

# Mission Statement

One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 10,000 credit and continuing education students, a mix of traditional, non-traditional, fulltime, and part-time.

The Technical College of the Lowcountry provides quality, affordable academic and technical programs leading to Associate Degrees, Diplomas, and Certificates in an environment fostering excellence in teaching and learning. The College prepares graduates with knowledge and skills for transfer to senior colleges and universities and for careers in computer technology, industrial technology, engineering technology, occupational technology, business, health sciences, and public service.

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

In support of its educational programs and services the College offers comprehensive student development services to all who seek to better their lives through education. In an atmosphere of shared values, the College encourages creativity, innovation, and resourcefulness among its students, faculty, staff, and administrators. With a commitment to excellence, the Technical College of the Lowcountry creates a positive, student-centered environment. The College empowers individuals by enabling them to learn and to develop throughout their lifetimes.

Adopted by the TCL Commission, November 18, 2002

Approved by the Commission on Higher Education, January 9, 2003

Reaffirmed and Modified by the TCL Commission, October 8, 2009

Modifications Approved by the Commission on Higher Education, November 24, 2009

Reaffirmed by the TCL Commission, October 14, 2010

Reaffirmed by the TCL Commission, October 27, 2011

Reaffirmed by the TCL Commission, October 18, 2012

Reaffirmed by the TCL Commission, October 22, 2013

Reaffirmed by the TCL Commission, October 9, 2014

Reaffirmed by the TCL Commission, September 8, 2015

## Our Vision:

The Technical College of the Lowcountry will be the premier academic institution-visionary, vibrant and valued-engaged in leading the region to economic prosperity by providing innovative workforce solutions.

# **Statement of Policy**

## **Affirmative Action/Equal Employment Opportunity**

The College will make all decisions regarding recruitment, hiring, training, promotions and all other terms and conditions of employment without discrimination on the above grounds or on other factors which cannot lawfully be the basis for an employment decision.

The Technical College of the Lowcountry reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's or prospective student's race, color, national origin, disability, religion, gender, age, or other characteristics which cannot lawfully be the basis for provision of services.

In addition to the above policy statement, the Technical College of the Lowcountry endorses the principle of Affirmative Action designed to remove any disparate effects of past discrimination because of race, color, sex, religion, age, disability, veteran's status, or national origin.

This policy applies to all personnel actions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and education, social or recreational programs of this College. The Human Resources Director will serve as the Affirmative Action/Equal Employment Opportunity Officer.

All officials and other employees of the Technical College of the Lowcountry, as well as various employment agencies, both public and private, labor organizations and any advertising agency with whom the College may deal, will be informed that the Technical College of the Lowcountry is an Equal Opportunity/Affirmative Action Employer and adheres to all state and federal laws applicable to employment decisions.

Through the policies and programs set forth in this plan, the Technical College of the Lowcountry undertakes to comply fully with all federal and state laws relating to equal educational opportunity, equal employment opportunity and affirmative action.

## **Statement of Non-Discrimination**

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

## **Americans with Disabilities Act**

In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities Act (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Associate Vice President for Student Affairs, 843-525-8219, and Vice President for Administrative Services, 843-525-8333.

## **Catalog Rights**

This catalog is intended for informational purposes only. Changes in policy; fees and other charges; course structure and content; graduation requirements; and other such matters may occur after the publication of this catalog. Students admitted to the college and those who maintain continuous enrollment in a selected program of study may expect to complete programs as stated in the college catalog at the time they enter for a period of six years, as long as the program is offered. A student who must reapply for admission enters the college under the catalog published at the time of readmission.

Efforts will be made to keep changes to a minimum, but the information contained in the catalog may not be regarded in the nature of binding obligations on the institution and is subject to change without notice. For the most up-to-date information about the College, please visit our website at <http://www.tcl.edu>.

Completion of courses, certificates, diplomas, and/or associate degrees at the Technical College of the Lowcountry does not guarantee employment.

## TCL History

- |      |   |
|------|---|
| 1711 | The Town of Beaufort established.   |
| 1861 | Union troops occupy Beaufort.   |
| 1862 | Penn School founded to educate newly liberated slaves.  |
| 1868 | The Mather School for daughters of former slaves established.   |
| 1881 | Mrs. Mather deeds the property to the New England Baptist Missionary Association.   |
| 1901 | First elementary class of three members graduates.  |
| 1932 | Mather School high school program approved by the South Carolina State Department of Education as Mather Industrial School - 12 grades are now being taught.  |
| 1954 | The Junior College Department organized to provide increased educational opportunities for high school graduates in the greater Beaufort area and allow male students to enroll.  |
| 1955 | Mather School accredited by the Southern Association of Colleges and Schools.   |
| 1956 | Mather Junior College graduates first class.  |
| 1966 | Mather School one of three schools designated by the Office of Economic Opportunity for a pilot project designed to assist high school graduates in this section of South Carolina to overcome certain academic deficiencies before entering college.   |
| 1967 | The Board of Trustees of the Mather School, in concurrence with the American Baptist Home Mission Societies vote to offer the campus and buildings to the South Carolina State Board of Education for use as a State Area Trade School and to effect a merger relationship with Benedict College, Columbia, South Carolina. |
| 1968 | Mather School concludes 100 years of unique educational service to the greater Beaufort area. The campus is given to the state of South Carolina as an area trade school.   |
| 1969 | The South Carolina General Assembly transfers the administration of Beaufort Area Trade School from the Department of Education to the State Board for Technical and Comprehensive Education (SBTCE).   |

- 1970 The School becomes known as the Beaufort Regional Training Center.
- 1972 The Center becomes part of the State Technical College System under the State Board for Technical and Comprehensive Education and renamed the Beaufort Technical Education Center.
- 1974 State Board designates a four-county service area - Beaufort, Hampton, Jasper and Colleton counties. A branch campus is established in Hampton County.
- 1978 The Center is accredited by the Southern Association for Colleges and Schools.
- 1979 The Center's name is changed to Beaufort Technical College. Off-Campus military education programs at the Marine Corps Air Station in Beaufort and the Marine Corps Recruit Depot at Parris Island are begun.
- 1981 Student Support Services, a program offering counseling to high risk, first- generation college students is begun. Part of the federal government TRIO programs.
- 1982 College receives funding for the Upward Bound Program, part of the federal government TRIO programs. Area high school students selected for special counseling and tutoring.
- 1983 The College's Hilton Head Island Center is opened and the Beaufort Technical College Foundation is established.
- 1984 SACS Reaffirmation.
- 1985 College receives funding for Talent Search, a program providing career and college counseling in area high schools. Part of the federal government TRIO programs. College becomes one of only three colleges in the state to offer all three of the TRIO programs.
- 1986 Legislation is introduced to establish an area commission, a local government board for the College.
- 1987 Dr. Anne S. McNutt appointed President.
- 1988 College changes name to "Technical College of the Lowcountry" to reflect its four-county service area. The Foundation is also renamed.
- 1990 Associate in Arts and Associate in Science degrees are offered.
- 1991 The Hampton Center is renamed H. Mungin Center in honor of Halbert Mungin, who served as Hampton County's representative on the TCL Commission from 1987-1990.
- 1992 Converted from quarters to semesters.
- 2005 Groundbreaking for the New River Campus
- 2006 New River Campus opens doors for classes and dedicates campus
- 2008 Dr. Thomas C. Leitzel appointed President.
- 2009 College vision statement is implemented.
- 2009 TCL and The Mather School Coastal/Lowcountry Alumni & Associates dedicate the Wildy Memorial Garden.

2010	Whale Branch Early College High School opens.
2011	College completes facility master plan.
2011	The New River Campus building is named for former commission chairman Angus Cotton
2012	\$1.2 million Hampton Campus renovation completed.
2014	Dr. Richard J. Gough appointed President.
2014	TCL Accreditation is reaffirmed by SACSCOC (Southern Association of Colleges and Schools Commission on Colleges)

## Message from the President

Welcome to the Technical College of the Lowcountry! The staff, faculty, students, and Area Commission join me in congratulating you on taking the next step toward creating your new success story.

We are one of 16 colleges in the South Carolina Technical College System serving Beaufort, Colleton, Hampton, and Jasper counties. Additionally, we proudly serve two of the most strategic bases of the US Marine Corps.

We have three locations to serve you. Our historic main campus is located near downtown Beaufort and our New River Campus Angus Cotton Academic Center is located in Bluffton. Our third location, the Hampton H. Mungin Center, is located in Varnville. Each location provides stimulating learning environments for both personal and professional development.

The College offers a wide range of curriculum and continuing education programs. TCL students have many options to choose from including college transfer and technical applied programs, basic skills and literacy development, occupational training consistent with fields of employment, and specialized development for business and industry. We are committed to helping increase the employability of our students by ensuring they are fully prepared for the careers of today - and tomorrow.

We are excited about the future of our college and look forward to your becoming a part of the TCL family as we assist you in reaching your educational and personal goals. I invite you to explore the catalog, peruse the website, visit one of our three campuses, speak to our faculty and staff, share with us all you hope to achieve while at TCL and beyond.

