training events during Leadership Laboratory to include rappelling, water survival, land navigation and team athletics.

**MLS 108 - Leadership Fundamentals II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

Continued study of leadership focused at the individual and team level. Topics include problem solving, critical thinking, leadership styles and group cohesion. Leadership laboratory training will include small unit tactics and weapons firing.

**MLS 111 - Heritage and Values of the United States Air Force I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

This survey course is designed to introduce students to the United States Air Force and provide an overview of the basic characteristics, missions, and organization of the Air Force.

**MLS 112 - Heritage and Values of the United States Air Force II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

This survey course is a continuation of MLS 111 designed to introduce students to the United States Air Force and provide an overview of the basic characteristics, missions, and organization of the Air Force.

**MLS 207 - Leadership Development I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

This course is the study of leadership focused at the team level. Students will develop leadership skills through public speaking, managing small groups, and mentoring first year students. Skill will be applied in a variety of challenging training events during leadership laboratory to include rappelling, water survival, land navigation and team-building exercises.

**MLS 208 - Leadership Development II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

Continued study of leadership at the team and small group level. Focuses on moral leadership, officership and the Army as a profession. Leadership Laboratory training includes small unit tactics, airmobile operations and weapons firing. Students will lead teams throughout the semester.

**MLS 211 - Team and Leadership Fundamentals I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

This course focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

**MLS 212 - Team and Leadership Fundamentals II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 2

This course is a continuation of MLS 211 and focuses on laying the foundation for teams and leadership. The topics include skills that will allow cadets to improve their leadership on a personal level and within a team. The course will prepare cadets for their field training experience where they will be able to put the concepts learned into practice. The purpose is to instill a leadership mindset and to motivate sophomore students to transition from AFROTC cadet to AFROTC officer candidate.

**MLT 101 - Introduction to Medical Laboratory Technology**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

Note: This course is offered in Fall.

**MLT 105 - Medical Microbiology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

Note: This course is offered in Fall.

**MLT 108 - Urinalysis and Body Fluids**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course introduces the routine analysis and clinical significance of urine and other body fluids.

Note: This course is offered in Summer.

**MLT 110 - Hematology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

Note: This course is offered in Spring.

**MLT 115 - Immunology**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides a study of the immune system, disease states, and the basic principles of immunological testing.

Note: This course is offered in Fall.

**MLT 120 - Immunohematology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

Prerequisites: MLT 115.

Note: This course is offered in Spring.

**MLT 130 - Clinical Chemistry**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course focuses on the study of nutritional, functional and excretional chemicals in blood and body fluids, including testing techniques and clinical significance.

Note: This course is offered in Fall.

**MLT 205 - Advanced Microbiology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory.

Prerequisites: MLT 105.

Note: This course is offered in Summer.

**MLT 210 - Advanced Hematology**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation.

Prerequisites: MLT 110.

Note: This course is offered in Summer.

**MLT 230 - Advanced Clinical Chemistry**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course includes advanced theory, principles, and instrument techniques used in clinical chemistry.

Prerequisites: MLT 130 and BIO 112.

Note: This course is offered in Spring.

**MLT 241 - Medical Lab Transition**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications.

Prerequisites: MLT 101, MLT 105, MLT 108, MLT 110, MLT 115, MLT 120, MLT 130, MLT 205, MLT 210, and MLT 230.

Note: This course is offered in Spring.

**MLT 251 - Clinical Experience I**

Class Hours: 0 Lab Hours: 15 Credit Hours: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: MLT 101, MLT 105, MLT 108, MLT 110, MLT 115, MLT 120, MLT 130, MLT 205, MLT 210, and MLT 230.

Note: This course is offered in Fall.

**MLT 252 - Clinical Experience II**

Class Hours: 0 Lab Hours: 15 Credit Hours: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: MLT 251.

Note: This course is offered in Fall.

**MLT 253 - Clinical Experience III**

Class Hours: 0 Lab Hours: 15 Credit Hours: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: MLT 252.

Note: This course is offered in Spring.

**MLT 254 - Clinical Experience IV**

Class Hours: 0 Lab Hours: 15 Credit Hours: 5

This course provides an integrated, clinically-based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory.

Prerequisites: MLT 253.

Note: This course is offered in Spring.

**MTT 105 - Machine Tool Math Applications**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of shop math relevant to the machine tool trade.

Note: This course is offered in Spring.

**MTT 121 - Machine Tool Theory I**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course covers the principles involved in the production of precision metal parts.

Note: This course is offered in Fall.

**MTT 122 - Machine Tool Practice I**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course covers practical experiences using the principles in Machine Tool Theory I.

Note: This course is offered in Fall.

**MTT 124 - Machine Tool Practice II**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course covers the practical application of the principles in Machine Tool Theory II.

Prerequisites: MTT 122 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Spring, and for night courses in the Summer.

**MTT 141 - Metals and Heat Treatment**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

Note: This course is offered in Fall.

**MTT 212 - Tool Design**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course is a study of the development, material selection, manufacturing and machining procedures necessary in the production of tools and tooling.

Prerequisites: MTT 124.

Note: This course is offered in Summer for night classes.

**MTT 243 - Advanced Dimensional Metrology for Machinists**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of higher levels of measurement, measuring instruments, and measuring techniques. The course consists of a theoretical and practical study incorporating the metric system, geometric dimensioning/ tolerancing, sine bars/plates for compound angles and more.

Prerequisites: EGT 106.

Note: This course is offered in Spring.

**MTT 251 - CNC Operations**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities.

Prerequisites: MTT 122.

Note: This course is offered in Spring.

**MTT 252 - CNC Setup and Operations**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

This course covers CNC setup and operations.

Prerequisites: MTT 122.

Note: This course is offered in Spring.

**MTT 253 - CNC Programming and Operations**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines.

Prerequisites: MTT 252 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Summer.

**MTT 254 - CNC Programming I**

Class Hours: 0 Lab Hours: 9 Credit Hours: 3

This course is a study of CNC programming, including machine language and computer-assisted programming.

Prerequisites: MTT 253 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Fall.

**MTT 258 - Machine Tool Cam**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is a study of computer-assisted manufacturing graphics systems needed to create CNC programs.

Prerequisites: EGT 265 or approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

Note: This course is offered in Summer.

**MTT 261 - Advanced Multi-Axis Programming and Operations II**

Class Hours: 0 Lab Hours: 12 Credit Hours: 4

This course is a study of advanced CNC multi-axis machine programming, advanced contouring, and simultaneous multi-axis machining of 3D parts.

Prerequisites: EGT 265.

Note: This course is offered in Summer.

**MUS 101 - Chorus I**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected choral music. (Women's Choir)

This course is offered in Fall and Spring.

**MUS 102 - Chorus II**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected choral music. (Men's Choir)

Note: This course is offered in Fall and Spring.

**MUS 103 - Chorus III**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected choral music. (Mixed Choir)

Note: This course is offered in Fall and Spring.

**MUS 104 - Chorus IV**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected choral music.

Note: This course is offered in Fall and Spring.

**MUS 105 - Music Appreciation**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the study of music with focus 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 - Music Fundamentals**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the elements of music and music notation with keyboard applications.

Note: This course is offered in Fall and Spring.

**MUS 111 - Band I**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected band music.

Note: This course is offered in Fall and Spring.

**MUS 112 - Band II**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected band music.

Note: This course is offered in Fall and Spring.

**MUS 113 - Band III**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected band music.

Note: This course is offered in Fall and Spring.

**MUS 114 - Band IV**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes the study and performance of selected band music.

Note: This course is offered in Fall and Spring.

**MUS 120 - Applied Music I**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course provides individual instruction in a specific instrument or voice. Students will study the techniques, styles, and literature of a specific instrument or voice, and participate in a performance or jury demonstrating the acquired skills.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

**NUR 106 - Pharmacologic Basics**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This introductory course outlines the basic concepts of pharmaceuticals, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced as well as major drug classifications.

Prerequisites: NUR 120.

**NUR 115 - Basic Concepts in Nursing**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course introduces students to the profession of nursing through both classroom and limited lab/clinical experiences. ADN and PNR majors only.

Note: This course is only offered online in the Summer.

**NUR 120 - Basic Nursing Concepts**

Class Hours: 4.5 Lab Hours: 7.5 Credit Hours: 7

This course introduces the application of the nursing process in the care of persons throughout the life span who are experiencing selected common health problems.

Prerequisites: Admission to the program.

**NUR 121 - Intermediate Nursing Concepts**

Class Hours: 5 Lab Hours: 9 Credit Hours: 8

This course facilitates the application of the nursing process in the care of persons throughout the life span who are experiencing common health problems. This course will also include complex health problems.

Prerequisites: NUR 106 and NUR 120. All prerequisite courses require a grade of B or higher.

**NUR 162 - Psychiatric and Mental Health Nursing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

Prerequisites: NUR 106 and NUR 120. All prerequisite courses require a grade of B or higher.

