



2026-2027

Catalog & Handbook



TCTC

Tri-County Technical College

MESSAGE FROM THE PRESIDENT

Thank you for choosing Tri-County Technical College as your partner in education. We're honored to walk alongside you as you take the next step on your path to a rewarding career and a future filled with possibility.

At Tri-County, student success is our highest priority. We are committed to creating a dynamic teaching and learning environment where every student has the opportunity to grow, succeed, and improve their quality of life. Whether your courses are in person or online, you'll experience engaging instruction, meaningful feedback, and opportunities to connect with faculty and peers in ways that support your academic and personal development.

With four campuses, Pendleton, Anderson, Easley, and Oconee, and learning centers in Sandy Springs and Honea Path, we make education accessible and convenient. We offer flexible scheduling and a wide range of financial aid options, including Pell Grants, LTA, SCWINS, and hundreds of scholarships through the Tri-County Technical College Foundation. But we know that affordability is just one part of the equation.

We also provide comprehensive support services designed to help you overcome barriers and stay on track. From academic coaching and tutoring to career counseling, mental health resources, and childcare assistance, we're here to help you balance school with work and family responsibilities. Our goal is to ensure that every student feels supported, empowered, and equipped to succeed.

As you explore this Catalog, you'll find programs tailored to meet a variety of goals. Whether you're entering the workforce through short-term training and certificate programs, planning to transfer to a four-year college, or seeking a career change, Tri-County offers pathways that lead to meaningful employment and long-term success. Our partnerships with local business and industry also provide opportunities to earn while you learn.

We proudly serve a diverse student population, including recent high school graduates, first-generation college students, working adults, English-language learners, students with disabilities, and many others. Our community reflects a wide range of backgrounds and life experiences, and we are committed to creating an inclusive environment where every student can thrive.

I look forward to seeing you on campus and wish you every success as you pursue your educational journey.

In your service,



D. Galen DeHay, Ph.D.
President





Hours of Operation

Monday-Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-2 p.m.

Telephone Numbers

Main Number:
864-646-TCTC (8282)

**Toll Free (within the
864 area code):**
866-269-5677

TDD/Voice: 800-735-2905

Digital Connections

Website: tctc.edu
Facebook: facebook.com/tctcedu
Instagram: instagram.com/tctcedu
X: x.com/tctcedu
YouTube: youtube.com/@tctcedu1962

Campus Locations

Anderson Campus
511 Michelin Boulevard
Anderson, SC 29625
864-260-6700

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

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

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

Learning Center Locations

Industrial Technology Center
5321 Highway 76
Pendleton, SC 29670

Senator Billy O'Dell Learning Center
Watkins Community Center
204 South Main Street
Honea Path, SC 29654

Mailing Address

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

CAMPUS MAPS

- ★ = Accessible Entrance
- ⬆ = Elevator
- E = On-Campus Emergency Phone
- B = Bike Rack
- ♿ = Handicap Parking

PENDLETON CAMPUS DIRECTORY

ANDERSON HALL (AD)

Anderson Hall Event Center (Offline During Construction)
Bridge Programs
Computer & Information Technology
High School Engagement & Outreach
Patriots' Place

CAMPUS POLICE DATA CENTER PHYSICAL PLANT

CLEVELAND HALL (CD)

Engineering Design Technology
Engineering & Industrial Technology Division Office
Engineering Systems Technology
Heating, Ventilation & Air Conditioning
Manufacturing Management & Leadership
Mechatronics

HALBERT HALL (HA)

Veterinary Technology

HAYDEN ABNEY FULP HALL (FP)

Early Care and Education
Expanded Duty Dental Assisting
Health Education Division Office
Media Arts Production
Medical Assisting
Medical Lab Technology
Nursing
Open Computer Lab
Pre-Pharmacy

Surgical Technology

INDUSTRIAL & BUSINESS DEVELOPMENT CENTER (IBDC)

Corporate & Community Education Programs
QuickJobs Training/Certifications

MILLER HALL (ML)

Academic & Career Foundations
Accounting
Administrative Office Technology
Business & Public Services Division Office
Business Administration
Comprehensive Studies
Criminal Justice
Flex Labs
Human Resources
I-BEST

OCONEE HALL (OH)

Arts & Sciences Division Office
Marshall Parker Auditorium

PICKENS HALL (PK)

Offline During Construction

RUBY HICKS HALL (RH)

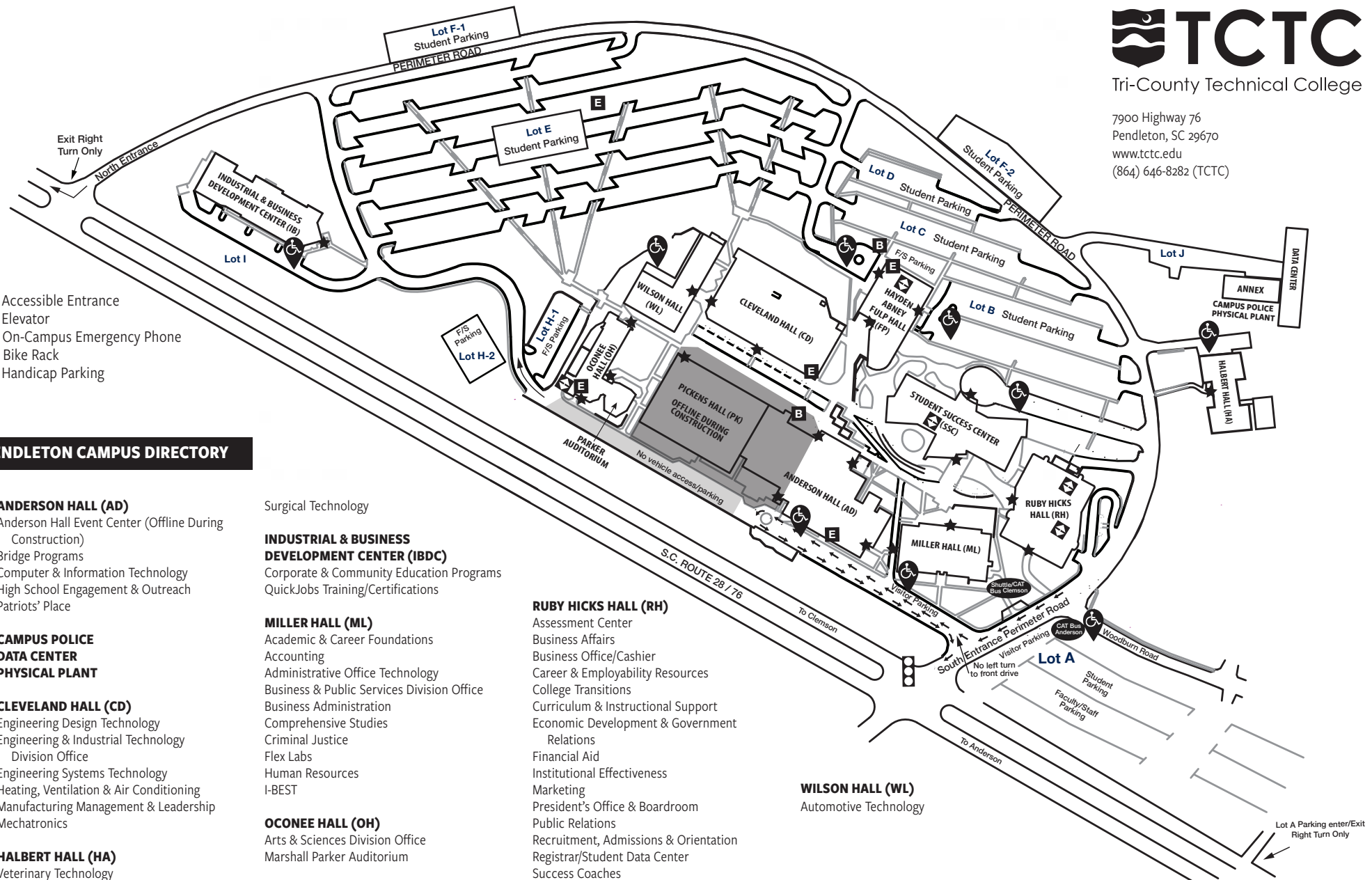
Assessment Center
Business Affairs
Business Office/Cashier
Career & Employability Resources
College Transitions
Curriculum & Instructional Support
Economic Development & Government Relations
Financial Aid
Institutional Effectiveness
Marketing
President's Office & Boardroom
Public Relations
Recruitment, Admissions & Orientation
Registrar/Student Data Center
Success Coaches
TC Central

STUDENT SUCCESS CENTER (SSC)

Accessibility Resource Center
Cafe
Campus Store
IT Help Desk
Learning Commons - Library/Tutoring
Printing Services
Shipping & Receiving/Mailroom
Student Support & Engagement

WILSON HALL (WL)

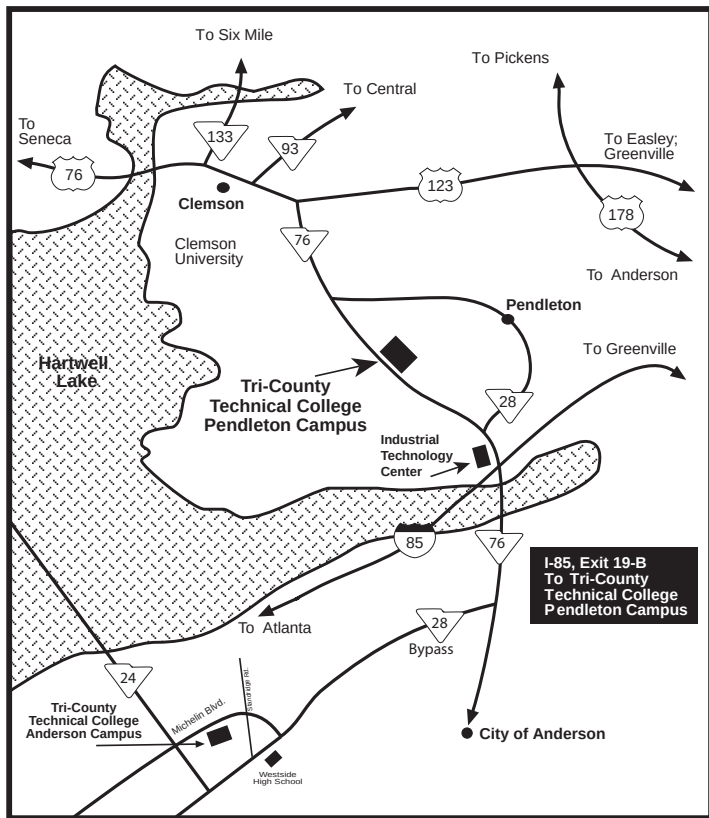
Automotive Technology



TCTC IS TOBACCO FREE: This includes all campuses, learning centers, buildings, parking lots, vehicles and outdoor areas; includes all tobacco products and electronic cigarettes.

WELDING AND CNC: These programs are taught at the Industrial Technology Center, 5321 Highway 76, approximately 5 miles from the Pendleton Campus towards Anderson.

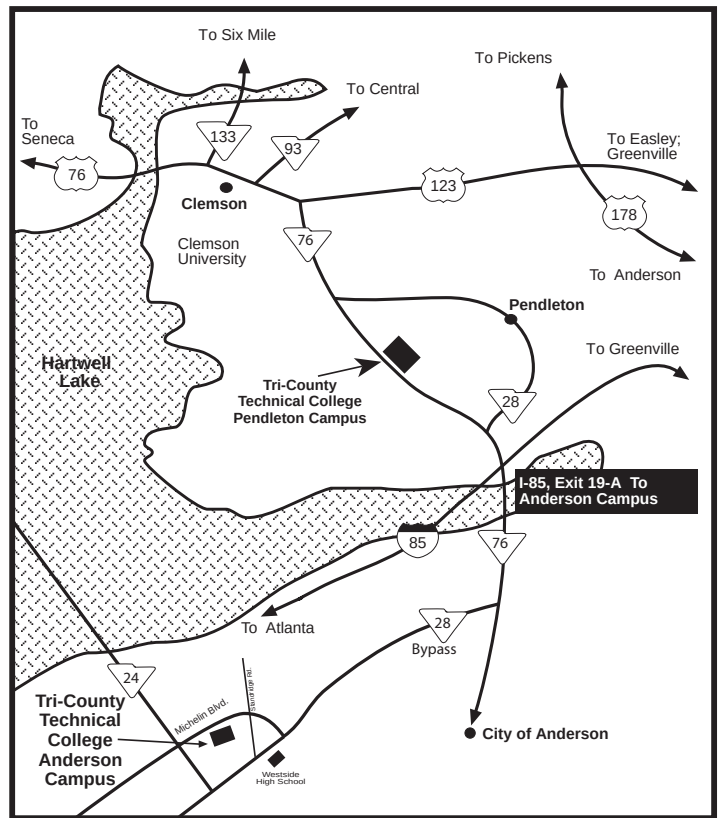
OFF CAMPUS PARKING: The lot is located at 915 South Mechanic Street lot (½ mile from campus) and is available, with shuttle service, during peak times.



PENDLETON CAMPUS

7900 Hwy 76 Pendleton, SC 29670

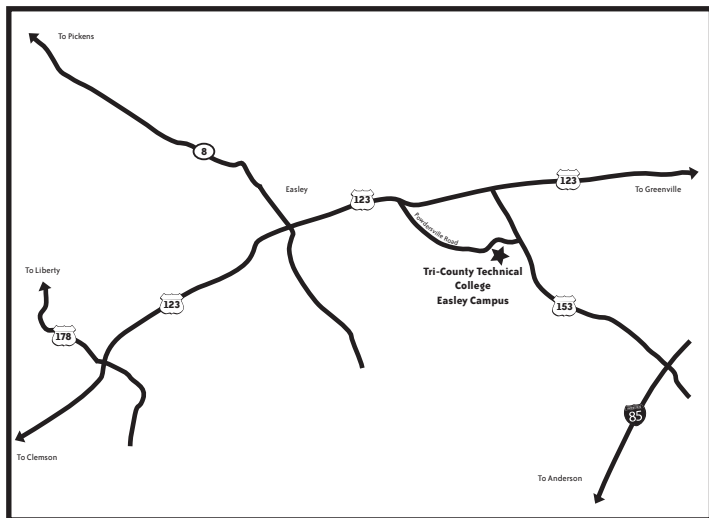
From Greenville: Take I-85 South toward Atlanta. Take Exit 19-B, US Hwy 76 toward Pendleton/Clemson/Seneca. Follow US 76 approximately 8-9 miles. Tri-County Technical College is on your right.



ANDERSON CAMPUS

511 Michelin Boulevard Anderson, SC 29625

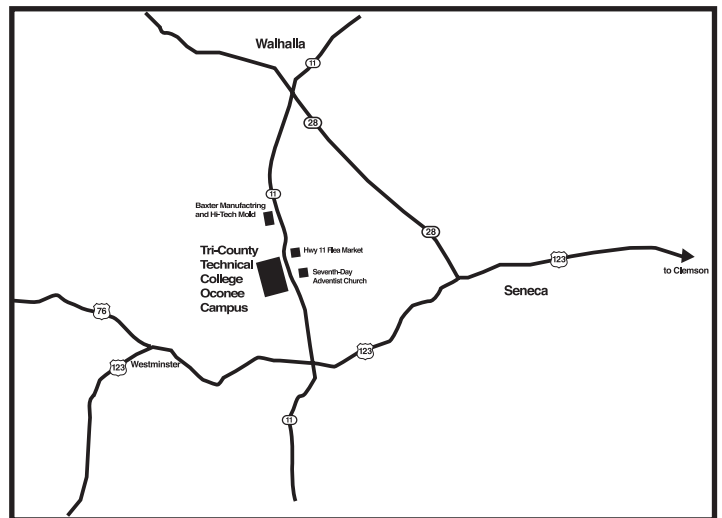
From Anderson: Take Exit 19-A, US Hwy 76, toward Anderson. Take the 1st right, just past the Olive Garden Restaurant, onto Hwy 28 Bypass. Go approximately 3 miles to Michelin Blvd. Turn right onto Michelin Blvd. and the Anderson Campus is 1 mile on your left.



EASLEY CAMPUS

1774 Powdersville Road, Easley, SC 29642

From Greenville: Take I-85 South toward Atlanta. Take Exit 40 for SC Highway 153 N toward Easley. Turn right onto SC Highway 153. Go approximately four miles and turn left at Old Easley Bridge Road. Old Easley Bridge Road becomes Powdersville Road. The Easley Campus will be on the left.



OCONEE CAMPUS

552 Education Way, Westminster, SC 29693

From Seneca: From US 123 in Seneca, turn onto SC Highway 11 north toward Walhalla. Continue approximately 3.7 miles. Turn left into the Oconee Industry and Technology Park. The Oconee Campus will be on the left.

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ABOUT TCTC

ROLE AND SCOPE

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.

ACCREDITATION

Tri-County Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Tri-County Technical College also may offer credentials such as certificates and diplomas at approved degree levels. 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).

COLLEGE VISION

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

COLLEGE VALUES

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.

COLLEGE COMMITMENTS

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.

COLLEGE HISTORY

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 more than 9,000 students annually 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.

INSTITUTIONAL MEMBERSHIPS

• Alliance Pickens • American Association of Community Colleges (AACC) • 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 County • Greater Pickens Chamber	• Oconee Economic Alliance • Rotary Club of Anderson • Rotary Club of Easley • Rotary Club of Greater Anderson • SC Association of Technical College Commissioners • SC Chamber of Commerce • SC Economic Developers Association • Seneca Golden Corner Rotary Club • 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
-

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
Vacant	Fourth Congressional District
Ralph A. Odom, Jr.	Fifth Congressional District
Rachel T. Gainey	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

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

Tri-County Technical College Executive Staff

Dr. D. Galen DeHay	President
Daniel T. Cooper	Executive Director, External Affairs
Dr. Amanda L. Elmore	Vice President, Academic Affairs and Workforce Development
Rhonda D. Gibby	Vice President, Human Resources
Cara T. Hamilton	Vice President, Business Affairs
Dr. Darren Lipscomb	Vice President, Student Affairs
Karen K. Potter	Associate Vice President, Marketing, Communications, and Executive Operations
Sarah J. Shumpert	Associate Vice President, Organizational Development and Planning
Courtney B. White	Executive Director, TCTC Foundation

Tri-County Technical College Deans

Tiffany J. Blackwell	Enrollment Pathways
Dr. Jacquelyn C. Blakely	Business and Public Services Division

Dr. M. Ahmad Chaudhry
Dr. Mark R. Dougherty
Melanie L. Gillespie
Jennifer B. Hulehan
Somervell Linthicum
Bryan C. Manuel
David M. Moore
Paul R. Phelps
Tasheka V. Wright

Health Education Division
Student Development
Enrollment Operations
Arts and Sciences Division
Learning Commons
Integrated Workforce Solutions
Academic and Career Foundations Division
Engineering and Industrial Technology Division
Advising and Academic Support Network

NONDISCRIMINATION

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 and Handbook at tctc.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:

Dr. Darren Lipscomb, Vice President, Student Affairs, Pendleton Campus, Student Success Center, Room 123, 864-646-1562.

Employee inquiries may be directed to:

Rhonda Gibby, Vice President, Human Resources, Pendleton Campus, Miller Hall, Room 131, 864-646-1790.

Statement on Nondiscrimination

Tri-County Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its admissions policies, programs, activities, or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Mark Dougherty
Dean of Student Development
Pendleton Campus
Student Success Center, Room 209

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.

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.

Additional information can be found at 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, 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.

COLLEGE CAMPUSES & LEARNING CENTERS

Anderson Campus

511 Michelin Boulevard
Anderson, SC 29625
864-260-6700

Campus Police: 864-260-6718

Website: tctc.edu/anderson

Map: [Anderson Campus](#)

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 programs 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.

Easley Campus

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

Campus Police: 864-220-8989

Website: tctc.edu/easley

Map: 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 the 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.

Oconee Campus

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

Campus Police: 864-613-1901

Website: tctc.edu/oconee

Map: Oconee Campus

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.

Pendleton Campus

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

Campus Police: 864-646-1800

Map: Pendleton Campus Map

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.

Learning Centers

Industrial Technology Center

*5321 Highway 76
Pendleton, SC 29670*

Campus Police: 864-646-1800

Map: To Industrial Technology Center

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*

Map: To Senator Billy O'Dell Learning Center

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 select courses for residents of the Honea Path area.

CAMPUS VISITS

Tri-County Technical College serves students across four campuses: Pendleton (7900 Highway 76, Pendleton), Anderson (511 Michelin Boulevard, Anderson), Easley (1774 Powdersville Road, Easley), and Oconee (552 Education Way, Westminster).

Taking a campus tour is one of the best ways to experience what TCTC has to offer. Weekday walking tours of the Pendleton Campus are led by Student Ambassadors and Admissions Recruiters and can be scheduled by calling 864-646-1550 or registering online at tctc.edu/tour.

Large groups (15+ students), tours of the Anderson, Easley, or Oconee campuses, or visits to the Industrial and Technology Center or Halbert Hall (Veterinary Technology) should contact the Office of Recruitment, Admissions, and Orientation at 864-646-1550 to schedule.

ADMISSIONS

Office of Recruitment, Admissions, and Orientation

Location: 180 Ruby Hicks Hall

Email: admissions@tctc.edu

Telephone: 864-646-1550

TC Central

Location: 105 Ruby Hicks Hall

Email: tccentral@tctc.edu

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 high school equivalent credential (e.g., GED) is required for admission to certificate, diploma, and degree programs.

In order to promote achievement by individuals with varied potential, open admissions is defined as a practice which (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.

STEPS TO ENROLLMENT

1. Complete an application for admission, available at tctc.edu/apply.
2. Submit a nonrefundable application fee.
3. Provide satisfactory placement test scores (writing, reading, and math assessments taken within the past three years) or college transcripts showing an earned "C" or better in math and English coursework.
4. Submit a final, official high school transcript from an accredited or approved institution or an official high school equivalency score report.
5. Submit final, official college transcripts for all previously attended colleges or universities.
6. Apply for financial aid, starting at studentaid.gov.
7. Register for mandatory orientation, which will include advising and registration.
8. Pay tuition by the due date.
9. Obtain your mandatory TCTC student ID.
10. Obtain your mandatory parking decal.
11. Order your textbooks in person or online (bookstore.tctc.edu).

GENERAL ADMISSION REQUIREMENTS

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

1. Complete an application for admission.
2. Submit a non-refundable application fee. Exceptions to payment of the application fee requirement are as follows:
 - a. Returning students
 - b. Service area high school seniors who apply during college application events sponsored by the South Carolina Commission on Higher Education or by the College
 - c. 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
 - d. I-BEST students transitioning to Tri-County as first-time post-secondary students within one year of I-BEST program completion
 - e. Students transitioning to Tri-County as degree-seeking within one year of successfully completing coursework in initial TSS-related program(s).
 - f. Current Tri-County Technical College employees
 - g. 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, Orientation Office. Additional exceptions to the above list must be approved by the Director of Recruitment, Admissions, and Orientation, or designee.

3. Provide satisfactory placement test scores or transcripts showing math and English college coursework.
 - a. Placement scores are valid for three years. To satisfy admission requirements, scores in writing, reading, and math must be valid on the first day of the admitted term.
 - b. Students not eligible for admission based on earning below the minimum reading score as defined by the College's Placement Criteria Chart may be referred to Adult Basic Education or other literacy programs as appropriate.
 - c. 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.
 - d. Students enrolling in Bridge to Clemson, Dual Enrollment, I-BEST, Manufacturing Works or TSS-related programs may be admitted without taking the placement assessment.
4. Submit a final, official high school transcript from an accredited or approved institution or an approved official high school equivalency score report.
 - a. 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 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 cancelled and a hold will be placed on their registration until the transcript has been received.
 - b. 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.

5. 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 the previous institution.

High School Homeschool Graduates

South Carolina Homeschools

Homeschool high school graduates must comply with S.C. Code of Laws §59-65 governing compulsory attendance and homeschooling. The State of South Carolina recognizes three legal options for homeschooling. TCTC homeschool admission policy and requirements apply accordingly to students who completed their high school education under Option 1, Option 2, or Option 3:

- **Option 1:** In compliance with §59-65-40, homeschool law allows parents to instruct their children at home with program approval from the local school district board of trustees. Homeschool applicants must submit copies of the local school district board of trustees' approval letter for each academic year under which the high school student was homeschooled under Option 1.
- **Option 2:** Instruction conducted under the auspices of the South Carolina Association of Independent Home Schools (SCAIHS) in compliance with §59-65-45. Homeschool applicants must submit an official transcript issued by SCAIHS. The transcript must show the student's date of high school graduation and a SCAIHS signature.
- **Option 3:** Instruction conducted under an association for home schools meeting the requirements of §59-65-47, with bona fide membership and compliance with academic standards. The South Carolina Department of Education maintains a current list of approved Option 3 associations. Homeschool applicants must have an official transcript issued and signed by the homeschool's principal or superintendent, sent directly to the College. The transcript must document the student's high school graduation date. Additionally, applicants must submit a letter of membership or certification from a DOE-recognized homeschool association per Option 3 membership.

Out-of-state Homeschools

Applications from homeschooled students who completed high school outside South Carolina are evaluated for admission eligibility according to the homeschool laws and standards of the state where the applicant resided at the time of high school graduation.

Minimum Age for Admission

Applicants to the College must be eighteen years of age to be admitted 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 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.

Admissions Exceptions

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

TYPES OF STUDENTS

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.

Nondegree Students

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as nondegree 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.

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 programs. Orientation registration instructions are provided to students in their admission materials. The orientation sessions are held on a variety of dates at all campuses and are offered 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 admissions@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.

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 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.
- 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 Testing Center staff member 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.

Testing Hours

For more information about placement testing, testing locations, and Testing Center hours, call 864-646-1300 or visit tctc.edu/placement.

OTHER LEARNING EXPERIENCES

Bridge Programs

Transfer Agreements

Tri-County Technical College (TCTC) maintains formal transfer agreements with multiple postsecondary institutions. While each agreement is distinct, students who meet the specified academic and program requirements may transfer to the partner institution upon completing the designated coursework at TCTC. For additional information, contact the Bridge Programs Office at 864-646-1681 or bridgeprograms@tctc.edu.

Anderson University (AU)

This comprehensive transfer program provides participants with coordinated support from AU staff and access to services designed to facilitate a seamless transfer. TCTC graduates, as well as current TCTC students pursuing designated degrees who complete 30 transferable credit hours and meet minimum GPA requirements, are guaranteed admission to AU upon successful completion of all enrollment steps. Admission to specific academic majors may include additional requirements. Transfer scholarship opportunities may be available upon acceptance. Approved pathways include:

- Business Administration, A.A.S., Bachelor of Business Administration (Post-Traditional)
- Business Administration, A.A.S., Management Emphasis, Bachelor of Business Administration, Management (Post-Traditional)
- Criminal Justice Technology, A.A.S., Bachelor of Arts in Criminal Justice (Post-Traditional)
- Media Arts Production, A.A.S., Bachelor of Arts in Communication, Digital Media (Traditional)
- Media Arts Production, A.A.S., Bachelor of Arts in Communication, Public Relations (Traditional)
- Early Care & Education, A.A.S., Bachelor of Science in Early Childhood Education (Traditional)
- Early Care & Education, A.A.S., Bachelor of Science in Elementary Education with add-on certification in Early Childhood Education (Traditional or Post-Traditional)
- Nursing, A.D.N., Bachelor of Science in Nursing (Post-Traditional)

Clemson University - Bridge to Clemson

Bridge to Clemson is an invitation-only program that combines the academic experience at TCTC with the social and co-curricular opportunities at Clemson University. Students are selected by Clemson University Admissions. Bridge participants attend TCTC during their first year and must earn 30 transferable credits and a minimum 2.5 GPA to transition to Clemson for their second year. As part of a living-learning community, students reside in Bridge-designated housing on Clemson's campus and have access to student life resources at both institutions.

Clemson University - Expressway to Tiger Town

Expressway to Tiger Town is designed for students pursuing teaching careers. The program provides a pathway to earn a bachelor's degree in three years and a master's degree in four. Students receive ongoing professional mentoring from high school through Clemson and may benefit from financial incentives such as Palmetto Fellows Enhancement and Teacher Loan Forgiveness.

Columbia College

This transfer agreement offers TCTC students who complete the A.A.S. in Early Care and Education a pathway to earn a Bachelor of Arts in Early Childhood Education or Special Education. The program provides guaranteed admission for eligible South Carolina Technical College graduates, priority consideration for teacher-licensure programs, and acceptance of up to 61 credits from the associate degree. Approved pathways include:

- Early Care & Education, A.A.S., Bachelor of Arts in Early Childhood Education
- Early Care & Education, A.A.S., Bachelor of Arts in Special Education

Lander University

Lander University maintains a statewide partnership with all 16 South Carolina technical colleges. Students receive advising and academic support throughout the transfer process. Applicants who complete at least 12 transferable credit hours with grades of "C" or higher and who hold a minimum cumulative 2.0 GPA are

granted full admission. Transfer scholarship opportunities may be available upon acceptance. Approved pathways include:

- Accounting, A.A.S., Bachelor of Science in Business Administration, Accounting Emphasis
- Business Administration, A.A.S., Management Emphasis → Bachelor of Science in Business Administration, Management/Marketing Emphasis
- Criminal Justice Technology, A.A.S., Bachelor of Science in Criminology
- Media Arts Production, A.A.S., Bachelor of Science in Digital Media Production
- Early Care & Education, A.A.S., Bachelor of Science in Early Childhood Education

North Greenville University (NGU)

TCTC and NGU offer a seamless transfer process into NGU's Early Childhood Education program. This flexible online program provides a 10% tuition discount for TCTC transfer students and access to South Carolina Teacher Loan Forgiveness incentives. Students with a minimum cumulative GPA of 2.75 may transfer into the following pathway:

- Early Care & Education, A.A.S., Bachelor of Arts in Early Childhood Education

Southern Wesleyan University (SWU)

The SWU transfer program supports TCTC students through an enhanced enrollment process designed to ensure a smooth transition. Students who complete any associate degree at TCTC and meet all admission requirements are guaranteed admission to SWU. Transfer credit applicability is determined based on the student's intended major. Although an associate degree is recommended, transfer consideration requires at least 30 transferable credit hours. Transfer scholarship opportunities may be available upon acceptance.