As you enter our doors you will find many opportunities for growth, both academically and professionally. Whether you are here for the college transfer, applied science in technology or continuing education programs you will find an institution that is dedicated to your success. TCL .... It's working.

Best wishes for your future,

Dr. Richard J. Gough  
President

## Frequently Called Numbers

## Academic Divisions

Arts & Sciences Division	843-525-8281
Business Technologies Division	843-525-8241
Health Sciences Division	843-525-8267
Industrial Technologies Division	843-525-8241

## Frequently Called Numbers

Admissions	843-525-8207
Blackboard 24/7 Customer Support	1-877-736-2586
Bookstore	843-525-8303
Business Office	843-525-8355
Campus Counselor	843-525-8288
Campus Life	843-525-8219
Career & Transfer Services	843-525-8224
Cashier	843-525-8252
Continuing Education & Workforce Development	843-525-8205
Cosmetology Appointments	843-525-8298
Disabled Student Services	843-525-8353
Distance Education	843-470-8406
ECCO/Dual Enrollment	843-525-8207
Educational Talent Search	843-525-8331
Federal TRIO Programs	843-525-8242
Financial Aid	843-470-5961
Help Desk/Student Email/Web Advisor	843-525-8344
Human Resources	843-525-8253

Information	843-525-8211
Learning Resources Ctr/ Library	843-525-8304
Military Community Liaison MCAS	843-228-7494
Military Community Liaison MCRD	843-228-2659
President's Office	843-525-8247
Public Relations	843-525-8231
Security - Beaufort Campus	843-525-8301
Security - Hampton Campus (main number)	803-943-4262
Security - New River Campus	843-470-6006
Security Cell (Beaufort)	843-986-6971
Cell (New River)	843-812-4115
Student ID Cards/Parking Permits	843-525-8272
Student Records/Registrar	843-525-8272
Student Support Services	843-525-8328
Testing Center	843-470-8400
TCL Foundation	843-525-8294
TCL-Hampton H. Mungin Center	803-943-4262
TCL-New River Campus	843-470-6000
Tutoring Center	843-525-8221
Upward Bound	843-525-8242
Veterans Services	843-470-5961
Vice President - Academic Affairs	843-525-8244
Vice President - Administrative Services	843-525-8249
Vice President - Student Affairs	843-525-8215

# TCL Campus Locations

## Beaufort Campus

921 Ribaut Road  
 Beaufort, SC 29901  
 843-525-8211  
 First Floor, Coleman Hall, Building 2

## Hampton Campus

H. Mungin Center  
 54 Tech Circle  
 Varnville, SC 29944  
 803-943-4262

## New River Campus

100 Community College Drive  
 Bluffton, SC 29909  
 843-470-6000

## Whale Branch - Early College High School

169 Detour Road  
 Seabrook, SC 29904  
 843-466-2771

To see campus maps, visit [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

**1.800.768.8252**

[www.tcl.edu](http://www.tcl.edu)

# Academic Calendar 2016 - 2017

Fall 2016	Fall	Fall I	Fall III	Fall II
Registration	March 28 - August 10	March 28 - August 10	March 28 - September 7	March 28 - October 5
Priority Financial Aid Processing Deadline for FAFSA Submission	May 31	May 31	June 30	July 29
Priority Financial Aid Processing Deadline for File Completion	June 30	June 30	July 29	August 31
Student Loan Application Deadline	June 30	June 30	July 29	August 31
Tuition Payment Deadline	August 10	August 10	September 7	October 5
Last Day to Register/Add Classes	August 10	August 10	September 7	October 5



Classes Begin	August 17	August 17	September 14	October 12
Section Swap & Drop*	August 17-23	August 17-19	September 14-16	October 12-14
Labor Day - College Closed	September 5			
Graduation Application Deadline	October 1			
Payment Plan Payoff Deadline	October 5			
Thanksgiving Holiday - No Classes	November 23-25			
Thanksgiving Break - College Closed	November 24-25			
Classes End	December 6	October 11	December 6	December 6
Final Exams	December 7-13	October 5-11	December 7-13	December 7-13

<b>Spring 2017</b>	<b>Spring</b>	<b>Spring I</b>	<b>Spring III</b>	<b>Spring II</b>
Registration	Oct 10, 2016 - Jan 4	Oct 10, 2016 - Jan 4	Oct 10, 2016 - Feb 1	Oct 10, 2016 - March 8
Priority Financial Aid Processing Deadline for FAFSA Submission	Nov 4, 2016	Nov 4, 2016	Dec 9, 2016	Jan 27, 2017
Priority Financial Aid Processing Deadline for File Completion	Nov 23, 2016	Nov 23, 2016	Jan 6, 2017	Feb 17, 2017
Student Loan Application Deadline	Nov 23, 2016	Nov 23, 2016	Jan 6, 2017	Feb 17, 2017
Tuition Payment Deadline	January 4	January 4	February 1	March 8
Last Day to Register/Add Classes	January 4	January 4	February 1	March 8
Classes Begin	January 9	January 9	February 6	March 13
Section Swap & Drop*	January 9-13	January 9-11	February 6-8	March 13-15
Martin Luther King Jr. Day - College Closed	January 16			
Spring Break - No Classes	March 6-10			

Classes End	May 1	March 3	May 1	April 28
Final Exams	May 2-8	Feb 27 - March 3	May 2-8	May 2-8
Graduation	May 12			

## The College

## Service Area

The Technical College of the Lowcountry serves a four-county area in lower South Carolina, which includes 2,858 square miles bounded on the east by the Atlantic Ocean and on the south and southwest by the State of Georgia. Much of the region's terrain is composed of forest and wetlands including numerous Sea Islands (64 in Beaufort County alone) separated from the mainland by salt marshes and tidal inlets. The four-county service area includes Beaufort, Colleton, Hampton, and Jasper.

## Facilities

See maps online at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

Technical College of the Lowcountry's main campus in Beaufort, situated on 49 acres of waterfront property, is comprised of 17 major buildings hosting state-of-the-art technologies. A variety of courses are offered via distance learning, providing learning opportunities for students unable to attend classes on TCL's main campus.

TCL's New River campus in Bluffton is a state-of-the-art educational facility that opened its doors in August 2006. The 31,000 square foot building features teaching spaces which are equipped with distance learning capability and are designed to be flexible in delivering instruction.

TCL's Hampton H. Mungin Center, named in honor of Halbert Mungin, is located in Varnville on 15 acres between Wade Hampton High School and the county airport. The center consists of a 16,000 square foot facility with state-of-the-art teaching facilities. The H. Mungin Center's distance learning facilities provide learning opportunities for students unable to attend classes on TCL's main campus.

Whale Branch Early College High School opened in partnership with the Technical College of the Lowcountry in August 2010 and offers Early College Credit Opportunities for qualified high school students.

## Visitors at TCL

Visitors are always welcome at Technical College of the Lowcountry. When visiting TCL's main campus, guests are encouraged to check in with the Information Center receptionist in Coleman Hall (Building 2) to receive information and assistance before touring the campus. Visitors to other campuses should check in with the receptionist at the facility. Guided tours of the campus are available to anyone in the community. To arrange a tour, contact the college at 843-470-8405 or [tours@tcl.edu](mailto:tours@tcl.edu).

# Technical College of the Lowcountry - Main Campus (Beaufort) Directory

## Building 1 - Owen Hall

**Campus Counselor**  
Room 204  
843-525-8288

TCL's Counseling Service is available to all current students free of charge. The Campus Counselor provides counseling to students experiencing temporary difficulties in handling family, social, and academic or other life crises. There may be services in the community to which the student can be referred as well. After assessment and brief counseling, if a student needs on-going, long-term services, appropriate referrals will be made.

**Retention Coordinator**  
843-525-8319

The Retention Coordinator is responsible for college retention functions and also works with students who are placed on academic probation and/or suspension, and financial aid.

The Testing Center is closed on official holidays recognized by the college.

Contact the Testing Center for a current schedule of operating hours.

**Testing Center**  
843-470-8400  
testingcenter@tcl.edu

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (ACCUPLACER), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses.

## Building 2 - Coleman Hall

The Admissions Office is responsible for all college recruitment and community outreach. This includes the Admissions application, high school transcripts receipt, residency, new student intake, and international student requirements. Appointments for campus tours can also be requested through this office. Located in the Lobby of Colman Hall (Building 2 on the Beaufort campus), the Admissions Office is staffed from 8:00am to 5:30pm Monday through Thursday and 8:00am to 11:30am on Friday to provide Admissions information as well as general information on services available to students.

Students can find a wealth of information about the college, various programs of study, admissions application and requirements, and campus security, just to name a few of the items available.

Our general information phone number is 843-525-8207 or visit us at [www.tcl.edu](http://www.tcl.edu). Application for college admission may be completed online ([www.tcl.edu/apply](http://www.tcl.edu/apply)) 24/7 at the student's convenience, or students may come by any of our locations including Beaufort, New River campus in Bluffton, Hampton Campus: H. Mungin Center in Varnville, Marine Corps Air Station in Beaufort, or Marine Corps Depot on Parris Island.