**NUR 170 - Nursing Applications**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course facilitates student's understanding and application of nursing concepts through the use of patient situation discussions. Nursing history, legal and ethical principles will be discussed. ADN and PNR majors only.

Note: This course is offered online in Summer.

**NUR 221 - Advanced Nursing Concepts**

Class Hours: 2 Lab Hours: 9 Credit Hours: 5

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. It provides opportunity for students to assume management responsibilities in the delivery of nursing care within the health care system.

Prerequisites: NUR 121 and NUR 229. All prerequisite courses require a grade of B or higher.

**NUR 229 - Nursing Care Management IV**

Class Hours: 4 Lab Hours: 6 Credit Hours: 6

This course is a study of nursing care to clients throughout their lifespan who are experiencing complex, multi-system health problems. Focus will be on the care of childbearing and child-rearing families and will incorporate knowledge of expected growth and development principles, including risk reduction and health promotion.

Prerequisites: NUR 121 and NUR 162. All prerequisite courses require a grade of B or higher.

**NUR 230 - Physical Assessment**

Class Hours: 1.5 Lab Hours: 4.5 Credit Hours: 3

This course facilitates the development of competence to perform a physical assessment.

Prerequisites: NUR 121 and NUR 229. All prerequisite courses require a grade of B or higher.

**NUR 232 - Gerontological Nursing**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course facilitates the development of competence to meet the needs of the older adult.

Prerequisites: NUR 121 and NUR 162. All prerequisite courses require a grade of B or higher.

**NUR 274 - Issues in Nursing Practice**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course addresses current issues in nursing practice.

Prerequisites: NUR 121 and NUR 162. All prerequisite courses require a grade of B or higher.

**PHI 101 - Introduction to Philosophy**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes a topical survey of the three main branches of philosophy-epistemology, metaphysics, and ethics-and the contemporary questions related to these fields.

**PHI 105 - Introduction to Logic**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions.

Note: ENG 101 and MAT 102 are strongly recommended.

**PHI 110 - Ethics**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

**PHS 101 - Physical Science I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on scientific terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. This course emphasizes chemistry and physics. Laboratory requirement supplements lecture.

Prerequisites: Satisfactory reading and writing placement test scores for ENG 101 or completion of ENG 101, ENG 103, or ENG 100 and RDG 100 or HSS 100. Satisfactory math placement test scores for MAT 102 or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Fall and Summer.

**PHS 102 - Physical Science II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a continuation of the introduction to science with emphasis on scientific terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. This course emphasizes astronomy and geology. Laboratory requirement supplements lecture.

Prerequisites: Satisfactory reading and writing placement test scores for ENG 101 or completion of ENG 101, ENG 103, or ENG 100 and RDG 100 or HSS 100. Satisfactory math placement test scores for MAT 102 or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: This course is offered in Spring and Summer.

**PHY 101 - Survey of Physics**

Class Hours: 3 Lab Hours: 2 Credit Hours: 3

This course is a qualitative survey of the central concepts of physics with an emphasis on a conceptual rather than a mathematical viewpoint. This course includes concepts from classical mechanics, thermodynamics, electromagnetics and optics. Real life situations and hands-on laboratories will supplement lectures.

Prerequisites: Satisfactory placement scores for ENG 165 or completion of ENG 100, ENG 101, ENG 155, or ENG 165. Satisfactory placement scores for MAT 102 or completion of MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, MAT 111, MAT 120, MAT 130, MAT 138, MAT 140, or MAT 170. All prerequisite courses require a grade of C or higher.

Note: This course will not satisfy any Associate of Science requirements. Credit may not be earned for both PHY 101 and PHY 201, PHY 202, PHY 221, or PHY 222.

**PHY 201 - Physics I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. This course covers mechanics, waves, fluids and heat. As a transfer course, PHY 201 is designed for non-physical science and non-engineering majors. Lab requirement supplements lectures.

Prerequisites: Satisfactory placement scores for MAT 111, MAT 130, MAT 138, or MAT 140 or completion of MAT 110, MAT 111, MAT 130, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: Credit may not be earned for both PHY 201 and PHY 101, or PHY 221.

**PHY 202 - Physics II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. A continuation of PHY 201, this course covers electricity, magnetism, electromagnetic waves, optics and modern physics. As a transfer course, PHY 202 is designed for nonphysical science and non-engineering majors. Laboratory requirement supplements lectures.

Prerequisites: Completion of PHY 201 with a grade of C or higher.

Note: Credit may not be earned for both PHY 202 and PHY 222 or PHY 101.

### **PHY 221 - University Physics I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. In addition to these topics, PHY 221 includes conservation principles, oscillations and gravitation. Laboratory requirement supplements lectures.

Prerequisites: Completion of MAT 138 or MAT 140 with a grade of C or higher.

Note: Students may not receive credit for both PHY 221 and PHY 101 or PHY 201.

### **PHY 222 - University Physics II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity, and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. In addition to these topics, PHY 222 covers electric currents and circuits and motions of charged particles. Laboratory requirement supplements lectures.

Prerequisites: Completion of PHY 221 with a grade of C or higher.

Note: Students may not receive credit for both PHY 222 and PHY 102 or PHY 201. This course is offered in Spring and Summer.

### **PKS 102 - Introduction to Packaging Science**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

Considers functions of a package; materials, processes, and technology used in package development; and the relationship of packaging to the corporation, consumer, and society.

### **PNR 120 - Medical/Surgical Nursing I**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisites: PNR 175.

Note: This course is offered in Fall and Spring.

### **PNR 121 - Fundamentals of Pharmacology**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course is an introduction to basic concepts of pharmacology. Dosage calculations, medication administration, and common drug classifications are among the concepts explored.

Prerequisites: Admission to the program and satisfactory placement levels for MAT 120 or completion of MAT 102 or MAT 120.

### **PNR 130 - Medical/Surgical Nursing II**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course is a continuation of the study utilizing the nursing process. Concepts studied include the physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address the selected commonly occurring health problems having predictable outcomes.

Prerequisites: PNR 120.

Note: This course is offered in Spring and Summer.

### **PNR 140 - Medical/Surgical Nursing III**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course is a continuation of the study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

Prerequisites: PNR 130.

Note: This course is offered in Fall and Spring.

### **PNR 154 - Maternal/Infant/Child Nursing**

Class Hours: 3 Lab Hours: 6 Credit Hours: 5

This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring diseases.

Prerequisites: PNR 140.

Note: This course is offered in Fall and Summer.

### **PNR 175 - Practical Nursing Skills**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

This course provides refinement of skills used in the nursing process. Organizational skills, legal and ethical aspects of practical nursing, and career opportunities are emphasized.

Prerequisites: Admission to the program.

NOTE: This course is offered in Fall and Spring.

### **PNR 181 - Special Topics in Practical Nursing**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course covers special topics in practical nursing.

Prerequisites: PNR 130.

NOTE: This course is offered in Fall and Summer.

### **PSC 101- Topics for Model United Nations**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course is an introduction to the world of international negotiations and diplomacy by preparation for, and participation in, simulations of the United Nations and other international organizations. The countries and issues to be studied will vary.

### **PSC 103 - Topics for Model United Nations II**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course offers students additional study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their second term as a delegate. The countries and issues to be studied will vary from year to year.

### **PSC 104 - Topics for Model United Nations III**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course offers students advanced study in international negotiations and diplomacy by preparation and participation in simulations of the United Nations for their third term as a delegate. The countries and issues to be studied will vary from year to year.

### **PSC 201 - American Government**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100 with a C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher.

Note: This course is offered every semester, but is only offered in an online format in Summer.

### **PSC 215 - State and Local Government**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of state, county, and municipal governmental systems, including interrelationships between these systems and within the federal government.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100 with a grade of C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher.

Note: This course is offered based on enrollment.

### **PSC 220 - Introduction of International Relations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the major focus and factors influencing world affairs, with emphasis on the role of the United States in the global community and the impact of growing interdependence on daily living.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100 with a grade of C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher.

Note: This course is offered online every semester.

### **PSC 225 - Political Parties, Campaigns & Elections**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course will focus on the dominant two-party system in U.S. politics, the federal campaign and election system, and electoral campaign races. The course will trace the evolution of political parties in the U.S., as well as focus on how campaigns are mounted and won.

Prerequisites: PSC 201 with a grade of C or higher.

Note: This course is offered based on enrollment.

### **PSY 103 - Human Relations**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

Note: This course counts as elective credit only in the AA and AS degree programs. This course is offered in Fall.

**PSY 120 - Organizational Psychology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of basic psychological principles of supervision and organizational dynamics, and includes the application of psychological concepts of human behavior to the self, groups and the workplace.

Note: This course counts as elective credit only in the AA and AS degree programs. This course is offered online every semester.

**PSY 201 - General Psychology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.

Prerequisites: Satisfactory reading and English placement scores for ENG 101; or satisfactory English scores for ENG 101 and completion of RDG 100 or HSS 100 with a grade of C or higher; or completion of ENG 100, ENG 101, ENG 103 or ENG 155 with a grade of C or higher. BIO 101 strongly recommended.