University of South Carolina (Columbia)

This statewide agreement promotes seamless transfer from South Carolina technical colleges to USC Columbia. USC identifies eligible students, although students may self-select into the program while enrolled at TCTC. Participants receive access to services at both institutions. Students may apply to USC as transfer applicants after completing 30 college-level credit hours. Participation does not guarantee admission.

USC Upstate

USC Upstate offers guaranteed admission to students from designated South Carolina technical colleges who complete an Associate in Arts, Associate in Science, or select Associate in Applied Science degrees. The partnership provides enhanced advising and accelerated admission. Students who earn the qualifying degree and maintain a minimum cumulative 2.0 GPA receive full admission and may be eligible for transfer scholarships. Approved pathways include:

- Engineering Design Technology, A.A.S., Bachelor of Science in Engineering Technology Management
- Engineering Systems Technology, A.A.S., Bachelor of Science in Engineering Technology Management
- Mechatronics Technology, A.A.S., Bachelor of Applied Science in Advanced Manufacturing Management

Other Articulations

TCTC maintains additional major-specific transfer agreements with several four-year institutions. More information is available at tctc.edu/transfereements.

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 contact information for parents/guardians and high school counselors to gather the appropriate permission and signatures 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.

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.

Corporate and Community Education

Corporate and Community Education (CCE) programs offer a wide range of QuickJobs training programs designed for career advancement, job preparation, and personal enrichment. Workforce training programs provide fast, practical skill development for high-demand fields such as health care, manufacturing, transportation, business, and information technology. Personal enrichment courses support lifelong learning through classes that build creative, technical, or hobby-related skills. Program lengths vary and may include day, evening, weekend, and online options. While these courses do not award academic credit, many provide industry-recognized certifications or fulfill job-specific training requirements.

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 going directly to 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

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 first 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 PERMITS

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/Pay for Parking Permits and Tickets. Students should sign in with TCTC credentials and provide the following information: vehicle registration information and driver and owner information. All information must be completed prior to ordering a permit.

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 the following locations:

- Pendleton Campus - Campus Store in the Student Success Center Plaza Level
- Anderson Campus - Room 118
- Easley Campus - Room 100
- Oconee Campus. Room 106

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 purchase a parking permit using the temporary license plate number. Students should email campuspolice@tctc.edu to update when the permanent license plate is received.

Permits for the summer terms are reduced to \$15.

Student parking permits expire at the end of the summer term.

All permits have an expiration date on the permit.

Students with physical disabilities (permanent or temporary) that restrict physical activity may park in designated handicap spaces with the appropriate state-issued handicap placard or license plate.

Students needing temporary special parking due to an injury or health issue must make arrangements through the Student Development Office located in the Student Success Center. Employees must contact Human Resources. A physician's statement verifying the need for special parking is required.

Students driving a vehicle other than the one for which a permit is issued should contact the Campus Police office to obtain a temporary pass by phone at 864-646-1800 or email at campuspolice@tctc.edu. A temporary pass will be emailed for printing. Notification to Campus Police should take place prior to attending class to avoid a citation.

Bridge students must purchase a parking permit separate from the permit issued by Clemson University.

FINANCIAL INFORMATION

TUITION AND FEES

Financial Aid Office

Location: 120 Ruby Hicks Hall

Email: finaid@tctc.edu

Phone: 864-646-8282, Option 1

TC Central

Location: 105 Ruby Hicks Hall

Email: tccentral@tctc.edu

Business Office

Location: 134 Ruby Hicks Hall

Email: busof@tctc.edu

Phone: 864-646-8282, Option 2

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 \$191.63 per credit hour

All Other SC Counties \$264.63 per credit hour

Out-of-State \$530.63 per credit hour

Residency

Requirements

Residency at Tri-County Technical College is an essential part of tuition assessment. Students must pay out-of-state tuition if they are not legal residents 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 provide 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 8% per annum, and a penalty equal 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 Technical College.

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

To have residency status evaluated before the tuition due date, a residency packet must be submitted to the Residency Officer (133 Ruby Hicks Hall, Pendleton Campus) no later than the last day to add classes for Session A each semester (as indicated on the Enrollment & 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 seeking in-state tuition eligibility. However, the student must pay out-of-state tuition before the tuition due date if no decision has been made. If in-state residency is granted, the student will receive a refund of the tuition difference.

In addition to the residency application (accessible upon admission on MyTCTC), the residency packet must include copies of the documents listed below. 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, the most recently filed federal income tax return for parents or guardians 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. If a dependent, the license or state identification of parents or guardians is also required.
- Vehicle registration(s) of all vehicles owned, including those of parents or legal guardians if under age 24.
- 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 12-month residency requirement must also submit one of the following:

- Full-time employees must provide a statement from the employer for whom the in-state determination is based. Statement must 1) verify full-time employment; 2) specify the number of hours worked per week; 3) state the original date of employment in South Carolina; and 4) specify the length of the term of employment; if indefinite, state so. Statement must be on the employing company's letterhead. If the company does not have letterhead, the statement must be notarized.
- Retired petitioners in South Carolina must provide documentation of retirement and receipt of retirement income received and state taxes at a South Carolina address.
- 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 12 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 Email 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 seeking in-county tuition eligibility. 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.

Residency Appeals

Any student, following a decision on resident classification, may appeal the decision to the Tri-County Technical College's residency appeals committee. This committee, however, is subject to 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 College's Residency Officer's decision. Neither the committee nor the Residency Officer may waive the provisions of the law or regulations.

Students 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 consider the appeal.

Fees and Textbooks

Fees

Course-Specific Fees

- Digital Course Content Fee (i.e., online textbook fee) varies by course.

Program-Specific Fees

- To help students budget and plan accurately, the college bundles all course-related fees into a per-semester program fee. Program fees are based on the declared program of study and the number of credit hours enrolled.
- For more information pertaining to fees, see tctc.edu/financial-aid/calculating-tuition-and-fees/tuition-fees/

Note: All fees are subject to change without notice.

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

Senior Citizens

Per South Carolina Code, state-supported colleges and universities, and institutions under the jurisdiction of the State Board for Technical and Comprehensive Education, are authorized but not required to permit legal residents of South Carolina who are age 60 or older to attend classes on a space available basis* without the required payment of tuition provided these individuals meet admission requirements and other standards deemed appropriate by the College.

Tri-County Technical College will waive the tuition of credit courses provided the student meets eligibility requirements as well as admission requirements and other standards deemed appropriate by the College. TCTC does not waive tuition for noncredit courses. To confirm eligibility, individuals aged 60 or older must complete the Senior Citizen Status Verification Form prior to each semester for credit courses.

Note: Tuition refers to the amount charged for credit hour(s) of instruction; it does not refer to other fees, charges and/or costs of textbooks.

****Space-Available Basis:*** TCTC is only authorized to offer free tuition on a space-available basis. Therefore, registration for credit courses will occur on the last day of registration as outlined in the TCTC Academic Calendar. Students who wish to pay regular tuition to gain early access to registration must follow the traditional application process outlined on the Admissions section of our website. In doing so, students relinquish the opportunity to receive a tuition waiver for that semester.

Requirements

To be eligible for a tuition waiver, individuals must meet the following requirements:

- South Carolina resident
- Age 60 or older
- Meet all admission requirements

What's Covered

- Tuition

What's Not Covered

- Student fees, technology fees, program fees, books/materials fees

How to Apply

Apply by completing these steps in the enrollment process:

- Complete the Senior Citizen Status Verification Form.
- Complete online orientation modules and attend an advising and registration session or meet one-on-one with a Success Coach.

Students with questions about tuition for senior citizens should contact the Office of Recruitment, Admissions, and Orientation at 864-646-1550 or admissions@tctc.edu.

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 credit courses.

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 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

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.

Applying for Financial Aid

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 Enrollment and Academic Calendar.

Eligibility Requirements

The following basic eligibility requirements are found at 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 a 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. 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.

Financial Aid for Quick Jobs Training Programs

Financial aid for Quick Jobs training programs is limited to a state aid program, SC Workforce and Industry Needs Scholarship (SCWINS). The following are basic eligibility requirements:

- Be a U.S. citizen or a legal permanent resident who meets the definition of an eligible non-citizen
- Be a legal SC resident
- Not owe a repayment of state or federal grants
- Not be in default on any federal student loan

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. Once the FAFSA is completed, the information is sent to the Financial Aid Office within three business days. The office reviews the application, requests additional documentation as needed, reviews all necessary documentation, and 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.

A FAFSA is not required for the QuickJobs training programs because financial aid available for these programs does not require a FAFSA.

The Financial Aid Office reserves the right to review and cancel aid at any time due to changes in a student's financial, academic, or enrollment status based on all applicable laws and regulations.

Verification

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.

Types of Financial Aid

QuickJobs training programs are eligible for SC Workforce and Industry Needs Scholarship (SCWINS) funding and assistance through community partnerships. Academic programs may be considered for the following 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 based on financial need as indicated by the Student Aid Index (SAI), which is 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 for each academic year.

Federal Supplemental Educational Opportunity Grants

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.

SC Legislative Incentive for Future Excellence Scholarship

All students are encouraged to apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA). However, Legislative Incentive for Future Excellence (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 12th 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. A LIFE Scholarship cannot be awarded to any student who is receiving the Palmetto Fellows Scholarship.

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. Students 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 up to four consecutive semesters of the LIFE scholarship for associate's degrees (six semesters if in an approved 68+ hour program) or two consecutive semesters for certificates and diplomas. Students may contact the Financial Aid Office for more information regarding eligibility or visit the South Carolina Commission on Higher Education website at 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. A Palmetto Fellows Scholarship cannot be combined with a LIFE Scholarship.

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. 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 up to four consecutive semesters of the Palmetto Fellows scholarship for associate's degrees or two consecutive semesters for certificates or diplomas. Students may contact the Financial Aid Office for more information regarding eligibility or visit the South Carolina Commission on Higher Education website at che.sc.gov.

SC Lottery Tuition Assistance

Students must 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 is not covered by other sources of federal or state financial aid. LTA will only pay toward remaining tuition charges after other federal and state aid has been applied 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) to continue receiving LTA.

LTA 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. Students cannot receive LTA in the same academic year as the LIFE Scholarship or the Palmetto Fellows Scholarship. Additional information of the SC Education Lottery Act is provided on the SC Technical College System website at sctechsystem.edu or upon request from the Financial Aid Office.

SC Workforce and Industry Needs Scholarship

Students must 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 sources of federal or state 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 health care, computer technology, and advanced manufacturing are eligible. Students must be South Carolina residents and must maintain a minimum cumulative GPA of 2.0 prior to the start of the academic year to continue receiving SC WINS.

SC WINS 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.

SC Need-Based Grant

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 email. The criteria for scholarships vary but typically 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 and the College's student portal.

Federal Work-Study Program

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/. Awarding 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 choose 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
- The Master Promissory Note (MPN) at studentaid.gov

Direct Subsidized Loans are available based on 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 the student is no longer enrolled in at least six hours.

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, 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.

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 a credit report that has no adverse 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
- PLUS Loan Master Promissory Note (MPN) at 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 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 choose 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.

Maintaining Eligibility

Standards of Satisfactory Academic Progress 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 count only 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 - (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 Timeframe (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 email 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 with the ineligibility status of "Financial Aid Suspension" to regain eligibility for federal financial aid:

- 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 exist 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 file 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 completed with their academic advisor.

Acceptable reasons for an appeal include circumstances that students 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 for securing 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 in 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.
- 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.

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, or by email at 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.

Withdrawing from a Term

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, 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.

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
- MTF 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.

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/.

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 be accepted into a program of study and registered for classes before the student can be certified.

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

Once admitted, the student should then complete the VA Certification Request form each semester before the student can be certified for VA benefits. The form is located at 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 at 864-646-8282 Option 1 or email 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.

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. 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 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 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 the students' 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 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 if there are 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.

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 emails, 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.

Children of Veterans

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.

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/) 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.

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.

- 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)

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/

CHILDREN OF FIREMEN, LAW-ENFORCEMENT OFFICERS, AND OTHER PUBLIC EMPLOYEES TOTALLY DISABLED OR KILLED IN THE LINE OF DUTY

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 non-credit courses are not offered on a tuition-free basis.

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

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 2.95% 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.
- Credit-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 2.95% service fee. Credit-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 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 constantly evaluate and to improve processes and procedures to improve efficiency of operations; and to ensure fair and honest treatment to customers.

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. The South Carolina Department of Revenue will withhold the amount due to Tri-County Technical College, plus a \$25 administrative fee, from tax refunds. If the refund amount is not sufficient to cover the entire balance owed to the College, the 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, to receive a refund. See the Enrollment and Academic Calendar for refund deadlines.

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.

Cancelled Courses

When a course cancellation reduces a student's course load, the student (or sponsor) will receive a 100% refund (including associated course 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.

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 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.

Recipients of SCWINS in QuickJobs training programs who drop courses within the drop period will receive SCWINS in an amount consistent with the refund policy during the drop period. For example, if a QuickJobs training course is dropped inside the 80% refund period, 20% of the SCWINS scholarship will remain while 80% is cancelled.

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 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 and 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.

EDUCATIONAL PROGRAMS & INFORMATION

STUDENT RECORDS AND RIGHTS

Registrar's Office

Location: 133 Ruby Hicks Hall

Email: registrar@tctc.edu

Telephone: 864-646-8282, Option 1

TC Central

Location: 105 Ruby Hicks Hall

Email: tccentral@tctc.edu

Confidentiality of Student Records

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).

The rights provided by FERPA to an eligible student include, but are not limited to:

- Access to Education Records
 - Under FERPA, a school or State educational agency (SEA) must provide an eligible student with an opportunity to inspect and review their education records within a reasonable period of time, but not more than 45 calendar days following the receipt of a request.
- Amendment of Education Records
 - Under FERPA, an eligible student has the right to seek amendment or correction of their education records that the eligible student believes to be inaccurate, misleading, or in violation of their rights of privacy.
- Disclosure of Education Records
 - Under FERPA, a school generally may not disclose PII from an eligible student's education records to a third party unless the eligible student has provided prior written consent.
- Complaints of Alleged Violations of FERPA
 - Eligible students who believe that their FERPA rights may have been violated may file a complaint with SPPO at <https://studentprivacy.ed.gov/file-a-complaint>. SPPO will review the complaint

Release of Student Information

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 by TC Central by the end of the second week of classes each term or the first meeting for students enrolled in QuickJobs training or other noncredit courses.

Student Right to Know

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. Information regarding on-campus criminal offenses is available at tctc.edu/campuspolicerreport.

Change of Student Information

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.

Credit vs. Non-Credit

TCTC offers a wide range of learning opportunities to support students at every stage of their educational and career journey. Whether students are working toward a degree or gaining new skills for the workforce, understanding the difference between credit and noncredit programs is important for choosing the best pathway forward. Some students begin with noncredit training and later transition to credit programs, while others choose learning opportunities that align with immediate personal or professional goals. Students are encouraged to review program descriptions carefully and connect with advisors or program staff to determine the option that best supports their educational and career plans.

Credit Programming

Credit programs are instructional offerings at Tri-County Technical College that carry academic credit toward a certificate, diploma, or degree. Credit courses follow established semester schedules, grading policies, and requirements for progression and completion.

These programs are a good fit for students planning to earn a college credential, transfer to another institution, or build a long-term academic or career pathway. Eligible students may also qualify for financial aid and other forms of academic support in accordance with institutional and federal guidelines.

Noncredit Programming

Tri-County Technical College's noncredit (QuickJobs, for example) programs are courses and training opportunities that do not award college credit. These programs are designed to help students gain specific skills, explore career interests, earn industry credentials, or pursue personal and professional development.

Noncredit offerings are often shorter, more flexible, and focused on practical, hands-on learning. While these courses do not appear on an academic transcript, many provide certificates of completion or prepare students for industry certifications. Similar to credit programs, some of Tri-County Technical College's QuickJobs programs may be eligible for financial aid.

Change of Major

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. Students should refer to the Enrollment and Academic Calendar for the Change of Major deadline.

Enrollment Verification

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

College academic transcripts are issued by the Registrar's Office. Current students and alumni may request a transcript via their College's portal account or online at tctc.edu/transcript.

Photographing Employees, Students, and Related Activities

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.

ACADEMIC POLICIES

Academic Concerns and Complaints

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 student should refer to the Academic Concern and Complaint procedure (3-2-106.1).

Attendance Policy

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 two-week period during the fall and spring semesters. Courses with more than three 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

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 unless 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 in 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 unless 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 specific approval is given by the department head and the division dean.

Course Waiver

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.

Distance Learning

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 Course Requirements

General Education at Tri-County Technical College is a College-wide program of learning that provides students with a foundation for becoming well-educated individuals. This curriculum provides students with foundational knowledge, skills, and values to communicate effectively, think critically, and connect intentionally. Effective communicators deliver and receive messages with clarity to reach mutual understanding. A critical thinker uses logical reasoning to achieve a conclusion or outcome. An individual

who connects intentionally utilizes prior knowledge, skills, and experiences to current circumstances to build knowledge, relationships, and promote success in the workplace.

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 three 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.

Grades

Grade Definitions

- A Excellent: "A" is used in GPA calculations, earns credit hours, and carries a value of 4 grade points for each credit hour.
- B Above Average: "B" is used in GPA calculations, earns credit hours, and carries a value of 3 grade points for each credit hour.
- C Average: "C" is used in GPA calculations, earns credit hours, and carries a value of 2 grade points for each credit hour.
- D Below Average: "D" is used in GPA calculations, earns credit hours, and carries a value of 1 grade point for each credit hour.
- F Failure: "F" is used in GPA calculations, earns no credit hours, and carries 0 grade points for each credit hour attempted.
- I 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 tctc.edu/calendar 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.
- W 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 tctc.edu/calendar for specific dates).
- WF 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.
- S Satisfactory: "S" does not affect GPA calculations, earns Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
- U Unsatisfactory: "U" does not affect GPA calculations, earns no Continuing Education Units (CEUs), generates no grade points, and applies to noncredit programs only.
- AS 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.
- AU Audit: "AU" is not used in GPA calculations, earns no credit hours, and generates no grade points.

- E 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.
- TA 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 postsecondary institutions. All transfer grades must be supported by an official transcript from the postsecondary institution.
- TB 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 postsecondary institutions. All transfer grades must be supported by an official transcript from the postsecondary institution.
- TC 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 postsecondary institutions. All transfer grades must be supported by an official transcript from the postsecondary 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 and above 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
A	4
B	3
C	2
D	1
F	0
WF	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
10.0	18.0

Divide the number of quality points by the number of credit hours = GPA

18 divided by 10 = 1.80 GPA

Repeating a Course

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

- 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.
- Nondegree 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.
- QuickJobs Student: A student enrolled in a noncredit class/seminar.

Academic Integrity

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 SCBTE procedure 3-2-106.2. For additional information, students are referred to the Student Code in Appendix 3.

Academic Honors

Dean's List and President's List: Each term, the College recognizes students who excel in their academic studies. To be eligible, a student must meet 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 fraternity 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 the success of students at TCTC, all students are required to take placement tests prior to enrolling, unless previous academic transcripts satisfy 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 specific 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 courses.

Grade Changes/Discrepancies

A student wishing to protest a course grade must first attempt to resolve any disagreement 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, as indicated on the Academic Calendar, of the subsequent term/session.

Academic Year

The College's academic year is divided into three terms: Fall semester, Spring semester, and Summer Term. In some majors, students need to attend classes only during Fall and Spring semesters. Other majors require students to attend both semesters and the Summer Term. For scheduling and entry 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.

Prior Coursework/Transfer Credit

The College allows students the opportunity to earn credit through transfer of courses from other post-secondary institutions and through advanced standing opportunities. However, a student must earn a minimum of 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 both the department head and dean.

A student does not have to be admitted to the College to have experience 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.

Acceptance of Credit and Awarding of Advance Standing

Advanced Placement Examinations

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 the College Board AP examination. Credit will be recorded as "Advanced Placement" on transcripts.

International Baccalaureate Higher Level Examinations

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

Students may receive credit for courses by making an acceptable score on the College-Level Examination Program (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 who 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 along with the Advanced Standing Credit form.

Technical Advanced Placement

The College will award credit for specific College courses to area high school students who have successfully completed all procedures outlined in Technical Advanced Placement (TAP) Teacher Recommendation forms. 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 included in the Teacher Recommendation forms in the TAP section of the College website (tctc.edu/TAP). 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 along with the Advanced Standing Credit form.

Experiential Learning

Military Education: The College recognizes educational experiences in the armed services. In determining credits to be awarded for such experiences, recommendations provided in the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education, are considered. 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 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 with the Advanced Standing Credit form.

Transfer Credit

Tri-County Technical College will 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. Transfer credits from a college without regional accreditation must be approved by the Vice President of Academic Affairs and Workforce Development who will document exceptions and submit them to the Registrar's Office. A student's official transcript from other colleges will be evaluated, and credit determined by the appropriate subject department head or program coordinator. Transfer credit will be granted according to the following guidelines:

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

Registration, Drop/Add, and Withdrawals

Registration

Academic advising for course selection is mandatory for all students enrolled in a degree, diploma, or certificate program. Registration dates are listed on the Enrollment and Academic 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

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 Enrollment and Academic 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

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 Enrollment and Academic 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

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.

Academic Advising

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 the need to listen to and respect advisee concerns and maintain confidentiality.

Success Coaches

Success Coaches serve as a vital link between students and campus resources, such as tutoring, counseling, financial aid, and career services, ensuring students know where to turn for help and how to access it.

To help bridge the gap between where students are now and where they want to be, a Success Coach will:

- Assist with orientations and offer individual appointments to help students make a smooth transition to college
- Checks in with students during the semester
- Provide connections to campus services and resources
- Encourage self-responsibility for learning
- Support a student's academic development

Students can celebrate accomplishments and share obstacles with their Success Coach, who will help them build a foundation for success in college and life.

Contacts

Success Coaches are accessible through TC Central in the Ruby Hicks Building on the Pendleton Campus. A Success Coach is also available for support at Anderson, Easley, and Oconee Campuses. Students are assigned to a Success Coach and can schedule an appointment in MyTCTC or by emailing successcoach@tctc.edu. More information is available at tctc.edu/life-at-tctc/academic-resources/success-coaches/.

Auditing a Class

A student who wishes to attend credit classes, but who 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 and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Exceptions to this rule may be granted by the Chief Academic Officer 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 discretion of the instructor.

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 email 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. 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 Requirements

To apply for graduation and 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 2.0 grade point average in the program of study.
- File a completed "Graduation Application" with the Registrar's Office prior to the graduation application deadline, as indicated on the Enrollment and Academic 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's Office via email and mailed 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

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

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

QUICKJOBS TRAINING PROGRAMS AND CONTINUING EDUCATION

Tri-County Technical College offers a wide range of noncredit learning opportunities designed to meet the diverse needs of residents and employers across Anderson, Oconee, and Pickens counties. Through QuickJobs training programs, professional continuing education units, and personal enrichment courses, learners can build new skills, advance in their careers, or explore areas of personal interest in a flexible, supportive environment.

These programs are housed within the College's academic divisions, but they remain convenient noncredit offerings. As a result, students enrolled in QuickJobs and other continuing education courses follow a set of policies and procedures tailored specifically to short-term workforce training. These guidelines-covering areas such as attendance expectations, refund processes, and holiday observances-are designed to support the fast-paced, skills-focused nature of noncredit instruction.

Attendance

Earned Continuing Education Units

One Continuing Education Unit (CEU) is awarded for every ten hours of instruction, with decimal units given for fewer than ten hours. Only the total number of instructional hours completed is used to assign CEUs.

Depending on course requirements, the award of CEUs is contingent upon:

1. Attending at least 90% of instructional time
2. Satisfactorily demonstrating competencies taught in the course

Refunds

Information about Corporate and Community Education's Refund and Transfer Policies, see the College's Procedure 7-2-1013.1 Refunds and Transfers for Non-Credit Courses.

Observed Holidays

Students enrolled in these programs observe the following holidays. On and off-site classes are not held these days.

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day
- Fall/Spring Professional Development Day (see the Enrollment & Academic Calendar)

PROFESSIONAL LICENSURE AND CERTIFICATION DISCLOSURE

Tri-County Technical College programs are designed to meet licensure and certification requirements as prescribed by the State of South Carolina, and the College does not determine whether its licensure and certification programs meet the requirements of other states.

Students residing outside of South Carolina may only be admitted to a TCTC licensure or certification program that does not meet the educational requirements for professional licensure or certification in their state if they provide a written attestation that they intend to seek employment in South Carolina upon completion of the program.

Licensure and certification requirements are subject to change at any time. Students outside of South Carolina considering a TCTC program leading to professional licensure or certification should contact the licensing board in their state to seek information on state licensure requirements before enrolling.

If students are enrolled in a TCTC program that leads to professional licensure or certification and they attend at least one class or portion of a class in a state other than South Carolina, they are considered as being located in that state for the purposes of this disclosure.

INSTRUCTIONAL DIVISIONS

ACADEMIC & CAREER FOUNDATIONS

The Academic and Career Foundations (ACF) division 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. TCTC's 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.

Comprehensive Studies

Comprehensive Studies is a part of the ACF Division 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 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. Students should choose their starting track with the assistance of an academic adviser.

- **Traditional Track** developmental courses include MAT 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** 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.
- The **English Plus Co-Requirement (Co-Req)** model allows students to complete developmental (ENG 150) coursework and curriculum (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** courses (ENG 150 or MAT 150) are designed for students who place into pre-curriculum English or math courses (ENG 100, MAT 032, or MAT 101). These 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.
 - The **English Express** course develops practical oral and written communication skills at an accelerated pace through modular learning and covers the material covered in ENG 031 and ENG 100. Successful completion of the required modules in this course enables students to progress to college-level English.
 - The **Math Express** course covers the materials included in 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.

Why Express Track? Express Track students spend more than 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 pre-curriculum sequence as possible and move into the credit classes required for their programs more quickly.

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.

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:

- MAT 032 - Developmental Mathematics

College Skills Courses

College Skills courses are courses 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. These courses do not satisfy degree, diploma, or certificate program requirements. Comprehensive Studies offers the following transitional courses:

- ENG 100 - Introduction to Composition
- ENG 150 - Basic Communications
- HSS 100 - Cultural Contexts
- MAT 101 - Beginning Algebra

- MAT 102 - Intermediate Algebra
- MAT 150 - Fundamentals of Mathematics
- RDG 100 - Critical Reading

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.
- 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.

I-BEST

The Integrated Basic Education and Skills Training (I-BEST) 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 fully funded pathway tailored to their needs. The program's pathways have many "on-ramps" that can culminate with an associate's degree completion at TCTC. Students have the opportunity to 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 upon completion of their high school diploma or GED. Students in partnership with their local adult education center may enroll in I-BEST while working on their GED study and testing. Students who enter a pathway can earn 8 hours of college credit, industry-recognized certificates, and 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 can continue their personal pathway by entering the workforce, continuing their studies, or combining work and study towards additional degrees.

IBEST offers the following pathways:

- **Health Care Pathway** is an 8-credit hour program that integrates academic and technical instruction to prepare students for entry-level employment in health care. Upon completion, students earn the Personal Care Aid I Certificate and industry-recognized skill certifications.
- **Manufacturing Pathway** is an 8-credit hour program that integrates academic and technical instruction to prepare students for entry-level manufacturing careers. Upon completion, students earn the Manufacturing Production I Certificate and industry-recognized skill certifications.
- **Smart Start** (COL 120) is a free tuition, one-semester, 3-credit hour course designed for those who are considering attending Tri-County Technical College. Students will learn skills and habits of mind needed for success in the workplace and in college. The curriculum builds awareness of local opportunities in STEM (Science, Technology, Engineering, and Math) careers. Additionally, personal education and career planning are integrated with a Personal Success Plan (PSP).

ARTS & SCIENCES

As the largest academic unit at TCTC, the Arts & Sciences Division supports students across the College with general education courses, unique bridge transfer programs with university partners, and dual enrollment learning experiences with our K-12 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.

BUSINESS & PUBLIC SERVICES

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 the Accreditation Council for Business Schools and Programs (ACBSP) and the National Association for the Education of Young Children (NAEYC).

ENGINEERING & INDUSTRIAL TECHNOLOGY

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 "Academic Information - 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 other divisions at 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 to students in writing on the first day of class.

HEALTH EDUCATION

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.

TCTC FULL-TIME FACULTY

TCTC's full-time faculty are at the heart of "transforming lives and building a better South Carolina, one student at a time," by providing the essential knowledge and skills that drive economic development in our region. Each faculty member is not only deeply committed to student success but also rigorously qualified to deliver outstanding instruction. TCTC ensures that all faculty meet, and often exceed, the comprehensive academic and professional standards set by our accrediting bodies. These qualifications typically include advanced degrees in a teaching discipline, extensive related professional experience, and certifications, demonstrating expertise and the ability to prepare learners for both career readiness and further academic pursuits.