**Admissions Office**  
843-525-8207

**Associate VP for Students**  
843-525-8219

The Associate VP for Students is responsible for a variety of student services including: retention, counseling, student activities, and federal grant programs (TRiO, PILAU). The office provides services to accommodate TCL students with disabilities. The Dean oversees probation/suspension and student misconduct and complaints.

**Campus Life**  
843-525-8219

The office of Campus Life is provided to create campus life and cultural enrichment opportunities to build social networks, leadership, and learning opportunities for TCL students. If you are interested in beginning a new campus organization please call 843-525-8219.

TCL's Office of Career and Transfer Services provides students and alumni with opportunities to examine their personal and career development opportunities for today's job market. The focus is on career assessment and exploration that fosters positive, self-directed life planning, including but not limited to: employability skills, resume development, job-search strategies, interviewing skills and networking techniques. Through its partnership with the local Chambers of Commerce, the Career and Transfers office also provides information about job opportunities and resume posting for employers to review. Job postings are listed at [www.lowcountryjobs.org](http://www.lowcountryjobs.org) and are also placed on students' TCL e-mail account for review.

**Career and Transfer Services**  
843-525-8224  
jobs@tcl.edu

The office of Career and Transfer Services also provides assistance for students who have completed their program of study and are transitioning as a transfer student to a four-year college or university; plus advising for currently enrolled international students.

For more information, please visit [www.tcl.edu](http://www.tcl.edu) or call (843) 525-8224.

**ECCO - Early College Credit Opportunities/Dual Enrollment**  
843-525-8207

An applicant who is a high school student may be considered for enrollment. **Early enrollment** requires a special agreement between three parties; the college, the parent or guardian, and the principal or school counselor of the school or agency where the applicant is attending.

Applications and more information can be found at [www.tcl.edu/ecco](http://www.tcl.edu/ecco).

**Educational Talent Search Office**  
843-525-8331

The Educational Talent Search (ETS) program, funded by the United States Department of Education, is designed to identify middle school, high school and out-of-school individuals with academic potential, and help them develop an educational/career plan. Services are free and include career counseling, educational information, financial aid guidance, college/business trips, and GED information and preparation. ETS career counselors make weekly visits to middle and high schools in the TCL service area.

**Federal Grants/TRIO Office**  
843-525-8242

The Office of the Dean of Students is responsible for TRIO Federal Programs sponsored and administered by the college. These programs include Upward Bound, Educational Talent Search, and Student Support Services. The office also oversees Project PILAU (Promoting Integrity, Leadership, Academics, and Cultural Understanding).

**Financial Aid Office**  
843-470-5961  
financialaid@tcl.edu

The Financial Aid Office is responsible for all financial assistance functions of the college. It provides general information on the college's financial assistance programs, assists students in obtaining and completing all necessary financial assistance forms, and assists students in financial planning to meet college expenses. It administers all the procedures, forms and records maintenance for all students receiving assistance. See the Financial Aid section of this catalog. The main Financial Aid office is located in

Building 2 - Coleman Hall on the Beaufort Campus. The office is staffed 8:00 to 5:30 Monday through Thursday and 8:00 to 4:30 on Friday.

**GEAR UP**  
843-525-8283

The TCL GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) office is part of the SC GEAR UP program administered by the SC Commission on Higher Education (CHE). The program offers students, families, and educators of selected SC middle and high school services that provide academic achievement and college awareness.

Students may contact the Help Desk concerning WebAdvisor and student email account issues.

**Help Desk**  
843-525-8344  
helpdesk@tcl.edu

The Help Desk is closed on official holidays recognized by the college.

Contact the Help Desk for a current schedule.

**Information Technology Office**  
843-525-8271

The IT department is responsible for administrative and academic computing through the operation and maintenance of the College's local and wide area computer networks.

**Public Relations Office**  
843-525-8231

The Public Relations (PR) Office is responsible for planning, coordinating and executing a diversified public relations, marketing and communications program. The goal of the PR office is to ensure awareness of and support for TCL's philosophy, mission, goals, educational opportunities and achievements.

**Student Records Office/Registrar**  
843-525-8272

The Student Records Office/Registrar is responsible for maintaining all records of the student's academic history at the college. The office also issues student ID cards and parking stickers, certifies enrollment, verifies graduation applications and processes transcript requests.

**Student Support Services**  
843-525-8328

The Student Support Services (SSS) Office, a federally funded program, is responsible for assisting eligible students in reaching their academic and career goals at TCL. The program offers academic, educational and career services to students through tutoring, cultural and social enrichment activities, academic, personal and career counseling, transfer advising, and other services.

**Upward Bound Office**  
843-525-8242

The Upward Bound program is a federally funded program designed to assist high school students with academic potential to pursue a post-secondary education. During the academic year, students attend Saturday sessions on the TCL main campus for assistance with academics as well as seminars in academic success, college survival, and SAT preparation. During the summer, students participate in an intensive six-week non-residential program to enhance the student's academic skills, and provide cultural enrichment activities, social functions, and supervised tours to college campuses.

## **Building 3 - Anderson Hall**

**Business Office**  
843-525-8355

The Business Office is responsible for the financial management and the accounting functions of the college, including disbursement of financial aid awards and management of student accounts. Tuition and fee payments may be made at the main campus in

Beaufort, at the New River campus, and at the Hampton H. Mungin Center campus; or online at <http://webadvisor.tcl.edu>.

**Human Resources Office**  
843-525-8253

The Human Resources Office is responsible for all phases of personnel administration and payroll functions for the college. TCL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, affirmative action, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its employment practices.

**Research Office**  
843-525-8359

The Research Office is responsible for data collection and analysis to support planning for the College's future growth and development and meeting the extensive reporting requirements of government and accrediting organizations.

**Vice President for Administrative Services**  
843-525-8249

The office of the Vice President for Administrative Services is responsible for business and financial operations of the college including the business office, campus security, physical plant management, information technology, and the bookstore.

## Building 4

**Health Sciences Programs**  
843-525-8267  
[health@tcl.edu](mailto:health@tcl.edu)

Building 4 houses classrooms, health sciences laboratories, faculty offices, and the office for the Dean of Health Sciences.

## Building 6

**Academic Affairs Office**  
843-525-8244

The office of the Vice President for Academic Affairs is responsible for all college credit and non-credit programming including the planning, development, coordination, review, accreditation, and administration of each program. All full-time and adjunct faculty in Arts and Sciences, Business Technologies, Health Sciences, Industrial Technologies, and Continuing Education or Workforce Development report to the Vice President for Academic Affairs. All concerns regarding academics including assessment and placement testing, developmental and college preparatory studies, the Learning Resources Center, electronic learning, and broadcast services should be directed to the office of the Vice President for Academic Affairs.

**Classroom Building**

Building 6 houses classrooms.

**President's Office**  
843-525-8247

The President is the college's Chief Executive Officer.

**Student Affairs Office**  
843-525-8215

The office of the Vice President for Student Affairs is responsible for a comprehensive program of student services including the following: Community Outreach and Military Services, Admissions and Student Records, Testing Services and Help Desk, Early College Credit Opportunities (ECCO), Intake Services, Financial Aid, Career Services and Job Placement, Disability Services, Student Activities and Campus Life, Upward Bound, Educational Talent Search, Student Support Services, Academic Probation and

Suspension, Student Conduct & Grievance Procedure, and Affirmative Action/Equal Opportunity.

## Building 9

### **Arts and Sciences Division Office**

843-525-8281  
artsandsciences@tcl.edu

Building 9 houses classrooms, faculty offices and the office for the Dean of Arts and Sciences.

### **Tutoring Center / Math Lab**

www.tcl.edu/tutoring

Located in Building 9, Room 101, the Math Lab offers one-on-one tutoring both on campus and online. Visit the Tutoring Center webpage to view hours of availability and tutor schedules.

### **Tutoring Center / Writing/Reading Lab**

www.tcl.edu/tutoring

Located in Building 9, Room 127, the Writing/Reading Lab offers one-on-one tutoring both on campus and online in a variety of subjects. Visit the Tutoring Center webpage to view hours of availability, tutor schedules, and to make an appointment.

## Building 10

### **Classroom Building**

Building 10 houses the Cosmetology classrooms and laboratories, science laboratories, classrooms, and faculty offices.

## Building 11

### **Security**

843-525-8301 (Bft office)  
843-986-6971 (Bft cell)  
843-470-6006 (NR office)  
843-812-4115 (NR cell)

Campus security is available to assist all students, faculty, staff, and visitors. Assistance in any matter pertaining to an emergency may be obtained by calling 843- 525-8301 or 843-986-6971, Beaufort Campus; 843-470-6006 or 843-812-4115, New River Campus. During regular business hours, Beaufort security may be reached by radio by calling 843-525-8249.

## Building 12 - MacLean Hall

### **Auditorium**

843-525-8249

The TCL Auditorium is the site for large group and/or community meetings or events.

### **Boardroom**

843-525-8249

The TCL Boardroom is the site for meetings of the TCL Commission, various committee meetings, and other small group meetings.