**PSY 202 - Fundamentals of Psychological Science**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides an overview of the basic knowledge, skills, and abilities for success in the psychology major, including the fundamentals of psychometrics, research methods, career planning, and the dissemination of research findings.

Prerequisites: PSY 201

Corequisites: MAT 120 is recommended.

**PSY 203 - Human Growth and Development**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Prerequisites: PSY 201 with a grade of C or higher.

Note: This course is offered online every semester.

**PSY 207 - Forensic Psychology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to psychological knowledge, concepts, and principles of forensic psychology. Topics include the application of research, procedures, and techniques to specific areas of law and the legal system as they relate to general psychological principles and methods.

Prerequisites: PSY 201 with a grade of C or higher.

Note: This course is offered online every semester.

**PSY 208 - Human Sexuality**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.

Note: This course is offered in Fall and Spring.

**PSY 212 - Abnormal Psychology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Other topics include analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems.

Prerequisites: PSY 201 with a grade of C or higher.

Note: This course is offered online in Summer.

**PSY 221 - Psychology of Religion and Spirituality**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a study of the physical, cognitive, and social factors affecting religiousness and spirituality.

Note: This course is offered in Fall and Spring.

**PSY 225 - Social Psychology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is the study of individual behavior as influenced by social roles, group identification, attitudes, and values.

Prerequisites: PSY 201 with a grade of C or higher.

**QAT 101 - Introduction to Quality Assurance**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered every semester.

**QAT 102 - Quality Concepts and Techniques**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts, and the commitment to quality are emphasized.

Prerequisites: QAT 101.

Note: This course is offered every semester.

**QAT 103 - Quality Management**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

The total quality concept, including organization, planning, organizational budgeting, product liability and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included.

Prerequisites: QAT 102.

Note: This course is offered in Summer.

**RDG 032 - Developmental Reading**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details. A grade of C or higher is required to take RDG 100.

Prerequisites: Satisfactory Reading placement scores.

Note: If RDG 032 is not offered, students can enroll in RDG 100.

**RDG 100 - Critical Reading**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

Prerequisites: Satisfactory Reading placement score or a grade of C or higher in RDG 032.

Note: This course cannot be used for certificate, diploma, or degree programs

**REL 101 - Introduction to Religion**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides a study of religion and the nature of religious beliefs, practices, and their influences on culture, history and philosophy.

**REL 201 - Religions of the World**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course surveys the major religious traditions of the world.

**SAC 101 - Best Practices in School-Age and Youth Care Skills**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

**SFT 109 - Lifetime Fitness and Wellness**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

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.

**SOC 101 - Introduction to Sociology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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 - Marriage and the Family**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change.

Note: This course is offered in Fall.

**SOC 205 - Social Problems**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Note: This course is offered based on enrollment.

**SOC 233 - Social Issues in Sport**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course surveys topics concerning the relationship between sports and society. Topics include racial, gender, age, and sexual-orientation stratification and discrimination in amateur and professional sports, the economics of sport, and sports culture.

Note: This course is only offered in the Spring and Summer.

**SPA 101 - Elementary Spanish I**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to the Hispanic culture.

Note: ENG 101 is strongly recommended.

**SPA 102 - Elementary Spanish II**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course continues development of the basic language skills and the study of the Hispanic culture.

Prerequisites: SPA 101, Foreign Language Placement test, or Exemption test scores.

**SPA 201 - Intermediate Spanish I**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

Prerequisites: SPA 102 with a grade of C or higher, Foreign Language Placement test, or Exemption test score.

**SPA 202 - Intermediate Spanish II**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose.

Prerequisites: SPA 201 with a grade of C or higher, Foreign Language Placement test, or Exemption test score.

Note: This course is offered in Spring and Summer.

**SPC 200 - Introduction to Speech**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to the theory and practice of oral communication with an application of improving these skills in interpersonal, intercultural, group and public contexts.

Prerequisites: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of C or higher.

Note: This course is not offered online.

**SPC 205 - Public Speaking**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of public speaking with application of speaking skills.

Prerequisites: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of C or higher.

**SPC 209 - Interpersonal Communication**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course is an introduction to principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

Prerequisites: ENG 101, ENG 103, ENG 155, or ENG 156 with a grade of C or higher.

Note: This course is offered on-campus in Spring.

**SUR 101 - Introduction to Surgical Technology**

Class Hours: 4 Lab Hours: 3 Credit Hours: 5

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

Note: This course is offered in Fall.

**SUR 102 - Applied Surgical Technology**

Class Hours: 4 Lab Hours: 3 Credit Hours: 5

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

Note: This course is offered in Fall.

**SUR 103 - Surgical Procedures I**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

Note: This course is offered in Spring.

**SUR 104 - Surgical Procedures II**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of the various specialties of surgical procedures.

Note: This course is offered in Spring.

**SUR 105 - Surgical Procedures III**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of advanced specialties of surgical procedures.

Note: This course is offered in Summer.

**SUR 110 - Introduction to Surgical Practicum**

Class Hours: 0 Lab Hours: 15 Credit Hours: 5

This course is an introduction to the application of surgical technique by assisting in the perioperative roles in various clinical affiliations.

Note: This course is offered in Summer.

**SUR 111 - Basic Surgical Practicum**

Class Hours: 2 Lab Hours: 15 Credit Hours: 7

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

Note: This course is offered in Fall.

**SUR 120 - Surgical Seminar**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course includes the comprehensive correlation of theory and practice in the perioperative role.

Note: This course is offered in Fall.

**SUR 130 - Biomedical Science for The Surgical Technologist**

Class Hours: 1 Lab Hours: 0 Credit Hours: 1

This course includes basic principles of energy modalities, robotics, laser technology, and hybrid operating rooms as they relate to safe patient care practices in the operating room.

Note: This course is offered in Fall.

**TEL 105 - Telecommunications Principles**

Class Hours: 3 Lab Hours: 3 Credit Hours: 4

This course is a study of the basic principles of telecommunications systems. It will include operational characteristics of the voice telephone, wire and cable connectors, and a typical connection link.

**THE 101 - Introduction to Theatre**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course includes the appreciation and analysis of theatrical literature, history, and production. This course equips students with a working knowledge of western and non-western theatre history.

Note: This course is offered in Fall and Spring.

**VET 101 - Animal Breeds and Husbandry**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is a study of the 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, physiological data and behavior of each species of animal.

Prerequisites: VET 113.

**VET 104 - Veterinary Anatomy and Physiology**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory.

Prerequisites: VET 113.

**VET 113 - Introduction to Veterinary Technology**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course introduces veterinary medical terminology, anatomy, physiology and related areas of veterinary medicine. It will also introduce the student to job opportunities and the characteristics it takes to be successful in this field.

Prerequisites: Satisfactory placement test scores for ENG 101; or completion of ENG 101; or completion of ENG 100 and RDG 100 or HSS 100.

Note: This course is offered every semester.

**VET 116 - Radiology and Parasitology**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

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 parasitology.

Prerequisites: VET 113.

**VET 140 - Veterinary Pharmacology**

Class Hours: 2 Lab Hours: 0 Credit Hours: 2

This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine.

Prerequisites: VET 150.

**VET 142 - Veterinary Anesthesia**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course is the study of the principles and practical uses of anesthesia in veterinary medicine.

Prerequisites: VET 150.

**VET 150 - Clinical Techniques I**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course includes a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes techniques in restraint, handling, administration of medications, and collection of bodily specimens.

Prerequisites: VET 113.

**VET 152 - Clinical Pathology**

Class Hours: 2 Lab Hours: 6 Credit Hours: 4

This course provides a study of veterinary hematology, urology, and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines.

Prerequisites: VET 150.

**VET 160 - Clinical Techniques II**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course provides a survey of technical skills required by the veterinary technician with emphasis on radiographic and anesthetic procedures.

Prerequisites: VET 150.

**VET 170 - Veterinary Technician Externship**

Class Hours: 0 Lab Hours: 24 Credit Hours: 6

This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility.

Note: This course is offered in Spring and Summer.

**VET 201 - Diseases and Zoonosis**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course provides a study of domestic animal diseases, including their causes, symptoms, prevention, treatment, and public health significance.

Prerequisites: VET 160.

**VET 215 - Laboratory Animal Medicine**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

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.

Prerequisites: VET 250.

**VET 240 - Office Management and Client Education**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

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.

Prerequisites: VET 160.

**VET 250 - Clinical Techniques III**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course includes a survey of technical skills required by the veterinary technician with emphasis on laboratory techniques.

Prerequisites: VET 160.

**VET 260 - Clinical Techniques IV**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course will survey technical skills required by veterinary technicians with emphasis on medical and surgical emergencies.

Prerequisites: VET 250.

**VET 270 - Advanced Medical Care**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course provides a study of the technician's role in emergency medical and surgical procedures. This course includes a survey of diagnostic procedures.

Prerequisites: VET 160.

**VET 290 - Senior Integrated Learning**

Class Hours: 4 Lab Hours: 0 Credit Hours: 4

This course will integrate foundational knowledge from learned information in preparation for taking the Veterinary Technician National Exam and a career in veterinary technology.