See listing of TCTC's Full-Time Faculty at the end of this catalog.

LIFE AT TCTC & STUDENT HANDBOOK

STUDENT ENGAGEMENT

Location: 208 Student Success Center

Email: studentdevelopment@tctc.edu

Telephone: 864-646-1872

The Ready Experience: Student Involvement, Leadership, and Activities

The Ready 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 Ready 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 WAVE newsletter, MyTCTC Event tile, 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 Ronnie L. Booth Student Success Center (Pendleton Campus), or visit the front desk at the Anderson, Easley, or Oconee campuses.

STUDENT SUPPORT SERVICES

Learning Commons

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

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.

Hours: Monday-Thursday: 7:30 a.m.–6:00 p.m.; Friday: 7:30 a.m.–2:00 p.m., unless otherwise posted.
Contacts

Learning Commons Service Desk

library@tctc.edu
864-646-1750

Learning Commons Tutoring Service Desk

tutoringcenter@tctc.edu
864-646-1367

Services for Students with Disabilities

Accessibility Resource Center

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.

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.

Additional information can be found at 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, 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. Accommodations are valid for one semester only. Students are required to submit a new request at the start of each semester to maintain their accommodations.

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

Career and Employability Resources

Location: *180 Ruby Hicks Building*

Email: *careerresources@tctc.edu*

Telephone: *864-646-1577*

Web: *tctc.edu/careers*

The Career and Employability Resources Office offers students, alumni, and graduates a variety of services through individualized assistance, workshops, presentations, and online resources. 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. Start by going to tctc.pathwayu.com/ and click "Join Now".
- **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 career fairs, networking events, and an online job board for students, alumni, and graduates available at tctc-csm.symplicity.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

Copy machines are available in the Learning Commons, Lower Level of the Student Success Center (SSC) outside of IT support, 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.

First Aid, Health Services, and Student Insurance

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 Students 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 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.

Campus Store

Location: 215 Student Success Center

Telephone: 864-646-1823

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 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, 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.

To keep up with the latest news, current events, and giveaways, visit:
bookstore.tctc.edu or facebook.com/TCTCBookstore.

Cafe and Vending Services

A full-service café is located on the plaza level of the Student Success Center (SSC) on the Pendleton Campus. Visit 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, IBDC building, all three floors of Oconee Hall and the Cleveland Hall student lounge. Vending services are also located in the student lounges on the ITC, Anderson, Easley, and Oconee Campuses.

Information and Technology Resources

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. The IT Service Catalog can be accessed at services.tctc.edu. 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.

Student Wellness Programs

Location: *120 Student Success Center*

Email: *wellness@tctc.edu*

Telephone: *864-646-1569*

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 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" tile on MyTCTC, to contact Wellness Programs at wellness@tctc.edu, or call 864-646-1569; to visit the Student Support suite in the Student Success Center, SSC 120 (Pendleton Campus); to visit a student success coordinator at the Anderson, Easley, or Oconee Campuses; or to contact any instructor.

Open Computer Labs

The College has many open computer labs that contain computers and printers for student use on each of the College's campuses.

Throughout the academic year, there may be testing or other College functions scheduled periodically in the open labs.

STUDENT HANDBOOK

CAMPUS POLICE DEPARTMENT

Location: 138 Pickens Hall
Email: campuspolice@tctc.edu
Telephone: 864-646-1800

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.

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

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

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.

Parking Regulations

All SC Code of Laws are enforced on every TCTC Campus.

As outlined on the College campus map, parking has been designated in various lots for students, visitors, employees, and handicapped individuals. Any person enrolled in classes or employed by the College may not use "visitor" spaces. The College does not guarantee parking spaces; however, adequate parking areas have been reserved for students.

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.

Vehicles are to be parked in a legal space with the traffic flow in all spaces.

Parking Rule - No Backing In

- Backing into a parking space is **not allowed** anywhere on campus. (This also includes pulling forward from one space to another)
- Your **license plate and parking permit must always be visible from the rear** of the vehicle so officers can easily verify them.

Students and employees are to follow general parking rules, which include not parking on sidewalks, yellow curbs, lawn or grassed areas, in reserved spaces, crosswalks, driveways or intersections, or in any other "No Parking" zones.

All vehicles must be legally parked in one parking space.

Questions regarding parking on campus should be directed to the Campus Police Department at 864-646-1800.

A full list of Parking and Traffic Regulations can be found on the Campus Police & Safety Tile on MyTCTC.

Speed Limit/Traffic Penalties

Traffic on the road from the corner of Miller Hall to the entrance of Student Parking Area "E" (Front Drive) is one way, and the speed limit is 15 mph. The speed limit in all parking lots is 15 mph. The speed limit on Perimeter Road is 20 mph. Violations of traffic and/or parking violations are subject to a warning, fine, booting, or towing of the vehicle. Fines range from \$30 (permit violations) to \$100 (illegal parking in handicap spaces or using tobacco products). More details are available at tctc.edu/parking.

Towing cost is at the owner's expense. Towing is the penalty for repeat offenders, for blocking traffic or another vehicle, or for parking in unauthorized parking spaces. All appeals to parking penalties must be made within seven (7) business days of the date of citation. Payments can be made at the My Payments Tile in MyTCTC.

Campus Police will be enforcing the Tiered Fine Process:

- If a violator is issued a second citation for the same offense, the fine will increase by \$5.00.
- For the third violation of the same offense, the fine will increase by \$10.
- For the fourth violation, an immobilization device, referred to as a boot, will be placed on the violator's vehicle, and a \$100 boot removal fee and all unpaid citations must be paid at this time.

Accessible Parking

Handicap parking spaces are provided for vehicles that have a state permanent or temporary license plate or hang tag issued by the Department of Motor Vehicles. Persons issued permanent or temporary hang tags must still obtain a TCTC parking permit.

Temporary accessible parking arrangements can be arranged for a limited time period due to illness or injury. Students must provide a physician's statement that states special parking is needed. Once granted temporary accessible parking privileges, a space will be reserved, with signage indicating the date range and times of the accommodation.

Contact Information:

Student Services

864-646-1564
ARCenter@tctc.edu

Human Resources

864-646-1803
HR@tctc.edu

As part of a campus-wide effort, Campus Police, Student Services, and Human Resources are working together to ensure compliance with ADA parking regulations.

Our goal is to ensure that ADA parking spaces remain available to those legally authorized to use them. When unauthorized drivers park in these spaces, it limits accessibility for those who genuinely need them. By completing this process, you are helping us maintain fairness and accessibility across all TCTC campuses.

Campus Police requests that anyone who has a state-issued handicap license plate or placard register this information by email at campuspolice@tctc.edu. Include:

1. A photo of the license plate or placard
2. A copy of the Driver License
3. Name and T# as listed with TCTC

Once this information is received, Campus Police will issue a parking permit with the ADA emblem to indicate to campus officers those who have the legal right to park in the ADA-provided spaces.

Safety and Security

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/campuspolicereport.

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 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 employees).

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.

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.

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 Student Leadership Council provides a leadership structure for the organizations. The dean of students serves as the Student Leadership Council (SLC) advisor. 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 Leadership Council (SLC) 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 SLC Advisor, and the president of the SLC 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 SLC 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 Leadership Council (SLC), 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.

STUDENT POLICIES AND RESPONSIBILITIES

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.

Community Standards, Including Title IX

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 or not 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 introduction to the Student Code for South Carolina Technical Colleges and a link to the full Student Code is included in the Appendices of the College Catalog and on the College's Policies & Procedures webpage. 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.

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

Dress and Personal Appearance

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.

Eating, Drinking, and Musical Devices

Eating and drinking are not permitted in any lab, computer lab, or the Marshall Parker Auditorium. Eating and drinking are allowed the Learning Commons, or classrooms at the discretion of the department head or the instructor. Students are encouraged to utilize the café, student lounges, 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.

Gang and Gang-Like Activities

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.

Reporting a Title IX Concern

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 and Title IX Coordinator, Pendleton Campus, Student Success Center, Room 208, 864-646-1871, mdougher@tctc.edu.

Employee inquiries may be directed to:

Scott Wheeler, Human Resources, Pendleton Campus, Miller Hall, Room 133, 864-646-1792, swhee3@tctc.edu.

Lost and Found

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 make a reasonable effort to locate and return found items to the rightful owner. If identification cannot be made, items will be disposed of at the end of each semester. 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

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.

Tobacco and Vape Use Policy

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.

Disposition of Lost and Found Items

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.

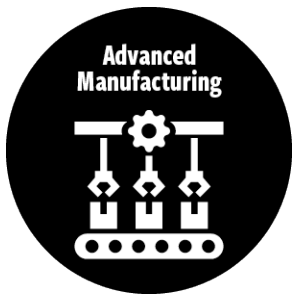
STUDENT EDUCATIONAL RECORDS

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).

FERPA affords current (regardless of age) and former students certain rights regarding their education records. Students may:

- Inspect their educational records that are maintained by the college.
- Request corrections of records that may be inaccurate, misleading, or in violation of the student's privacy. If the college refuses, the student may request a formal hearing.
- Control disclosure of personally identifiable information (PII). The student's written permission is required to share education records or PII except for circumstances specified under the Law. Directory information may be disclosed without the student's written consent unless the student seeks a non-disclosure of directory information through the Registrar's Office.
- Directory information at Tri-County includes: name, address, telephone number, email address, birth date, major, attendance dates, enrollment status, degrees/awards received, participation in officially recognized activities, most recent previous school attended, and photographs/electronic images.
- File a written complaint with the U.S. Department of Education if the student believes the college failed to comply with FERPA requirements.

ADVANCED MANUFACTURING PROGRAMS



Programs in **Advanced Manufacturing** emphasize precision, innovation, and technology in modern production environments. Students engage in project-based learning to develop competencies in electronics, robotics, engineering processes, and automated systems. Graduates are prepared for technical and leadership roles in advanced manufacturing industries.

Advanced Manufacturing programs at TCTC prepare learners to meet the demands of a rapidly evolving industrial landscape. These programs combine technical knowledge with practical application, emphasizing precision, automation, and innovation in modern production environments. Whether pursuing a degree for long-term career mobility or completing short-term training for immediate entry into the workforce, students gain the skills and competencies required to succeed in high-tech manufacturing roles.

Coursework integrates robotics, automation, precision machining, and intelligent systems, preparing students to design, operate, and maintain advanced manufacturing technologies. These programs address the growing demand for skilled professionals in high-tech, hands-on careers that are essential to today's economy.



In addition to credit programs, QuickJobs Advanced Manufacturing programs offer targeted training for individuals seeking rapid workforce entry or specialized skill development. These short-term training options focus on industry-recognized certifications and practical competencies. Most programs can be completed in a few weeks or months, enabling learners to secure immediate employment or enhance their current roles.

- Certified Production Operator for Manufacturing
- Maintenance & Reliability Program
- Management Driven Reliability

CNC Programming and Operations

Program Information

CNC Programming and Operations prepares graduates to work as CNC programmers and operators in manufacturing environments that require 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, at the Industrial Technology Center (ITC) in Sandy Springs. Entry during any other term will be permitted, but this may limit the courses available. Full-time day students usually complete requirements in six terms. Although courses can be completed in any order, subject to satisfying 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.

tctc.edu/cnc

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

Graduation Credits Required: 70

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- Social Sciences Requirement 3 credit(s)

Major Requirements

- EGT 106 - Print Reading and Sketching 3 credit(s)
- EGT 152 - Fundamentals of CAD 3 credit(s)
- EGT 165 - Introduction to CAD/CAM 2 credit(s)
- EGT 265 - CAD/CAM Applications 3 credit(s)
- MTT 105 - Machine Tool Math Applications 3 credit(s)
- MTT 121 - Machine Tool Theory I 3 credit(s)
- MTT 122 - Machine Tool Practice I 4 credit(s)
- MTT 124 - Machine Tool Practice II 4 credit(s)
- MTT 141 - Metals and Heat Treatment 3 credit(s)
- MTT 212 - Tool Design 4 credit(s)
- MTT 243 - Advanced Dimensional Metrology for Machinists 3 credit(s)
- MTT 251 - CNC Operations 3 credit(s)
- MTT 252 - CNC Setup and Operations 4 credit(s)
- MTT 253 - CNC Programming and Operations 3 credit(s)
- MTT 254 - CNC Programming I 3 credit(s)
- MTT 258 - Machine Tool Cam 3 credit(s)
- MTT 261 - Advanced Multi-Axis Programming and Operations II 4 credit(s)

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

Graduation Credits Required: 24

Program Course Requirements

- EGT 106 - Print Reading and Sketching 3 credit(s)
- MTT 121 - Machine Tool Theory I 3 credit(s)
- MTT 122 - Machine Tool Practice I 4 credit(s)
- MTT 251 - CNC Operations 3 credit(s)
- MTT 252 - CNC Setup and Operations 4 credit(s)
- MTT 105 - Machine Tool Math Applications 3 credit(s)
- MTT 124 - Machine Tool Practice II 4 credit(s)

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

Graduation Credits Required: 10

Program Course Requirements

- EGT 106 - Print Reading and Sketching 3 credit(s)
- MTT 121 - Machine Tool Theory I 3 credit(s)
- MTT 122 - Machine Tool Practice I 4 credit(s)

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

Graduation Credits Required: 35

Program Course Requirements

- EGT 106 - Print Reading and Sketching 3 credit(s)
- EGT 165 - Introduction to CAD/CAM 2 credit(s)
- EGT 265 - CAD/CAM Applications 3 credit(s)
- MTT 105 - Machine Tool Math Applications 3 credit(s)
- MTT 121 - Machine Tool Theory I 3 credit(s)
- MTT 122 - Machine Tool Practice I 4 credit(s)
- MTT 124 - Machine Tool Practice II 4 credit(s)
- MTT 251 - CNC Operations 3 credit(s)
- MTT 252 - CNC Setup and Operations 4 credit(s)
- MTT 253 - CNC Programming and Operations 3 credit(s)
- MTT 254 - CNC Programming I 3 credit(s)

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

Graduation Credits Required: 17

Program Course Requirements

- EGT 106 - Print Reading and Sketching 3 credit(s)
- MTT 105 - Machine Tool Math Applications 3 credit(s)
- MTT 121 - Machine Tool Theory I 3 credit(s)
- MTT 122 - Machine Tool Practice I 4 credit(s)
- MTT 124 - Machine Tool Practice II 4 credit(s)

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 and SolidWorks. Students will be creating 3D models using CAD software and from these computer-generated models using 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.

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

tctc.edu/edt

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:

- Prepare detail and/or assembly drawings for documentation of mechanical components and products
- Solve engineering design problems
- Organize and present designs, drawings, and concepts clearly to groups

Graduation Credits Required: 68

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- PHY 101 - Survey of Physics 3 credit(s)
- Social Science Requirement 3 credit(s)

Major Requirements

- EET 113 - Electrical Circuits I 4 credit(s)
- EGR 130 - Engineering Technology Applications and Programming 3 credit(s)
- EGR 175 - Manufacturing Processes 3 credit(s)
- EGR 194 - Statics and Strength of Materials 4 credit(s)
- EGT 106 - Print Reading and Sketching 3 credit(s)
- EGT 115 - Engineering Graphics II 4 credit(s)
- EGT 119 - Geometrics 3 credit(s)
- EGT 152 - Fundamentals of CAD 3 credit(s)
- EGT 156 - Intermediate CAD Applications 3 credit(s)
- EGT 210 - Engineering Graphics III 4 credit(s)
- EGT 215 - Mechanical Drawing Applications 4 credit(s)
- EGT 245 - Principles of Parametric CAD 3 credit(s)
- EGT 251 - Principles of CAD 3 credit(s)
- EGT 252 - Advanced CAD 3 credit(s)
- IDS 114 - Employability Skills 3 credit(s)
- MAT 171 - Algebra, Geometry and Trigonometry II 3 credit(s)

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.

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

Graduation Credits Required: 69

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- Humanities Requirement¹ 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- PHY 101 - Survey of Physics 3 credit(s)
- PSY 120 - Organizational Psychology 3 credit(s)

Major Requirements

- AMT 102 - Computer-Controlled Machinery 4 credit(s)
- AMT 103 - Sensors 3 credit(s)
- EET 113 - Electrical Circuits I 4 credit(s)
- EET 131 - Active Devices 4 credit(s)
- EET 145 - Digital Circuits 4 credit(s)
- EET 212 - Industrial Robotics 3 credit(s)
- EET 235 - Programmable Controllers 3 credit(s)
- EET 274 - Selected Topics in Electrical/Electronics Engineering Technology 3 credit(s)
- EGR 275 - Introduction to Engineering/Computer Graphics 2 OR EGT 152 - Fundamentals of CAD^{2 3} credit(s)
- EGR 130 - Engineering Technology Applications and Programming 3 credit(s)
- EGR 175 - Manufacturing Processes 3 credit(s)
- EGR 184 - Problem Based Integrated Technology I 3 credit(s)
- EGR 194 - Statics and Strength of Materials 4 credit(s)
- MAT 171 - Algebra, Geometry and Trigonometry II 3 credit(s)
- MET 224 - Hydraulics and Pneumatics 3 credit(s)
- MET 238 - Lean Manufacturing 4 credit(s)

Note

1. HSS 210 is the preferred course for the Humanities Requirement.
2. Students intending to transfer should take EGR 275 .

FOUNDATIONS IN ENGINEERING SYSTEMS CERTIFICATE

Description

This certificate prepares students to assist engineers, typically in an industrial setting, in creating systems that integrate workers, machines, materials, information, and energy to make a product or provide a service.

Program Outcomes

Upon completion, students will be able to:

- Create engineered system prototypes.

Graduation Credits Required: 21

Program Course Requirements

- EET 113 - Electrical Circuits I 4 credit(s)
- EGR 130 - Engineering Technology Applications and Programming 3 credit(s)
- EET 145 - Digital Circuits 4 credit(s)
- EET 235 - Programmable Controllers 3 credit(s)
- AMT 102 - Computer-Controlled Machinery 4 credit(s)
- AMT 103 - Sensors 3 credit(s)

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 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 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. All 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

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

Graduation Credits Required: 62

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- Social Science Requirement 3 credit(s)

Major Requirements

- ACC 115 - Managerial Accounting 3 credit(s)
- EGR 175 - Manufacturing Processes 3 credit(s)
- IDS 114 - Employability Skills 3 credit(s)
- IMG 115 - Industrial Management Safety 3 credit(s)
- IMG 233 - Industrial Supervision 3 credit(s)
- MET 238 - Lean Manufacturing 4 credit(s)
- QAT 101 - Introduction to Quality Assurance 3 credit(s)
- QAT 102 - Quality Concepts and Techniques 3 credit(s)
- QAT 103 - Quality Management 3 credit(s)

Elective Requirements

- General Electives 6 credit(s)
- Program Electives¹ 13 credit(s)

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 managers 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

Graduation Credits Required: 12

Program Course Requirements

- IMG 233 - Industrial Supervision 3 credit(s)
- QAT 101 - Introduction to Quality Assurance 3 credit(s)
- IMG 115 - Industrial Management Safety 3 credit(s)
- Program Elective¹ 3 credit(s)

Note

- Program Elective is to be selected from any Engineering and Industrial Technology technical courses.

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

Graduation Credits Required: 9

Program Course Requirements

- QAT 101 - Introduction to Quality Assurance 3 credit(s)
- QAT 102 - Quality Concepts and Techniques 3 credit(s)
- QAT 103 - Quality Management 3 credit(s)

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

Graduation Credits Required: 16

Program Course Requirements

- EGR 175 - Manufacturing Processes 3 credit(s)
- MET 238 - Lean Manufacturing 4 credit(s)
- QAT 101 - Introduction to Quality Assurance 3 credit(s)
- QAT 102 - Quality Concepts and Techniques 3 credit(s)
- QAT 103 - Quality Management 3 credit(s)

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 postsecondary 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

Graduation Credits Required: 8

Program Course Requirements

- COL 120 - STEM College and Career Readiness 3 credit(s)
- MFG 101 - Introduction to Manufacturing 3 credit(s)
- MFG 102 - Applied Learning in Manufacturing 2 credit(s)

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.

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.

tctc.edu/mech

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

Graduation Credits Required: 72

General Education Requirements

- ENG 165 - Professional Communication¹ 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement² 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I³ 3 credit(s)
- Social Science Requirement⁴ 3 credit(s)

Major Requirements

- IDS 114 - Employability Skills 3 credit(s)
- MEC 101 - Circuit Analysis 3 credit(s)
- MEC 102 - Industrial Machining and Tools 3 credit(s)
- MEC 103 - Hydraulics and Pneumatics 3 credit(s)
- MEC 110 - DC Circuits 3 credit(s)
- MEC 111 - AC Circuits 3 credit(s)
- MEC 112 - Digital Controls 4 credit(s)
- MEC 113 - Solid State Devices 4 credit(s)
- MEC 120 - Sensors and Instrumentation 3 credit(s)
- MEC 130 - Motor Controls 4 credit(s)
- MEC 150 - Mechanical Systems 3 credit(s)
- MEC 200 - AC/DC Machines 3 credit(s)
- MEC 201 - AC/DC Drives 3 credit(s)
- MEC 210 - Programmable Logic Controllers I 3 credit(s)
- MEC 211 - Programmable Logic Controllers II 3 credit(s)
- MEC 212 - Robotics and Automation 3 credit(s)
- MEC 213 - Technical Troubleshooting 3 credit(s)
- MEC 214 - Reliability Centered Maintenance 3 credit(s)

Notes

1. Students may substitute ENG 101 and SPC 205 for ENG 165.
2. HSS 210 is the preferred course for the Humanities requirement.
3. Students may substitute MAT 120 for MAT 170.
4. PSY 120 is the preferred course for the Social Science requirement.

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

Graduation Credits Required: 12

Program Course Requirements

- MEC 101 - Circuit Analysis 3 credit(s)
- MEC 102 - Industrial Machining and Tools 3 credit(s)
- MEC 103 - Hydraulics and Pneumatics 3 credit(s)
- MEC 110 - DC Circuits 3 credit(s)

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 to 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

Graduation Credits Required: 21

Program Course Requirements

- IDS 114 - Employability Skills 3 credit(s)
- MEC 101 - Circuit Analysis 3 credit(s)
- MEC 102 - Industrial Machining and Tools 3 credit(s)
- MEC 103 - Hydraulics and Pneumatics 3 credit(s)
- MEC 110 - DC Circuits 3 credit(s)
- MEC 111 - AC Circuits 3 credit(s)
- MEC 120 - Sensors and Instrumentation 3 credit(s)

ARTS, ENTERTAINMENT & DESIGN PROGRAMS



Programs in Arts, Entertainment, and Design focus on creative expression, design, and communication across contemporary and emerging platforms. Students develop both artistic and technical competencies for careers in visual arts, entertainment, and digital media production. Coursework emphasizes adaptability, innovation, and the integration of technology within a rapidly evolving industry landscape. Students seeking a broader college education with transferability should choose academic credit; a noncredit option provides focused, quick skill development for immediate creative applications or specialized certifications.

Credit programs provide a comprehensive foundation in media arts and communication, combining theoretical knowledge with hands-on experience. Students build technical proficiency, creative problem-solving skills, and professional portfolios that reflect industry standards. These programs are designed to support long-term career development and academic progression.



In addition to the credit programs, the Web Design Professional QuickJobs program offers targeted short-term training for individuals seeking rapid skill acquisition.

- Web Design Professional

Media Arts Production

Program Information

The Media Arts Production (MAP) program at Tri-County Technical College offers a comprehensive, hands-on education in both creative content development and the technology that drives today's digital media. Designed to reflect current industry standards and trends, the program prepares students for diverse careers across traditional and emerging media platforms by combining technical training with artistic exploration.

Students gain real-world experience using professional-grade equipment, industry-standard software, and production tools. The curriculum includes video production and editing, photography, graphic design, website and social media content creation, motion graphics, audio and podcast production, and writing for various media formats. Coursework in media entrepreneurship and professional practices further equips students for leadership roles in the media industry, small business ownership, and freelance work.

With the rapid expansion of digital and mobile content creation, MAP graduates are in demand across industries. Career opportunities include video editing, content creation, graphic design, photography, social media management, motion graphics, and media production in sectors such as broadcasting, marketing, education, corporate communication, and nonprofit organizations.

Scheduling and Entry Options

The MAP program is primarily housed at the Pendleton Campus, where students have access to dedicated studios and media labs. A selection of courses is available online for added flexibility. General Education classes required for the degree can be completed at any TCTC campus and at any time during the program, provided placement criteria and prerequisites are met.

The MAP course sequence begins in the fall semester each year. Entry during other terms is permitted but may limit course availability or require an extended graduation plan. Full-time students typically complete the program in five terms, including one required summer term. Part-time students should plan for six to nine terms to earn the degree.

Students who have taken media or graphic design courses through high school career centers may be eligible for Technical Advanced Placement (TAP) credit, allowing them to earn college credit for prior experience. Students interested in continuing their education are encouraged to meet with a program advisor to explore articulation agreements with regional four-year universities, ensuring a smooth transfer into a bachelor's degree program.

Additional Requirements for Media Arts Production

All Media Arts Production students must earn a grade of "C" or higher in all courses to qualify for graduation. Credit towards graduation requirements for MAP courses more than five years old must be approved by the Program Director.

tctc.edu/map

MEDIA ARTS PRODUCTION, A.A.S.

Description

The Media Arts Production degree program provides a unique blend of creativity, technology, and professional preparation, empowering students to succeed in today's fast-paced and media-driven world.

One of the key features of the MAP degree program is the integration of Adobe Certification opportunities directly into the coursework. Students can graduate within five semesters with an associate degree, a specialized certificate, and professional Adobe Certifications, all without requiring additional coursework beyond the standard program path.

For students wishing to continue their education beyond the associate level, the MAP program offers articulation agreements with four-year institutions in our area.

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

Graduation Credits Required: 69

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement¹ 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- Social Science Requirement 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ARV 114 - Photography I 3 credit(s)
- ARV 161 - Visual Communication Media 3 credit(s)
- ARV 227 - Web Site Design I 3 credit(s)
- ARV 231 - Digital Video Editing 3 credit(s)
- ARV 243 - Advanced Video Editing and Graphics 3 credit(s)
- ARV 283 - Social Media Content Creation 3 credit(s)
- MAP 101 - Audio Techniques I 3 credit(s)
- MAP 122 - Field Production I 3 credit(s)
- MAP 140 - Writing for Media Production 3 credit(s)
- MAP 150 - Studio Production I 3 credit(s)
- MAP 160 - Introduction to Media Arts & Ethics 3 credit(s)
- MAP 223 - Interview and Discussion 3 credit(s)
- MAP 226 - Producing and Directing 3 credit(s)
- MAP 280 - Media Arts Exit Portfolio 3 credit(s)

MEDIA ARTS PRODUCTION, A.A.S. (CONTINUED)

Elective Requirements

Choose 12 credit hours from the following:

- Any non-required ARV or MAP courses
- BUS 101 - Introduction to Business 3 credit(s)
- IST 222 - Website Design I 3 credit(s)
- MGT 121 - Small Business Operations 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 240 - Advertising 3 credit(s)

Note

1. ART 101 or ART 121 are the preferred courses for the Humanities requirement.

ADVANCED MEDIA PRODUCTION CERTIFICATE

Description

This certificate equips students with the skills and knowledge needed for a dynamic career in content creation. Students will gain expertise in video production and explore emerging technologies, including social media and computer graphics.

Program Outcomes

Upon completion, students will be able to:

- Create video content

Graduation Credits Required: 24

Program Course Requirements

- ARV 110 - Computer Graphics I 3 credit(s)
- ARV 114 - Photography I 3 credit(s)
- ARV 213 - Lighting 3 credit(s)
- ARV 222 - Computer Animation 3 credit(s)
- ARV 231 - Digital Video Editing 3 credit(s)
- ARV 243 - Advanced Video Editing and Graphics 3 credit(s)
- MAP 101 - Audio Techniques I 3 credit(s)
- MAP 230 - Podcasting and Audio Storytelling 3 credit(s)

GRAPHIC DESIGN CERTIFICATE

Description

The Graphic Design Certificate is designed to provide an understanding of design principles for the graphic design workplace. Students are taught to utilize current industry-related software for print, web, social media, and photography industries.

Program Outcomes

Upon completion, students will be able to:

- Create graphic design content

Graduation Credits Required: 24

Program Course Requirements

- ARV 110 - Computer Graphics I 3 credit(s)
- ARV 114 - Photography I 3 credit(s)
- ARV 161 - Visual Communication Media 3 credit(s)
- ARV 212 - Digital Photography 3 credit(s)
- ARV 227 - Web Site Design I 3 credit(s)
- ARV 261 - Advertising Design I 3 credit(s)
- ARV 283 - Social Media Content Creation 3 credit(s)
- MKT 240 - Advertising 3 credit(s)

MEDIA ARTS BUSINESS CERTIFICATE

Description

This certificate program is tailored for students passionate about the business side of the media industry. It covers essential principles of business, marketing, and entrepreneurship as they pertain to the media industry. Students will develop skills in building business skills for various media platforms and gain foundational knowledge in design, media ethics, and trends.