### **Learning Resources Center / Library**

843-525-8304

The Learning Resources Center (LRC) at TCL includes the Library, Online Course Support, and the Tutoring Center. The Library is located in Building 12, MacLean Hall, on the Beaufort campus and Room 128 on the New River campus, and provides course-related resources and materials of general interest for students, faculty and staff,

[www.tcl.edu/library](http://www.tcl.edu/library)

as well as residents of the service area. The Library houses print books, periodicals, and audiovisual titles, and provides access to online databases online periodicals, and over 200,000 e-books. Students at the New River campus, H. Mungin Center, Whale Branch Early College High School, and other TCL sites may contact the LRC directly to request shipment of physical materials to these locations or may ask local staff members to arrange for shipment of materials. Librarians are available to assist users with reference questions on campus, online, and via email and text message.

### **Online Learning Center**

Room 205  
843-525-8317

[www.tcl.edu/distance-learning](http://www.tcl.edu/distance-learning)

Located in the LRC/Library, the Online Learning Center offers support and training to faculty and students who use Blackboard and other technology and applications in their courses.

### **Student Lounge**

Hot and cold food is available in the Student Center on the Beaufort campus. Microwave ovens and other dining facilities are provided. Comfortable seating, games, a courtesy telephone, wireless internet access, and a web cafe are also available in the same area.

**TCL Bookstore**  
843-525-8303

The TCL Bookstore stocks required textbooks, reference books, school supplies, and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The cost of books and supplies is not included in registration or other fees. The Bookstore conducts a book buy-back, based on current need, each term during final exams.

**TCL Foundation**  
843-525-8294

Technical College of the Lowcountry Foundation, Inc. (TCL Foundation) was established in 1983 to enhance private sector resource development of the college. The TCL Foundation sponsors ongoing public relations and fund-raising projects that strengthen the college's financial resources and its ties to the community. Contributions from corporations, foundations, area businesses and individuals are used to acquire state-of-the-art equipment, fund scholarships, sponsor special events, and support the Foundation's endowment.

**Veterans Resource Center**  
Room 107  
843-525-8264

[www.tcl.edu/vrc](http://www.tcl.edu/vrc)

The Veterans Resource Center (VRC) provides assistance and coordination of veterans education benefits, admissions, registration, financial aid and transition resources to active duty service members, veterans and their families.

## **Building 14**

**Business/Industrial Technology  
Division Office**  
843-525-8241  
[industrial@tcl.edu](mailto:industrial@tcl.edu)  
[business@tcl.edu](mailto:business@tcl.edu)

Building 14 houses classrooms, laboratories, faculty offices and the office for the Dean of Business/Industrial Technologies.

The Early Care and Education program is offered through the Business Technologies Division. The instructor's office is located in Building 2, Room 246. The classroom is located in Building 15.

## **Building 15**



**Classroom Building**

Building 15 houses classrooms, laboratories and faculty offices.

## **Building 16**

**Classroom Building**

Building 16 houses classrooms and laboratories.

## **Buildings 22, 23 and 24**

The Division of Continuing Education and Workforce Development (CEWD) at the Technical College of the Lowcountry is dedicated to meeting the workforce needs for the Lowcountry. The Division offers non-credit courses throughout the college's four-county service area to meet specific business and industry needs as well as for professional growth. Occupational upgrade courses and seminars are offered for those wanting to upgrade skills or increase employment potential. Licensing and certification courses are offered on a continual basis.

Customized training is available for businesses and industries including critical or soft skills, managerial or supervisory skills, computer related courses or specific occupational skills. CEWD's qualified staff is available for consultations to assist with developing training curriculums and apprenticeship programs. Courses can be taught on campus or at the workplace. Personal enrichment courses are available throughout the area and also through the Internet.

### **Continuing Education and Workforce Development**

843-525-8205

CEWD@tcl.edu

All concerns regarding programs, licensing, certification, and training should be directed to the Vice President for Academic Affairs.

### **TCL - H. Mungin Center, Varnville, SC**

803-943-4262

See the map at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

### **TCL - New River, Bluffton, SC**

843-470-6000

See the map at [www.tcl.edu/campuses-maps](http://www.tcl.edu/campuses-maps)

## **Admissions, Assessment and Registration**

### **Are You New to TCL?**

### **Follow these Steps to Enrollment!**

#### **Step 1: Submit Admissions Application**

New, transfer, and those students returning to TCL after 12 months must complete and submit an application for Admissions. Go to [www.tcl.edu/apply](http://www.tcl.edu/apply) to begin the process.

## **Step 2: If You Haven't Already, Apply for Financial Aid**

Financial Aid qualifications vary. All students should complete the federal government's Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). TCL's school code is 009910. You must complete the FAFSA for all financial aid including the SC Lottery Tuition Assistance program. Here's a BIG tip: Start the financial aid process early because it takes time to complete! Be sure to follow-up with Financial Aid by calling 843.470.5961.

## **Step 3: Admissions Checklist**

Review the Admissions Checklist to ensure that you submit all required documentation.

## **Step 4: Schedule and Take Placement Test, If Needed**

If Admissions advises you to take the Placement Test, please schedule a placement test by contacting the Testing Center at 843-470-8400. Allow yourself at least 2 hours to take all 3 parts of the ACCUPLACER test. When you have completed the test, you will immediately be referred to schedule an appointment with your academic advisor. The contact information for your advisor will be provided at that time. Once provided feedback, you will also be encouraged to complete any enrollment processes that need to be finalized by double checking with the Admissions office to determine if you have completed all admissions steps prior to meeting with your academic advisor (i.e., proof of residency, submission of high school transcripts, etc.).

## **Step 5: Set up Your WebAdvisor and TCL Email Accounts**

Activate both your TCL Email Account and WebAdvisor accounts immediately to access information to assist you in the enrollment process. **Go to [www.tcl.edu/social](http://www.tcl.edu/social) to see full instructions on setting up both your TCL Email and WebAdvisor accounts.** If you need assistance, contact the Help Desk at 843-525-8344.

## **Step 6: Register for New Student Orientation**

Register for New Student Orientation. We offer face to face orientations on all 3 campuses, as well as online orientation. Please make sure you pay attention to the date and time of the specific orientation that you sign up for.

## **Step 7: Meet with Your Advisor & Register for Classes**

Contact your advisor immediately to set up an appointment for advisement. As a new student, your advisor will assist you in registering for the first time -- you'll want to have your WebAdvisor account activated by the time you are advised.

## **Step 8: Print Schedule and Fee Statement**

Once you've registered for classes, print your schedule and fee statement. This can be done during advisement or on your own from **WebAdvisor**.

## **Step 9: Pay Tuition and Fees**

Take your completed course schedule and fee statement to the Cashier in Bldg. 3, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. Visit [www.tcl.edu/pay-your-bill](http://www.tcl.edu/pay-your-bill) for online payment options and more information. Keep your receipt!

## **Step 10: Obtain Student ID and Parking Pass**

You can get your student ID card and free parking decal at Student Records, Bldg. 2 on the Beaufort Campus, at the Learning Resource Center at the New River Campus, and at the front desk at the Hampton Campus. Have your license plate number and expiration date for your parking decal.

## **Step 11: Purchase Books**

You can purchase your books and necessary supplies at the Beaufort campus [Bookstore](#) or place an online order to have them shipped to your home via [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore). Make sure you have your printed class schedule and student ID with you. Located in MacLean Hall, Bldg. 12. Refer to [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore) for details concerning current textbooks, return policy, store hours, and online ordering procedures.

# **Are You a Continuing Student at TCL?**

## **Follow these Steps to Register!**

### **Step 1: If You Haven't Already, Apply for Financial Aid**

Financial Aid qualifications vary. All students should complete the federal government's Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **TCL's school code is 009910**. You must complete the FAFSA for all financial aid including the **SC Lottery Tuition Assistance program**. [Here's a BIG tip, start the financial aid process early because it takes time to complete!](#) Need to know where you are? Follow-up with Financial Aid by calling 843.470.5961.

Please meet with your Academic Advisor to plan an appropriate class schedule. Then you can register for your classes on **WebAdvisor**. You can find your Advisor's information on your WebAdvisor account or visit [www.tcl.edu/advisement](http://www.tcl.edu/advisement).

### **Step 2: Print Schedule and Fee Statement**

Once registered for classes, you'll need to print your schedule and fee statement from **WebAdvisor**.

### **Step 3: Pay Tuition and Fees**

Take your completed course schedule and fee statement to the Cashier in Bldg 3, Beaufort Campus, or to the front desk at the New River and Hampton campuses for payment. You may pay by check, cash, MasterCard, Visa, and American Express. The cashier will give you a receipt. Visit [www.tcl.edu/pay-your-bill](http://www.tcl.edu/pay-your-bill) for online payment options and more information.

### **Step 4: Purchase Books**

You can purchase your books and necessary supplies at the Beaufort campus **Bookstore**. Make sure you have your printed class schedule and student ID with you. That's in MacLean Hall, Bldg. 12. Refer to [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore) for details and online ordering procedures.