Prerequisites: VET 250.

**WLD 109 - Gas Metal Arc Welding II**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course covers all position welding and advanced techniques for welding ferrous and nonferrous metals.

Prerequisites: WLD 111.

Note: This course is offered in Summer.

**WLD 111 - Arc Welding I**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

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.

Prerequisites: WLD 115.

Note: This course is offered in Fall and Spring.

**WLD 113 - Arc Welding II**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course is a study of arc welding of ferrous and/or nonferrous metals.

Prerequisites: WLD 111.

Corequisites: WLD 225.

Note: This course is offered in Spring.

**WLD 115 - Arc Welding III**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

Prerequisites: WLD 111.

Note: This course is offered in Fall and Spring.

**WLD 129 - Metal Working Tools**

Class Hours: 2 Lab Hours: 3 Credit Hours: 3

This course covers the proper use, techniques, variations, and application of common hand and power tools used in metal working industries.

Note: This course is offered in Spring.

**WLD 132 - Inert Gas Welding Ferrous**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals.

Prerequisites: WLD 111.

Corequisites: WLD 154.

Note: This course is offered in Fall.

**WLD 154 - Pipefitting and Welding**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes.

Corequisite: WLD 132.

Note: This course is offered in Fall.

**WLD 160 - Fabrication Welding**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course covers the layout and fabrication procedures as they pertain to sheet metal and structural steel shapes. The course also includes shop safety and hand and power tools.

Prerequisites: WLD 109, WLD 111, and WLD 132.

Note: This course is offered in Summer.

**WLD 204 - Metallurgy**

Class Hours: 3 Lab Hours: 0 Credit Hours: 3

This course covers the characteristics of ferrous and non-ferrous metals.

Prerequisites: WLD 111.

Note: This course is offered in Summer.

**WLD 208 - Advanced Pipe Welding**

Class Hours: 1 Lab Hours: 6 Credit Hours: 3

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals.

Prerequisites: WLD 154.

Note: This course is offered in Summer.

**WLD 225 - Arc Welding Pipe I**

Class Hours: 1 Lab Hours: 9 Credit Hours: 4

This course covers the techniques used in shielded metal arc welding of groove welds on pipe.

Corequisite: WLD 113.

Note: This course is offered in Spring.

**WLD 235 - Robotic Welding I**

Class Hours: 1 Lab Hours: 3 Credit Hours: 2

This course covers basic theory and practice for robotic welding.

Prerequisites: WLD 109.

Note: This course is offered in Spring.





# STUDENT HANDBOOK

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## CAMPUS POLICE DEPARTMENT

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❑ Inclement Weather Delays or Closing	<i>For details see page 188</i>
❑ Parking Limits/Traffic Penalties	<i>For details see page 189</i>
❑ Parking Regulations	<i>For details see page 188</i>
❑ Safety and Security	<i>For details see page 188</i>
❑ Weapons on Campus	<i>For details see page 189</i>
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## STUDENT ENGAGEMENT

❑ Student Involvement, Leadership, and Activities	<i>For details see page 190</i>
❑ Student Organizations	<i>For details see page 190</i>
❑ Formation of New Student Organizations	<i>For details see page 190</i>
❑ Fundraising Activities Policy	<i>For details see page 191</i>
❑ Student Participation in Institutional Decision-Making	<i>For details see pages 191</i>

## STUDENT POLICIES & RESPONSIBILITIES

❑ Alcohol and Other Drug Use Policy	<i>For details see page 191</i>
❑ Bulletin Boards	<i>For details see page 191</i>
❑ Community Standards, Including Title IX	<i>For details see pages 192</i>
❑ Contact Information for Reporting a Title IX Concern	<i>For details see page 192</i>
❑ Dress and Personal Appearance	<i>For details see page 193</i>
❑ Eating, Drinking, and Musical Devices	<i>For details see page 193</i>
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❑ Student Grievance Procedure for the SC Technical College System	<i>For details see pages 193</i>
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## STUDENT EDUCATIONAL RECORDS

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## STUDENT SUPPORT SERVICES

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❑ Campus Store	<i>For details see page 195</i>
❑ Career and Employability Resources	<i>For details see page 195</i>
❑ Copy Machines	<i>For details see page 196</i>
❑ First Aid, Health Services, and Student Insurance	<i>For details see page 196</i>
❑ Information and Technology (IT) Resources	<i>For details see page 196</i>
❑ Open Computer Labs	<i>For details see page 196</i>
❑ Student Wellness Programs	<i>For details see page 196</i>

## Campus Police

Location: 138 Pickens Hall  
 E-mail: [campuspolice@tctc.edu](mailto:campuspolice@tctc.edu)  
 Telephone: 864-646-1800

## Campus Store

Location: 215 Student Success Center  
 Telephone: 864-646-1823

## Career and Employability Resources

Location: 180 Ruby Hicks Hall  
 E-mail: [careerresources@tctc.edu](mailto:careerresources@tctc.edu)  
 Telephone: 864-646-1573

## Student Engagement

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Location: 208 Student Success Center  
 E-mail: [studentdevelopment@tctc.edu](mailto:studentdevelopment@tctc.edu)  
 Telephone: 864-646-1872

## Student Wellness Programs

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Location: 120 Student Success Center  
 E-mail: [wellness@tctc.edu](mailto:wellness@tctc.edu)  
 Telephone: 864-646-1569

# CAMPUS POLICE DEPARTMENT

## Campus Police

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The Campus Police Department leads a College-wide effort to ensure a safe environment for all students, employees, and visitors by providing professional law enforcement and security services, community education and outreach, and effective emergency planning and response. The department provides services on all campuses and is staffed by Campus Police Officers certified by the South Carolina Criminal Justice Academy and commissioned by the Governor's Office.

### Campus Police Services

**Crime Log** - The Campus Safety Daily Crime Log is maintained in the Campus Police Department to provide information about incidents occurring on campus and to promote awareness. This is a record of all criminal incidents and alleged criminal incidents reported and handled by the Campus Police Department. Anyone wishing to review the official log may do so at the Campus Police Department.

**Safety Classes** - Tri-County Technical College Campus Police focus on improving the safety and well-being of all Tri-County students, faculty, and staff by offering classes related to crime prevention and campus safety topics. Upon request, the Campus Police can provide students, faculty, and staff with classes tailored to any specific concerns you may have.

Classes can be provided for individuals or groups. Examples of class topics that can be provided include personal defense, pedestrian safety, and crime prevention techniques. Interested in a safety topic not listed? Please **contact us** to make a request.

Additional safety tips have been compiled for convenience as well.

We have compiled some additional safety tips for your convenience as well.

**Safety Escort** -The Campus Police routinely patrol the college's four main campuses in both marked and unmarked vehicles, as well as on foot. If staffing is available, Campus Police will escort you to your vehicle if you are concerned for your safety. Please call 864-646-1800 to request an escort from the Campus Police Department.



## Emergencies

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Students are strongly encouraged to leave a copy of their class schedules with relatives so they may be more easily contacted if an emergency arises. The College does not have an intercom communication system linking all classrooms, laboratories, or buildings and does not normally provide a student locator service. Campus alerts are communicated via several media outlets. See "Safety and Security" for more information. In the event of an emergency, contact the Campus Police Department:

- Anderson Campus:  
864-260-6718
- Easley Campus:  
864-220-8989
- Industrial Technology  
Campus: 864-646-1800
- Pendleton Campus:  
864-646-1800
- Oconee Campus:  
864-613-1901

## Inclement Weather Delays or Closings

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Any decision to close the College and/or cancel classes due to inclement weather will be announced using the College's inclement weather notification procedures. These procedures are posted on the Campus Police section of the College's website: [tctc.edu/campuspolice](http://tctc.edu/campuspolice).

## Parking Regulations

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On all campuses, parking has been designated in various lots for students, visitors, employees, and handicapped individuals. Employees and any person enrolled in classes may not use "Visitor" parking spaces. Maps and parking rules are available on the College website, in the Campus Police Department, and at the Welcome/Front desks at all campuses, as well as in the Admissions Office and the Industrial and Business Development Center on the Pendleton Campus.

Vehicles are to be parked with the traffic flow in parallel parking areas in one parking space. Backing into a parking space on a one-way drive is prohibited. Students are to follow general parking courtesy, which includes not parking on sidewalks, yellow curbs, lawns, or grassed areas, or in reserved spaces, crosswalks, driveways, or intersections, or in any other loading or "No Parking" zones. All vehicles must be parked in a legal space.

The College does not guarantee parking spaces; however, adequate parking areas have been marked by white-lined spaces for students. Additionally, the College owns a parking lot located at 915 S. Mechanic Street in Pendleton (.05 miles from campus) to handle overflow parking at the Pendleton Campus. A parking permit is still required to park at this location.

Students and employees can park in the Mechanic Street lot and ride the CAT bus to/from the Pendleton Campus. The CAT bus drops off and picks up at the crosswalk located in front of Ruby Hicks Hall.