Program Outcomes

Upon completion, students will be able to:

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

Graduation Credits Required: 21

Program Course Requirements

- ARV 283 - Social Media Content Creation 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- MAP 140 - Writing for Media Production 3 credit(s)
- MAP 160 - Introduction to Media Arts & Ethics 3 credit(s)
- MAP 265 - Media Arts Business Procedures 3 credit(s)
- MGT 121 - Small Business Operations 3 credit(s)
- MKT 101 - Marketing 3 credit(s)

PHOTOGRAPHY CERTIFICATE

Description

This certificate program is designed for students aspiring to pursue a career in photography with a focus on content creation for multiple platforms. It equips graduates with the artistry and technical skills needed to produce high-quality photography for media industries.

Program Outcomes

Upon completion, students will be able to:

- Create photographic content

Graduation Credits Required: 21

Program Course Requirements

- ARV 114 - Photography I 3 credit(s)
- ARV 161 - Visual Communication Media 3 credit(s)
- ARV 212 - Digital Photography 3 credit(s)
- ARV 213 - Lighting 3 credit(s)
- ARV 214 - Photography II 3 credit(s)
- ARV 283 - Social Media Content Creation 3 credit(s)
- MAP 265 - Media Arts Business Procedures 3 credit(s)

BUSINESS MANAGEMENT & ENTREPRENEURSHIP PROGRAMS



The Business Management & Entrepreneurship cluster provides students with knowledge and skills for leadership, operations, and organizational development. Coursework integrates principles of management, marketing, and strategic planning to prepare graduates for careers in business administration or entrepreneurial ventures.

Credit programs in this area offer a comprehensive foundation in organizational leadership, technology applications, and decision-making skills essential for success in diverse business environments. These programs prepare graduates for entry-level positions, advancement opportunities, or transfer to four-year institutions for continued academic study.



In addition to the credit offerings, QuickJobs programs provide targeted training for individuals seeking rapid skill development or industry-recognized certifications. These short-term courses emphasize practical competencies and professional development, enabling learners to enhance workplace performance or pursue new career paths. Most programs can be completed in weeks or months, offering an efficient route to specialized expertise.

- Business Office Support Specialist (BOSS)
- Business Start-Up
- Consultative Selling
- Human Resources
- Medical Billing & Coding Specialist
- Microsoft Office Administrative Specialist

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 AOT 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.

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.

Students must earn a grade of "C" or higher in all AOT courses to qualify for graduation.

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

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 - MEDICAL EMPHASIS, A.A.S.

Description

This comprehensive five-semester program provides specialized training in the essential skills and knowledge required for professional employment within the medical field. Students receive thorough preparation in medical office procedures, health care administration protocols, and industry-specific technologies that are fundamental to modern health care environments.

The program responds to the consistent demand for qualified medical administrative professionals throughout the tri-county area, where health care facilities actively seek graduates with these specialized competencies. Students develop advanced computer proficiency alongside sophisticated medical office skills, including electronic patient scheduling systems, electronic medical billing procedures, and health care database management.

Graduates are well-prepared to excel in today's technology-driven medical office environments, possessing both the technical expertise and specialized knowledge necessary for success in health care office administration roles.

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

Graduation Credits Required: 65

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 155 - Contemporary Mathematics 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)
- Social Science Requirement 3 credit(s)

Major Requirements

- AHS 102 - Medical Terminology 3 credit(s)
- AHS 105 - Medical Ethics and Law 2 credit(s)
- AOT 105 - Keyboarding 3 credit(s)
- AOT 110 - Document Formatting 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 137 - Office Accounting 3 credit(s)
- AOT 143 - Office Systems and Procedures 3 credit(s)
- AOT 161 - Records Management 3 credit(s)
- AOT 212 - Medical Document Production 3 credit(s)
- AOT 234 - Administrative Office Communications 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)

ADMINISTRATIVE OFFICE TECHNOLOGY - MEDICAL EMPHASIS, A.A.S. (CONTINUED)

Major Requirements (Continued)

- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

Elective Requirements

- Program Electives¹ 3 credit(s)

Note

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

ADMINISTRATIVE OFFICE TECHNOLOGY, A.A.S.

Description

This comprehensive five-semester program equips students with the essential skills and knowledge required for success as professional office personnel in today's dynamic workplace. Students receive thorough training in modern office procedures, advanced computer applications, and cutting-edge administrative technologies.

The program addresses the strong regional demand for qualified administrative professionals, with consistent employment opportunities available throughout the tri-county area. Graduates emerge with robust technical competencies and sophisticated office management skills that enable them to excel in contemporary high-technology work environments.

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

Graduation Credits Required: 63

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 155 - Contemporary Mathematics 3 credit(s)
- Social Science Requirement 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- AOT 105 - Keyboarding 3 credit(s)
- AOT 110 - Document Formatting 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 137 - Office Accounting 3 credit(s)
- AOT 143 - Office Systems and Procedures 3 credit(s)
- AOT 161 - Records Management 3 credit(s)
- AOT 234 - Administrative Office Communications 3 credit(s)
- AOT 255 - Senior Practicum 3 credit(s)
- AOT 265 - Office Desktop Publishing 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- IST 222 - Website Design I 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

Elective Requirements

- Program Electives¹ 3 credit(s)

Note

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

ADMINISTRATIVE SUPPORT DIPLOMA

Description

This focused diploma program prepares students for successful employment as administrative specialists, receptionists, and other essential office support professionals. The curriculum provides practical training in fundamental office skills, professional communication, and procedures that are vital to modern workplace operations.

Students develop the competencies needed to serve as the organizational backbone of businesses, health care facilities, educational institutions, and government agencies. Graduates are equipped with the professional skills and knowledge necessary to excel in entry-level administrative positions across diverse industries.

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

Graduation Credits Required: 45

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- MAT 155 - Contemporary Mathematics 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Program Course Requirements

- AOT 105 - Keyboarding 3 credit(s)
- AOT 110 - Document Formatting 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 137 - Office Accounting 3 credit(s)
- AOT 143 - Office Systems and Procedures 3 credit(s)
- AOT 161 - Records Management 3 credit(s)
- AOT 234 - Administrative Office Communications 3 credit(s)
- AOT 265 - Office Desktop Publishing 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

Elective Requirements

- Program Electives¹ 3 credit(s)

Note

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

BUSINESS MEDIA SPECIALIST CERTIFICATE

Description

This specialized certificate program equips students with the essential skills needed to effectively manage and enhance an organization's social media presence and digital brand identity. Students learn strategic approaches to content creation, platform management, and online engagement that drive business growth and customer connection.

The curriculum covers fundamental digital marketing principles and social media strategy development. Graduates emerge prepared to serve as valuable assets to businesses seeking to establish or strengthen their online presence in today's digital marketplace.

Program Outcomes

Upon completion, students will be able to:

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

Graduation Credits Required: 27

Program Course Requirements

- AOT 105 - Keyboarding 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 143 - Office Systems and Procedures 3 credit(s)
- AOT 265 - Office Desktop Publishing 3 credit(s)
- ARV 110 - Computer Graphics I 3 credit(s)
- ARV 283 - Social Media Content Creation 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- IST 222 - Website Design I 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

DATA ENTRY CLERK CERTIFICATE

Description

This focused certificate program prepares students for immediate employment in entry-level data entry positions across various industries. Students develop essential keyboarding proficiency and accuracy standards required for success in today's information-driven workplace.

The curriculum emphasizes speed and precision in data input, and familiarity with software applications. Graduates acquire the technical competencies and professional work habits necessary to excel in data entry roles within finance, retail, government, and other sectors that rely on accurate information management.

Program Outcomes

Upon completion, students will be able to:

- Demonstrate proficiency in keyboarding skills
- Produce quality business documents

Graduation Credits Required: 18

Program Course Requirements

- AOT 105 - Keyboarding 3 credit(s)
- AOT 110 - Document Formatting 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

MEDICAL OFFICE SPECIALIST CERTIFICATE

Description

This specialized certificate program prepares students for employment as professional office support staff within health care environments. Students gain essential knowledge of medical terminology, health care procedures, and industry-specific administrative practices required for success in medical offices, clinics, hospitals, and other health care facilities.

The curriculum combines fundamental office skills with specialized medical knowledge, including patient communication, medical records management, appointment scheduling, and a basic understanding of health care regulations. Graduates develop the professional competencies and specialized expertise necessary to serve as valuable members of health care teams.

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

Graduation Credits Required: 32

Program Course Requirements

- AHS 102 - Medical Terminology 3 credit(s)
- AHS 105 - Medical Ethics and Law 2 credit(s)
- AOT 105 - Keyboarding 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 137 - Office Accounting 3 credit(s)
- AOT 212 - Medical Document Production 3 credit(s)
- AOT 252 - Medical Systems and Procedures 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)
- Program Elective¹ 3 credit(s)

Note

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

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

Graduation Credits Required: 33

Program Course Requirements

- AOT 105 - Keyboarding 3 credit(s)
- AOT 110 - Document Formatting 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- AOT 137 - Office Accounting 3 credit(s)
- AOT 143 - Office Systems and Procedures 3 credit(s)
- AOT 161 - Records Management 3 credit(s)
- AOT 265 - Office Desktop Publishing 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- ENG 101 - English Composition I 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

Business Administration

Program Information

The Business Administration degree equips students with the knowledge, skills, and abilities necessary for successful business administrative positions in domestic and international 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 the following disciplines: 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, provided the prerequisites for each course are met.

tctc.edu/business

Accreditation

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

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 120 - Organizational Psychology¹ 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- ACC 246 - Integrated Accounting Software 3 credit(s)
- BAF 101 - Personal Finance 3 credit(s)
- BAF 260 - Financial Management 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 110 - Entrepreneurship 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 175 - International Business 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- ECO 101 - Basic Economics² 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 121 - Small Business Operations 3 credit(s)
- MGT 150 - Fundamentals of Supervision 3 credit(s)
- MGT 240 - Management Decision Making 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 120 - Organizational Psychology¹ 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- ACC 102 - Accounting Principles II 3 credit(s)
- BAF 101 - Personal Finance 3 credit(s)
- BAF 260 - Financial Management 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 175 - International Business 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- ECO 101 - Basic Economics² 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 150 - Fundamentals of Supervision 3 credit(s)
- MGT 201 - Human Resource Management 3 credit(s)
- MGT 220 - Operations Management I 3 credit(s)
- MGT 240 - Management Decision Making 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 120 - Organizational Psychology¹ 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- BAF 101 - Personal Finance 3 credit(s)
- BAF 260 - Financial Management 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 175 - International Business 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- ECO 101 - Basic Economics² 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 240 - Management Decision Making 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 120 - Sales Principles 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)
- MKT 240 - Advertising 3 credit(s)
- MKT 250 - Consumer Behavior 3 credit(s)
- MKT 265 - Retailing Strategies and Applications 3 credit(s)

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 120 - Organizational Psychology¹ 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- BAF 101 - Personal Finance 3 credit(s)
- BAF 260 - Financial Management 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 160 - Fundamentals of Transportation and Logistics 3 credit(s)
- BUS 175 - International Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 235 - Sourcing and Purchasing Practices 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- ECO 101 - Basic Economics² 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 220 - Operations Management I 3 credit(s)
- MGT 221 - Operations Management II 3 credit(s)
- MGT 240 - Management Decision Making 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

Note

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

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.

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

Graduation Credits Required: 66

General Education Requirements

- ECO 101 - Basic Economics¹ 3 credit(s)
- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- BAF 101 - Personal Finance 3 credit(s)
- BAF 260 - Financial Management 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 175 - International Business 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 240 - Management Decision Making 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)
- PSY 120 - Organizational Psychology² 3 credit(s)

Elective Requirements

- Program Electives³ 12 credit(s)

Note

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

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

Graduation Credits Required: 30

Program Course Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- ECO 101 - Basic Economics 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 150 - Fundamentals of Supervision 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)
- MKT 265 - Retailing Strategies and Applications 3 credit(s)

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

Graduation Credits Required: 33

Program Course Requirements

- ACC 101 - Accounting Principles I 3 credit(s)
- ACC 246 - Integrated Accounting Software 3 credit(s)
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 110 - Entrepreneurship 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 121 - Small Business Operations 3 credit(s)
- MGT 150 - Fundamentals of Supervision 3 credit(s)
- MGT 260 - Leadership Fundamentals 3 credit(s)
- MKT 101 - Marketing 3 credit(s)

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

Graduation Credits Required: 18

Program Course Requirements

- BUS 101 - Introduction to Business 3 credit(s)
- BUS 110 - Entrepreneurship 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 121 - Small Business Operations 3 credit(s)
- MKT 101 - Marketing 3 credit(s)

LOGISTICS AND SUPPLY CHAIN MANAGEMENT CERTIFICATE

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

Graduation Credits: 30

Program Course Requirements

- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- BUS 160 - Fundamentals of Transportation and Logistics 3 credit(s)
- BUS 235 - Sourcing and Purchasing Practices 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)
- MGT 220 - Operations Management I 3 credit(s)
- MGT 221 - Operations Management II 3 credit(s)
- MKT 130 - Customer Service Principles 3 credit(s)

DIGITAL & INFORMATION TECHNOLOGY PROGRAMS



The Digital and Information Technology cluster prepares students for careers in computing, cybersecurity, web development, and technical support. Coursework combines theoretical principles with applied learning to develop problem-solving skills and technical proficiency. Graduates are equipped to meet growing workforce demands in technology-driven environments.

Credit programs provide a comprehensive foundation in computing concepts, system architecture, and information security. These programs integrate technical training with analytical and communication skills, preparing graduates for diverse roles in IT support, networking, and web technologies.



In addition to the credit programs, QuickJobs options offer targeted, accelerated training for individuals seeking industry-recognized certifications or specialized technical skills. These programs are designed for rapid skill acquisition and certification preparation, enabling learners to enter or advance in IT careers quickly, and include:

- Computer Service Technician/A+ Certification
- Web Design Professional

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: Software and Web Development and Cybersecurity. A Computer Technician certificate is also available.

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.

It is recommended that students have access to a computer with the following specifications: CPU: X86 or AMD processor 6 cores minimum (8 or more recommended); Memory: 16 GB minimum (32 GB recommended); Storage: 750 GB minimum (1 TB recommended); Operating System: Windows 11.

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

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

www.tctc.edu/cit

COMPUTER TECHNOLOGY - 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

Graduation Credits Required: 72

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- Mathematics Requirement 3 credit(s)
- Social Science Requirement 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- CPT 167 - Introduction to Programming Logic 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 208 - Special Topics in Computer Technology 3 credit(s)
- CPT 209 - Computer Systems Management 3 credit(s)
- CPT 212 - Visual Basic Programming I 3 credit(s)
- CPT 234 - C Programming I 3 credit(s)
- CPT 236 - Java Programming I 3 credit(s)
- CPT 242 - Database 3 credit(s)
- CPT 244 - Data Structures 3 credit(s)
- CPT 264 - Systems and Procedures 3 credit(s)
- CPT 283 - PHP Programming 3 credit(s)
- IST 110 - Introduction to Cyberspace and Cybersecurity 3 credit(s)
- IST 191 - LINUX System Administration 3 credit(s)
- IST 220 - Data Communications 3 credit(s)
- IST 222 - Website Design I 3 credit(s)
- IST 237 - Website Design II 3 credit(s)
- IST 257 - LAN Network Server Technologies 3 credit(s)
- IST 272 - Relational Database 3 credit(s)

Elective Requirements

- General Elective 3 credit(s)

CYBERSECURITY, A.A.S.

Description

Cybersecurity professionals play a crucial role in protecting sensitive information, securing digital systems, and defending against cyber threats. Working in a variety of settings, from businesses and government agencies to health care and finance, these professionals monitor networks, investigate security breaches, and implement strategies to prevent future attacks. It's a dynamic, problem-solving career that blends technology, critical thinking, and vigilance. As cybercrime continues to rise and digital infrastructure becomes more essential, skilled cybersecurity experts are in high demand across nearly every industry. A career in cybersecurity offers job stability, intellectual challenge, and the opportunity to make a real-world impact every day.

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
- Maintain information systems security

Graduation Credits Required: 69

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- Mathematics Requirement 3 credit(s)
- Social Sciences Requirement 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- CPT 167 - Introduction to Programming Logic 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 180 - Shell Scripting 3 credit(s)
- CPT 209 - Computer Systems Management 3 credit(s)
- CPT 242 - Database 3 credit(s)
- CPT 264 - Systems and Procedures 3 credit(s)
- IST 110 - Introduction to Cyberspace and Cybersecurity 3 credit(s)
- IST 191 - LINUX System Administration 3 credit(s)
- IST 201 - Introduction to Networks 3 credit(s)
- IST 202 - Switching, Routing, and Wireless Essentials 3 credit(s)
- IST 203 - Enterprise Networking, Security, and Automation 3 credit(s)
- IST 220 - Data Communications 3 credit(s)
- IST 222 - Website Design I 3 credit(s)
- IST 241 - Network Architecture I 3 credit(s)
- IST 257 - LAN Network Server Technologies 3 credit(s)
- IST 267 - Network Vulnerability Assessment 3 credit(s)
- IST 268 - Computer Forensics 3 credit(s)
- IST 291 - Network Security I 3 credit(s)

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

Graduation Credits Required: 21

Program Course Requirements

- CPT 167 - Introduction to Programming Logic 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 209 - Computer Systems Management 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)
- IST 110 - Introduction to Cyberspace and Cybersecurity 3 credit(s)
- IST 220 - Data Communications 3 credit(s)
- IST 222 - Website Design I 3 credit(s)

EDUCATION PROGRAMS



The Education cluster provides students with foundational knowledge and practical experience in early care and education. Programs emphasize child development across physical, intellectual, social, and emotional domains, as well as strategies for creating age-appropriate learning environments. Graduates are prepared for careers that support lifelong learning and development in diverse educational settings.

Education programs offer a strong academic foundation for individuals pursuing careers in teaching, childcare management, or educational support services. Each area of study is designed to integrate theoretical principles with applied learning experiences. Coursework focuses on child development, instructional strategies, and inclusive practices, preparing students for entry-level roles in educational settings or transfer to four-year institutions for advanced study and teacher certification.



The College also offers opportunities for teacher training and recertification, including ABC Childcare Training and Teaching English as a Foreign Language (TEFL), as well as online courses to enhance the skills of K-12 teachers.

Early Care and Education

Program Information

Quality early childhood programs are vital to the future success of young children. The Early Care and Education (ECE) program prepares students who are entering the field as well as students already employed in the field through coursework infused with a variety of learning experiences, on-site placements for labs in local early care and public school settings, and interactions with faculty and community professionals. The curriculum for ECE's certificates and associate degree is 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 pursuing a baccalaureate degree upon obtaining their associate degree are encouraged to consult with a program advisor, as articulation and transfer agreements are maintained with regional university partners and specific program electives are necessary to meet transfer requirements. Additionally, students seeking certification in Early Childhood, Elementary, or Special Education may take advantage of these transfer pathways to continue their education and licensure preparation.

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

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.

Additionally, while self-expression is valued and respected, students in the program are expected to maintain a professional appearance during lab and field placements. As representatives of the program and as aspiring professionals, students should dress in a manner that is appropriate for working with young children and families. This includes wearing clean, modest, and practical clothing; avoiding items with offensive language or graphics; and limiting excessive jewelry, piercings, fragrances, or distracting accessories. Footwear should be safe and suitable for active engagement with children. Maintaining a professional appearance supports positive role modeling, safety, and the expectations of our community partners.

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.

tctc.edu/ece

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 to use ethical guidelines and other professional standards related to early childhood practice.

Program Outcomes

Upon completion, students will be able to:

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I^{1,3} OR ENG 165 - Professional Communication 3 credit(s)²
- Humanities Requirement 3 credit(s)
- MAT 103 - Quantitative Reasoning OR MAT 155 - Contemporary Mathematics 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SPC 205 - Public Speaking¹ OR SPC 209 - Interpersonal Communication 3 credit(s)²

Major Requirements

- COL 105 - Freshman Seminar 3 credit(s)
- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 102 - Growth and Development I 3 credit(s)
- ECD 105 - Guidance-Classroom Management 3 credit(s)
- ECD 107 - Exceptional Children 3 credit(s)
- ECD 108 - Family and Community Relations 3 credit(s)
- ECD 131 - Language Arts 3 credit(s)
- ECD 132 - Creative Experiences 3 credit(s)
- ECD 133 - Science and Math Concepts 3 credit(s)
- ECD 135 - Health, Safety and Nutrition 3 credit(s)
- ECD 201 - Principles of Ethics and Leadership in Early Care and Education 3 credit(s)
- ECD 203 - Growth and Development II 3 credit(s)
- ECD 237 - Methods and Materials 3 credit(s)
- ECD 243 - Supervised Field Experience I 3 credit(s)

Elective Requirements

Choose nine (9) credit hours from the following^{3,4}:

- ECD 109 - Administration and Supervision 3 credit(s)
- ECD 200 - Curriculum Issues in Infant and Toddler Development 3 credit(s)
- ECD 205 - Socialization and Group Care of Infants and Toddlers 3 credit(s)
- ECD 207 - Inclusive Care for Infants and Toddlers 3 credit(s)
- ECD 259 - Behavior Management for Special Needs 3 credit(s)
- ECD 260 - Methods of Teaching Special Needs Students 3 credit(s)
- MGT 101 - Principles of Management 3 credit(s)

EARLY CARE AND EDUCATION, A.A.S. (CONTINUED)

Elective Requirements (Continued)

- MGT 121 - Small Business Operations 3 credit(s)
- SCI 201 - Science for Early and Elementary Educators³ 3 credit(s)
- SPA 101 - Elementary Spanish I 3 credit(s)

Note

1. Students intending to transfer need to take the combination of ENG 101 and SPC 205.
2. Students not intending to transfer can take the combination of ENG 165 and SPC 209.
3. Students interested in transferring to Southern Wesleyan University (SWU) should consider taking ENG 101 or either BIO 101 or PHS 101 or SCI 201 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 110 , CHM 111 , PHS 101 , PHS 102 , PHY 201, PHY 221 , PHY 222, HIS 101 , HIS 102 , PSC 201 , ANT 101 ,CRJ 101 ,ECO 101 , ECO 210 , ECO 211 , SCI 201 , SOC 101 .

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

Graduation Credits Required: 18

Program Course Requirements

- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 105 - Guidance-Classroom Management 3 credit(s)
- ECD 108 - Family and Community Relations 3 credit(s)
- ECD 109 - Administration and Supervision 3 credit(s)
- ECD 135 - Health, Safety and Nutrition 3 credit(s)
- MGT 121 - Small Business Operations¹ 3 credit(s)

Note

1. Students may substitute MGT 101 for MGT 121.

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

Graduation Credits Required: 18

Program Course Requirements

- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 105 - Guidance-Classroom Management 3 credit(s)
- ECD 107 - Exceptional Children 3 credit(s)
- ECD 131 - Language Arts 3 credit(s)
- ECD 132 - Creative Experiences 3 credit(s)
- ECD 135 - Health, Safety and Nutrition 3 credit(s)

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

Graduation Credits Required: 18

Program Course Requirements

- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 102 - Growth and Development I 3 credit(s)
- ECD 105 - Guidance-Classroom Management 3 credit(s)
- ECD 107 - Exceptional Children 3 credit(s)
- ECD 131 - Language Arts 3 credit(s)
- ECD 203 - Growth and Development II 3 credit(s)

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

Graduation Credits Required: 27

Program Course Requirements

- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 102 - Growth and Development I 3 credit(s)
- ECD 108 - Family and Community Relations 3 credit(s)
- ECD 131 - Language Arts 3 credit(s)
- ECD 135 - Health, Safety and Nutrition 3 credit(s)
- ECD 200 - Curriculum Issues in Infant and Toddler Development 3 credit(s)
- ECD 205 - Socialization and Group Care of Infants and Toddlers 3 credit(s)
- ECD 207 - Inclusive Care for Infants and Toddlers 3 credit(s)
- ECD 251 - Supervised Field Experiences in Infant/Toddler Environment 3 credit(s)

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

Graduation Credits Required: 18

Major Requirements

- ECD 101 - Introduction to Early Childhood 3 credit(s)
- ECD 105 - Guidance-Classroom Management 3 credit(s)
- ECD 107 - Exceptional Children 3 credit(s)
- ECD 131 - Language Arts 3 credit(s)
- ECD 207 - Inclusive Care for Infants and Toddlers 3 credit(s)
- ECD 259 - Behavior Management for Special Needs 3 credit(s)

FINANCIAL SERVICES PROGRAMS



Credit programs in Financial Services provide a strong academic foundation for careers in accounting, real estate, and insurance. Coursework emphasizes financial analysis, regulatory compliance, and client service strategies, integrating theoretical principles with practical applications. Students develop competencies in managing financial records, guiding property transactions, and assessing risk, preparing for entry-level positions or advancement in business and finance. These programs also support transfer opportunities for continued study in related fields.



In addition to the credit programs, QuickJobs options offer targeted, accelerated training for individuals seeking industry-recognized certifications or specialized technical skills in the area of financial services. These programs are designed for rapid skill acquisition and certification preparation, enabling learners to enter or advance in the field quickly.

- Bookkeeping & Accounting
- Insurance
- Real Estate

ACCOUNTING

Program Information

The Accounting program offers a structured foundation in financial reporting, regulatory compliance, and essential business practices. Students develop proficiency in analyzing financial statements, maintaining accounting records, and applying established procedures to support organizational accuracy and efficiency. The curriculum introduces key functional areas such as accounts receivable, accounts payable, taxation, payroll, and cost accounting, preparing students for a wide range of professional pathways. Graduates are equipped with the analytical and technical skills necessary for roles in corporate, nonprofit, governmental, manufacturing, and health care environments. TCTC's program offers an associate degree and a certificate.

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/accounting

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

Graduation Credits Required: 63

General Education Requirements

- ENG 101 - English Composition I OR ENG 165 - Professional Communication ^{1,2} 3 credit(s)
- Humanities Requirement 3 credit(s)
- Mathematics Requirement 3 credit(s)
- Social Science Requirement credit(s)
- SPC 205 - Public Speaking OR SPC 209 - Interpersonal Communication^{1,2} 3 credit(s)

Major Requirements

- ACC 102 - Accounting Principles II 3 credit(s)
- ACC 111 - Accounting Concepts 3 credit(s)
- ACC 112 - Organizational Accounting 3 credit(s)
- ACC 120 - Federal Income Tax 3 credit(s)
- ACC 150 - Payroll Accounting 3 credit(s)
- ACC 201 - Intermediate Accounting I 3 credit(s)
- ACC 230 - Cost Accounting I 3 credit(s)
- ACC 246 - Integrated Accounting Software 3 credit(s)
- ACC 275 - Selected Topics in Accounting
- BUS 101 - Introduction to Business 3 credit(s)
- BUS 121 - Business Law I 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)

ACCOUNTING, A.A.S. (CONTINUED)

Elective Requirements

- General Elective 3 credit(s)
- Program Electives³ 6 credit(s)

Note

1. Students intending to transfer can take a combination of [ENG 101](#) and [SPC 205](#).
2. Students not intending to transfer can take a combination of [ENG 165](#) and [SPC 209](#)
3. Program Electives are to be selected from any non-required AOT, BAF, BUS, MGT, or MKT courses.

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

Graduation Credits Required: 21

Program Course Requirements

- ACC 111 - Accounting Concepts 3 credit(s)
- ACC 112 - Organizational Accounting 3 credit(s)
- ACC 150 - Payroll Accounting 3 credit(s)
- ACC 246 - Integrated Accounting Software 3 credit(s)
- AOT 133 - Professional Development 3 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- CPT 270 - Computer Applications II 3 credit(s)

HEALTH CARE & HUMAN SERVICES PROGRAMS



Health Care & Human Services programs prepare students for clinical and administrative roles in a variety of medical settings. Emphasis is placed on patient care, professional ethics, and specialized technical skills. Graduates are equipped for employment in hospitals, clinics, and other health-related organizations.



In addition to the credit programs, QuickJobs options offer targeted training for individuals seeking rapid entry into health care support roles or specialized certifications. CPR certifications are offered as well as short-term programs that emphasize hands-on instruction and practical competencies, preparing learners for immediate employment in entry-level positions. Most of these noncredit offerings can be completed in weeks or months, providing an efficient route to industry-recognized credentials.

- Certified Nurse Aide
- Electrocardiograph Technician (ECG) Certificate
- EMT Basic
- IV Therapy
- Medical Billing and Coding
- Medical Office Administrative Specialist
- Patient Care Technician
- Personal Trainer
- Phlebotomy Technician Certificate
- Sterile Processing Technician

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

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.

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.

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.

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

- 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 lr.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.

Entry to Clinical Program – Nursing

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. 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.

Competitive Clinical Entry - Associate Degree Nursing

Competitive clinical entry guidelines have been implemented for all Practical, Associate Degree, and LPN to RN Transition Nursing students. Competitive clinical entry allows the most qualified students to enter the clinical portion of the program. AHS 163/CNA certification is encouraged and will provide additional points to Competitive Clinical Entry Application.

Interested students can go to tctc.edu or contact the Health Education Admissions Liaison office (Pendleton Campus, Fulp Hall, Room 401) for more information. The application is an automated document found on MyTCTC under the "Academic Resources" file for eligible students.

To have eligibility, an Associate Degree Nursing student must:

- have a minimum transfer or institutional GPA of 2.5;
- have minimum Adjusted Individual Total Score (AITS) Assessment Technology Institute Test of Essential Academic Skills (ATI TEAS) score of 64%;

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

- 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 may be attempted only two times to achieve a passing grade of "C" or higher. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. BIO 101, BIO 210, BIO 211, and BIO 225 courses once completed, expire in five years. For those applicants whose BIO 210, BIO 211, or both are greater than five years old, students can elect to take the ATI Anatomy and Physiology test in an effort to exempt repeating BIO 210 and/or BIO 211. The required minimum score is 61% or higher. If the minimum score is not achieved, students are required to repeat BIO 210 and/or 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.