## Admissions Requirements

The Technical College of the Lowcountry (TCL) is an open admissions institution. Students applying to the college must complete an application and provide an official high school transcript or GED transcript as well as proof of residency and citizenship. Acceptance into specific programs at the college may have additional requirements, or may not require an official copy of a high school transcript or GED transcript. Please refer to the specific program for a list of requirements, or contact an Admissions representative.

A completed online application may be submitted at [www.tcl.edu/apply](http://www.tcl.edu/apply)

Or for additional information you may call 843-525-8207.

For most programs, interested individuals must:

1. Be at least 18 years of age, possess a high school diploma, GED or equivalent, or meet requirements for other special admission procedures as detailed in procedure 4-1-401.11
2. Submit a completed TCL Application.
3. Request official high school and/or other college transcripts; have them sent to the TCL Admissions office for review. Students are encouraged to submit all transcripts early to allow time for processing.
4. Meet other requirements as outlined for specific programs with special admissions requirements.

All college transcripts should be submitted for review as soon as possible but no later than the **first semester and prior to registration** for the next/following semester at the college to ensure accurate and timely evaluation of advanced standing courses.

## Student Classification

### **Career Development/Non-Degree Seeking**

A Non-Degree/Career Development Seeking student is an applicant not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrade. Applicants must meet the basic requirements, complete the admissions process, pay the application fee, and meet with an academic advisor to discuss enrollment in courses. Non-Degree/Career Development Seeking students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. **Career Development/Non-Degree seeking students are not eligible for financial aid.**

ALL standard pre-requisite requirements (when applicable) must be met prior to enrollment.

Career Development/Non-Degree Seeking students *are not eligible for financial assistance.*

### **Continuing**

A continuing student is one who enrolls in sequential semesters excluding the summer semester.

### **Dual Enrollment (Early College Credit Opportunities - ECCO)**

A Dual Enrollment Student is an applicant who is a junior or senior high school student and also enrolled at TCL. This requires a special agreement between three parties: the College, the parent or guardian, and the principal or guidance counselor of the school or agency where the applicant is attending. Application and more information can be found online at [www.tcl.edu/ECCO](http://www.tcl.edu/ECCO).

### **Full-Time/Part-Time**

Full time students are those students who are in an associate degree, diploma, or certificate program and who enroll in a minimum of 12 semester credit hours per semester. Part time students are those students who are in an associate degree, diploma, or certificate program and

who enroll in a maximum of 11 semester credit hours. Financial Aid full time enrollment is 12 semester hours regardless of the semester or other restrictions.

**In-state /Out-of-state/Out-of-service-area** An In-state/Out-of-state/Out-of-Service-Area student is classified based on an analysis of their residency documentation. Documentation must be submitted to the Admissions office in person to verify identity and residency status as well as proof of citizenship or legal presence status.

**International** When an International student arrives on campus, he/she must make an appointment with the College U.S. Immigration Designated Official by calling the Admissions Office at 843-525-8207.

Citizens of foreign countries who enter the U.S. as non-immigrants fall into one of approximately 35 visa status categories. International applicants who wish to study at TCL generally fall into an F-1 student status and enter the U.S. on a student visa. An F-1 student at another college may transfer to TCL as well. To be accepted as an F-1 student, the applicant must:

- Submit a certified English translation of high school records and any applicable college level transcripts. (If presenting these documents in person, they must be in an envelope **sealed** by the issuing institution.)
- If English is not the primary language, submit test results from the Test of English as a Foreign Language (TOEFL) with a score of at least 500 or successful completion of the placement test.
- Return the financial statement indicating sufficient funds available to meet academic and living expenses for the duration of study at TCL. (TCL is a commuter school; therefore, the College does not provide lodging or transportation.)
- Complete and submit the online admissions application ([www.tcl.edu/apply](http://www.tcl.edu/apply))
- Send an advance deposit of tuition for two semesters in US dollars.
- Be considered a full time student (12 semester hours) during Spring and Fall Terms.

**Military** TCL is a member of the SOC Degree Network System and is proud to serve active duty and dependents stationed at one of three military installations located in our service area. TCL is a member of SOCNAV II and SOCMAR II, awarding associate degrees, diplomas, and certificates. The College offers a full array of classes which, in many cases, can augment military specialty skills and can contribute to the military student's college portfolio, thus enhancing opportunity for advancement. The TCL Servicemembers Degree Program helps active duty military students and their family members earn an associate degree by formally awarding TCL credit for the following:

- Equivalent college credit applicable to the program of study, earned at post-secondary educational institutions
- Military courses (using the ACE guide).
- Experiential learning - that is, knowledge/skills gained through specific MOS or NEC responsibilities which equate to competencies developed in TCL courses.

TCL awards credit for experiential learning through a portfolio evaluation process. For the convenience of military members, the TCL military coordinator has scheduled office hours at each base. The military coordinator can answer questions about course offerings, and assist with required admissions and registration.

Military Student Application and Registration Procedures:

Active duty military and their dependents may complete the application process online at [www.tcl.edu/apply](http://www.tcl.edu/apply) if additional assistance is needed, at the Education Offices located at

Marine Corps Air Station (MCAS) or Marine Corps Recruit Depot (MCRD). The process for new and re-admitted military students is:

- Admissions Application
- Joint Services Transcript (JST) form (if applicable) Information on JST can be found online at <https://jst.navy.mil>
- Register for Classes
- Tuition Assistance (TA) agreement must be completed by Education Liaison Representative

Students will need to meet with their academic advisor prior to registering. Students receiving financial assistance other than Tuition Assistance must go to TCL's Financial Assistance Office or the Veterans Services Office in Coleman Hall (Bldg 2).

**Readmit**

A Readmit Student is an applicant who has not attended TCL within the last three semesters. The student must complete a new application to activate and update his/her file. Readmit students may be required to take, or retake, the placement test.

**Senior Citizen**

A Senior Citizen Student is a legal resident of South Carolina who has attained the age of 60 and is not employed full-time may attend classes in accordance with SC Code of Laws. There is no charge for tuition but college fees still apply.

**Students with Disability-ADA**

Disability services are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests that students with disabilities notify the ADA Coordinator of any necessary accommodations at least 30 working days prior to the first day of class.

**Transfer**

A transfer student is one who has previously earned college credit from an accredited post-secondary or higher education institution. Official college transcripts must be submitted to the Admissions office for transfer status.

**Transient**

A transient student is one who is enrolled at another post-secondary or higher education institution and takes classes at TCL for the purpose of transferring credits back to the other institution. Students should contact the Financial Aid office at their home institution to determine aid eligibility. Transient students are not eligible for financial aid at TCL. A transient form must be obtained from the home institution and submitted to Student Records.

**Veteran**

A veteran was a member of the Armed Forces as defined by the Veterans Administration.

## Residency

The residency policy governing tuition at TCL complies with the South Carolina Code of Laws 59-112 in determining tuition and fees to be paid by students attending the College.

- The student must have resided in South Carolina for the past twelve continuous months and abandoned all prior domiciles immediately preceding the first day of classes of the term.
- If the student is a dependent student, the burden of proof resides with the parent or guardian.
- Persons who have resided in the State of South Carolina for less than 12 months but are employed full-time in the state may be considered South Carolina residents for tuition and fee purposes. All new students wishing to apply to TCL and re-admit students who wish to claim South Carolina residency for tuition and fee purposes MUST complete the

residency certification section of the admissions application and present all requested documents to the Admissions Office. The burden of proof rests with the student to prove residency. **This provision does not apply to persons or their spouses if they are in South Carolina primarily as students. Active duty military personnel who are permanently assigned in South Carolina on active duty and their dependents are considered South Carolina residents for tuition and fee purposes.** Students requesting this exception are not eligible for state grants until residency has been established for not less than 12 months.

Students who wish to appeal their status must complete the Residency Reclassification form and present all supporting documents to the Residency Coordinator for consideration. Students will be notified within 10 business days of their residency classification.

## Verification of Residence

The residency of each applicant is determined from the information provided by the applicant to the college. When there appears to be an inconsistency in the information provided, the Admissions office staff will require additional documentation. Residents with full-time employment may be asked to provide proof in subsequent semesters. Applicants who provide sufficient documentation proving that the residence requirement has been met will be classified as in-state or out-of-area. Copies of documents required for the determination of residency are retained in the applicant's file.

## Advanced Standing

Under certain conditions advanced placement may be granted. TCL may grant advanced placement or credit for courses in which the student has demonstrated satisfactory achievement through credit-by-exam or experiential credit. Each applicant under this plan is to show satisfactory achievement by submission of equivalent course work on official transcripts, official test scores, and/or portfolio review.

## Transcripts

Official transcripts once received become the property of the College and may become part of the student's official TCL Student Records file. A review of college/university transcripts results in credits transferred which do not generate quality points nor impact the student's TCL grade point average (GPA) for academic purposes.