The bus operates Monday-Friday starting at 7:03 a.m. and runs hourly until 6:03 p.m. (Times could vary slightly depending on traffic).

You must be standing at the bus stop shelter awaiting pickup; the bus will not wait for riders to exit their vehicles.

Questions regarding parking on campus should be directed to the Campus Police Department at 864-646-1800.

## Safety and Security

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Students must observe the safety regulations posted in all instructional shops and labs. In many areas, safety glasses, face shields, shoes, or other protective clothing are required. Students should see their instructors for a more detailed listing of required equipment.

In the event of a fire, tornado, or other emergency, students should follow exit, evacuation, or other appropriate instructions posted in the classroom, shop, lab, and hallway or as given by the instructor or the College's emergency notification system. Elevators should be avoided in an emergency.

Emergency communications are issued by text, voice, and email and appear on the public website, social media, and the College's portal announcements. Students are automatically enrolled in the emergency notification system upon admission to the College. Once enrolled, students should check to be sure their emergency notification number is correct by logging into the College's portal. If the number is not correct, students can click on a link to quickly and easily update the number.

Students must notify the College's Campus Police Department in the event of any accident or other incident that occurs on campus, including theft or vandalism. The College is not responsible for any theft or vandalism of personal property anywhere on the College premises. The Tri-County Technical College Annual Campus Security Report required by the Clery Act is available upon request in the Campus Police Office and on the College website at [tctc.edu/campuspolicerreport](http://tctc.edu/campuspolicerreport).

## Speed Limit/Traffic Penalties

Traffic on the front drive of the Pendleton Campus is one way, and the speed limit is 15 mph. The speed limit on Perimeter Road around the Pendleton Campus is 20 mph. The speed limit in all parking lots is 20 mph on all campuses. Violations of traffic and/or parking regulations on any of the College campuses are subject to a warning, fine, towing of the vehicle and/or vehicle being immobilized by a booting device. Parking fines range from \$25 to \$100, depending on the violation. Towing and/or booting is the penalty for repeat offenders, for blocking traffic or another vehicle, or for parking in unauthorized spaces. Towing and/or booting costs is at the owner's expense. All appeals of parking penalties must be made through MyTTC/MyPayments/Pay for Parking Permits/View, Pay, or Appeal Citations within 10 days of the date of the citation. All South Carolina traffic laws apply to vehicles and drivers on all campuses.

## Weapons on Campus

To ensure a safe and secure environment for all members of the campus community, the carrying of firearms and/or other weapons is restricted on all premises or property owned, operated, or controlled by Tri-County Technical College. Weapons may be defined as firearms, knives, swords, slingshots, brass knuckles, razors, or other objects or devices that may be used to inflict bodily injury or death, either in assembled or unassembled condition.

Notwithstanding the previously mentioned restriction, salaried law enforcement officers of a municipal, county, state, or federal law enforcement agency are permitted to have a firearm on their person when on campus and when dressed in official uniform. Plain-clothes, salaried law enforcement officers are required to wear their firearms in a concealed manner.

The South Carolina Code of Laws 16-23-420(a), addressing the carrying of a weapon on campus, states: "It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, without the express permission of the authorities in charge of the premises or property."

The provisions of the statute referenced above do not apply to a person who is authorized to carry a concealed weapon pursuant to "The Law Abiding Citizens Self-Defense Act of 1996" when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

The possession or use on campus of dangerous weapons, incendiary devices, or explosives will be controlled as designated in System Policy 3-2-106 Student Code and Grievance, System Procedures 3-2-106.1

## Youth and Children on Campus

Tri-County Technical College provides an adult, unsupervised environment for the purpose of education and related activities for adults in support of the College's curriculum programs. Minors (for the purpose of this policy, defined as children under the age of 17 who are not enrolled students) cannot be monitored or supervised by college employees. Therefore, minors must be accompanied and supervised by a parent or legal guardian to ensure their safety when they are on college premises or when they are attending College-sponsored events off campus. Minors will not be permitted in Tri-County Technical College classrooms, labs, or other instructional venues. Employees may not bring children to work with them without supervisory approval. Exceptions to this policy must have written permission from the Vice President for Business Affairs.



The Student Code for the South Carolina Technical College System and 3-2-106.2 The Student Grievance Procedure for the South Carolina Technical College System (in the case of students); or System Policy 8-5-100 Disciplinary Action and System Procedure 8-5-100.1 Disciplinary Action (in the case of employee).

# STUDENT ENGAGEMENT

The Leading EDGE Experience is the College's comprehensive initiative to provide extracurricular and co-curricular engagement opportunities that complement and support curricular learning in the classroom. Programs included in the Leading EDGE Experience are designed to enhance student learning, engagement, and leadership development. Student engagement opportunities are held throughout each semester at a variety of times on multiple campuses. Information about these activities is available via the weekly EDGE newsletter, MyTCTC Event file, the TCTC website, and TCTC social media. For more information, students may contact Student Engagement at 864-646-1872, visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus), or visit the front desk at the Anderson, Easley, or Oconee campuses



## Student Organizations

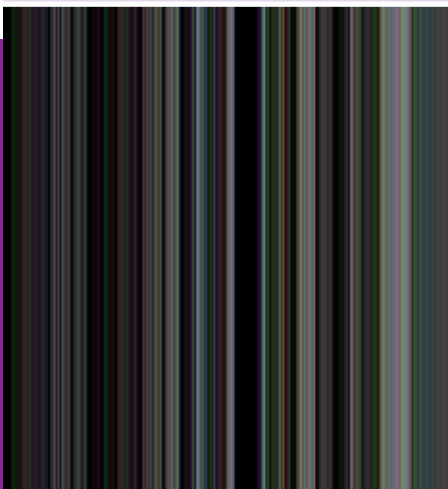
Tri-County Technical College strives to maximize personal growth and development in students by providing a variety of opportunities for involvement, service, and leadership in extra and co-curricular activities. Student organizations and clubs support the academic mission of the College by working to create experiential learning options outside of the classroom and encouraging students to actively participate in the greater educational community. Student clubs and organizations are coordinated by the manager of student involvement programs. The dean of students serves as the SGA Advisor. The Student Government Association provides a leadership structure for the organizations. A list of current clubs and organizations can be found on the College's website and the CampusGroups app. For more information, students may contact Student Engagement at 864-646-1872, visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus), or visit the front desk at the Anderson, Easley, or Oconee campuses.

### Formation of New Student Organizations

All new clubs or organizations must be approved by the Student Government Association and the Dean of Students. New student campus organizations must enhance the instructional program by providing a vehicle for students with mutual interests to work and accomplish goals together. The formation of organizations strictly as social clubs will be discouraged.

Students who are interested in establishing a new student organization must submit to the SGA Advisor, and the president of the Student Government Association the following information:

- Purpose of the proposed organization
- Goals and objectives
- Name of faculty or staff member willing to assume the



- responsibilities of advisor
- Proposed organization's constitution
- Proposed first-year budget

The Student Government Association will review the information and recommend approval or disapproval to the dean of students. For more information, students may contact Student Engagement at 864-646-1872, visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus), or visit the front desk at the Anderson, Easley, or Oconee campuses.

### Student Participation in Institutional Decision-Making

Tri-County Technical College values the ideas and opinions of its students and encourages student participation in the governance process of the College by including students in the membership of College committees. The student perspective on College issues is also sought through the Student Government Association, surveys, and student forums, during which student issues and concerns are addressed by College administrators. For additional information, students should contact Student Engagement at 864-646-1872, visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton campus), or visit the front desk at the Anderson, Easley, or Oconee campuses.

## Alcohol and Other Drug Use Policies

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, possession, or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal, state, and local regulations, policies, procedures, or rules, as well as legal statutes (such as the Drug Free Workplace Act and the Americans with Disabilities Act). Workplace means either on agency premises or while conducting agency business away from the agency premises. The educational setting includes both institutional premises and approved educational sites off campus.

The South Carolina Technical College System recognizes that chemical dependency through the use of controlled or uncontrolled substances, including alcohol, is a treatable illness. Tri-County Technical College provides alcohol and other drug awareness information or programs for employees and students. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

It is the policy of Tri-County Technical College to provide a drug-free, healthy, safe, and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles. The Alcohol and Other Drug Use policy may be found in Appendix 1.

## Bulletin Boards

Bulletin boards are located on campus to notify students of events and activities. All announcements, notices, and signs are to be posted only on these bulletin boards and not on the doors, windows, or walls. All announcements, notices, and signs not related to College activities must be submitted to the Office of Student Development for approval by the dean or designee prior to posting.