The program curriculum guide can be found on the TCTC public website at tctc.edu/nursing. 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 and for confirmation that prerequisite changes have not occurred. (Changes in program and curricular requirements can occur.)

Entry to Clinical Program - LPN Transition to RN

The program curriculum guide can be found on the TCTC public website at tctc.edu/nursing. 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 and for confirmation that prerequisite changes have not occurred. (Changes in program and curricular requirements can occur.)

For the most current Competitive Clinical Entry information, interested students can go to 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.

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:

- LPN Nursing Education must be from a nationally ACEN credentialed college/program; paramedics require an Associate in Applied Science Degree
- have a transfer or institutional GPA of 2.5 or higher;
- 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, active, and unencumbered Multi-State PN license or Paramedic Certification must be current and unencumbered; 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 may be attempted only two times to achieve a passing grade of "C" or higher. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. BIO 101, BIO 210, BIO 211, and BIO 225 courses,

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

- once completed, expire in five years. For those applicants whose BIO 210, BIO 211, or both are greater than five 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 the TCTC public website for Associate Degree Nursing at 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.

Program Notification

- 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 and 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.

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

Graduation Credits Required: 68

ASSOCIATE DEGREE NURSING REQUIREMENTS

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 201 - General Psychology 3 credits
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- BIO 101 - Biological Science I 4 credit(s)
- BIO 210 - Anatomy and Physiology I 4 credit(s)
- BIO 211 - Anatomy and Physiology II 4 credit(s)
- BIO 225 - Microbiology 4 credit(s)
- NUR 106 - Pharmacologic Basics 2 credit(s)
- NUR 120 - Basic Nursing Concepts 7 credit(s)
- NUR 121 - Intermediate Nursing Concepts 8 credit(s)
- NUR 162 - Psychiatric and Mental Health Nursing 3 credit(s)
- NUR 221 - Advanced Nursing Concepts 5 credit(s)
- NUR 229 - Nursing Care Management IV 6 credit(s)
- NUR 230 - Physical Assessment 3 credit(s)

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

Elective Requirements

Choose three (3) credit hours from the following:

- NUR 232 - Gerontological Nursing 3 credit(s)
- NUR 274 - Issues in Nursing Practice 3 credit(s)

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.

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

Graduation Credits Required: 68

LPN to RN Requirements

- BIO 211 - Anatomy and Physiology II 4 credit(s)
- BIO 225 - Microbiology 4 credit(s)
- Humanities Requirement 3 credit(s)
- NUR 121 - Intermediate Nursing Concepts 8 credit(s)
- NUR 162 - Psychiatric and Mental Health Nursing 3 credit(s)
- NUR 221 - Advanced Nursing Concepts 5 credit(s)
- NUR 229 - Nursing Care Management IV 6 credit(s)
- NUR 230 - Physical Assessment 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

AND

Choose three (3) credit hours from the following:

- NUR 232 - Gerontological Nursing 3 credit(s)
- NUR 274 - Issues in Nursing Practice 3 credit(s)

Emergency Medical Technology

Program Information

The Emergency Medical Technology (EMT) 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, 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 EMT program offers an associate degree and two certificate options. Credit for courses in the certificates can also 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).

Scheduling and Entry Options

Day classes are available for program courses. General Education courses on the Easley Campus 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.

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): CAAHEP 727-210-2350 or website: caahep.org. CoAEMSP: 214-703-8445 or website: coaemsp.org.

EMERGENCY MEDICAL TECHNOLOGY, A.A.S.

Description

The EMT program prepares students for entry level practice in pre hospital emergency care. The curriculum emphasizes accurate patient assessment, foundational clinical decision making, and the application of essential psychomotor skills in accordance with current professional standards. Students develop a working knowledge of anatomy, physiology, and pathophysiology as they learn to manage a broad range of medical and traumatic conditions in out of hospital settings. Upon completion, graduates are prepared to pursue national certification and to function effectively as members of emergency medical services teams in diverse public and private agencies.

Limited Access Programs, Acceptance Requirements, and Curricular Sequences

The Emergency Medical Technology Program is a limited access program, 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, Emergency Medical Technology 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 EMT 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.

EMERGENCY MEDICAL TECHNOLOGY, A.A.S. (CONTINUED)

- Clinical agencies require criminal background checks for the EMT 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 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 TCTC public website, tctc.edu/EMT. 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 evaluate that prerequisites have been met and determine the student's complete date. The student will then be placed on the Complete List for the specific program.

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

- 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.

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 nonenrollment occurs, the student is required to meet new entrance policies in the current College Catalog.

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/EMT.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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.

EMERGENCY MEDICAL TECHNOLOGY, A.A.S. (CONTINUED)

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 health care professional

Graduation Credits Required: 73

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- BIO 112 - Basic Anatomy and Physiology 4 credit(s)
- CPT 170 - Computer Applications I 3 credit(s)
- EMS 110 - Emergency Medical Technician 5 credit(s)
- EMS 111 - Advanced Emergency Care 5 credit(s)
- EMS 119 - Emergency Medical Services Operations 2 credit(s)
- EMS 120 - Pharmacology 3 credit(s)
- EMS 210 - Advanced Emergency Medical Care I 5 credit(s)
- EMS 211 - Advanced Clinical Experience I 3 credit(s)
- EMS 212 - EMS Field Internship 2 credit(s)
- EMS 213 - Advanced Emergency Medical Care II 4 credit(s)
- EMS 214 - Advanced Clinical Experience II 3 credit(s)
- EMS 217 - Introduction to Electrocardiography 2 credit(s)
- EMS 218 - EMS Management Seminar 2 credit(s)
- EMS 219 - Advanced EMS Field Internship II 2 credit(s)
- EMS 220 - Paramedic Internship I 3 credit(s)
- EMS 221 - Paramedic Internship II 3 credit(s)
- EMS 222 - Paramedic Internship III 3 credit(s)
- EMS 270 - NREMT Review 4 credit(s)

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

Students will be eligible to obtain their National Registry or South Carolina EMT certification upon successful completion of the first semester of the program. Students must successfully obtain their National Registry or South Carolina EMT certification prior to being allowed to start the clinical portion (EMS 219) of the second semester of the program.

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 health care professional

Graduation Credits Required: 18

Program Course Requirements

- BIO 112 - Basic Anatomy and Physiology 4 credit(s)
- EMS 110 - Emergency Medical Technician 5 credit(s)
- EMS 111 - Advanced Emergency Care 5 credit(s)
- EMS 212 - EMS Field Internship 2 credit(s)
- EMS 219 - Advanced EMS Field Internship II 2 credit(s)

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	• Transfer patients to definitive care
• Formulate a treatment plan	• Complete technical reports
• Implement treatment plan	• Demonstrate the behaviors of a health care professional
• Reassess treatment plan based on evolving information	

Graduation Credits Required: 39

Program Course Requirements

- BIO 112 - Basic Anatomy and Physiology 4 credit(s)
- EMS 120 - Pharmacology 3 credit(s)
- EMS 210 - Advanced Emergency Medical Care I 5 credit(s)
- EMS 211 - Advanced Clinical Experience I 3 credit(s)
- EMS 213 - Advanced Emergency Medical Care II 4 credit(s)
- EMS 214 - Advanced Clinical Experience II 3 credit(s)
- EMS 217 - Introduction to Electrocardiography 2 credit(s)
- EMS 218 - EMS Management Seminar 2 credit(s)
- EMS 220 - Paramedic Internship I 3 credit(s)
- EMS 221 - Paramedic Internship II 3 credit(s)
- EMS 222 - Paramedic Internship III 3 credit(s)
- EMS 270 - NREMT Review 4 credit(s)

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 (EDDA) 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

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 by phone: 800-232-6108 or by mail address: 401 North Michigan Ave, Suite 3300, Chicago, IL 60611-4250. The Commission's web address is: 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.

Limited Access Programs, Acceptance Requirements, and Curricular Sequences

The Expanded Duty Dental Assisting (EDDA) program is a limited access program, 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, EDDA 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 EDDA 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 diploma 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 the EDDA 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 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.

EXPANDED DUTY DENTAL ASSISTING DIPLOMA (CONTINUED)

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 TCTC public website, tctc.edu/edda. 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 Complete Date means the student is eligible to start the actual EDDA program classes with the next available cohort as long as 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 into the program, and students must provide an accept or decline response.
- Once the student accepts, a seat will be held for entry into the next program class. The student must continue to maintain the minimum GPA.
- 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.
- 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.

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/edda.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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.

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

Graduation Credits Required: 50

EXPANDED DUTY DENTAL ASSISTING DIPLOMA (CONTINUED)

General Education Requirements

- ENG 165 - Professional Communication¹ 3 credit(s)
- MAT 155 - Contemporary Mathematics² 3 credit(s)
- PSY 103 - Human Relations³ 3 credit(s)

Program Course Requirements

- AHS 102 - Medical Terminology⁴ 3 credit(s)
- DAT 112 - Integrated Human Sciences 4 credit(s)
- DAT 113 - Dental Materials 4 credit(s)
- DAT 115 - Ethics and Professionalism 1 credit(s)
- DAT 118 - Dental Morphology 2 credit(s)
- DAT 121 - Dental Health Education 2 credit(s)
- DAT 122 - Dental Office Management 2 credit(s)
- DAT 123 - Oral Medicine/Oral Biology 3 credit(s)
- DAT 127 - Dental Radiography 4 credit(s)
- DAT 154 - Clinical Procedures I 4 credit(s)
- DAT 177 - Dental Office Experience 7 credit(s)
- DAT 185 - Dental Specialties 5 credit(s)

Notes

1. Students may substitute the combination of ENG 101 and SPC 205 for ENG 165.
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 medical assisting program at Tri-County Technical College has a five-year cumulative average for the exam passage rate for the years 2019-2023 of 92%.

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.

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, upon the recommendation of the Medical Assisting Education Review Board (MAERB), 2339 N. California Avenue, #47138, Chicago, IL 60647, Phone: 312-392-0155.

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 American Association of Medical Assistants (AAMA) certification exam, and with a passing score, will obtain the Certified Medical Assistant (CMS) AAMA credential.

Limited Access Programs, Acceptance Requirements, and Curricular Sequences

The Medical Assisting program is a limited access program, 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, Medical Assisting 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 Medical Assisting 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 the Medical Assisting 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 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.

MEDICAL ASSISTING DIPLOMA (CONTINUED)

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 TCTC public website, 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 evaluate that prerequisites have been met; this will then determine the student's Complete Date, and the student will then be placed on the Complete List for the specific program.

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

- 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.

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.

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.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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. Covid immunization documentation is required, if received.

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

Graduation Credits Required: 51

MEDICAL ASSISTING DIPLOMA (CONTINUED)

General Education Requirements

- ENG 165 - Professional Communication¹ 3 credit(s)
- MAT 155 - Contemporary Mathematics² 3 credit(s)
- PSY 103 - Human Relations³ 3 credit(s)

Program Course Requirements

- AHS 102 - Medical Terminology 3 credit(s)
- AHS 105 - Medical Ethics and Law 2 credit(s)
- BIO 112 - Basic Anatomy and Physiology⁴ 4 credit(s)
- MED 103 - Medical Assisting Introduction 3 credit(s)
- MED 104 - Medical Assisting Administrative Procedures 4 credit(s)
- MED 107 - Medical Office Management 4 credit(s)
- MED 114 - Medical Assisting Clinical Procedures 4 credit(s)
- MED 115 - Medical Office Lab Procedures I 4 credit(s)
- MED 116 - Medical Office Lab Procedures II 4 credit(s)
- MED 118 - Pharmacology for the Medical Assistant 4 credit(s)
- MED 156 - Clinical Experience I 6 credit(s)

Note

1. Students may substitute ENG 103, the combination of ENG 101 and SPC 205 (recommended), SPC 200, or SPC 209 for ENG 165.
2. Students may substitute MAT 101, MAT 102, MAT 103, MAT 109, MAT 110, 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 BIO 112. BIO 210 requires a prerequisite of BIO 101.

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 MLT 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 Immunohematology.

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: naacsl.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.

Limited Access Programs, Acceptance Requirements, and Curricular Sequences

The MLT program is a limited access program, 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, MLT 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 MLT 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 the MLT 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 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.

MEDICAL LABORATORY TECHNOLOGY, A.A.S. (CONTINUED)

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 TCTC public website, tctc.edu/mlt. 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 evaluate that prerequisites have been met; this will then determine the student's Complete Date, and the student will then be placed on the Complete List for the specific program.

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

- 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 does not need to 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.

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.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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).

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 immunohematology 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

Graduation Credits Required: 81

MEDICAL LABORATORY TECHNOLOGY, A.A.S. (CONTINUED)

General Education Requirements

- ENG 101 - English Composition I¹ 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics² 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SPC 205 - Public Speaking³ 3 credit(s)

Major Requirements

- BIO 112 - Basic Anatomy and Physiology⁴ 4 credit(s)
- MLT 101 - Introduction to Medical Laboratory Technology 2 credit(s)
- MLT 105 - Medical Microbiology 4 credit(s)
- MLT 108 - Urinalysis and Body Fluids 3 credit(s)
- MLT 110 - Hematology 4 credit(s)
- MLT 115 - Immunology 3 credit(s)
- MLT 120 - Immunohematology 4 credit(s)
- MLT 130 - Clinical Chemistry 4 credit(s)
- MLT 205 - Advanced Microbiology 4 credit(s)
- MLT 210 - Advanced Hematology 4 credit(s)
- MLT 230 - Advanced Clinical Chemistry 4 credit(s)
- MLT 241 - Medical Lab Transition 3 credit(s)
- MLT 251 - Clinical Experience I 5 credit(s)
- MLT 252 - Clinical Experience II 5 credit(s)
- MLT 253 - Clinical Experience III 5 credit(s)
- MLT 254 - Clinical Experience IV 5 credit(s)

Elective Requirements

- General Elective 3 credit(s)

Notes

1. Students may substitute ENG 103 for ENG 101.
2. Students may substitute MAT 110, MAT 130, or MAT 140 for MAT 120.
3. Students may substitute SPC 200 or SPC 209 for SPC 205.
4. Students may substitute BIO 210 and BIO 211 for BIO 112. BIO 210 requires a prerequisite of BIO 101.

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.

tctc.edu/ibest

Personal Care Aide I Certificate

Description

The Personal Care Aide Certificate provides students with essential preparation for entry level roles in home and community health care settings. Coursework emphasizes client support, safety practices, infection control, dementia informed care, and confidentiality. Students also strengthen foundational employability and life skills while developing individualized plans for future career advancement in the health care field. Enrollment is limited to TCTC I BEST students.

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

Graduation Credits Required: 8

Program Course Requirements

- AHS 101 - Introduction to Health Professions 2 credit(s)
- AHS 190 - Fundamentals of Personal Care 3 credit(s)
- COL 120 - STEM College and Career Readiness 3 credit(s)

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 and spring semester 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

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.

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. Please see the Nursing Student Handbook for course sequencing based on entry term.

Limited Access Programs, Acceptance Requirements, and 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 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 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.
- 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 the 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 the 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). Nursing courses to be transferred must have been taken within the previous two years. 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

PRACTICAL NURSING DIPLOMA (CONTINUED)

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 an "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 lr.sc.gov/ for further instructions related to State licensure.)

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 Department Head.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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.

PRACTICAL NURSING DIPLOMA (CONTINUED)

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. AHS 163/CNA certification is encouraged and will provide additional points for the Competitive Clinical Entry Application.

For the most current Competitive Clinical Entry information, interested students can go to 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.

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 taken BIO 101 with a grade of "C" or higher, or be registered for it. BIO 101, BIO 210, and BIO 211 courses may be attempted only two times to achieve a passing grade of "C" or higher. An attempt is defined as completing the course and receiving a grade or a withdrawal from the course after the drop date. BIO 101, BIO 210, and BIO 211 courses once completed, expire in 5 years. 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.

The program curriculum guide can be found on the TCTC public website at tctc.edu/nursing. 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 and for confirmation that prerequisite changes have not occurred. (Changes in program and curricular requirements can occur.)

Program Notification

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.

PRACTICAL NURSING DIPLOMA (CONTINUED)

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

Graduation Credits Required: 48

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)

Program Course Requirements

- BIO 101 - Biological Science I 4 credit(s)
- BIO 210 - Anatomy and Physiology I 4 credit(s)
- BIO 211 - Anatomy and Physiology II 4 credit(s)
- PNR 120 - Medical/Surgical Nursing I 5 credit(s)
- PNR 121 - Fundamentals of Pharmacology 2 credit(s)
- PNR 130 - Medical/Surgical Nursing II 5 credit(s)
- PNR 140 - Medical/Surgical Nursing III 5 credit(s)
- PNR 154 - Maternal/Infant/Child Nursing 5 credit(s)
- PNR 175 - Practical Nursing Skills 4 credit(s)
- PNR 181 - Special Topics in Practical Nursing 1 credit(s)

Pre-Dental Hygiene

Program Information

Tri-County Technical College offers the Dental Hygiene 1+1 program in cooperation with Greenville Technical College (GTC). TCTC offers the pre-dental hygiene curriculum as the first phase of the Dental Hygiene program. The second phase is offered at GTC where an Associate Degree in Health Science-Dental Hygiene is awarded upon successful completion.

Scheduling and Entry Options

The TCTC 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 GTC 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 GTC.

GTC will accept two students from TCTC 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 that students take these Phase II courses to be competitive for entry. If reserved slots are filled by TCTC students, additional students from the College may apply to the GTC Dental Hygiene program through the traditional admissions process.

For fall entry into GTC, course work at TCTC should be completed at the end of the spring semester to allow for transfer of grades and records to GTC 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 time limit for 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.

PRE-DENTAL HYGIENE CERTIFICATE

Description

The Dental Hygiene program prepares students to work as clinical assistants, receiving and preparing patients for dental treatment; assisting chairside, taking x-rays, making temporary crowns and pouring/trimming impressions for study models. The program also includes office management skills such as making appointments, maintaining patient records, filing, and client services. The Pre-Dental Hygiene coursework at TCTC prepares students to transfer to GTC's Dental Hygiene program through an articulation agreement.

Program Outcomes

Upon completion, students will be able to:

- Gain the appropriate credits to apply to a Dental Hygiene program of their choosing

Graduation Credits Required: 38

Program Course Requirements

- BIO 101 - Biological Science I 4 credit(s)
- BIO 210 - Anatomy and Physiology I 4 credit(s)
- BIO 211 - Anatomy and Physiology II 4 credit(s)
- BIO 225 - Microbiology 4 credit(s)
- BIO 240 - Nutrition 3 credit(s)
- CHM 105 - General, Organic & Biochemistry 4 credit(s)
- ENG 101 - English Composition I 3 credit(s)
- MAT 120 - Probability and Statistics 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SOC 101 - Introduction to Sociology 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

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

PRE-PHARMACY CONCENTRATION, GENERAL TECHNOLOGY, A.A.S.

Description

The pharmacy profession is widely regarded as both an art and a science, grounded in the preparation, administration, and evaluation of drug therapies that promote patient health and well being. Doctor of Pharmacy (Pharm.D.) programs generally require two years of undergraduate coursework followed by four years of professional study. The TCTC Pre Pharmacy program offers students a cost effective pathway that provides preparation comparable to that of a four year institution. Through rigorous, skills based instruction and targeted academic preparation, students develop the competencies necessary for success in graduate level pharmacy programs.

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

Graduation Credits Required: 76

General Education Requirements

- ENG 101 – English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 – Probability and Statistics 3 credit(s)
- PSY 201 – General Psychology 3 credit(s)
- SPC 205 – Public Speaking 3 credit(s)

Major Requirements

- AHS 180 – Health Careers Preparation 3 credit(s)
- BIO 101 – Biological Science I 4 credit(s)
- BIO 102 – Biological Science II 4 credit(s)
- BIO 210 – Anatomy and Physiology I 4 credit(s)
- BIO 211 – Anatomy and Physiology II 4 credit(s)
- BIO 225 – Microbiology 4 credit(s)
- CHM 110 – College Chemistry I 4 credit(s)
- CHM 111 – College Chemistry II 4 credit(s)
- CHM 211 – Organic Chemistry I 4 credit(s)
- CHM 212 – Organic Chemistry II 4 credit(s)
- CHM 213 – Principles of Biochemistry 4 credit(s)
- ECO 211 – Microeconomics 3 credit(s)
- ENG 102 – English Composition II 3 credit(s)
- MAT 130 – Elementary Calculus 3 credit(s)
- PHY 201 – Physics I 3 credit(s)

Select six (6) hours from the following:

- Communication and Literature
- Social Sciences Requirement

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

Surgical Technology Diploma to AAS Degree Completion

The degree completion program in Surgical Technology is for individuals who are currently Certified Surgical Technologist (CST) and graduates of an accredited diploma program in surgical technology. Credit will be given for previous surgical technology course work and current work experience.

Students may enter in any term upon acceptance into the College. Course substitutions may be awarded at the discretion of the Surgical Technology Program Director or with departmental approval.

To be eligible for the degree completion program, you must:

- Currently be a Certified Surgical Technologist (CST)
- Provide verification of a minimum of 3 years of employment as a CST
- Have worked within the past year
- Complete 25% of course work at Tri-County Technical College
- Earn a grade of "C" or greater in all required courses for graduation
- A student may repeat a maximum of two major courses

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, 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.

SURGICAL TECHNOLOGY DIPLOMA TO AAS DEGREE COMPLETION

Description

The Surgical Technology Associate Degree program prepares students to support surgical procedures by maintaining aseptic conditions and applying established operative techniques. Students develop the skills necessary to function as integral members of the surgical team, including preparing and selecting instruments, setting up surgical cases, passing instruments and equipment, and assisting the surgeon and circulatory personnel during procedures. Graduates are prepared for employment in hospitals, clinics, physicians' offices, and ambulatory surgery centers, with potential roles in operating rooms, emergency departments, labor and delivery units, endoscopy suites, and central sterile processing areas.

Limited Access Programs, Acceptance Requirements, and Curricular Sequences

The Surgical Technology program is a limited access program, 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, Surgical Technology 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 Surgical Technology 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.

SURGICAL TECHNOLOGY DIPLOMA TO AAS

DEGREE COMPLETION (CONTINUED)

- 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 the Surgical 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

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/surgtech. 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 meet with the Surgical Technology Program Director to complete the "Notice of Completion" form. The Program Director will evaluate that pre-requisites have been met; this will then determine the student's Complete Date, and the student will then be placed on the Complete List for the specific program.

The Complete Date means the student is eligible to start the actual Surgical Technology program classes with the next available class, as long as space is available. The minimum GPA must be maintained to continue on the Complete List.

- In the event that 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.
- 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.

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 an annual flu vaccine. (Health forms are available from the Division office or at tctc.edu/surgtech.) All students in Health Education programs must have documentation of Tuberculosis status. Immunization against Hepatitis B is expected as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to 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 not to accept declination forms for certain immunizations (i.e., flu vaccine).

SURGICAL TECHNOLOGY DIPLOMA TO AAS

DEGREE COMPLETION (CONTINUED)

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

Graduation Credits Required: 71

General Education Requirements

- ENG 101 - English Composition I¹ 3 credit(s)
- Humanities Requirement² 3 credit(s)
- MAT 155 - Contemporary Mathematics³ 3 credit(s)
- PSY 201 - General Psychology⁴ 3 credit(s)
- SPC 205 - Public Speaking⁵ 3 credit(s)

Major Requirements

- AHS 102 - Medical Terminology 3 credit(s)
- BIO 101 - Biological Science I 4 credit(s)
- BIO 210 - Anatomy and Physiology I 6 4 credit(s)
- BIO 211 - Anatomy and Physiology II 4 credit(s)
- BIO 225 - Microbiology⁷ 4 credit(s)
- SUR 101 - Introduction to Surgical Technology⁷ 5 credit(s)
- SUR 102 - Applied Surgical Technology 5 credit(s)
- SUR 103 - Surgical Procedures I⁶ 4 credit(s)
- SUR 104 - Surgical Procedures II 4 credit(s)
- SUR 105 - Surgical Procedures III 4 credit(s)
- SUR 110 - Introduction to Surgical Practicum 5 credit(s)
- SUR 111 - Basic Surgical Practicum 7 credit(s)
- SUR 120 - Surgical Seminar 2 credit(s)
- SUR 130 - Biomedical Science for the Surgical Technologist 1 credit(s)

Notes

1. Students may substitute ENG 103 for ENG 101.
2. PHI 110 and HSS 210 are recommended courses for a Humanities Requirement.
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 for PSY 201.
5. Students may substitute SPC 200 or SPC 209 for SPC 205.
6. It is highly recommended that BIO 210 be taken prior to, or concurrently with, SUR 103.
7. It is highly recommended that BIO 225 be taken prior to, or concurrently with, SUR 101.

Veterinary Technology

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. One semester of Veterinary Technician Externship is required in both the full- and part-time 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. Note: The part-time evening program is not currently accepting applications for enrollment.

tctc.edu/vettech

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 and is sanctioned by the South Carolina Association of Veterinarians.

VETERINARY TECHNOLOGY, A.A.S.

Description

The Veterinary Technology program provides students with comprehensive instruction and extensive clinical experience to develop competencies in large and small animal nursing, diagnostic laboratory procedures, radiography, anesthesiology, surgical assisting, and veterinary practice management. Upon completion of the Associate Degree in Veterinary Technology, graduates are eligible to sit for the Veterinary Technician National Examination (VTNE). Licensed Veterinary Technicians are prepared for employment in veterinary hospitals, teaching and research facilities, zoos, wildlife centers, diagnostic laboratories, pharmaceutical companies, and other animal related fields.

Limited Access Programs, Acceptance Requirements, and 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 should contact the Dean of Student Development for more information.

VETERINARY TECHNOLOGY, A.A.S. (CONTINUED)

- 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.

Health Education Medical Requirements

The Veterinary Technology Department requires all fall semester clinical entry students to receive tetanus and pre-exposure rabies vaccinations. If a potential student has already received tetanus and/or post-exposure rabies vaccinations, the student must provide documentation of immunization within the first two weeks of the fall semester. Any student not in compliance with tetanus and rabies vaccination requirements within the first two weeks of the fall semester must drop all Veterinary Technology courses for fall semester clinical entry until the requirements are satisfied. Clinical agencies reserve the right not to accept declination forms for certain immunizations.

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, www.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 TCTC email account with the Notice of Completion electronic form attached. This email 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. (CONTINUED)

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
- Show expertise in avian, exotic, and small mammals

Graduation Credits Required: 75

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics¹ 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- BIO 101 - Biological Science I 4 credit(s)
- BIO 225 - Microbiology 4 credit(s)
- VET 101 - Animal Breeds and Husbandry 3 credit(s)
- VET 104 - Veterinary Anatomy and Physiology 3 credit(s)
- VET 113 - Introduction to Veterinary Technology 3 credit(s)
- VET 116 - Radiology and Parasitology 3 credit(s)
- VET 140 - Veterinary Pharmacology 2 credit(s)
- VET 142 - Veterinary Anesthesia 3 credit(s)
- VET 150 - Clinical Techniques I 3 credit(s)
- VET 152 - Clinical Pathology 4 credit(s)
- VET 160 - Clinical Techniques II 3 credit(s)
- VET 170 - Veterinary Technician Externship 6 credit(s)
- VET 201 - Diseases and Zoonosis 4 credit(s)
- VET 215 - Laboratory Animal Medicine 2 credit(s)
- VET 250 - Clinical Techniques III 3 credit(s)
- VET 260 - Clinical Techniques IV 3 credit(s)
- VET 270 - Advanced Medical Care 3 credit(s)
- VET 290 - Senior Integrated Learning 4 credit(s)

Notes

1. Students may substitute MAT 110 for MAT 120, if approved by the Department Head.

PUBLIC SERVICE & SAFETY PROGRAMS



Programs in this cluster prepare students for roles in law enforcement, emergency services, and public administration. Emphasis is placed on leadership, ethical decision-making, and the application of technology to promote community safety. Graduates are prepared to serve in positions that uphold justice and protect public welfare.

The programs in Public Service and Safety provide a comprehensive understanding of the justice system, legal procedures, and sociological aspects of crime and corrections. Offerings are designed to integrate theoretical knowledge with practical skills. Coursework emphasizes criminal law, investigative techniques, and ethical practices, preparing students for careers in law enforcement, courts, corrections, or transfer to four-year institutions for advanced study. Academic credit programs in this career cluster provide a comprehensive understanding of the justice system, preparing learners for diverse roles and furthering their academic pursuits.

Criminal Justice

Criminal Justice majors acquire the knowledge and skills needed to become working professionals in the criminal justice system. The program curriculum blends theory, procedure, and technical application. The program will give students a holistic understanding of each component of the criminal justice system: law enforcement, corrections, and courts. Students wishing to explore related topics may choose from diverse electives, including specialized police operations, homeland security, paralegal studies, constitutional law, and management principles. Qualified students can also participate in structured internships with area criminal justice agencies. To appreciate the complexities 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 emphases in Law Enforcement Operations and Paralegal Studies. Numerous articulation agreements with area colleges and universities support seamless transfer to the baccalaureate degree. A program advisor can help students select the most appropriate emphasis for their long-term career and educational goals.

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 or convictions for a moral turpitude crime.
- Earn a "C" or higher grade in CRJ and LEG courses to qualify for graduation.
- Have prior CRJ courses validated by the program director to ensure they are no more than five years old.