## Experiential Credit/Credit by Exam

### Apprenticeship Experiential Credit and DANTES/USAFI

Technical College of the Lowcountry recognizes that learning is a lifelong process that may occur in any number of settings in Admissions, Assessment, Registration addition to the classroom. It is the policy of the College to formally recognize such experience or nontraditional learning and its subsequent translation into usable college-equivalent credits. College procedures will ensure that adequate documentation of learning experiences is provided by the student prior to the awarding of any academic credit to be recorded on the College's official records. Experiential credit will be awarded for no more than 25% of the credit hours applied toward a degree, diploma or certificate. All procedures for awarding experiential credit will reflect the current approved practices and guidelines stipulated by the Southern Association of Colleges and Schools Commission on Colleges. Credit is granted to skilled craft workers who have completed a standard South Carolina apprenticeship program and for related training. Credit may be also granted for military training and for work completed at proprietary schools, such as business colleges, art schools, and beauty colleges. Such credit generally applies only toward a vocational program. Military students apply for experiential credit through the admissions office. Other students should apply for such credit in Student Records or with an academic advisor, bringing certificates of completion, school records, or other available documentation. The student is notified of the credit granted, and a record is kept in the student's file. For more information, contact the academic advisor.

## Credit-by-Examination

Credit-by-examination gives students the opportunity to demonstrate evidence of mastery of a course, or its equivalent, if a student cannot receive transfer credit. The evidence must include the result of an appropriate examination, written report or demonstration.

A student is not able to seek credit-by-examination for the same course that has been unsuccessfully attempted or previously failed. Credit-by-examination shall be limited to a maximum of 30 semester hours credit.

Credit-by-examination may be earned through two methods:

Standardized tests including:

- CLEP (College Level Examination Program) and DANTES subject tests will be accepted with examination scores meeting or exceeding the approved scores recommended by the American Council on Education (ACE).
- USAFI (United States Armed Forces Institute) coursework will be accepted if a grade of "C" or better is earned and for which an equivalent is recommended by the American Council on Education.
- Advanced Placement (AP) Tests will be accepted for scores of 3 or higher on tests for which the College offers equivalent courses.

Official transcripts or records of exam scores must be on file at the College before credit is granted. Scores must be within five years of matriculation or if college-level course work was successfully completed then the scores may be used to award credit.

## Credit by Challenge Exam (Local):

With the approval of the appropriate academic Division Dean, a course or selected courses offered by the college can be challenged for credit by examination by a currently enrolled student who has declared a major. Division Deans give approval based on demonstrated experience such as a significant accumulation of non-credit courses in an appropriate field or significant on the job experience in a field related to the course being challenged.

A student who is approved to take a challenge examination must pay a fee equivalent to one-half the current charge for the course being challenged before taking the exam.

## Assessment and Placement

The College is an open-enrollment institution, but uses the American College Testing (ACT) assessment program to determine student's readiness to prepare for college course work. Assessment instruments includes ACCUPLACER. ACCUPLACER includes comprehensive assessment, orientation, course placement, counseling, and advisement to promote the student's academic success. Practice tests are available at the Testing Center in Building 1 on the Beaufort Campus. Accommodations will be made for assessing students with documented disabilities.

Some programs with specific admissions requirements are Nursing, Radiologic Technology, Cosmetology, and other TCL Programs. Specific information on additional admissions requirements for these and other programs are outlined in the Academic Divisions section.

A student may exempt all or part of the placement test by providing the college with official college transcripts to provide evidence of:

- An earned bachelor's degree or an associate's degree from an approved college or university.
- Successful completion with a "C" or better in MAT 110 - College Algebra or equivalent and in ENG 101 - English Composition I or their equivalents.



- Qualifying SAT or ACT scores for placement into appropriate college level mathematics and English courses. The writing and reading components of the placement test may be exempted with SAT scores of at least 480 or ACT English component score of 18. The mathematics component of the placement test may be exempted with SAT mathematics scores of 440 or ACT math component score of 22. ACT or SAT tests must have been taken no more than 7 years prior for the ACT and no more than 5 years prior for the SAT to the request for their use as an exemption from the ASSET/ACCUPLACER test.

Additionally, exemption from placement testing is available for those who:

- Have enrolled as a career development student and are not pursuing a degree, diploma or certificate and who meet the prerequisites of the course(s) in which they plan to enroll.
- Have enrolled in a certificate program that does not require placement testing.

## Assessment and Course Placement

A student applying for admission to any of TCL's associate degree, diploma or certificate programs, or to enroll in developmental studies courses may be required to take the placement test which includes writing skills, reading and mathematics components. The placement test helps ensure that the student is academically prepared and the placement scores determine which level of course work can be entered. Based on placement test scores, placement may be in one or more developmental studies or transitional courses. To schedule a time for this test, contact the Testing Center at 843-470-8400. A student may also exempt testing requirements if college transcripts with equivalent English or mathematics credits or evidence of a degree at the associates degree or higher are submitted. Accommodations will be made for students with documented disabilities.

If any placement score is below the minimum requirement, TCL will make a referral to the Fresh Start or the Literacy Program. If the reading score indicates that a reading course is needed, it must be taken in the first semester at the College.

## Student Assessment Requirements

- Applicants may retake the assessment battery after a period of three (3) days from the completion of the first administration. A one-week wait is strongly recommended.
- Contact the Testing Center regarding retesting at 843 470-8400 or Student Services at the New River campus 843 470-6002.
- Students currently attending in developmental courses may not retest.
- Placement test scores are valid for a period of three years from the date of administration. Placement test scores may be transferred from an approved institution if they are no more than three (3) years old.
- The most recent scores are considered to be the official scores.
- As alternative assessments, the College recognizes College Level Examination Program (CLEP), DANTES Subject Standardized Examinations, and Advanced Placement (AP). Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are available through TCL. To learn more about these exams, applicants should contact the Student Services Career Counselor.

## Registration

Once a student has filed an application with the Admissions Office and completed the admissions process, the student will be assigned an advisor and be permitted to register for classes. The dates and times for registration are outlined each semester in the registration guide. The student is not officially enrolled until all requirements of registration have been completed including the payment of tuition and fees.

Students must follow the procedures listed below to participate in registration for classes each term. Refer to the academic calendar at the beginning of this catalog for registration dates.

- **Academic Advising:** The academic advisor guides the student in scheduling an academic program to meet his/her educational goals. Appointments are required during the advisement/registration process. Office hours are posted on office doors or the advisor may be contacted by phone or by e-mail.
- **Schedule of Classes:** A schedule of classes titled Catalog / Course Search can be found at the college website [www.tcl.edu](http://www.tcl.edu). The College reserves the right to make adjustments to the published schedule including the cancellation of any class, if TCL deems it necessary and appropriate.
- **Registration:** After meeting the admissions requirements and being accepted at the College, students are required to register for each semester in which he/she plans to enroll. The student is encouraged to meet with his/her academic advisor to register. A student is not officially enrolled until all the steps of registration are completed, including payment of fees and receipt of a printed schedule.
- **College IDs/Vehicle Registration:** Students must acquire a student identification card, vehicle parking pass, and Blackboard ID. In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information.
- **Students are required to set up a TCL Student email account. Go to [www.tcl.edu/studentemail](http://www.tcl.edu/studentemail) for more information. All communication and notification regarding cancellation of classes, room changes, etc. are done through TCL email.**

## Online Registration

Continuing students enrolled in an approved program of study may register online through WebAdvisor (<http://webadvisor.tcl.edu>). Registration through WebAdvisor can only be accessed during scheduled registration times as outlined in the College's course schedule. Directions are available on the WebAdvisor site to assist in the registration process. WebAdvisor can be accessed from any computer with Internet access and a web browser. Students who choose to register through WebAdvisor take full responsibility for their course selection. It is recommended that students consult with their academic advisor before registering. Students needing assistance with WebAdvisor concerns should contact the Help Desk at 843-525-8344.

## Financial Aid and Registration

- Students receiving financial assistance or veterans benefits must notify the Financial Aid Office/Veterans Services Office located in Coleman Hall in Building 2, either in person or by email to [financialaid@tcl.edu](mailto:financialaid@tcl.edu) using their [my.tcl.edu](mailto:my.tcl.edu) student email account.
- Students are not officially enrolled for classes until all required registration steps have been completed, including payment of tuition and fees. Fee payment deadlines are posted on the campus website ([www.tcl.edu](http://www.tcl.edu)).
- Students who have not paid their tuition by the end of priority registration may be removed from class rolls. Deregistration is the responsibility of the student. To avoid owing any fees students are encouraged to deregister themselves prior to the start of the term, not the start date of the course.
- Student aid will pay for a course taken twice. Students who are on their third attempt of a course must pay the full cost of tuition.
- Student aid will pay for courses within the student's program of study. Students who choose to take courses outside of their program of study must pay the full cost of tuition.

## Additional Important Information - Admissions, Registration & Assessment

## Address Change and Name Change

Students who change their mailing address, phone number, or require a name change must have their contact information updated in the College's database. Contact the Student Records Office in person or through Web Advisor on the college's website at [www.tcl.edu](http://www.tcl.edu). Failure to make these important changes may cause the student to experience difficulties in transactions with the Business Office, Admissions, Student Records, the Financial Aid Office, and/or their academic division. Students are required to maintain correct information for Title IV aid. Student loan funds returned due to an incorrect mailing address will not be recertified in the current term.