## Fundraising Activities Policy

Any person or organization selling merchandise, soliciting money or engaging in any other money-making activities at the College must submit a completed fundraising application form to the Manager of Involvement Programs three weeks prior to the date of the proposed event. Fundraising events may not benefit an individual student and should be sponsored by a recognized student organization. A decision regarding approval or disapproval will be made within one week. Fundraising efforts are approved jointly by the Dean of Student Development and the Vice President for Institutional Advancement and Business Relations. If the activity is approved, the sponsoring individual or organization will be responsible for conducting the project in a professional and courteous manner. If the activity is not approved, the Manager of Involvement Programs will inform the applicant of the reason. Money obtained from fundraising activities must be used to enhance the educational mission by providing a means for students with mutual interests to work and accomplish goals together. Any money raised will be deposited into an account with the TCTC Foundation and will be dispersed according to the Foundation's processes. For additional information, students should contact Student Involvement Programs at 864-646-1872, or visit the Student Engagement suite (room 208) in the Student Success Center (Pendleton Campus) or the front desk at the Anderson, Easley or Oconee Campuses.

## Community Standards, Including Title IX

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Behaviors that are unwelcome at the College include:

### Academic Misconduct

- Cheating
- Plagiarism
- Collusion
- Fabrication

### General Misconduct

- Abuse of privilege of freedom of speech or assembly
  - » Obstruction, disruption of activity authorized or conducted by the College on- or off-campus
- Falsification of information and other acts intended to deceive
  - » Forgery, falsification, lying
- Actions that endanger students and the college community
  - » Weapons, explosives, arson or misuse of fire equipment, violence, threats, intimidation, harassment, or coercion, retaliation
- Infringement of the rights of others
  - » Theft, damage to property, bullying
- Other acts which call for discipline
  - » Drugs, alcohol, policy violations, law violations

### Title IX Misconduct

- Sexual harassment
- Sexual violence
- Stalking
- Retaliation

As members of the community-at-large and the College community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students also are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. If students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether their conduct violates the law. If a student's behavior simultaneously violates both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities.

Tri-County Technical College students are responsible for being aware of the policies and procedures at the College. Enrolling at the College constitutes the student's agreement to abide by these policies and procedures.

The full version of the Student Code for South Carolina Technical Colleges is included in the Appendices of the College Catalog and on the College's website link to policies and procedures. A summary follows. The Code, which applies to all Tri-County students, sets forth individual student rights and responsibilities. The Code identifies behaviors that are not consistent with the values of the College community, including those specifically defined in Title IX related to alleged acts of sexual violence or sexual harassment. Enrolled students are responsible for upholding the Code on College property, at College-sponsored events, and while engaged in off-campus activities that may affect the College or its community.

### Contact Information

Anyone who believes they have witnessed or experienced sexual harassment, sexual assault, or retaliation stemming from such an incident should contact one of the individuals listed below.

#### Student inquiries regarding compliance may be directed to:

Mark Dougherty, dean of students, Pendleton Campus, Student Success Center, Room 123, 864-646-1871.

#### Employee inquiries may be directed to:

Chief Human Resources Office, Human Resources, Pendleton Campus, Anderson Hall, Room 200, 864-646-1792.

## Dress and Personal Appearance

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Appropriate attire is left to the discretion of the individual if it is not disruptive to the educational process. In the interest of health and safety, shoes that cover the length of the foot and shirts that cover the chest are required of all students. Some academic programs require specific dress or uniforms consistent with employment practices in the field of study. This information will be included in academic program guides.

## Gang and Gang-Like Activities

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Tri-County Technical College strictly prohibits the presence of gangs and gang-like activities that place the College population at risk. A "gang," as used in this policy, shall mean two or more individuals (students or others) whose purposes include disruption of the learning environment and/or involvement in criminal acts. "Gang-like" activity shall mean actions that are intended to simulate or manifest gang affiliations, even if the individual performing such actions is not part of a gang. For more information, reference College Procedure 4-8-1011.1.

## Lost and Found

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The lost and found policy and procedures are intended to ensure that items reported lost or found on any of Tri-County Technical College's campuses are properly accounted for, and in the case of items found, returned to their rightful owner or disposed of by the Campus Police. "Lost property" means any unattended, abandoned, misplaced, or forgotten item, including but not limited to equipment, cash, jewelry, phones, books, book bags, computers, keys, documents, or personal identification papers (driver's license, credit cards, etc.) which are found within the boundaries of the College, pending the identification of the rightful owner or disposal thereof.

The College assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on College property and for loss, under any circumstances, including theft, vandalism, or malicious mischief, of such belongings. Campus Police has been designated as the central repository and controlling agency for lost and found property for the College.

All found items should be turned in to the Campus Police Department within 24 hours for identification of the rightful owner if possible. Campus Police will log items as found and post them on the College portal. Campus Police will make a reasonable effort to locate and return found items to the rightful owner. If identification cannot be made, items will be disposed of. Any individual making a request for a lost item must present a picture identification and be able to give a detailed description of the item before it will be returned.

## Student Grievance Procedure for the SC Technical College System

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The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff related to policy violations. The process by which students may file grievances concerning harassment, discrimination and other matters is outlined in Appendix 5 and on the College's website.

## Eating, Drinking, and Musical Devices

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Eating and drinking are not permitted in any lab or computer lab. Eating and drinking are allowed in an auditorium, the Learning Commons, or classrooms at the discretion of the department head or the instructor. Students are encouraged to utilize the café, student lounge, and vending areas at each campus location. To maintain an environment conducive to learning, students are not permitted to play musical devices without headphones inside buildings or on campus.

## Disposition of Lost and Found Items

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All **unclaimed** items will be held until the end of each semester; after such time, the items will be disposed of in the following manner:

- **Clothing** will be donated to a local charity.
- **Credit/Bank Cards** will be destroyed.
- **Books** will be turned in to the Campus Store or the Learning Commons.
- **Driver's Licenses** will be returned to the DMV.
- **All Other Items** will be destroyed, discarded, or donated to a local charity.

## Tobacco and Vape Use Policy

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The College desires to provide a healthy working and learning environment for its employees and students. Therefore, the use of tobacco products is prohibited. For the purpose of this policy, "tobacco" refers to any and all tobacco products, whether inhaled or ingested, as well as electronic cigarettes or vaporizers. The use of tobacco products shall be prohibited everywhere on all campuses, inside buildings, and throughout the grounds. This policy applies to everyone on campus, including students, staff, faculty, contractors, and visitors. For additional information on the College's Tobacco-Free Policy, visit [tctc.edu/TobaccoFree](http://tctc.edu/TobaccoFree).

## STUDENT EDUCATIONAL RECORDS

### Change of Major

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Enrolled students who want to change academic majors must first meet with a Success Coach, Community Campus Student Services Coordinator, Program Director, Division Resource Specialist, Career and Employability Resources counselor, or the Director of Advising to discuss the appropriateness of the new major, the effect on degree completion, and possible financial aid implications. An electronic Change of Major form will need to be signed by the aforementioned designee and the student for the major to be changed. Please refer to the academic calendar for the Change of Major deadline.

### Change of Student Information

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Students are obligated to ensure that their names, addresses, and telephone numbers are current and accurate in the official records of the College. Failure to do so can cause delays in the handling of student records and emergency notifications. Currently enrolled students can make address and telephone number changes through their College's portal accounts. Name changes must be made by contacting TC Central.

### Enrollment Verification

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In cooperation with the National Student Clearinghouse (NSC), the College provides a free self-service program that allows current students to view and print advanced registration and enrollment verifications via the College's portal.

Advanced registration verifications are available approximately two months prior to the beginning of the semester/term. Enrollment verifications are typically available to students five days after the drop/add period for any given term.

Alumni seeking enrollment verification must contact TC Central, Pendleton Campus, Ruby Hicks Hall, Room 105.



## Transcripts

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College academic transcripts are issued by the Registrar's Office/Student Data Center. Current students and alumni may request a transcript via their College's portal account or online at [tctc.edu/transcript](http://tctc.edu/transcript).

# STUDENT SUPPORT SERVICES

## Cafe and Vending Services

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A full-service café is located on the plaza level of the Student Success Center (SSC) on the Pendleton Campus. Visit [tctc.edu/cafe](http://tctc.edu/cafe) to see a la carte menus, daily specials, current operating hours, and more.

TCTC vending services are located in the Campus Café, the west dining area of the SSC (plaza level), Ruby Hicks Building main lobby, Fulp Hall ground level, and student lounges in Oconee, Pickens, Miller, and Cleveland Halls. Vending services are also located in the student lounges on the ITC, Anderson, Easley, and Oconee Campuses.

## Campus Store

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The Campus Store, located in the Student Success Center (SSC) on the Pendleton Campus, offers a complete line of textbooks, supplies, apparel, and general merchandise. A variety of electronics are also available for purchase, including laptops, tablets, and accessories.

Regular Campus Store hours are Monday-Thursday, 7:30 a.m.-5:00 p.m., and Friday, 7:30 a.m.-2 p.m.

The Campus Store has extended hours during financial aid availability periods. During these weeks, financial aid can be used to purchase books, purchase supplies, or buy any other merchandise from the Campus Store. Also, during this time, students may order books online at [bookstore.tctc.edu](http://bookstore.tctc.edu) for purchase and receive them via in-store pickup, Community Campus pickup, or home delivery by FedEx (at an additional cost). Specific dates and times for these services are posted on the College's portal, [bookstore.tctc.edu](http://bookstore.tctc.edu), the Campus Store Facebook page, and in the Campus Store prior to the beginning of each semester.