Scheduling and Entry Options

Criminal Justice students should plan to attend classes primarily at the Pendleton Campus where the program is offered. 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 or Paralegal emphasis must attend at least one summer term. General Education course requirements can be completed anytime during the program on any TCTC campus or online.

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 facility tours, which are prohibited to individuals possessing a criminal record. Students with misdemeanor arrests or convictions, including crimes of moral turpitude, should consult a CRJ advisor for guidance and recommendations. Criminal justice agencies will require prospective employees to disclose all arrests, police contacts, and detailed life history information during hiring. Students with potential issues should consult prospective employers early in the hiring process. A program advisor can also provide general recommendations and information. Students are responsible for researching, discussing, and resolving any circumstances that may prohibit their hiring.

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 field. Students with concerns should consult a CRJ advisor for individual guidance.

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

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics OR MAT 155 - Contemporary Mathematics 3 credit(s)
- SOC 101 - Introduction to Sociology OR CRJ 120 - Constitutional Law 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- CRJ 101 - Introduction to Criminal Justice 3 credit(s)
- CRJ 110 - Police Patrol 3 credit(s)
- CRJ 115 - Criminal Law I 3 credit(s)
- CRJ 116 - Criminal Law II 3 credit(s)
- CRJ 125 - Criminology 3 credit(s)
- CRJ 237 - Defensive Tactics for Law Enforcement 3 credit(s)
- CRJ 140 - Criminal Justice Report Writing 3 credit(s)
- CRJ 222 - Ethics in Criminal Justice 3 credit(s)
- CRJ 224 - Police Community Relations 3 credit(s)
- CRJ 230 - Criminal Investigation I 3 credit(s)
- CRJ 236 - Criminal Evidence 3 credit(s)
- CRJ 242 - Correctional Systems 3 credit(s)
- CRJ 260 - Seminar in Criminal Justice 3 credit(s)
- CRJ 262 - Criminal Justice Workshop 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- PSY 207 - Forensic Psychology 3 credit(s)
- SFT 109 - Lifetime Fitness and Wellness OR CRJ 120 - Constitutional Law 3 credit(s)

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 155 - Contemporary Mathematics or MAT 120 - Probability and Statistics 3 credit(s)
- SOC 101 - Introduction to Sociology OR PSC 201 - American Government 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- CRJ 101 - Introduction to Criminal Justice 3 credit(s)
- CRJ 116 - Criminal Law II 3 credit(s)
- CRJ 125 - Criminology 3 credit(s)
- CRJ 140 - Criminal Justice Report Writing 3 credit(s)
- CRJ 224 - Police Community Relations 3 credit(s)
- CRJ 230 - Criminal Investigation I 3 credit(s)
- CRJ 236 - Criminal Evidence 3 credit(s)
- CRJ 242 - Correctional Systems 3 credit(s)
- CRJ 260 - Seminar in Criminal Justice 3 credit(s)
- LEG 120 - Torts 3 credit(s)
- LEG 135 - Introduction to Law and Ethics 3 credit(s)
- LEG 201 - Civil Litigation I 3 credit(s)
- LEG 213 - Family Law 3 credit(s)
- LEG 230 - Legal Writing 3 credit(s)
- LEG 231 - Criminal Law 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- PSY 207 - Forensic Psychology 3 credit(s)

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

Graduation Credits Required: 66

General Education Requirements

- ENG 101 - English Composition I 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 120 - Probability and Statistics OR MAT 155 - Contemporary Mathematics 3 credit(s)
- SOC 101 - Introduction to Sociology OR PSC 201 - American Government 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Major Requirements

- CRJ 101 - Introduction to Criminal Justice 3 credit(s)
- CRJ 115 - Criminal Law I 3 credit(s)
- CRJ 116 - Criminal Law II 3 credit(s)
- CRJ 125 - Criminology 3 credit(s)
- CRJ 140 - Criminal Justice Report Writing 3 credit(s)
- CRJ 222 - Ethics in Criminal Justice 3 credit(s)
- CRJ 224 - Police Community Relations 3 credit(s)
- CRJ 230 - Criminal Investigation I 3 credit(s)
- CRJ 236 - Criminal Evidence 3 credit(s)
- CRJ 242 - Correctional Systems 3 credit(s)
- CRJ 260 - Seminar in Criminal Justice 3 credit(s)
- PSY 201 - General Psychology 3 credit(s)
- PSY 207 - Forensic Psychology 3 credit(s)
- SFT 109 - Lifetime Fitness and Wellness OR CRJ 120 - Constitutional Law 3 credit(s)

Elective Requirements

Choose nine (9) credit hours from the following:

- CRJ 110 - Police Patrol 3 credit(s)
- CRJ 120 - Constitutional Law 3 credit(s)
- CRJ 130 - Police Administration 3 credit(s)
- CRJ 145 - Juvenile Delinquency 3 credit(s)

CRIMINAL JUSTICE TECHNOLOGY, A.A.S. (CONTINUED)

Elective Requirements (Continued)

- CRJ 150 - Interviewing and Counseling 3 credit(s)
- CRJ 216 - Police Supervision 3 credit(s)
- CRJ 237 - Defensive Tactics for Law Enforcement 3 credit(s)
- CRJ 239 - Terrorism & Homeland Security 3 credit(s)
- CRJ 246 - Special Problems in Criminal Justice 3 credit(s)
- CRJ 250 - Criminal Justice Internship I 3 credit(s)
- CRJ 251 - Criminal Justice Internship II 3 credit(s)
- CRJ 262 - Criminal Justice Workshop 3 credit(s)
- UAS 105 - Unmanned Aerial Systems Operation I 3 credit(s)
- UAS 106 - Unmanned Aerial Systems Operation II 3 credit(s)

SKILLED TRADES PROGRAMS



The Skilled Trades cluster offers training in fields essential to residential, commercial, and industrial operations. Programs provide hands-on instruction aligned with industry standards, preparing students for careers in areas such as HVAC and welding. Graduates enter high-demand professions with strong earning potential and job stability.

Courses deliver a comprehensive foundation in trade principles, system diagnostics, and advanced techniques, each combining theoretical work with extensive hands-on practice. These programs prepare students for complex problem-solving, technical proficiency, and leadership roles within the skilled trades industry.



In addition to the credit programs, QuickJobs offerings provide focused, intensive training for individuals seeking rapid skill development or industry-recognized certifications. These short-term courses emphasize applied learning and can often be completed in weeks or months, enabling learners to quickly enter or advance in the workforce, and include:

- Electrical Wiring
- Fiber Optics
- Heavy Equipment Operator Training
- Highway Construction Inspector
- Plumbing
- Power Line Worker

Heating, Ventilation, and Air Conditioning Technology

Program Information

The Heating, Ventilation, and Air Conditioning Technology program offers an associate degree and three 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 in 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

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:

- Service commercial refrigeration systems
- Service residential HVAC systems
- Demonstrate foundational skills in examining commercial HVAC systems
- Demonstrate behaviors and characteristics of an HVAC industry professional

Graduation Credits Required: 72

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- PSY 120 - Organizational Psychology 3 credit(s)

Major Requirements

- ACR 101 - Fundamentals of Refrigeration Systems 5 credit(s)
- ACR 102 - Tools and Service Techniques 3 credit(s)
- ACR 106 - Basic Electricity for HVAC/R 4 credit(s)
- ACR 107 - Wiring Diagrams 2 credit(s)
- ACR 111 - Gas Heating Principles 3 credit(s)
- ACR 131 - Commercial Refrigeration 4 credit(s)
- ACR 140 - Automatic Controls 3 credit(s)
- ACR 175 - EPA 608 Certification Preparation 1 credit(s)
- ACR 201 - Troubleshooting and Maintenance 3 credit(s)
- ACR 210 - Heat Pumps 4 credit(s)
- ACR 221 - Residential Load Calculations 2 credit(s)
- ACR 223 - Testing and Balance 3 credit(s)
- ACR 224 - Codes and Ordinances 2 credit(s)
- ACR 225 - Industrial Air Conditioning 3 credit(s)
- ACR 240 - Advanced Automatic Controls 3 credit(s)
- ACR 250 - Duct Fabrication 3 credit(s)
- ACR 251 - SCWE in HVAC 4 credit(s)
- ACR 252 - Special Topics in Air Conditioning and Heating 2 credit(s)
- SFT 109 - Lifetime Fitness and Wellness 3 credit(s)

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:

- Service residential HVAC systems
- Demonstrate behaviors and characteristics of an HVAC industry professional

Graduation Credits Required: 21

Program Course Requirements

- ACR 101 - Fundamentals of Refrigeration Systems 5 credit(s)
- ACR 102 - Tools and Service Techniques 3 credit(s)
- ACR 106 - Basic Electricity for HVAC/R 4 credit(s)
- ACR 107 - Wiring Diagrams 2 credit(s)
- ACR 111 - Gas Heating Principles 3 credit(s)
- ACR 210 - Heat Pumps 4 credit(s)

HVAC COMMERCIAL CONTROLS CERTIFICATE

Description

This certificate provides students with the entry level knowledge to begin a career in the commercial building automation industry. Students will know basic control wiring, commercial control component identification, commercial HVAC systems, and how to view controls systems. Students will also learn about analog and digital inputs and outputs, sensors, data trending, along with graphics.

Program Outcomes

Upon completion, students will be able to:

- Service commercial refrigeration systems
- Service residential HVAC systems
- Demonstrate foundational skills in examining commercial HVAC systems
- Demonstrate behaviors and characteristics of an HVAC industry professional

Graduation Credits Required: 28

Major Requirements

- ACR 101 - Fundamentals of Refrigeration Systems 5 credit(s)
- ACR 102 - Tools and Service Techniques 3 credit(s)
- ACR 106 - Basic Electricity for HVAC/R 4 credit(s)
- ACR 107 - Wiring Diagrams 2 credit(s)
- ACR 140 - Automatic Controls 3 credit(s)
- ACR 224 - Codes and Ordinances 2 credit(s)
- ACR 225 - Industrial Air Conditioning 3 credit(s)
- ACR 240 - Advanced Automatic Controls 3 credit(s)
- SFT 109 - Lifetime Fitness and Wellness OR General Elective 3 credit(s)

HVAC RESIDENTIAL 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:

- Service residential HVAC systems
- Demonstrate behaviors and characteristics of an HVAC industry professional

Graduation Credits Required: 33

Program Course Requirements

- ACR 101 - Fundamentals of Refrigeration Systems 5 credit(s)
- ACR 102 - Tools and Service Techniques 3 credit(s)
- ACR 106 - Basic Electricity for HVAC/R 4 credit(s)
- ACR 107 - Wiring Diagrams 2 credit(s)
- ACR 111 - Gas Heating Principles 3 credit(s)
- ACR 175 - EPA 608 Certification Preparation 1 credit(s)
- ACR 210 - Heat Pumps 4 credit(s)
- ACR 221 - Residential Load Calculations 2 credit(s)
- ACR 224 - Codes and Ordinances 2 credit(s)
- ACR 250 - Duct Fabrication 3 credit(s)
- ACR 251 - SCWE in HVAC 4 credit(s)

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

WELDING TECHNOLOGY, A.A.S.

Description

The Welding Technology A.A.S. program provides hands on training in fundamental and advanced welding processes. Students develop skills in Structural Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW)/ Metal Inert Gas (MIG), and Gas Tungsten Arc Welding (GTAW)/ Tungsten Inert Gas (TIG) welding for steel, stainless steel, and aluminum in both pipe and structural applications. The curriculum also includes blueprint reading, fabrication, robotic welding, and basic welding metallurgy. Graduates are prepared for employment in welding related positions, particularly within the construction, manufacturing, and metalworking industries.

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

Graduation Credits Required: 66

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- Social Sciences Requirement 3 credit(s)

Major Requirements

- EGT 103 - Print Reading 2 credit(s)
- EGT 114 - Welding Print Basics 2 credit(s)
- WLD 109 - Gas Metal Arc Welding II 3 credit(s)
- WLD 111 - Arc Welding I 4 credit(s)
- WLD 113 - Arc Welding II 4 credit(s)
- WLD 115 - Arc Welding III 4 credit(s)

WELDING TECHNOLOGY, A.A.S. (CONTINUED)

Major Requirements (Continued)

- WLD 129 - Metal Working Tools 3 credit(s)
- WLD 132 - Inert Gas Welding Ferrous 4 credit(s)
- WLD 154 - Pipefitting and Welding 4 credit(s)
- WLD 160 - Fabrication Welding 3 credit(s)
- WLD 204 - Metallurgy 3 credit(s)
- WLD 208 - Advanced Pipe Welding 3 credit(s)
- WLD 225 - Arc Welding Pipe I 4 credit(s)
- WLD 235 - Robotic Welding I 2 credit(s)

Elective Requirements

- General Electives 6 credit(s)

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 Gas Metal Arc Welding (GMAW)/ Metal Inert Gas Welding (MIG)
- Demonstrate needed skills required for a Structural Metal Arc Welding (SMAW) Pipe certification test, following proper procedures and meeting the requirements of the welding codes
- Demonstrate needed skills required for a Gas Tungsten Arc Welding (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

Graduation Credits Required: 40

Program Course Requirements

- EGT 103 - Print Reading 2 credit(s)
- EGT 114 - Welding Print Basics 2 credit(s)
- WLD 109 - Gas Metal Arc Welding II 3 credit(s)
- WLD 111 - Arc Welding I 4 credit(s)
- WLD 113 - Arc Welding II 4 credit(s)
- WLD 115 - Arc Welding III 4 credit(s)
- WLD 132 - Inert Gas Welding Ferrous 4 credit(s)
- WLD 154 - Pipefitting and Welding 4 credit(s)
- WLD 160 - Fabrication Welding 3 credit(s)
- WLD 204 - Metallurgy 3 credit(s)
- WLD 208 - Advanced Pipe Welding 3 credit(s)
- WLD 225 - Arc Welding Pipe I 4 credit(s)

MULTI-PROCESS WELDING CERTIFICATE

Description

This program focuses on applications of Structural Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) for application in industry. Training includes fillet welds and groove welds on plate, groove welds on pipe in all positions, and Metal Inert Gas (MIG) welding and Tungsten Inert Gas (TIG) welding. Students will undergo multiple welding qualification tests and have the opportunity to gain an American Welding Society (AWS) certification to AWS D1.1, the structural steel welding code, as well as two American Society of Mechanical Engineers (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 demonstrate:

- 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

Graduation Credits Required: 30

Major Requirements

- WLD 109 - Gas Metal Arc Welding II 3 credit(s)
- WLD 111 - Arc Welding I 4 credit(s)
- WLD 113 - Arc Welding II 4 credit(s)
- WLD 115 - Arc Welding III 4 credit(s)
- WLD 132 - Inert Gas Welding Ferrous 4 credit(s)
- WLD 154 - Pipefitting and Welding 4 credit(s)
- WLD 204 - Metallurgy 3 credit(s)
- WLD 225 - Arc Welding Pipe I 4 credit(s)

SHIELDED METAL ARC WELDING (SMAW) - PIPE CERTIFICATE

Description

This program focuses on Shielded Metal Arc Welding (SMAW) 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 American Welding Society (AWS) certification to D1.1 structural steel welding code and American Society of Mechanical Engineer (ASME) Section IX Boiler and Pressure Vessel on SMAW welded pipe.

Program Outcomes

Upon completion, students will be able to demonstrate needed skills required for a:

- 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

Graduation Credits Required: 16

Program Course Requirements

- WLD 111 - Arc Welding I 4 credit(s)
- WLD 113 - Arc Welding II 4 credit(s)
- WLD 115 - Arc Welding III 4 credit(s)
- WLD 225 - Arc Welding Pipe I 4 credit(s)

SHIELDED METAL ARC WELDING (SMAW) - STRUCTURAL CERTIFICATE

Description

This program focuses on Shielded Metal Arc Welding (SMAW) 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 American Welding Society (AWS) certification to AWS D1.1 in 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

Graduation Credits Required: 8

Program Course Requirements

- WLD 111 - Arc Welding I 4 credit(s)
- WLD 115 - Arc Welding III 4 credit(s)

TRANSPORTATION & SUPPLY CHAIN PROGRAMS



This cluster focuses on the movement of goods and materials through transportation and logistics systems. Students gain practical skills and industry-recognized credentials in supply chain management, distribution, and freight operations. Programs prepare graduates for careers supporting regional and global commerce.

Within this cluster, the Automotive Technology program prepares students to become proficient, entry-level automotive technicians. Coursework emphasizes the testing, diagnosis, and servicing of motor vehicles, integrating theoretical principles with extensive hands-on training. Students develop competencies in engine performance, electrical systems, brake and suspension systems, and computerized diagnostics. Graduates are prepared for employment in automotive dealerships, service centers, and related sectors, with opportunities for advancement through industry certifications.



In addition to the credit programs, QuickJobs programs offer targeted, hands-on training for individuals seeking rapid entry into transportation and logistics careers. These short-term programs emphasize practical skills and industry certifications, enabling learners to quickly qualify for roles such as truck drivers, warehouse associates, or logistics technicians.

- Certified Logistics
- Commercial Truck Driving (CDL-A, CDL-B, and CDL-B with Passenger Endorsement)
- Forklift Safety and Operations
- Freight Broker/Agent Training
- Lean for Warehouse/Distribution

Automotive Technology

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.

tctc.edu/auto

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

Graduation Credits Required: 70

General Education Requirements

- ENG 165 - Professional Communication 3 credit(s)
- General Education Requirement 3 credit(s)
- Humanities Requirement 3 credit(s)
- MAT 170 - Algebra, Geometry and Trigonometry I 3 credit(s)
- PSY 120 - Organizational Psychology 3 credit(s)

Major Requirements

- AUT 100 - Introduction to Automotive Hazardous Materials 1 credit(s)
- AUT 109 - Engine Fundamentals and Basic Diagnostics 4 credit(s)
- AUT 111 - Brakes 3 credit(s)
- AUT 116 - Manual Transmission and Axle 4 credit(s)
- AUT 124 - Steering, Suspension and Alignment 4 credit(s)
- AUT 132 - Automotive Electricity 4 credit(s)
- AUT 145 - Engine Performance 3 credit(s)
- AUT 152 - Automatic Transmission 4 credit(s)
- AUT 156 - Automotive Diagnosis and Repair 4 credit(s)
- AUT 211 - Advanced Brakes 3 credit(s)
- AUT 231 - Automotive Electronics 4 credit(s)
- AUT 241 - Automotive Air Conditioning 4 credit(s)
- AUT 262 - Advanced Automotive Diagnosis and Repair 4 credit(s)
- AUT 275 - Alternate Technology Vehicles 3 credit(s)

Elective Requirements

- General Electives 6 credit(s)

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

Graduation Credits Required: 11

Program Course Requirements

- AUT 100 - Introduction to Automotive Hazardous Materials 1 credit(s)
- AUT 111 - Brakes 3 credit(s)
- AUT 132 - Automotive Electricity 4 credit(s)
- AUT 211 - Advanced Brakes 3 credit(s)

AUTOMOTIVE 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

Graduation Credits Required: 8

Program Course Requirements

- AUT 132 - Automotive Electricity 4 credit(s)
- AUT 231 - Automotive Electronics 4 credit(s)

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

Graduation Credits Required: 23

Program Course Requirements

- AUT 109 - Engine Fundamentals and Basic Diagnostics 4 credit(s)
- AUT 132 - Automotive Electricity 4 credit(s)
- AUT 145 - Engine Performance 3 credit(s)
- AUT 156 - Automotive Diagnosis and Repair 4 credit(s)
- AUT 231 - Automotive Electronics 4 credit(s)
- AUT 262 - Advanced Automotive Diagnosis and Repair 4 credit(s)

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

Graduation Credits Required: 16

Program Course Requirements

- AUT 116 - Manual Transmission and Axle 4 credit(s)
- AUT 132 - Automotive Electricity 4 credit(s)
- AUT 152 - Automatic Transmission 4 credit(s)
- AUT 231 - Automotive Electronics 4 credit(s)

UNIVERSITY TRANSFER PROGRAMS

The University Transfer cluster is designed for students who plan to begin a bachelor's pathway at TCTC and seamlessly transfer to a four-year college or university. Students will complete core general education requirements and foundational courses in a chosen field, saving significantly on tuition while receiving a high-quality education.

This cluster is exclusively comprised of academic credit programs, as its sole purpose is to provide transferable college credits in the Associate in Arts (A.A.) or Associate in Science (A.S.) programs. These degrees include comprehensive general education courses and specific prerequisite courses aligned with common university majors, ensuring learner credits transfer to a four-year institution. Learn more about these degree options by selecting the links below.

For students whose ultimate goal is a bachelor's degree, the University Transfer academic programs offer a strategic and cost-effective first step. They provide the college credits needed to build a strong foundation before transferring to a four-year institution.

Note: Credits from non-credit programs do not transfer to academic bachelor's degrees. While learners may take non-credit courses for personal enrichment alongside a transfer degree, these courses do not count toward the transfer pathway.

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:

- Explore ideas from different perspectives.
- Demonstrate learning through self-reflection.
- Examine competing values in a global and cross-cultural context.
- Formulate logical arguments with supporting evidence.

Graduation Credits Required: 60

Communications and Literature

- Communication and Literature¹ 6 credit(s)

Choose three (3) credit hours from the following:

- SPC 200 - Introduction to Speech 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Humanities

*Choose three (3) credit hours from the **Humanities Courses**, **If Only One Humanities Course Is Taken** listing.*

- Humanities² 3 credit(s)

Social Sciences

*Choose three (3) credit hours from the **Social Sciences Courses** listing:*

- Social Sciences³ 3 credit(s)

Humanities and Social Sciences

Choose six (6) credit hours from the following:

- Humanities
- Social Sciences⁵

Communications, Humanities, and Social Sciences

Choose 15 credit hours from the following:

- Communication and Literature¹
- Humanities
- Social Sciences³

ASSOCIATE IN ARTS, A.A. (CONTINUED)

Mathematics and Natural Sciences

- Mathematics^{1,3,4} 3 credit(s)
- Natural Sciences⁴ 4 credit(s)

Elective Requirements

- General Electives^{1,3,4,5,6} 17 credit(s)

Notes

1. The following courses are not acceptable for use toward an Associate in Arts degree: ENG 100, ENG 165; HSS 100, MAT 101, MAT 102, MAT 155, MAT 170, MAT 171; RDG 100.
2. First-year foreign language courses cannot be used as the only Humanities course.
3. The following courses can be used as electives only: ECO 101, MAT 211, MAT 215, PSY 103, and PSY 120.
4. Credit cannot be earned for both MAT 109 and MAT 110.
5. Credit cannot be earned for BIO 101 and BIO 113; BIO 102 and BIO 114; CHM 106 and CHM 110; PHY 201 and PHY 221; or PHY 202 and PHY 222.
6. General Electives may be any college-level courses other than those listed in Note 1.

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:

- Analyze scientific information.
- Conduct experiments in a lab setting.
- Solve problems using mathematical concepts.
- Demonstrate learning through self-reflection.

Graduation Credits Required: 60

Communications and Literature

- Communication and Literature¹ 6 credit(s)

Choose three (3) credit hours from the following:

- SPC 200 - Introduction to Speech 3 credit(s)
- SPC 205 - Public Speaking 3 credit(s)

Humanities

*Choose three (3) credit hours from the **Humanities Courses**, If Only One Humanities Course Is Taken listing:*

- Humanities² 3 credit(s)

Social Sciences

*Choose three (3) credit hours from the **Social Sciences Courses** listing:*

- Social Sciences³ 3 credit(s)

Humanities and Social Sciences

Choose six (6) credit hours from the following:

- Humanities
- Social Sciences³
- Mathematics
- Mathematics^{1,3,4} 6 credit(s)

Natural Sciences

- Natural Sciences^{1,5} 8 credit(s)

ASSOCIATE IN SCIENCE, A.S. (CONTINUED)

Mathematics and Natural Sciences

Choose nine (9) credit hours from the following:

- Mathematics^{1,3,4}
- Natural Sciences^{1,5}

Elective Requirements

- General Electives^{1,3,4,5,6} 16 credit(s)

Notes

1. The following courses are not acceptable for use toward an Associate in Science degree: BIO 112, CHM 105, ENG 100, ENG 165, HSS 100, MAT 101, MAT 102, MAT 155, MAT 170, MAT 171, PHY 101, and RDG 100.
2. First-year foreign language courses cannot be used as the only Humanities course.
3. The following courses can be used for electives only: ECO 101, MAT 211, MAT 212, MAT 215, PSY 103, and PSY 120.
4. Credit cannot be earned for both MAT 109 and MAT 110.
5. Credit cannot be earned for BIO 101 and BIO 113; BIO 102 and BIO 114; CHM 106 and CHM 110; PHY 201 and PHY 221; or PHY 202 and PHY 222.
6. General Electives may include any college-level course except those listed in Note 1.

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 Credit Hours: 3						✓	✓
ART 101	Art History and Appreciation Credit Hours: 3		✓	✓				✓
ART 107	History of Early Western Art Credit Hours: 3		✓	✓				✓
ART 108	History of Western Art Credit Hours: 3		✓	✓				✓
ART 111	Basic Drawing Credit Hours: 3			✓				✓
ART 121	2-D Design Fundamentals Credit Hours: 3			✓				✓
ART 122	3-D Design Fundamentals Credit Hours: 3			✓				✓
ART 211	Introduction to Painting Credit Hours: 3			✓				✓
ASL 101	American Sign Language Credit Hours: 4			✓				✓
AST 101	Solar System Astronomy Credit Hours: 4					✓		✓
AST 102	Stellar Astronomy Credit Hours: 4					✓		✓
BIO 101	Biological Science I Credit Hours: 4					✓		✓
BIO 102	Biological Science II Credit Hours: 4					✓		✓
BIO 112	Basic Anatomy and Physiology Credit Hours: 4					✓		✓
BIO 113	Principles of Biology I Credit Hours: 4					✓		✓
BIO 114	Principles of Biology II Credit Hours: 4					✓		✓

		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
BIO 209	Principles of Environmental Science Credit Hours: 4					✓		✓
BIO 210	Anatomy and Physiology I Credit Hours: 4					✓		✓
BIO 211	Anatomy and Physiology II Credit Hours: 4					✓		✓
BIO 225	Microbiology Credit Hours: 4					✓		✓
BIO 240	Nutrition Credit Hours: 3					✓		✓
CHM 105	General, Organic & Biochemistry Credit Hours: 4					✓		✓
CHM 106	Contemporary Chemistry I Credit Hours: 4					✓		✓
CHM 110	College Chemistry I Credit Hours: 4					✓		✓
CHM 111	College Chemistry II Credit Hours: 4					✓		✓
CHM 211	Organic Chemistry I Credit Hours: 4					✓		✓
CHM 212	Organic Chemistry II Credit Hours: 4					✓		✓
CHM 213	Principles of Biochemistry Credit Hours: 3					✓		✓
ECO 101	Basic Economics Credit Hours: 3						✓	✓
ECO 210	Macroeconomics Credit Hours: 3						✓	✓
ECO 211	Microeconomics Credit Hours: 3						✓	✓
ENG 101	English Composition I Credit Hours: 3	✓						✓
ENG 102	English Composition II Credit Hours: 3	✓						✓
ENG 103	Accelerated Composition Credit Hours: 3	✓						✓
ENG 165	Professional Communication Credit Hours: 3	✓						
ENG 201	American Literature I Credit Hours: 3	✓	✓	✓				✓
ENG 202	American Literature II Credit Hours: 3	✓	✓	✓				✓
ENG 205	English Literature I Credit Hours: 3	✓	✓	✓				✓
ENG 206	English Literature II Credit Hours: 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
ENG 208	World Literature I Credit Hours: 3	✓	✓	✓				✓
ENG 209	World Literature II Credit Hours: 3	✓	✓	✓				✓
ENG 220	20th and 21st Century Literature Credit Hours: 3	✓	✓	✓				✓
ENG 238	Creative Writing Credit Hours: 3	✓						✓
GEO 102	World Geography Credit Hours: 3						✓	✓
HIS 101	Western Civilization to 1689 Credit Hours: 3		✓	✓				✓
HIS 102	Western Civilization Post 1689 Credit Hours: 3		✓	✓				✓
HIS 122	History, Technology, and Society Credit Hours: 3		✓	✓				✓
HIS 201	American History: Discovery to 1877 Credit Hours: 3		✓	✓				✓
HIS 202	American History: 1877 to Present Credit Hours: 3		✓	✓				✓
HSS 205	Technology and Society Credit Hours: 3		✓	✓				✓
HSS 210	Leadership for a Changing World		✓					✓
IDS 207	Cultural Exploration Credit Hours: 3		✓	✓				✓
MAT 103	Quantitative Reasoning Credit Hours: 3				✓			✓
MAT 109	College Algebra with Modeling Credit Hours: 3				✓			✓
MAT 110	College Algebra Credit Hours: 3				✓			✓
MAT 111	College Trigonometry Credit Hours: 3				✓			✓
MAT 120	Probability and Statistics Credit Hours: 3				✓			✓
MAT 130	Elementary Calculus Credit Hours: 3				✓			✓
MAT 140	Analytical Geometry and Calculus I Credit Hours: 4				✓			✓
MAT 141	Analytical Geometry and Calculus II Credit Hours: 4				✓			✓

		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 155	Contemporary Mathematics Credit Hours: 3				✓			
MAT 170	Algebra, Geometry and Trigonometry I Credit Hours: 3				✓			
MAT 171	Algebra, Geometry and Trigonometry II Credit Hours: 3				✓			
MAT 215	Geometry Credit Hours: 3				✓			✓
MAT 230	Basic Multivariable Calculus Credit Hours: 3				✓			✓
MAT 240	Analytical Geometry and Calculus III Credit Hours: 4				✓			✓
MAT 242	Differential Equations Credit Hours: 4				✓			✓
MUS 101	Chorus I Credit Hours: 1		✓	✓				✓
MUS 102	Chorus II Credit Hours: 1		✓	✓				✓
MUS 103	Chorus III Credit Hours: 1		✓	✓				✓
MUS 104	Chorus IV Credit Hours: 1		✓	✓				✓
MUS 105	Music Appreciation Credit Hours: 3		✓	✓				✓
MUS 110	Music Fundamentals Credit Hours: 3		✓	✓				✓
MUS 111	Band I Credit Hours: 1		✓	✓				✓
MUS 112	Band II Credit Hours: 1		✓	✓				✓
MUS 113	Band III Credit Hours: 1		✓	✓				✓
MUS 114	Band IV Credit Hours: 1		✓	✓				✓
PHI 101	Introduction to Philosophy Credit Hours: 3		✓	✓				✓
PHI 105	Introduction to Logic Credit Hours: 3		✓	✓				✓
PHI 110	Ethics Credit Hours: 3		✓	✓				✓
PHS 101	Physical Science I Credit Hours: 4					✓		✓
PHS 102	Physical Science II Credit Hours: 4					✓		✓

		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
PHY 101	Survey of Physics Credit Hours: 3					✓		✓
PHY 201	Physics I Credit Hours: 4					✓		✓
PHY 202	Physics II Credit Hours: 4					✓		✓
PHY 221	University Physics I Credit Hours: 4					✓		✓
PHY 222	University Physics II Credit Hours: 4					✓		✓
PSC 201	American Government Credit Hours: 3						✓	✓
PSC 215	State and Local Government Credit Hours: 3						✓	✓
PSC 220	Introduction of International Relations Credit Hours: 3						✓	✓
PSC 225	Political Parties, Campaigns, & Elections Credit Hours: 3						✓	✓
PSY 103	Human Relations Credit Hours: 3						✓	
PSY 120	Organizational Psychology Credit Hours: 3						✓	✓
PSY 201	General Psychology Credit Hours: 3						✓	✓
PSY 202	Fundamentals of Psychological Science Hours: 3						✓	✓
PSY 203	Human Growth and Development Credit Hours: 3						✓	✓
PSY 207	Forensic Psychology Credit Hours: 3						✓	✓
PSY 208	Human Sexuality Credit Hours: 3						✓	✓
PSY 212	Abnormal Psychology Credit Hours: 3						✓	✓
PSY 221	Psychology of Religion and Spirituality Credit Hours: 3						✓	✓
PSY 225	Social Psychology Credit Hours: 3						✓	✓
REL 101	Introduction to Religion Credit Hours: 3		✓	✓				✓
REL 201	Religions of the World Credit Hours: 3		✓	✓				✓
SOC 101	Introduction to Sociology Credit Hours: 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
SOC 102	Marriage and the Family Credit Hours: 3						✓	✓
SOC 205	Social Problems Credit Hours: 3						✓	✓
SOC 233	Social Issues in Sport Credit Hours: 3						✓	✓
SPA 101	Elementary Spanish I Credit Hours: 4			✓				✓
SPA 102	Elementary Spanish II Credit Hours: 4			✓				✓
SPA 201	Intermediate Spanish I Credit Hours: 3		✓	✓				✓
SPA 202	Intermediate Spanish II Credit Hours: 3		✓	✓				✓
SPC 200	Introduction to Speech Credit Hours: 3	✓						✓
SPC 205	Public Speaking Credit Hours: 3	✓						✓
SPC 209	Interpersonal Communication Credit Hours: 3	✓						✓

COURSE DESCRIPTIONS

ACC – ACCOUNTING

ACC 101 - Accounting Principles I

Offered: Fall, Spring, Summer

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.