## Audit

Applicants who wish to take a course but not receive credit for it may do so on an audit basis with the approval of the instructor of the course and the Division Dean. Audit students are expected to attend all classes. Audit students may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete an admission application, and pay associated fees. Audit students are charged the same tuition rate as credit students. Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (Section Swap) period for the semester. A student cannot change to audit status after the add/drop period has ended. Financial Aid programs and the Veterans Administration **do not provide funds for auditing classes.**

## Cancellation of Classes

The College reserves the right to make adjustments to the published schedule including the cancellation of any class, if deemed necessary and appropriate. Students will be notified via their [my.tcl.edu](mailto:my.tcl.edu) student email account.

## Career Development Students

An applicant not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrade is considered a Career Development student. Applicants must meet admission requirements, complete an admission application, submit the application fee, and meet with a faculty advisor to discuss enrollment in courses. Career Development students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. Career Development students are not eligible for Federal financial assistance or veterans' benefits and may not take general education courses unless they meet the placement criteria outlined in this section. Also, general education courses often require prerequisites.

## Deregister

Each registration period has specific payment deadlines for tuition and fees. If a student does not meet the payment deadline, the student will be removed (deregistered) from the class roster for those classes. The fee payment deadlines apply to all students, including those on Financial Aid. After the published payment deadline, deregistration is at the college's discretion. Students wishing to be removed from class must do so prior to the first day of class.

**Section Swap period** - See Schedule Change Period

## Financial Responsibility and Registration for Courses

Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with instructions and deadlines published by the College. Registration for classes incurs a financial commitment to TCL. If a student decides not to attend TCL or any of the courses for which he/she registered, action must be taken to cancel the schedule before the first day of the semester to avoid being responsible for all or a portion of the incurred tuition and fees.

## Physical Exams & Health Insurance

If a student plans to enroll in a Health Sciences program, a physical examination by a licensed physician or nurse practitioner are required by the published deadline. Failure to maintain updated physical information and health/medical coverage will result in withdrawal from the program.

## Registration at Area Campuses

Registration for TCL courses may be completed at the main campus in Beaufort, New River in Bluffton, Hampton H. Mungin Center in Varnville, Marine Corps Air Station Beaufort, the Marine Corps Recruit Depot on Parris Island, or online.

## Release of Student Records

TCL adheres to the Family Education Rights and Privacy Act of 1974, as amended, (FERPA) regarding release of public or "directory" information. The college defines Directory Information as: name, county of residence, dates of attendance, academic credentials received (degree, certificate, and diploma), enrollment status (full-time/part-time), and academic awards received (Phi Theta Kappa, honor lists, etc.). Directory Information may be released in accordance with the provisions of FERPA without written consent of an eligible student, and may be disclosed by the institution for any purposes, at its discretion, unless a student has filed a "Request for Non-Disclosure of Directory Information" form with the Student Records department. Students wishing to file a "Request for Non-Disclosure of Directory Information" form may do so by submitting a signed form to the Student Records department. Requests may be submitted at any time during the academic year and will remain in effect until such time that the student submits a written request to Student Records to revoke their request for non-disclosure.

## Schedule Change Period (Section Swap Period)

Students may make the following changes to their schedules during the schedule change period of each semester session:

- Swap - students may change sections of the same course (e.g., change from ENG 101- 21 to ENG 101- 82). Students are responsible for making up all course work missed as a result of changing sections. To change sections of a course, students must contact his/her division dean.
- Drop - students may drop a course which will result in the course being removed from the student's schedule and transcript. Students who drop during the refund period will receive a tuition refund of either 100% or 50% based on the date the course is dropped. However, students are still responsible for payment of all course fees.

To drop a course, students must e-mail their instructor from their TCL student e-mail account (@my.tcl.edu) requesting to be dropped from the course. Students should contact Financial Aid before dropping a course to determine any impact on their aid.

## Section Swap Period

**Actual Section Swap dates for each semester are available on the website in the 2016-2017 Academic Calendar.**

	Fall and Spring Semester	Summer Term
Full Session	First 5 days of classes	First 3 days of classes
Mini-session	First 3 days of classes	NA

## Student Images/Release of Directory Information

Student images (photo or video) may be used by the College and/or SC State Technical College System for public relations, marketing or advertising and may be published in TCL publications including the TCL website. If a student does not wish to have his/her image used for these purposes, he/she must file a written request available through the Public Relations office (Beaufort Campus, Coleman Hall, Building 2, 102). Please refer to the TCL catalog for further details about directory information (See "Release of Student Records" on the previous page for details.).

## Transfer of Credit

TCL accepts credits earned at regionally accredited college and universities. Each course is evaluated based on course content and credit hour value. Only course grades of "C" or better will be accepted and such courses must parallel the content of Technical College of the Lowcountry courses. Following transcript evaluation, transfer credits will be posted on the student's TCL transcript. The student may view their transcript through Web Advisor. **To view a list of approved transferable courses, visit [www.sctrac.org](http://www.sctrac.org). TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. TCL reserves the right to correct any errors that may have been made regarding transfer of credit.**

*TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. We reserve the right to correct any errors that may have been made regarding transfer of credit.*

## Financial Aid

The mission of the Financial Aid Office (FAO) is to support the College's Mission and Core Values by providing students and their families and funding options to assist students with meeting college costs to reach their educational goals. These funding options provide support through various federal, state and local programs and follow all regulatory requirements as defined by law.

The Financial Aid Office is part of the Student Affairs Division.

Students wanting to be considered for financial aid eligibility, including all scholarships, grants and loans, must first complete the Free Application for Federal Student Aid or FAFSA at [www.fafsa.gov](http://www.fafsa.gov). Students should use **TCL's Federal School Code 009910**. This allows the TCL Financial Aid Office the ability to be able receive your FAFSA.

To ensure you receive the maximum amount of funding consideration, we encourage you to apply early and apply every year. The FAFSA is typically available on January 1st of each year for the upcoming academic year. **Note:** Beginning with the 2017-2018 school year, the FAFSA will be available October 1st of 2016 for the Fall 2017, Spring 2018 and Summer 2018 semesters. Students will use their 2015 tax information for this year as well. Subsequent years will use the tax information for the Prior-Prior year. **TCL's normal priority submission date is the last Friday in May.** This allows our office time to process and you time to prepare well in advance of the fee payment deadline.

Please be sure to check the TCL website, [www.tcl.edu](http://www.tcl.edu), for financial aid and other important deadlines.

**Students having difficulties completing the FAFSA may contact the Federal Student Aid Information Center at 1-800-4FED-AID (1-800-433-3243). Additional contact options are available at [www.fafsa.gov](http://www.fafsa.gov) under "FAFSA HELP."**

**Additional assistance is available at any of our Financial Aid offices. Campus computers are available for use at no charge for individuals wishing to complete the FAFSA application.**

**Most Commonly Needed Information to Complete the 2016-2017 Financial Aid Process:**

- All 2014 W2 and 1099 Statements, Federal Income Tax transcripts from the IRS ([www.irs.gov](http://www.irs.gov))
- A copy of Leave and Earning Statement (LES) (for military and their dependents)
- Information on child support payments received/paid (voluntary or court order)
- Social Security benefits information (1099s or monthly statement notification)
- Proof of other family members in the household attending college
- Statement of unemployment benefits
- Proof of child support paid
- Proof of SNAP benefits

Financial assistance awards are used to pay student account balances first. Any remaining awards will be disbursed according to a schedule provided by the Business Office and in accordance with Federal Title IV regulations. All financial aid refund checks are mailed to the address on the student's account. Please make sure your contact information is up to date. Students are responsible for payment of funds owed to the College, regardless if financial assistance is received as anticipated. If students are registered for classes not required for graduation in their major or not otherwise covered, the student is responsible for fees owed.

Financial aid packages are composed of grants, scholarships, loans, and work-study employment. Determination of eligibility through needs analysis (i.e. the FAFSA) must be completed before financial aid can be awarded. The College participates in the following programs.

Federal Pell Grant*	The TCL Future Alumni Scholarship
Federal Work Study*	Veterans Education Program
William D. Ford Federal Direct loan Program*	South Carolina Need-Based Grant Program
Federal Supplemental Educational Opportunity Grant* (FSEOG)	LIFE Scholarship
Academic Competitiveness Grant*	South Carolina Lottery Tuition Assistance
(*Title IV)	SC National Guard College Assistance Program
Iraq and Afghanistan Service Grants	B <sup>3</sup> Building A Better Beaufort Scholarship

## Eligibility Criteria

To be eligible for federally funded Title IV programs and many state aid programs, the student must:

- Be a U.S. citizen or eligible non-citizen.
- Be admitted or enrolled in an eligible program of study.
- Maintain Satisfactory Academic Progress (SAP) as defined by the federal government.
- Not be in default or owe repayment on any loan program or other Title IV programs.
- Demonstrate financial need according to the federally approved system of needs analysis.

- Register with Selective Service, if required to do so.
- Demonstrate ability to benefit from educational training.
- Submit all documents requested by the Financial Aid Office to verify eligibility.