Book buybacks through the College's wholesale partners are year-round on the College's website as well. Go to Textbooks and click Online Buyback. (no cost shipping)

To meet Higher Education Opportunity Act (HEOA) requirements, the Tri-County Technical College Campus Store makes available the prices and ISBNs (International Standard Book Number) for textbooks one month prior to the beginning of each semester. This information is made available using shelf tags in the store and on the Campus Store website at [bookstore.tctc.edu](http://bookstore.tctc.edu).

To keep up with the latest news, current events, and giveaways, visit: [bookstore.tctc.edu](http://bookstore.tctc.edu) or [facebook.com/TCTCBookstore](https://facebook.com/TCTCBookstore).

## Career and Employability Resources

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The Career and Employability Resources Office offers students, alumni, and graduates a variety of services through individualized assistance, workshops, presentations, online resources, and a resource library. Services include the following:

- **Career Counseling Services:** Assists students and graduates in understanding their interests, personality, and values as they relate to career planning. Career information, career counseling, and computerized assessments are available.
- **Resume Writing:** Provides guidance to develop a resume, cover letter, and reference package that will demonstrate the student's knowledge, skills, and abilities for targeted employment goals.
- **Employment Assistance:** Provides an online job board for students, alumni, and graduates available at <https://tctc-csm.symphlicity.com>. Assistance with interviewing techniques and job search strategies are also provided.
- **Work-Based Learning:** Integrates the classroom and the workplace by providing students with opportunities for related work experience in cooperation with local businesses and industries.

## Copy Machines

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Copy machines are available in the Learning Commons, Lower Level of the Student Success Center (SSC) outside of IT support and the Campus Store at the Pendleton Campus and in the open computer labs across all campuses. The College utilizes the PaperCut system to manage printing on campus. Every new student receives an initial \$10 deposit on their PaperCut account. The cost is 4 cents per black and white copy and 8 cents per color copy. Print access card refills are available in the vending machines on the Anderson and Easley campuses and in the Campus Store on the Pendleton Campus. The TCTC Print Shop (located on the lower level of the SSC) is available for students to use for coursework.

## Information and Technology Resources

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Information Technology (IT) resources, such as online tools, computers, printers, and Internet access, are provided to students to facilitate the accomplishment of their academic endeavors. Computers are available in the Learning Commons and in open computer labs throughout each of the College's campuses. Students should refer to the complete policy on IT resources available through MyTCTC and the College website. Copies are also available through the Senior Vice President.

## Open Computer Labs

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The College has many open computer labs that contain computers and printers for student use on each of the College's campuses. The hours of each open lab are listed at the front of the Catalog under each specific campus.

Throughout the academic year there may be testing or other college functions scheduled periodically in the open labs.

## First Aid, Health Services, and Student Insurance

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As a nonresidential campus, the College expects students to secure medical services through a private physician or medical facility. First aid supplies for minor injuries are available at the Campus Police Department on all campuses. No medications will be administered to students by College employees. In case of a more serious injury, students should call 911, then contact Campus Police at 864-646-1800, then contact the Dean of Student Development Office for appropriate processing. All emergency patients are to be transported to an area hospital by local emergency services.

All students enrolled at the College are covered by a student accident insurance program. The cost is included in the cost of tuition. Specific restrictions apply, and benefits are subject to change without notice. This program is subject to cancellation depending upon the availability of coverage at a reasonable cost to the College.

If the accident is an emergency, call 911 first, then contact Campus Police Department at 864-646-1800.

For non-emergency accidents, an incident report must be completed at the time of the accident by Campus Police or by another employee of the College (faculty or staff). An acknowledgment of receipt of the incident report, along with instructions on how to proceed with an insurance claim, will be sent to the student's Tri-County Technical College email within two business days. If the student does not receive the acknowledgment letter, they should contact the Office of Student Development at 864-646-1605. For more detailed information about the student accident insurance program, students may contact the Office of Student Development at 864-646-1605.

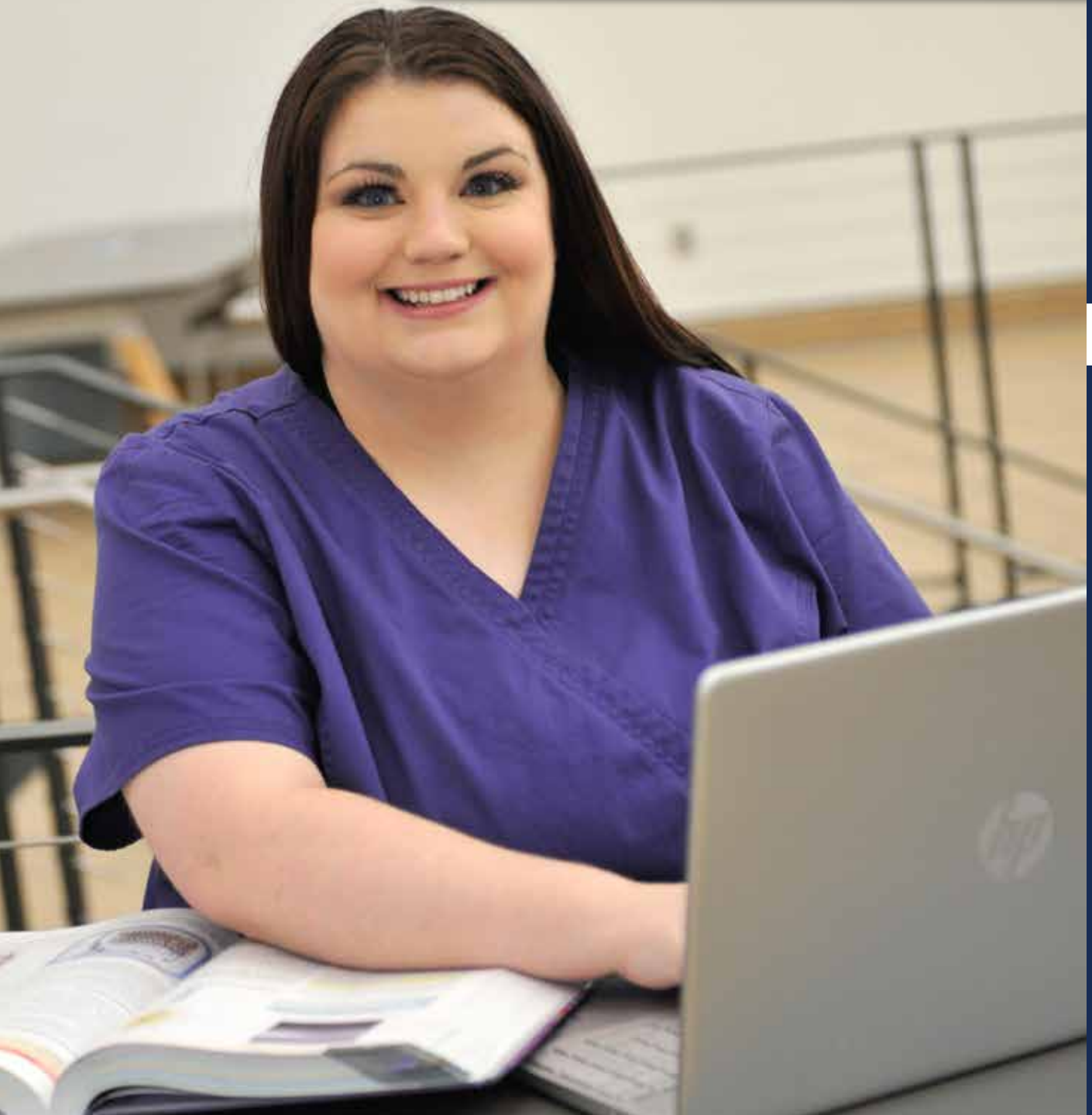
## Student Wellness Programs

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As part of the overall student support offerings, Wellness Programs provides a variety of resources and support to students who are experiencing academic, personal, and financial barriers to their college success. In order to facilitate success, staff may refer students to resources both on- and off-campus. On-campus resources include access to free professional counseling through the Student Assistance Program, access to financial resources through the SC Thrive and the Emergency Fund programs, access to the Student Support Food Pantry, child-care resource assistance, and other assistance. In addition, Wellness Programs creates and delivers information, resources, and activities that raise awareness about healthy lifestyles which support the student's educational and personal goals. Examples include education about alcohol and drugs, information about healthy relationships, and wellness initiatives, such as an annual health fair.

Students facing difficulties with any aspect of the College experience are encouraged to visit the "Student Support" file on MyTCTC, to contact Wellness Programs at [wellness@tctc.edu](mailto:wellness@tctc.edu), or call 864-646-1569; to visit the Student Support suite in the Student Success Center (Pendleton Campus); to visit a student success coordinator at the Anderson, Easley, or Oconee Campuses; or to contact any instructor.