ACC 102 - Accounting Principles II

Offered: Fall, Spring, Summer

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.

ACC 111 - Accounting Concepts

Offered: Fall

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.

ACC 112 - Organizational Accounting

Offered: Spring

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.

ACC 115 - Managerial Accounting

Offered: Fall

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.

ACC 120 - Federal Income Tax

Offered: Fall

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.

ACC 150 - Payroll Accounting

Offered: Fall

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.

ACC 201 - Intermediate Accounting I

Offered: Fall

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.

ACC 230 - Cost Accounting I

Offered: Spring

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.

ACC 245 - Accounting Applications

Offered: Spring

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.

ACC 246 - Integrated Accounting Software

Offered: Spring, Summer

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.

ACC 275 - Selected Topics in Accounting

Offered: Spring

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.

ACR - COOLING AND REFRIGERATION

ACR 101 - Fundamentals of Refrigeration Systems

Offered: Fall
Class Hours: 3
Lab Hours: 6
Credit Hours: 5

This course covers the refrigeration cycle, refrigerants, pressure temperature relationship, and system components.

ACR 102 - Tools and Service Techniques

Offered: Fall, Summer
Class Hours: 3
Lab Hours: 3
Credit Hours: 3

This course is a basic study of the uses of tools and service techniques used in the installation and repair of HVAC equipment.

ACR 104 - Print Reading for HVAC

Offered: Summer
Class Hours: 0
Lab Hours: 3
Credit Hours: 1

This course covers reading and interpreting prints used in HVAC installation and maintenance.

ACR 105 - Tools and Service Techniques I

Offered: Fall
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.

ACR 106 - Basic Electricity for HVAC/R

Offered: Fall
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.

ACR 107 - Wiring Diagrams

Offered: Fall, Summer
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.

Prerequisites: ACR 106

ACR 110 - Heating Fundamentals

Offered: Spring
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.

ACR 111 - Gas Heating Principles

Offered: Spring
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course is a study of residential and commercial gas burners and their components.

ACR 122 - Principles of Air Conditioning

Offered: Spring
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 102, and ACR 106.

ACR 131 - Commercial Refrigeration

Offered: Fall
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 102, and ACR 106.

ACR 140 - Automatic Controls

Offered: Fall
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.

ACR 160 - Service Customer Relations

Offered: Fall
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.

ACR 175 - EPA 608 Certification Preparation

Offered: Summer
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.

ACR 201 - Troubleshooting and Maintenance

Offered: Spring
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course is a study of troubleshooting and maintenance of air conditioning equipment.

ACR 210 - Heat Pumps

Offered: Spring
Class Hours: 2
Lab Hours: 6
Credit Hours: 4

This course is a study of theory and operational principles of the heat pump.

ACR 221 - Residential Load Calculations

Offered: Summer
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course is a study of heat losses/gains in residential structures.

ACR 223 - Testing and Balance

Offered: Fall, Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course covers testing and balancing of air distribution in duct work and water flow in piping.

Corequisite: ACR 225

ACR 224 - Codes and Ordinances

Offered: Summer
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.

ACR 225 - Industrial Air Conditioning

Offered: Fall
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.

ACR 240 - Advanced Automatic Controls

Offered: Spring
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.

Prerequisites: ACR 140 and ACR 225

ACR 250 - Duct Fabrication

Offered: Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course covers the design, fabrication, and installation of air duct systems.

ACR 251 - SCWE in HVAC

Offered: Summer
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.

ACR 252 - Special Topics in Air Conditioning and Heating

Offered: Spring
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course is designed as the capstone for the Basic Air Conditioning and Heating curriculum. Emphasis will be placed on customer service, troubleshooting, and documentation skills in order to prepare students for the workplace.

Prerequisites: ACR 101, ACR 106, and ACR 225

AHS - ALLIED HEALTH SCIENCE**AHS 101 - Introduction to Health Professions**

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring
Class Hours: 2
Lab Hours: 0
Credit Hours: 2

This course provides a study of ethical conduct and legal responsibility related to health care.

AHS 163 - Long-Term Care

Offered: Fall, Spring, Summer
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

Offered: Fall
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.

AHS 190 - Fundamentals of Personal Care

Offered: Fall, Spring, Summer

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 - Automated Manufacturing Technology

AMT 102 - Computer-Controlled Machinery

Offered: Summer

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.

AMT 103 - Sensors

Offered: Summer

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).

ANT - Anthropology

ANT 101 - General Anthropology

Offered: Fall, Spring, Summer

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, or ENG 103 with a grade of C or higher.

AOT - ADMINISTRATIVE OFFICE TECHNOLOGY

AOT 105 - Keyboarding

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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 133 - Professional Development

Offered: Fall, Spring

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.

AOT 134 - Office Communications

Offered: Fall, Spring

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.

AOT 137 - Office Accounting

Offered: Fall, Spring

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.

AOT 143 - Office Systems and Procedures

Offered: Fall

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

Offered: Spring, Summer

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**Offered:** Fall, Spring, Summer**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.

AOT 212 - Medical Document Production**Offered:** Fall, Summer**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.

AOT 234 - Administrative Office Communications**Offered:** Fall, Spring**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing and giving oral presentations, practicing recording and translating information using the latest technology, and developing effective communication skills.

Prerequisite/Corequisite: AOT 105

AOT 252 - Medical Systems and Procedures**Offered:** Spring, Summer**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course emphasizes development of proficiency in integrating skills commonly performed in medical offices.

AOT 255 - Senior Practicum**Offered:** Spring**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.

AOT 265 - Office Desktop Publishing**Offered:** Fall, Summer**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.

ART – ART**ART 101 - Art History and Appreciation****Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring**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.

ART 108 - History of Western Art**Offered:** Fall, Spring, Summer**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.

ART 111 - Basic Drawing**Offered:** Fall, Spring**Class Hours:** 2**Lab Hours:** 3**Credit Hours:** 3

This course provides an introduction to the materials and the basic techniques of drawing.

ART 121 - 2-D Design Fundamentals**Offered:** Fall, Spring**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**Offered:** Fall, Spring**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**Offered:** Fall, Spring**Class Hours:** 2**Lab Hours:** 3**Credit Hours:** 3

This course is an introduction to materials and techniques of painting.

Prerequisites: ART 111.

ARV - ARTS VISUAL

ARV 110 - Computer Graphics I

Offered: Fall, Spring

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.

ARV 114 - Photography I

Offered: Fall, Spring

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

Offered: Fall, Spring

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.

ARV 212 - Digital Photography

Offered: Spring, Summer

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: Prerequisite of ARV 114 with a grade of C or higher.

Note: A grade of C or better is required for this course to count toward graduation.

ARV 213 - Lighting

Offered: Spring

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.

ARV 214 - Photography II

Offered: Spring

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.

ARV 222 - Computer Animation

Offered: Spring

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.

ARV 227 - Web Site Design I

Offered: Fall

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course is an introduction to the production of an interactive worldwide website.

Prerequisites: ENG 101 or EPL/RPL score of 25 or higher.

ARV 231 - Digital Video Editing

Offered: Fall

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.

ARV 243 - Advanced Video Editing and Graphics

Offered: Fall

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course covers advanced video editing and graphic techniques. Students will learn methods for fundamental motion graphics, social media editing, and techniques for enhancing footage with software tools. A grade of C or better is required for this course to be counted for graduation.

Prerequisites: ARV 231 with a grade of C or higher

ARV 261 - Advertising Design I

Offered: Spring

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.

ARV 283 - Social Media Content Creation

Offered: Fall, Summer

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 - AMERICAN SIGN LANGUAGE

ASL 101 - American Sign Language I

Offered: Fall, Spring, Summer
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.

ASL 102 - American Sign Language II

Offered: Fall, Spring, Summer
Class Hours: 3
Lab Hours: 3
Credit Hours: 4

This course is a continuation of American Sign Language I, designed to expose students to additional vocabulary, grammar features, and non-manual behaviors, all focusing on conversational skills. The course builds competencies needed to communicate familiar as well as abstract and nuanced concepts; emphasize applications of grammatical techniques (e.g., adjectival mouthing, classifiers); use lexicalized fingerspelling and glossing; foster greater understanding of Deaf culture; and apply receptive and expressive skills through informal conversations with members of the Deaf community.

Prerequisites: ASL 101 with a grade of "C" or higher.

AST – ASTRONOMY

AST 101 - Solar System Astronomy

Offered: Fall, Summer
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 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.

AST 102 - Stellar Astronomy

Offered: Spring, Summer
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 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 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.

AUT - AUTOMOTIVE TECHNOLOGY

AUT 100 - Introduction to Automotive Hazardous Materials

Offered: Fall
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.

AUT 109 - Engine Fundamentals and Basic Diagnostics

Offered: Fall
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.

AUT 111 - Brakes

Offered: Fall
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.

AUT 116 - Manual Transmission and Axle

Offered: Fall
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.

AUT 124 - Steering, Suspension and Alignment

Offered: Fall
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.

AUT 132 - Automotive Electricity

Offered: Fall
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.

AUT 145 - Engine Performance**Offered:** Spring**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.

AUT 152 - Automatic Transmission**Offered:** Spring**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.

AUT 156 - Automotive Diagnosis and Repair**Offered:** Summer**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.

AUT 211 - Advanced Brakes**Offered:** Spring**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.

AUT 231 - Automotive Electronics**Offered:** Spring**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.

AUT 241 - Automotive Air Conditioning**Offered:** Summer**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.

AUT 262 - Advanced Automotive Diagnosis and Repair**Offered:** Spring**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.

AUT 275 - Alternate Technology Vehicles**Offered:** Summer**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.

BAF - BANKING AND FINANCE**BAF 101 - Personal Finance****Offered:** Fall, Spring, Summer**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.

BAF 260 - Financial Management**Offered:** Fall, Spring**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.

BIO - BIOLOGY**BIO 101 - Biological Science I****Offered:** Fall, Spring, Summer**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, 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, 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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring**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.

Prerequisites: Satisfactory reading and writing placement scores for ENG 101 or ENG 103, or completion of ENG 100, ENG 101, or ENG 103.

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, or MAT 140. High school college preparatory biology and chemistry or CHM 105 is strongly recommended. All prerequisite courses require a grade of C or higher.

Note: Title and description designed for articulation through the Clemson Bridge Program. Labs will supplement lecture. Credit may not be earned for both BIO 113 and BIO 101.

BIO 114 - Principles of Biology II**Offered:** Spring, Summer**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: 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.

BIO 209 - Principles of Environmental Science**Offered:** Fall, Spring, Summer**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 or ENG 101. All prerequisite courses require a grade of C or higher.

BIO 210 - Anatomy and Physiology I**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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
Offered: Fall, Spring, Summer
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.

BUS – BUSINESS

BUS 101 - Introduction to Business
Offered: Fall, Spring, Summer
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.

BUS 110 - Entrepreneurship
Offered: Fall
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.

BUS 121 - Business Law I
Offered: Fall, Spring, Summer
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.

BUS 160 - Fundamentals of Transportation and Logistics
Offered: Fall
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course introduces the basic forms of transportation and provides an understanding of the economic fundamentals underlying each mode. It also covers 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.

BUS 175 - International Business
Offered: Fall, Spring, Summer
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.

BUS 235 - Sourcing and Purchasing Practices
Offered: Spring
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.

BUS 268 - Special Projects in Business
Offered: On Demand
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
Offered: On Demand
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.

CHM – CHEMISTRY

CHM 105 - General, Organic & Biochemistry
Offered: Fall, Spring
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.

CHM 106 - Contemporary Chemistry I
Offered: Fall, Spring, Summer
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, or ENG 103. 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, or MAT 140. All prerequisite courses require a grade of C or higher.

Note: This course does not serve as a prerequisite for CHM 111. High school chemistry or equivalent is recommended.

CHM 110 - College Chemistry I

Offered: Fall, Spring, Summer

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, or MAT 140. Reading placement score satisfactory for ENG 101 or ENG 103 or completion of ENG 101 or ENG 103. 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

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 3

Credit Hours: 4

Designed 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 included are 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 130, or MAT 140. All prerequisite courses require a grade of C or higher.

CHM 211 - Organic Chemistry I

Offered: Fall, Summer

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.

CHM 212 - Organic Chemistry II

Offered: Spring, Summer

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.

CHM 213 - Principles of Biochemistry

Offered: Spring

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.

COL - COLLEGE ORIENTATION

COL 103 - College Skills

Offered: Fall, Spring, Summer

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: This course is only available to dual enrollment students.

COL 105 - Freshman Seminar

Offered: Fall, Spring, Summer

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.

COL 110 - Information Literacy

Offered: Fall, Spring

Class Hours: 1

Lab Hours: 0

Credit Hours: 1

This course provides students with the foundational skills needed to effectively locate, evaluate, utilize,

paraphrase, and cite information found in print, electronic, and other source types.

COL 111 - E-Learning Success
Offered: Fall, Spring, Summer
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.

COL 120 - STEM College and Career Readiness
Offered: Fall, Spring, Summer
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
Offered: Fall
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course provides an overview of social skills necessary for navigating personal and professional interactions.

CPT - COMPUTER TECHNOLOGY

CPT 167 - Introduction to Programming Logic
Offered: Fall, Spring, Summer
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.

CPT 170 - Computer Applications I
Offered: Fall, Spring, Summer
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course introduces computer applications software, including word processing, databases, spreadsheets, graphs, and integration.

Note: Reading placement scores satisfactory for ENG 100 is strongly recommended.

CPT 176 - Microcomputer Operating Systems
Offered: Fall, Spring, Summer
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 .

CPT 180 - Shell Scripting
Offered: Fall, Spring, Summer
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course is a study of shell scripting and emphasizes the designing, coding, and testing of scripts. This course will cover shell scripting from both the command line and the Graphical User Interface.

Prerequisites: CPT 167.

CPT 208 - Special Topics in Computer Technology
Offered: Spring
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.

CPT 209 - Computer Systems Management
Offered: Fall, Spring, Summer
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course examines the methods and procedures used in maintaining computer systems. Topics include hardware and software installation, configuration, operations, and troubleshooting.

CPT 212 - Visual Basic Programming I
Offered: Summer
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.

CPT 234 - C Programming I
Offered: Fall, Spring, Summer
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.

CPT 236 - Java Programming I

Offered: Fall

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.

CPT 238 - Internet Scripting

Offered: Fall, Spring, Summer

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.

CPT 242 - Database

Offered: Fall

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.

CPT 244 - Data Structures

Offered: Fall

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course examines data structures widely used in programming. Topics

include linked lists, stacks, queues, trees, and sorting and searching techniques.

Prerequisites: CPT 234.

CPT 264 - Systems and Procedures

Offered: Spring

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course covers the techniques of system analysis, design, development, and implementation.

Prerequisites: CPT 242.

CPT 270 - Computer Applications II

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course emphasizes the integration of popular computer software packages using advanced concepts in computer applications software.

Prerequisites: CPT 170.

CPT 283 - PHP Programming

Offered: Fall

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: IST 222.

CPT 285 - PC Hardware Concepts

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions.

Prerequisites: CPT 167.

CRJ - Criminal Justice

CRJ 101 - Introduction to Criminal Justice

Offered: Fall, Spring

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.

CRJ 110 - Police Patrol

Offered: Summer

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.

CRJ 115 - Criminal Law I

Offered: Fall

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.

CRJ 116 - Criminal Law II

Offered: Spring

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.

CRJ 120 - Constitutional Law**Offered:** Fall**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.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

CRJ 125 - Criminology**Offered:** Spring**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.

CRJ 130 - Police Administration**Offered:** Summer**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course is a study of the organization, administration, and management of law enforcement agencies.

CRJ 140 - Criminal Justice Report Writing**Offered:** Fall**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.

CRJ 145 - Juvenile Delinquency**Offered:** Summer**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.

CRJ 150 - Interviewing and Counseling**Offered:** Summer**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.

CRJ 216 - Police Supervision**Offered:** Summer**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.

CRJ 222 - Ethics in Criminal Justice**Offered:** Fall**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.

CRJ 224 - Police Community Relations**Offered:** Spring**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.

CRJ 230 - Criminal Investigation I**Offered:** Summer**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.

CRJ 236 - Criminal Evidence**Offered:** Spring**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.

CRJ 237 - Defensive Tactics for Law Enforcement**Offered:** Summer**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.

CRJ 239 - Terrorism & Homeland Security

Offered: Summer
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.

CRJ 242 - Correctional Systems

Offered: Fall
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.

CRJ 246 - Special Problems in Criminal Justice

Offered: Spring, Summer
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.

CRJ 250 - Criminal Justice Internship I

Offered: Summer
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.

CRJ 251 - Criminal Justice Internship II

Offered: Summer
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.

CRJ 260 - Seminar in Criminal Justice

Offered: Spring, Summer
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.

CRJ 262 - Criminal Justice Workshop

Offered: Summer
Class Hours: 3
Lab Hours: 0
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.

DAT - DENTAL ASSISTING**DAT 112 - Integrated Human Sciences**

Offered: Fall
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.

DAT 113 - Dental Materials

Offered: Fall
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.

DAT 115 - Ethics and Professionalism

Offered: Fall
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.

DAT 118 - Dental Morphology

Offered: Fall
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course emphasizes the development, eruption, and individual characteristics of each tooth and surrounding structures.

DAT 121 - Dental Health Education

Offered: Spring
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.

DAT 122 - Dental Office Management

Offered: Summer
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course provides a study of the business aspect of a dental office.

DAT 123 - Oral Medicine/Oral Biology

Offered: Spring
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.

DAT 127 - Dental Radiography

Offered: Spring
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.

DAT 154 - Clinical Procedures I

Offered: Fall
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.

DAT 177 - Dental Office Experience

Offered: Summer
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.

DAT 185 - Dental Specialties

Offered: Spring
Class Hours: 1
Lab Hours: 12
Credit Hours: 5

This course covers the equipment and procedures related to dental specialties used in clinical experiences.

ECD - EARLY CHILDHOOD DEVELOPMENT**ECD 101 - Introduction to Early Childhood**

Offered: Fall, Spring, Summer
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

Offered: Fall, Summer
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.

ECD 105 - Guidance-Classroom Management

Offered: Fall, Summer
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.

ECD 107 - Exceptional Children

Offered: Spring, Summer
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.

ECD 108 - Family and Community Relations

Offered: Fall, Spring
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.

ECD 109 - Administration and Supervision

Offered: Fall
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

Offered: Fall
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.

ECD 132 - Creative Experiences

Offered: Fall, Spring

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.

ECD 133 - Science and Math Concepts

Offered: Spring

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.

ECD 135 - Health, Safety and Nutrition

Offered: Fall, Summer

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.

ECD 200 - Curriculum Issues in Infant and Toddler Development

Offered: Summer

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.

ECD 201 - Principles of Ethics and Leadership in Early Care and Education

Offered: Spring

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.

Corequisite: ECD 243.

ECD 203 - Growth and Development II

Offered: Spring

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.

ECD 205 - Socialization and Group Care of Infants and Toddlers

Offered: Spring, Summer

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.

ECD 207 - Inclusive Care for Infants and Toddlers

Offered: Summer

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.

ECD 237 - Methods and Materials

Offered: Fall

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.

ECD 243 - Supervised Field Experience I

Offered: Spring

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.
Corequisite: ECD 201.

ECD 244 - Supervised Field Experience II

Offered: On Demand
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.
Corequisite: ECD 243.

ECD 251 - Supervised Field Experiences in Infant/Toddler Environment

Offered: On Demand
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.

ECD 259 - Behavior Management for Special Needs

Offered: Spring
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

Offered: On Demand
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 – ECONOMICS

ECO 101 - Basic Economics

Offered: Fall, Spring, Summer
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.

ECO 210 - Macroeconomics

Offered: Fall, Spring, Summer
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, or ENG 103. 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

Offered: Fall, Spring, Summer
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, or ENG 103; 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 – EDUCATION

EDU 101 - Introduction to Education

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring
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.

EET - ELECTRONICS ENGINEERING TECHNOLOGY

EET 113 - Electrical Circuits I

Offered: Fall
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.

EET 131 - Active Devices

Offered: Fall
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.

EET 145 - Digital Circuits

Offered: Spring
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.

EET 212 - Industrial Robotics

Offered: Spring
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.

EET 235 - Programmable Controllers

Offered: Spring
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.

EET 274 - Selected Topics in Electrical/Electronics Engineering Technology

Offered: Spring
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.

EGR - ENGINEERING TECHNOLOGY

EGR 130 - Engineering Technology Applications and Programming

Offered: Fall
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course covers the development and use of computer programs to solve engineering technology problems.

EGR 175 - Manufacturing Processes

Offered: Fall
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course included the processes, alternatives, and operations in the manufacturing environment.

EGR 184 - Problem Based Integrated Technology I

Offered: Fall
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, communications and applications of mathematics and science competencies. Various software applications, including CAD, will be utilized in the course.

Prerequisites: EGR 175.

EGR 194 - Statics and Strength of Materials

Offered: Fall
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.

EGR 210 - Introduction to Engineering CAD

Offered: Spring
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.

EGR 269 - Engineering Disciplines and Skills

Offered: Fall, Spring, Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

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 111 or MAT 140 with a grade of C or higher or satisfactory placement test scores for MAT 140.

EGR 270 - Introduction to Engineering
Offered: Fall, Spring, Summer
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: EGR 269 with a grade of C or higher.

EGR 275 - Introduction to Engineering/Computer Graphics
Offered: Fall, Spring
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.

EGT - ENGINEERING GRAPHICS TECHNOLOGY

EGT 103 - Print Reading
Offered: Spring
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.

Corequisite: EGT 114.

EGT 106 - Print Reading and Sketching
Offered: Fall
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.

EGT 114 - Welding Print Basics
Offered: Spring
Class Hours: 1
Lab Hours: 3
Credit Hours: 2

This course covers the fundamentals of print reading for welding applications.

Prerequisites: WLD 109.
Corequisite: EGT 103.

EGT 115 - Engineering Graphics II
Offered: Spring
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.

EGT 119 - Geometrics
Offered: Spring
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.

EGT 152 - Fundamentals of CAD
Offered: Fall, Spring, Summer
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
Offered: Summer
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.

EGT 165 - Introduction to CAD/CAM
Offered: Fall
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.

EGT 210 - Engineering Graphics III
Offered: Fall
Class Hours: 3
Lab Hours: 3
Credit Hours: 4

This advanced course in engineering graphics science covers the production of technical working drawings.

EGT 215 - Mechanical Drawing Applications

Offered: Spring
Class Hours: 3
Lab Hours: 3
Credit Hours: 4

This advanced drawing course covers industrial applications.

Prerequisites: EGT 115.

EGT 245 - Principles of Parametric CAD

Offered: Spring
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.

EGT 251 - Principles of CAD

Offered: Summer
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.

EGT 252 - Advanced CAD

Offered: Spring
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course covers advanced concepts of CAD software and applications.

Prerequisites: EGT 115.

EGT 265 - CAD/CAM Applications

Offered: Spring
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.

EMS - EMERGENCY MEDICAL SERVICES**EMS 110 - Emergency Medical Technician**

Offered: Fall, Spring, Summer
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.

Corequisite: EMS 221.

EMS 111 - Advanced Emergency Care

Offered: Fall, Spring, Summer
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.
Corequisite: EMS 219.

EMS 119 - Emergency Medical Services Operations

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
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 by drug action is also included in the course.

EMS 210 - Advanced Emergency Medical Care I

Offered: Fall, Spring, Summer
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.
Corequisite: EMS 220.

EMS 211 - Advanced Clinical Experience I

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer

Class Hours: 0

Lab Hours: 6

Credit Hours: 2

This course includes experiences with advanced life support emergency medical services.

Corequisite: EMS 110.

EMS 213 - Advanced Emergency Medical Care II

Offered: Fall, Spring, Summer

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.

Corequisite: EMS 221

EMS 214 - Advanced Clinical Experience II

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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.

Corequisite: EMS 111.

EMS 220 - Paramedic Internship I

Offered: Fall, Spring, Summer

Class Hours: 0

Lab Hours: 9

Credit Hours: 3

This course includes experiences with advanced life support emergency medical service providers.

Corequisite: EMS 210.

EMS 221 - Paramedic Internship II

Offered: Fall, Spring, Summer

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.

Corequisite: EMS 213.

EMS 222 - Paramedic Internship III

Offered: Fall, Spring, Summer

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.

Corequisite: EMS 270.

EMS 270 - NREMT Review

Offered: Fall, Spring, Summer

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.

Corequisite: EMS 222.

ENG – ENGLISH**ENG 100 - Introduction to Composition**

Offered: Fall, Spring, Summer

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 and Reading placement scores 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. Student should see an advisor for course placement. Credits earned for this course cannot be used toward graduation requirements.

ENG 101 - English Composition I**Offered:** Fall, Spring, Summer**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 ENG 165 and satisfactory Reading placement score or a grade of C or higher in RDG 100 or HSS 100.

ENG 102 - English Composition II**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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 students only)
Note: This course is specifically designed for transfer from Tri-County to Clemson University as part of the Clemson Bridge Program.

ENG 150 - Basic Communications**Offered:** Fall, Spring**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course develops practical oral and written communication skills. Non-degree credit: Credits earned for this course cannot be used toward graduation requirements. Basic Communications develops practical oral and written communication skills at an accelerated pace, utilizing modular learning, and covers the material included in 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. Students should see an advisor for course placement.

ENG 165 - Professional Communication**Offered:** Fall, Spring, Summer**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course develops practical written and oral communication skills.

Prerequisites: Satisfactory placement scores in both Reading and Writing.

Note: This course cannot be used for an AA or AS degree.

ENG 201 - American Literature I**Offered:** Fall, Spring, Summer**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.