# APPENDICES



# APPENDIX 1

## Alcohol and Other Drug Use

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### Substance Abuse Policy

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

It is the policy of Tri-County Technical College to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

View the full Substance Abuse policy at <http://tcwebap1.tctc.edu:8001/3-2-1061.PDF>.

### Student Alcohol and Other Drugs Procedure

Tri-County Technical College is committed to an ongoing student alcohol and other drug prevention program composed of both education and rehabilitation components as outlined fully in the Student Alcohol and Other Drugs procedure.

View the full Student Alcohol and Other Drugs procedure at <http://tcwebap1.tctc.edu:8001/3-2-1061-1.PDF>.

### Assistance with substance abuse issues

For enrolled students, Wellness Programs is your link to alcohol and other drug prevention related services available on campus and in the community.

Services provided by the staff may include educational presentations, referral to other agencies, awareness events, and information dissemination. For more information, contact Wellness Programs at 864-646-1569 or [wellness@tctc.edu](mailto:wellness@tctc.edu).

### Alcohol and Drug Laws

**ALCOHOL PURCHASE ON BEHALF OF ONE WHO CANNOT LAWFULLY BUY:** It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves.

**PENALTY:** Fine up to \$200 or confinement up to 30 days.

**PURCHASE/POSSESSION BY A MINOR/ MISREPRESENTING AGE:** It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21. It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage.

**PENALTY:** Fine up to \$200 for first offense.

**TRANSFERENCE OF BEER OR WINE:** It is against the law to serve beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse.

**PENALTY:** Fine up to \$200 or confinement up to 30 days.

**DISORDERLY CONDUCT:** Anyone found on any public highway or in any public place who is intoxicated or disorderly may be charged with disorderly conduct.

**PENALTY:** Fine up to \$100 or confinement up to 30 days.

**POSSESSION OF BEER, WINE, OR LIQUOR:** It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverages in actual possession or in your immediate surroundings.

**PENALTY:** Fine up to \$100 or confinement up to 30 days.

**OPEN CONTAINER:** It is against the law for anyone to have an open container of beer or wine in a moving vehicle.

**PENALTY:** Fine up to \$100 or confinement up to 30 days.

**SALE TO PERSON UNDER AGE:** It is against the law to sell beer, ale, or wine to anyone under 21 years old.

**PENALTY:** Fine up to \$200 or confinement up to 60 days.

### Drugs

**POSSESSION AND DISTRIBUTION OF DRUGS:** It is illegal to have, to make, or to intend to distribute any controlled substance.

**PENALTY:** Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000 and confinement up to 30 years.

**POSSESSION OR SALE OF DRUG PARAPHERNALIA:** It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to such things as: roach clips, bong, carburetor.

**PENALTY:** Fine up to \$500.

**DISTRIBUTION OF CONTROLLED SUBSTANCE CLOSE TO A SCHOOL:** It is against the law to distribute, sell, make or have a controlled substance within a "specified" distance of a school.

**PENALTY:** Fine up to \$10,000 and/or confinement up to 15 years.

### S.C. Alcohol & Drug Laws

**FELONY DRIVING UNDER THE INFLUENCE (DUI):** If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

**PENALTY:** For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years.

**DUI/CONSENT FOR TESTING:** Anyone who drives on South Carolina highways automatically has given consent to a breathalyzer test if arrested. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states you have to be given a driver's license, provisional or temporary.

**ALTERING AND FRAUDULENT USE OF LICENSE:** It is against the law to lend, issue, sell or use your license or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

**PENALTY:** Fine up to \$100 and/or confinement up to 30 days.

**CONTRIBUTING TO THE DELINQUENCY OF A MINOR:** It is against the law for any person over 18 to knowingly and willingly influence a minor to violate any law or municipal ordinance.

**PENALTY:** Fine up to \$3,000 and/or confinement up to 3 years.

### Controlled Substances Uses and Effects

The health risks of alcohol and drug use vary greatly from person to person, depending upon the substance used and the health of the user.

	Controlled Substances	Street Name	Health Risks
<b>Stimulants</b>	Methamphetamines	Crank, Crystal, Ice, Glass	Brain damage, severe dental problems, death
	Cocaine	Big C, Aunt Nora, Aspirin	Chronic nosebleeds, high blood pressure, brain hemorrhage
<b>Narcotics</b>	Heroin	Smack, Big H, Tar	Collapsed veins, liver disease Pulmonary complications
	Morphine	M, Miss Emma, Monkey	Rapid addiction, respiratory arrest, death
	Codeine	Captain Cody, Schoolboy	Rapid addiction, respiratory arrest, death
<b>Cannabis</b>	Marijuana	Reefer, Weed, Grass, Dope	Addiction, respiratory infections, impaired memory
<b>Hallucinogens</b>	LSD	Acid, Blotter, Boomer	Loss of appetite, increased heart rate, flashbacks
<b>Inhalents</b>	Solvents, Gases, Propellants	Poppers, Snappers, Whippets	Lowers blood pressure, respiratory depression, death
<b>Depressants</b>	Barbiturates	Barbs, Reds, Phennies	Lowers blood pressure, respiratory depression, death
	Flunitrazepam	R2, Roche, Roofies	Vision disorder, memory loss while under the drug's influence
<b>Other Drugs</b>	MDMA	Ecstasy, XTC, Disco Biscuit, X, E	Damage to neurons, involved in mood, thinking and judgment; liver and kidney failure; death

**Alcohol:** High-risk consumption may lead to cirrhosis of the liver, nervous and mental disorders, brain damage, gastrointestinal disorders, heart disease increased chance of cancer and alcoholism. The following impairment problems are also associated with high-risk consumption: drunk driving, unwanted sexual encounters, relationship problems, violence and poor academic performance.

**Note:** All the controlled substances listed above and on the previous page have a high psychological dependence.

Alcohol and Other Drugs (AOD) Advisory Committee 2006-2008, Resources used: [highereducationcenter.org](http://highereducationcenter.org) and [dea.gov](http://dea.gov).

# APPENDIX 2

## Statewide Agreement on Transfer and Articulation

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### Preface

On May 2, 1996, the Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the Home Page. Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina As Mandated By ACT 137 of 1995.

### Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission; and
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995, the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

### 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-year to four-year public institutions will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

### Admissions Criteria, Course Grades, GPAs, Validations

All four-year public institutions will issue annually in August a transfer guide covering at least the following items:

- The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- Institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
- Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
- Lists of the institution's Transfer Officer(s) personnel together with telephone and fax numbers, office address, and e-mail address.
- 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.
- "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made.

- Any four-year institution which has institutional or programmatic admissions requirements for transfer students with institutional 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 multi-campus institution or system will certify by letter to the Commission that all coursework at all of its campuses applicable to a particular degree program of study is fully acceptable in transfer to meet degree requirements in the same degree program at any other of its campuses.

Any coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures 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.

### Related Reports and Statewide Documents

All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.

The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

### Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

### Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."

By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:

- A copy of this entire document.
- A copy of the institution's transfer guide.

By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:

- A copy of this entire document.
- Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.

Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:

- Publish these procedures in their entirety (except Appendices)
- Designate a chief Transfer Officer at the institution who 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
- Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
- Refer interested parties to the institutional Transfer Guide
- Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.

In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.

In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

### Development of Common Course System

Adopt a common statewide course numbering system for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions.

Adopt common course titles and descriptions for common freshman and sophomore courses of the technical colleges, two-year regional campuses of the University of South Carolina, and the senior institutions. The Commission will convene statewide disciplinary groups to engage in formal dialogue for these purposes.

(A common course numbering system and common course titles and descriptions for lower-division coursework at all public institutions in the state can help reduce confusion among students about the equivalency of their two-year coursework with lower-division coursework at the four-year level. To this end, a common system leaves no doubt about the comparability of content, credit, and purpose among the lower-division courses at all public colleges and universities in South Carolina. It would also help eliminate institutional disagreement over the transferability of much lower-division coursework, thus clearing a path for easier movement between the technical colleges and senior institutions.)

# APPENDIX 3

## The Student Code for the South Carolina Technical College System

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### The Student Code for the South Carolina Technical College System

The Student Code for South Carolina Technical College System (SBCTE Procedure 3-2-106.1), sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBCTE procedure 3-2-106.2 or SBCTE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all students.

View the full Student Code at <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.1.pdf>.

# APPENDIX 4

## Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX

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Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education's Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBCTE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBCTE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States. In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

1. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
2. The alleged activity occurred within a college's education program or activity; and
3. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBCTE Procedure 3-2-106.1). The Nondiscrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBCTE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

View the full Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX here: <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.2.pdf>.

# APPENDIX 5

## The Student Grievance Procedure for the South Carolina Technical College System

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The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

View the full The Student Grievance Procedure for the South Carolina Technical College System here: <http://www.sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.3.pdf>.

# APPENDIX 6

## Service Animals

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It is the policy of the State Board for Technical and Comprehensive Education that the Service Animal Procedure shall govern the presence of service animals on college campuses and protect the rights of individuals who require a service animal.

The South Carolina Technical College System is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

View the Service Animal procedure here: <https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-107.1.pdf>.





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