ENG 202 - American Literature II**Offered:** Fall, Spring, Summer**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.

ENG 205 - English Literature I**Offered:** Fall, Spring, Summer**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.

ENG 206 - English Literature II**Offered:** Fall, Spring, Summer**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.

ENG 208 - World Literature I**Offered:** Fall, Spring, Summer**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 16th century.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

ENG 209 - World Literature II

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course is a study of masterpieces of world literature in translation from the 17th century to the present.

Prerequisites: ENG 102 or ENG 103 with a grade of C or higher.

ENG 220 - 20th and 21st Century Literature

Offered: Fall, Spring, Summer

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.

ENG 238 - Creative Writing

Offered: Fall, Spring

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course presents an introduction to creative writing in various genres.

GEO – GEOGRAPHY**GEO 102 - World Geography**

Offered: Fall, Spring, Summer

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. The 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, or ENG 103 with a grade of C or higher.

HIS – HISTORY**HIS 101 - Western Civilization to 1689**

Offered: Fall, Spring, Summer

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.

HIS 102 - Western Civilization Post 1689

Offered: Fall, Spring, Summer

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.

HIS 122 - History, Technology, and Society

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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.

HIS 202 - American History: 1877 to Present

Offered: Fall, Spring, Summer

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.

HSS – HUMANITIES**HSS 100 - Cultural Contexts**

Offered: Fall, Spring

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.

Note: This course cannot be used to satisfy degree, diploma, or certificate program requirements.

HSS 205 - Technology and Society

Offered: Fall, Spring, Summer

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 210 - Leadership for a Changing World

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course examines leadership theories and practices through a humanities lens, exploring their historical, philosophical, and cultural contexts. Students develop critical thinking, communication, and problem-solving skills essential for effective leadership.

IDS - INTERDISCIPLINARY STUDIES

IDS 114 - Employability Skills

Offered: Fall, Spring, Summer

Class Hours: 3

Credit Hours: 3

Students will practice employability skills through simulated workplace scenarios in order to apply, 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

Offered: Summer

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.

IMG - INDUSTRIAL MANAGEMENT

IMG 115 - Industrial Management Safety

Offered: Fall, Spring, Summer

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.

IMG 233 - Industrial Supervision

Offered: Fall, Spring, Summer

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, as well as teamwork and problem-solving situations.

IST - INFORMATION SYSTEMS TECHNOLOGY

IST 110 - Introduction to Cyberspace and Cybersecurity

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course studies the fundamentals of cyberspace and cybersecurity. Topics of study include roles and functions within cyberspace, data security, digital forensics, incident management, training and awareness, and physical and environmental security.

IST 150 - Project Management Essentials for IT Professionals

Offered: Fall, Spring, Summer

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, and economic factors.

Prerequisites: CPT 170.

IST 191 - LINUX System Administration

Offered: Summer

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.

IST 201 - Introduction to Networks

Offered: Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course covers the architecture, structure, functions and components of the Internet and other computer networks. Students achieve a basic understanding of how networks operate and how to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement Internet Protocol (IP).

Prerequisites: IST 220.

IST 202 - Switching, Routing, and Wireless Essentials

Offered: Fall

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Students learn how to configure and troubleshoot routers and switches for advanced functionality using security best practices and resolve common issues with protocols in both IPv4 and IPv6 networks.

Prerequisites: IST 201.

IST 203 - Enterprise Networking, Security, and Automation

Offered: Spring

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation.

Prerequisites: IST 202.

IST 204 - Cisco Troubleshooting
Offered: Fall, Spring, Summer
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks.

Prerequisites: IST 202.

IST 220 - Data Communications
Offered: Fall, Spring, Summer
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.

IST 222 - Website Design I
Offered: Fall, Spring, Summer
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.

IST 237 - Website Design II
Offered: Summer
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: IST 222

IST 241 - Network Architecture I
Offered: Summer
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.

IST 257 - LAN Network Server Technologies
Offered: Spring
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.

IST 267 - Network Vulnerability Assessment
Offered: Spring
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course provides students with the knowledge and skills necessary to test network security using network vulnerability assessment tools and methods. Students will also learn how to improve network security based on the assessment results.

Prerequisites: IST 220.

IST 268 - Computer Forensics
Offered: Fall
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 and IST 220.

IST 269 - Digital Forensics
Offered: Fall, Spring, Summer
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.

IST 272 - Relational Database
Offered: Spring
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.

IST 290 - Special Topics in Information Sciences
Offered: Fall, Spring, Summer
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.

IST 291 - Network Security I**Offered:** Fall**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course is the study of introductory 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.

LEG - LEGAL ASSISTANT**LEG 120 - Torts****Offered:** Spring**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.

LEG 135 - Introduction to Law and Ethics**Offered:** Fall**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.

LEG 201 - Civil Litigation I**Offered:** Summer**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.

LEG 213 - Family Law**Offered:** Spring**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.

LEG 230 - Legal Writing**Offered:** Fall**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.

LEG 231 - Criminal Law**Offered:** Summer**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.

MAP - MEDIA ARTS PRODUCTION**MAP 101 - Audio Techniques I****Offered:** Spring**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.

MAP 122 - Field Production I**Offered:** Spring**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 with a grade of C or higher.

MAP 140 - Writing for Media Production**Offered:** Spring, Summer**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course is designed to teach writing techniques for radio, television, and other electronic media.

Prerequisites: ENG 101 or EPL/RPL scores of 25 or higher

MAP 150 - Studio Production I**Offered:** Fall**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.

MAP 160 - Introduction to Media Arts & Ethics**Offered:** Summer**Class Hours:** 3**Lab Hours:** 0**Credit Hours:** 3

This course covers the history, current trends and ethics of Media Arts.

MAP 223 - Interview and Discussion**Offered:** Fall**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: ENG 101 or EPL/RPL score of 25 or higher, ARV

231 and MAP 122. All prerequisites require a grade of C or higher.

MAP 226 - Producing and Directing

Offered: Spring

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: ENG 101 or EPL/RPL score of 25 or higher, ARV 231 and MAP 122. All prerequisite courses require a grade of C or higher.

MAP 230 - Podcasting and Audio Storytelling

Offered: Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course equips the student with the essential skills to create compelling audio content, craft engaging narratives and produce professional-quality podcasts. A grade of C or better is required for this course to be counted for graduation. Completion of MAP 101 is recommended. Knowledge of audio production is also recommended.

Prerequisites: ENG 101 or an EPL/RPL score of 25 or higher.

MAP 265 - Media Arts Business Procedures

Offered: Summer

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.

MAP 271 - SCWE in Media Arts Production I

Offered: Fall, Spring, Summer

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.

MAP 272 - SCWE in Media Arts Production II

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course includes supervised production experience at a media production location. This course includes Final Portfolio and Resume Projects.

Prerequisites: Approval is needed from the Department Head, Program Director, or Coordinator of Instructional Activities.

MAP 280 - Media Arts Exit Portfolio

Offered: Spring

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: ENG 101 or EPL/RPL score of 25 or higher.
Corequisite: MAP 226.

MAT – MATHEMATICS

MAT 032 - Developmental Mathematics

Offered: Fall, Spring

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.

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. This course cannot be used to satisfy degree, diploma, or certificate program requirements, nor is it calculated in the GPA.

MAT 101 - Beginning Algebra

Offered: Fall, Spring, Summer

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. Non-degree credit.

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.

This course cannot be used to satisfy degree, diploma, or certificate program requirements, nor is it calculated in the GPA.

MAT 102 - Intermediate Algebra

Offered: Fall, Spring, Summer

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. Non-degree credit.

Prerequisites: Satisfactory math placement score or MAT 101, MAT 103, MAT 120, MAT 155, MAT 170,

or MAT 211 with a grade of C or higher.
Note: This course cannot be used to satisfy degree, diploma, or certificate program requirements.

MAT 103 - Quantitative Reasoning

Offered: Fall, Spring, Summer

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 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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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 140 - Analytical Geometry and Calculus I

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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.

Prerequisites: MAT 140 with a grade of C or higher.

MAT 150 - Fundamentals of Mathematics

Offered: Fall, Spring, Summer

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. Credits earned for this course cannot be used toward graduation requirements.

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. Non-degree credit.

MAT 155 - Contemporary Mathematics

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring

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.

MAT 211 - Math for Elementary Education I

Offered: Fall, Spring

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.

MAT 212 - Math for Elementary Education II

Offered: Spring, Summer

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.

MAT 215 - Geometry

Offered: Spring

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.

MAT 230 - Basic Multivariable Calculus

Offered: Spring, Summer

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.

MAT 240 - Analytical Geometry and Calculus III

Offered: Spring

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.

MAT 242 - Differential Equations**Offered:** Summer**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.

MEC – MECHATRONICS**MEC 101 - Circuit Analysis****Offered:** Fall, Spring**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.

Corequisite: MEC 110.

MEC 102 - Industrial Machining and Tools**Offered:** Fall, Spring**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 for operating metalworking machines and hand tools that are commonly used in an industrial maintenance environment will be covered.

MEC 103 - Hydraulics and Pneumatics**Offered:** Fall, Spring**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**Offered:** Fall, Spring**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.

Corequisite: MEC 101.

MEC 111 - AC Circuits**Offered:** Fall, Spring, Summer**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**Offered:** Summer**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**Offered:** Fall, Summer**Class Hours:** 3**Lab Hours:** 3**Credit Hours:** 4

This course is a study of the principles of solid state devices such as diodes,

transistors, and field-effect transistors (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**Offered:** Fall, Spring**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.

Prerequisites: MEC 110

MEC 130 - Motor Controls**Offered:** Spring, Summer**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 and MEC 110.

MEC 150 - Mechanical Systems**Offered:** Spring**Class Hours:** 2**Lab Hours:** 3**Credit Hours:** 3

This course covers mechanical transmission devices, including various methods of how torque, horsepower, 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

Offered: Fall, Spring

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

Offered: Fall, Summer

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

Offered: Fall, Spring

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

Offered: Fall, Spring

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

Offered: Summer

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

Offered: Summer

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

Offered: Fall, Spring

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 - MEDICAL ASSISTANT**MED 103 - Medical Assisting Introduction**

Offered: Fall

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.

MED 104 - Medical Assisting Administrative Procedures

Offered: Spring

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.

MED 107 - Medical Office Management

Offered: Fall

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.

MED 114 - Medical Assisting Clinical Procedures

Offered: Spring

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.

MED 115 - Medical Office Lab Procedures I

Offered: Spring
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.

MED 116 - Medical Office Lab Procedures II

Offered: Summer
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. This course builds on laboratory techniques learned in MED 115

Prerequisites: MED 115.

MED 118 - Pharmacology for the Medical Assistant

Offered: Fall
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.

MED 156 - Clinical Experience I

Offered: Summer
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.

MET - MECHANICAL ENGINEERING TECHNOLOGY

MET 224 - Hydraulics and Pneumatics

Offered: Fall
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course covers basic hydraulic 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.

MET 238 - Lean Manufacturing

Offered: Fall, Spring
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.

MFG – MANUFACTURING

MFG 101 - Introduction to Manufacturing

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
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 – MANAGEMENT

MGT 101 - Principles of Management

Offered: Fall, Spring, Summer
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.

MGT 121 - Small Business Operations

Offered: Fall
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.

MGT 150 - Fundamentals of Supervision

Offered: Fall, Spring, Summer
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**Offered:** Spring, Summer**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**Offered:** Fall**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. This course is designed to prepare students to take an active role in operations decision-making in the workplace.

MGT 221 - Operations Management II**Offered:** Spring**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 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 contemporary companies adapt to emerging trends in operations and supply chain

management practices.

Prerequisites: MGT 220.

MGT 240 - Management Decision Making**Offered:** Fall, Spring**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.

MGT 260 - Leadership Fundamentals**Offered:** Fall, Spring, Summer**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

MKT - MARKETING**MKT 101 - Marketing****Offered:** Fall, Spring, Summer**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.

MKT 120 - Sales Principles**Offered:** Fall**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.

MKT 130 - Customer Service Principles**Offered:** Fall, Spring, Summer**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.

MKT 240 - Advertising**Offered:** Fall**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.

MKT 250 - Consumer Behavior**Offered:** Spring**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.

MKT 265 - Retailing Strategies and Applications**Offered:** Spring**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.

MLS - MILITARY SCIENCE**MLS 107 - Leadership Fundamentals I****Offered:** Fall, Spring, Summer**Class Hours:** 2**Lab Hours:** 3**Credit Hours:** 2

This course is a study of leadership focused on the individual level.

Students will learn effective communication 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

Offered: Fall, Spring, Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 2

This course is a 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

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 2

This course is the study of leadership focused on the team level. Students will develop leadership skills through

public speaking, managing small groups, and mentoring first-year students. Students will apply skills in a variety of challenging training events during the leadership laboratory including rappelling, water survival, land navigation and team-building exercises.

MLS 208 - Leadership Development II

Offered: Fall, Spring, Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 2

This course is a continued study of leadership at the team and small group level. It 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

Offered: Fall, Spring, Summer
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

Offered: Fall, Spring, Summer
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 - MEDICAL LABORATORY TECHNOLOGY

MLT 101 - Introduction to Medical Laboratory Technology

Offered: Fall
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.

MLT 105 - Medical Microbiology

Offered: Fall
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.

MLT 108 - Urinalysis and Body Fluids

Offered: Summer
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course introduces the routine analysis and clinical significance of urine and other body fluids.

MLT 110 - Hematology

Offered: Spring
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.

MLT 115 - Immunology

Offered: Fall
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.

MLT 120 - Immunohematology

Offered: Spring
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.

MLT 130 - Clinical Chemistry

Offered: Fall
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.

MLT 205 - Advanced Microbiology

Offered: Summer
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.

MLT 210 - Advanced Hematology

Offered: Summer
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.

MLT 230 - Advanced Clinical Chemistry

Offered: Spring
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

MLT 241 - Medical Lab Transition

Offered: Spring
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.

MLT 251 - Clinical Experience I

Offered: Fall
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.

MLT 252 - Clinical Experience II

Offered: Fall
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.

MLT 253 - Clinical Experience III

Offered: Spring
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.

MLT 254 - Clinical Experience IV

Offered: Spring
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.

MTT - MACHINE TOOL TECHNOLOGY**MTT 105 - Machine Tool Math Applications**

Offered: Spring
Class Hours: 3
Lab Hours: 0
Credit Hours: 3

This course is a study of shop math relevant to the machine tool trade.

MTT 121 - Machine Tool Theory I

Offered: Fall
Class Hours: 1
Lab Hours: 6
Credit Hours: 3

This course covers the principles involved in the production of precision metal parts.

MTT 122 - Machine Tool Practice I

Offered: Fall
Class Hours: 1
Lab Hours: 9
Credit Hours: 4

This course covers practical experiences using the principles in Machine Tool Theory I.

MTT 124 - Machine Tool Practice II

Offered: Spring, Summer
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.

MTT 141 - Metals and Heat Treatment

Offered: Fall
Class Hours: 2
Lab Hours: 3
Credit Hours: 3

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

MTT 212 - Tool Design

Offered: Spring, Summer
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.

MTT 243 - Advanced Dimensional Metrology for Machinists

Offered: Spring
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.

MTT 251 - CNC Operations

Offered: Spring
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.

MTT 252 - CNC Setup and Operations

Offered: Spring
Class Hours: 2
Lab Hours: 6
Credit Hours: 4

This course covers CNC setup and operations.

Prerequisites: MTT 122.

MTT 253 - CNC Programming and Operations

Offered: Summer
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.

MTT 254 - CNC Programming I

Offered: Fall
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.

MTT 258 - Machine Tool Cam

Offered: Summer
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.

MTT 261 - Advanced Multi-Axis Programming and Operations II

Offered: Summer
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.

MUS - MUSIC**MUS 101 - Chorus I**

Offered: Fall, Spring
Class Hours: 0
Lab Hours: 3
Credit Hours: 1

This course includes the study and performance of selected choral music. (Women's Choir)

MUS 102 - Chorus II

Offered: Fall, Spring
Class Hours: 0
Lab Hours: 3
Credit Hours: 1

This course includes the study and performance of selected choral music. (Men's Choir)

MUS 103 - Chorus III

Offered: Fall, Spring
Class Hours: 0
Lab Hours: 3
Credit Hours: 1

This course includes the study and performance of selected choral music. (Mixed Choir)

MUS 104 - Chorus IV

Offered: Fall, Spring
Class Hours: 0
Lab Hours: 3
Credit Hours: 1

This course includes the study and performance of selected choral music.

MUS 105 - Music Appreciation**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring**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.

MUS 111 - Band I**Offered:** Fall, Spring**Class Hours:** 0**Lab Hours:** 3**Credit Hours:** 1

This course includes the study and performance of selected band music.

MUS 112 - Band II**Offered:** Fall, Spring**Class Hours:** 0**Lab Hours:** 3**Credit Hours:** 1

This course includes the study and performance of selected band music.

MUS 113 - Band III**Offered:** Fall, Spring**Class Hours:** 0**Lab Hours:** 3**Credit Hours:** 1

This course includes the study and performance of selected band music.

MUS 114 - Band IV**Offered:** Fall, Spring**Class Hours:** 0**Lab Hours:** 3**Credit Hours:** 1

This course includes the study and performance of selected band music.

MUS 120 - Applied Music I**Offered:** Fall, Spring, Summer**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.

Note: This course is only available to Bridge Students who have auditioned and been accepted into the Performing Arts Program.

MUS 121 - Applied Music II**Offered:** Fall, Spring, Summer**Class Hours:** 1**Lab Hours:** 0**Credit Hours:** 1

This course is a continuation of MUS 120. 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.

Note: This course is only available to Bridge Students who have auditioned and been accepted into the Performing Arts Program.

NUR – NURSING**NUR 106 - Pharmacologic Basics****Offered:** Fall, Spring, Summer**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.

Corequisite: NUR 120.

NUR 115 - Basic Concepts in Nursing**Offered:** Summer**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.

NUR 120 - Basic Nursing Concepts**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Summer**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.

NUR 221 - Advanced Nursing Concepts**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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 – PHILOSOPHY**PHI 101 - Introduction to Philosophy****Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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.

PHI 110 - Ethics**Offered:** Fall, Spring, Summer**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 - PHYSICAL SCIENCE**PHS 101 - Physical Science I****Offered:** Fall, Summer**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, or MAT 140. All prerequisite courses require a grade of C or higher.

PHS 102 - Physical Science II**Offered:** Spring, Summer**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, or MAT 140. All prerequisite courses require a grade of C or higher.

PHY – PHYSICS**PHY 101 - Survey of Physics****Offered:** Spring, Summer**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, 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 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**Offered:** Fall, Spring, Summer**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 109, MAT 111, MAT 130, or MAT 140 or completion of MAT 109, 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**Offered:** Spring, Summer**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**Offered:** Fall, Spring, Summer**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 140 with a grade of C or higher.
Note: Students may not receive credit for both PHY 221 and PHY 201 or PHY 101.

PHY 222 - University Physics II**Offered:** Spring, Summer**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.

PKS - PACKAGING SCIENCE**PKS 102 - Introduction to Packaging Science****Offered:** Fall, Spring, Summer**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 - PRACTICAL NURSING**PNR 120 - Medical/Surgical Nursing I****Offered:** Fall, Spring**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.

PNR 121 - Fundamentals of Pharmacology

Offered: Fall, Spring, Summer

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

Offered: Spring, Summer

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.

PNR 140 - Medical/Surgical Nursing III

Offered: Fall, Spring

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.

PNR 154 - Maternal/Infant/Child Nursing

Offered: Fall, Summer

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.

PNR 175 - Practical Nursing Skills

Offered: Fall, Spring

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.

PNR 181 - Special Topics in Practical Nursing

Offered: Fall, Summer

Class Hours: 1

Lab Hours: 0

Credit Hours: 1

This course covers special topics in practical nursing.

Prerequisites: PNR 130.

PSC - POLITICAL SCIENCE

PSC 101 - Topics for Model United Nations

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

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, or ENG 103 with a grade of C or higher.

PSC 215 - State and Local Government

Offered: Fall, Spring, Summer

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.

PSC 220 - Introduction of International Relations

Offered: Fall, Spring, Summer
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, or ENG 103 with a grade of C or higher.

PSC 225 - Political Parties, Campaigns & Elections

Offered: On Demand
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.

PSY – PSYCHOLOGY

PSY 103 - Human Relations

Offered: Fall
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. This course counts as elective credit only in the AA and AS degree programs.

PSY 120 - Organizational Psychology

Offered: Fall, Spring, Summer
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. This course counts as elective credit only in the AA and AS degree programs.

PSY 201 - General Psychology

Offered: Fall, Spring, Summer
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, or ENG 103 with a grade of C or higher. BIO 101 strongly recommended.

PSY 202 - Fundamentals of Psychological Science

Offered: Fall, Spring, Summer
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 with a grade of C or higher.

Corequisite: MAT 120 is recommended.

PSY 203 - Human Growth and Development

Offered: Fall, Spring, Summer
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. Including learning lifespan development from conception through death.

Prerequisites: PSY 201 with a grade of C or higher.

PSY 207 - Forensic Psychology

Offered: Fall, Spring, Summer
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.

PSY 208 - Human Sexuality

Offered: Fall, Spring
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.

PSY 212 - Abnormal Psychology

Offered: Fall, Spring, Summer
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.

PSY 221 - Psychology of Religion and Spirituality

Offered: Fall, Spring

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.

PSY 225 - Social Psychology

Offered: Fall, Spring, Summer

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 - QUALITY ASSURANCE TECHNOLOGY

QAT 101 - Introduction to Quality Assurance

Offered: Fall, Spring, Summer

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.

QAT 102 - Quality Concepts and Techniques

Offered: Spring, Summer

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

QAT 103 - Quality Management

Offered: Summer

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.

RDG - Reading

RDG 100 - Critical Reading

Offered: Fall, Spring, Summer

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. Non-degree credit.

Prerequisites: Satisfactory Reading placement score.

Note: This course cannot be used to satisfy degree, diploma, or certificate program requirements, nor is it calculated in the GPA.

REL – RELIGION

REL 101 - Introduction to Religion

Offered: Fall, Spring, Summer

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

Offered: Fall, Spring, Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course surveys the major religious traditions of the world.

SAC - SCHOOL-AGE CARE

SAC 101 - Best Practices in School-Age and Youth Care Skills

Offered: On Demand

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 - Lifetime Fitness and Wellness

SFT 109 - Lifetime Fitness and Wellness

Offered: Fall, Spring, Summer

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 – SOCIOLOGY

SOC 101 - Introduction to Sociology

Offered: Fall, Spring, Summer

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

Offered: Fall

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.

SOC 205 - Social Problems**Offered:** On Demand**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.

SOC 233 - Social Issues in Sport**Offered:** Spring, Summer**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.

SPA – SPANISH**SPA 101 - Elementary Spanish I****Offered:** Fall, Spring, Summer**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.

SPA 102 - Elementary Spanish II**Offered:** Fall, Spring, Summer**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**Offered:** Fall, Spring, Summer**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**Offered:** Spring, Summer**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.

SCI – SCIENCE**SCI 201 - Science for Early and Elementary Educators****Offered:** Fall, Spring**Class Hours:** 3**Lab Hours:** 3**Credit Hours:** 4

This course provides scientific principles and education methodology in Life Science, Physical Science, Earth Science and Environmental Science. Students will develop skills to design lessons and lab experiments that align with the S.C. Science Standards and Disciplinary Core Ideas. Students will gain confidence in teaching science content in their Early Childhood and Elementary Classrooms.

SPC – SPEECH**SPC 200 - Introduction to Speech****Offered:** Fall, Spring**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, or ENG 165 with a grade of C or higher.

SPC 205 - Public Speaking**Offered:** Fall, Spring, Summer**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 165 with a grade of C or higher.

SPC 209 - Interpersonal Communication**Offered:** Spring**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 165 with a grade of C or higher.

SUR - SURGICAL TECHNOLOGY**SUR 101 - Introduction to Surgical Technology****Offered:** Fall**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.

SUR 102 - Applied Surgical Technology**Offered:** Fall**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.

SUR 103 - Surgical Procedures I

Offered: Spring
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.

SUR 104 - Surgical Procedures II

Offered: Spring
Class Hours: 3
Lab Hours: 3
Credit Hours: 4

This course is a study of the various specialties of surgical procedures.

SUR 105 - Surgical Procedures III

Offered: Summer
Class Hours: 3
Lab Hours: 3
Credit Hours: 4

This course is a study of advanced specialties of surgical procedures.

SUR 110 - Introduction to Surgical Practicum

Offered: Summer
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.

SUR 111 - Basic Surgical Practicum

Offered: Fall
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.

SUR 120 - Surgical Seminar

Offered: Fall
Class Hours: 2
Lab Hours: 0
Credit Hours: 2

This course includes the comprehensive correlation of theory and practice in the perioperative role.

SUR 130 - Biomedical Science for The Surgical Technologist

Offered: Fall
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.

TEL – TELECOMMUNICATIONS**TEL 105 - Telecommunications Principles**

Offered: Fall, Spring, Summer
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 – THEATER**THE 101 - Introduction to Theatre**

Offered: Fall, Spring
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.

UAS - UNMANNED AIRCRAFT SAFETY**UAS 105 - Unmanned Aerial Systems Operation I**

Offered: Spring, Summer
Class Hours: 3
Credit Hours: 3

This course introduces remote pilots to unmanned aerial system operations, including federal regulations and compliance tools. It will prepare students to pass the FAA Part 107 knowledge test and earn their Remote Pilot Certificate.

UAS 106 - Unmanned Aerial Systems Operation II

Offered: Spring, Summer
Class Hours: 3
Credit Hours: 3

This course focuses on mission planning, advanced flight training, aerial photography, and other data collection methods. It will prepare students to safely and efficiently deploy UAS and remote sensing technologies for governmental and commercial purposes.

VET - VETERINARY TECHNOLOGY**VET 101 - Animal Breeds and Husbandry**

Offered: Fall
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

Offered: Fall
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

Offered: Fall, Spring, Summer
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.

VET 116 - Radiology and Parasitology

Offered: Fall
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

Offered: Spring
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

Offered: Spring
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

Offered: Fall
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

Offered: Spring
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

Offered: Spring
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

Offered: Summer
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.

VET 201 - Diseases and Zoonosis

Offered: Fall
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

Offered: Spring
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
Offered: Fall, Spring, Summer
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
Offered: Fall
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
Offered: Spring
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
Offered: Fall
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
Offered: Spring
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 – WELDING

WLD 109 - Gas Metal Arc Welding II
Offered: Summer
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.

WLD 111 - Arc Welding I
Offered: Fall, Spring
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.

Corequisite: WLD 115.

WLD 113 - Arc Welding II
Offered: Spring
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.
Corequisite: WLD 225.

WLD 115 - Arc Welding III
Offered: Fall, Spring
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.

Corequisite: WLD 111.

WLD 129 - Metal Working Tools
Offered: Spring
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.

Prerequisites: WLD 109

WLD 132 - Inert Gas Welding Ferrous
Offered: Fall
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.
Corequisite: WLD 154.

WLD 154 - Pipefitting and Welding
Offered: Fall
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.
WLD 160 - Fabrication Welding
Offered: Summer
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.

WLD 204 - Metallurgy

Offered: Summer

Class Hours: 3

Lab Hours: 0

Credit Hours: 3

This course covers the characteristics of ferrous and non-ferrous metals.

Prerequisites: WLD 111.

WLD 208 - Advanced Pipe Welding

Offered: Summer

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.

WLD 225 - Arc Welding Pipe I

Offered: Spring

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.

WLD 235 - Robotic Welding I

Offered: Spring

Class Hours: 1

Lab Hours: 3

Credit Hours: 2

This course covers basic theory and practice for robotic welding.

Prerequisites: WLD 109.

TRI-COUNTY TECHNICAL COLLEGE

FULL-TIME FACULTY

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LIFE AT TCTC & STUDENT HANDBOOK: APPENDICES

APPENDIX 1: ALCOHOL AND OTHER DRUG USE

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 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 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.

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
Stimulants	Methamphetamines	Crank, Crystal, Ice, Glass	Brain damage, severe dental problems, death
	Cocaine	Big C, Aunt Nora, Aspirin	Chronic nosebleeds, high blood pressure, brain hemorrhage
Narcotics	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
Cannabis	Marijuana	Reefer, Weed, Grass, Dope	Addiction, respiratory infections, impaired memory
Hallucinogens	LSD	Acid, Blotter, Boomer	Loss of appetite, increased heart rate, flashbacks
Inhalants	Solvents, Gases, Propellants	Poppers, Snappers, Whippets	Lowers blood pressure, respiratory depression, death
Depressants	Barbiturates	Barbs, Reds, Phennies	Lowers blood pressure, respiratory depression, death
	Flunitrazepam	R2, Roche, Roofies	Vision disorder, memory loss while under the drug's influence
Other Drugs	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 and dea.gov

APPENDIX 2: STATEWIDE AGREEMENT ON TRANSFER AND ARTICULATION

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 email 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 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 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, online 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

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 SBTCE procedure 3-2-106.2 or SBTCE 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 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

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, email 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 (SBTCE 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 (SBTCE 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 (SBTCE Procedure 3-2-106.1). The Nondiscrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE 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, email 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 college's 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: 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

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: sctechsystem.com/faculty-and-staff/policies-and-procedures/procedures/3-2-106.3.pdf

APPENDIX 6: SERVICE ANIMALS

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: sctechsystem.edu/faculty-and-staff/policies-and-procedures/procedures/3-2-107.1.pdf



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