## Financial Assistance Programs - Federal

Title IV Federal Programs, provide financial assistance to post-secondary/college students through grants, loans, or work-study opportunities. These programs are based on financial need as assessed by federal government regulations. Many grants have limited funding. Applying early and submitting all required documents is essential.

The grants listed are administered by TCL based on the guidelines set for each program by the US Department of Education and Title IV Regulations.

### Federal Pell Grant

The Pell Grant is a need-based federal entitlement grant for students who are seeking their first undergraduate degree and whose Estimated Family Contribution (EFC) ranges from \$0 to \$5,201. The annual award amount is determined by your EFC and enrollment status. The maximum scheduled award is \$5,815.

Students who establish eligibility and have not exceeded their life time eligibility limits (LEU) will be funded. All documents needed to establish eligibility must be received prior to the published financial aid priority deadlines to ensure payment is available prior to TCL's Tuition and Fee payment deadlines. Students who have not completed documentation prior to the payment deadline should make alternative payment arrangements, such as TCL's flexible payment plan. Students may submit paperwork through the last date of enrollment, or June 30<sup>th</sup> of the award year, whichever comes first. Initial awards are estimated based on the results of the FAFSA and **are based on a full time enrollment calculation.**

Estimates may change if any criteria used to determine your eligibility, such as program of study, degree status, SAP status, and income or family information changes. You may receive coverage only for courses that are required for graduation in your program of study, and of those a maximum of 30 credit hours of required college-preparatory coursework. Final payment will not be determined until after class attendance has been confirmed, seventeen days (17) days after the first day of class. Students registered for mini-mester classes will not receive their full Pell Grant payments until their last class has begun. The amount actually paid to you from the Federal Pell Grant will be prorated if you enroll for fewer than 12 credit hours in a given term or if you take courses outside your program of study. You must begin attending all of your **classes on the first day**. If you are withdrawn for non-attendance prior to the actual payment of Pell Grant funds, you are not eligible to receive federal funding. Please make sure you check your WebAdvisor account regularly as this may leave you with a balance owed to the college.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

This is need-based federal grant awarded on a first-come, first-served basis to students seeking a first undergraduate degree in an eligible program and who also have exceptional financial need. Priority is given to students with an Estimated Family Contribution (EFC) of "0." Initial awards are estimated based on the results of the FAFSA and assume a full time enrollment status. Estimates may change if any criteria used to determine your eligibility changes. Actual payment will not be determined until after the add/drop period has ended and classes have begun. The amount paid to you from the FSEOG will be prorated if you enroll for fewer than 12 credit hours in a given term. Students with less than a half-time enrollment will not be eligible for the award. You must attend all of your class(es) on the first day of each term. If you are withdrawn for non-attendance prior to the actual payment of FSEOG funds, payment for the withdrawn class(es) will not be made.

## **Iraq and Afghanistan Service Grants**

A student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased FSA funds if at the time of the parent or guardian's death the student was either less than 24 years old or was enrolled in college.

If the student is ineligible for a Pell grant only because his EFC is too high, he may receive an Iraq and Afghanistan Service Grant. As with Pell Grants, there is a receipt limit of 12 semesters (600% LEU in COD), and this limitation is not limited to students who received their first Pell Grant on or after July 1, 2008, as was the previous limit of 18 semesters or equivalent. Payments are adjusted for students enrolled less than full time.

## **Federal Work Study Program**

This is a limited funding federal work program for students with financial need. You may be employed on one of our campuses, or as a reading tutor in a local public school or library. As a work study employee, you may work up to 15 hours per week and earn at least minimum wage, up to the amount of your financial need. You may be offered work study as part of your overall award; however, if it was not included, you may inquire about your eligibility by visiting TCL's Financial Aid office.

## **TCL Work Study Jobs**

### **How will I receive a job assignment?**

Work study awards are part of your overall financial aid package. Instructions and applications to apply can be found online at [www.tcl.edu/financial-aid/forms](http://www.tcl.edu/financial-aid/forms). If selected for a position, the Career and Transfer Services coordinator will contact you to complete the remaining assignment documents. You will need to bring your Social Security Card and proof of citizenship or eligibility to work in the U.S. with you to your meeting.

### **How will I receive payment for my Federal Work Study Award?**

You will be paid by the TCL Payroll Department twice a month based on the time sheet you and your supervisor submit to the Career and Transfer Services Coordinator. You will receive a packet of information about this process when your assignment documents are completed.

## **Institutional Work Study**

Various campus departments have funding to hire students as part-time work study positions. You should inquire through the Career and Transfer Services Coordinator or through the various campus departments about any available opening and program qualifications.

## **Community Service Learning (CSL) Program**

A part of the Federal Work Study Program (FWS), students may be placed in community service work settings. Community service includes support services for students with disabilities, mentoring, welfare, and social services.



# William D. Ford Direct Loan Program -Federal Direct Stafford Student Loans

TCL students are eligible to participate in the William D. Ford Direct Loan Program. There are three programs: the Subsidized Federal Stafford Loan, the Unsubsidized Federal Stafford Loan, and the Parent Plus Loan for Undergraduate Dependent Students (PLUS). Federal Direct Education Loans are established and supported by the federal government, and the Department of Education serves as the lender.

ALL FEDERAL STAFFORD EDUCATION LOANS MUST BE REPAYED. To receive any loan, you must complete the FAFSA. You must also enroll in at least 6 credit hours required for your program of study each term.

## Subsidized Federal Direct Education Loan

This loan requires unmet financial need. The federal government will pay the interest while you are enrolled in school, and you must begin repaying the loan plus interest beginning 6 months after you leave school or drop to less than half-time status. You must be enrolled in at least 6 credit hours per term. Students with fewer than 30 credits toward their current program at the time of application may borrow up to \$3,500 per year in Subsidized loan funds or the amount of unmet financial need, whichever is less. Students with 30 credits or more toward their current program at the time of application may borrow up to \$4,500 per year in Subsidized loan funds or the amount of unmet financial need, whichever is less.

*Note: New law has eliminated the interest subsidy provided during the six-month grace period for subsidized loans for which the first disbursement is made on or after July 1, 2012, and before July 1, 2014. If you receive a subsidized loan during this timeframe, you will be responsible for the interest that accrues while your loan is in the grace period. This provision does not eliminate the interest subsidy while the borrower is in school or during eligible periods of deferment.*

## Time Limit on Direct Subsidized Loans

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." Your maximum eligibility period is based on the published length of your current program. You can usually find the published length of any program of study in this catalog or on TCL's website.

For example, if you are enrolled in a four-year bachelor's degree program, the maximum period for which you can receive Direct Subsidized Loans is 6 years (150 percent of 4 years = 6 years or  $4 \times 1.5 = 6$ ). If you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is 3 years (150 percent of 2 years = 3 years or  $2 \times 1.5 = 3$ ).

Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period. This is important to note if you are changing your major from an Associate's degree to a certificate program as it can potentially affect your ability to continue to receive subsidized loans. Please consult with both your academic advisor and the Financial Aid office prior to changing your major.

Certain types of enrollment may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. These enrollment patterns are described below.

I become responsible for paying the interest that accrues on my Direct Subsidized Loans, when:

- I am no longer eligible for Direct Subsidized Loans and I stay enrolled in my current program
- I am no longer eligible for Direct Subsidized Loans, did not graduate from my prior program, and am enrolled in an undergraduate program that is the same length or shorter than my prior program
- I transferred into the shorter program and lost eligibility for Direct Subsidized Loans because I have received Direct Subsidized Loans for a period that equals or exceeds my new, lower maximum eligibility period, which is based on the length of the new program.

## Unsubsidized Federal Family Education Loan

This loan does NOT require financial need; complete your FAFSA. Interest will accrue on this loan while you are in school. You must repay the loan, accrued interest and current interest beginning 6 months after you leave school or drop to less than half-time status. You must be enrolled in a minimum of 6 credits required for graduation in your program per term. Please consult with the financial aid office to review the maximum award amounts.

## Parent Loan for Undergraduate Dependent Students (PLUS)

Parents of dependent students may borrow on behalf of their children. Income is not a factor, but the borrower cannot have adverse credit. The student must first apply for other types of financial aid by completing their FAFSA. Loan amounts must not exceed the cost of education less other financial aid. Parent loans must be repaid over a 10-year period with interest beginning 60 days after disbursement. The student will not be able to charge tuition or books against the Plus Loan without parental consent.

## How do I apply for a Federal Student or Parent Loan?

You must first establish your eligibility by completing the FAFSA and all application steps listed earlier in this publication. A separate in-house Loan Certification or Affirmation Request packet is also required for each term or year that you are applying for loans. If you are a first time borrower you must also complete the Loan Application (in the case of a PLUS loan), Entrance Counseling and Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov) using TCL's federal school code of 009910. The instructions for applying for a Federal Direct Loan are located at <http://www.tcl.edu/financial-aid/forms>. Requests must be made by the established priority submission deadline.

## Alternative Loans

There are a number of private loans which are available to credit-worthy students and/or their co-borrowers. Students should first determine their eligibility under the William D. Ford Direct Lending program before seeking additional funding under this option. To apply for a private loan you must contact the lender of your choice. Information on the eligibility criteria and loan terms are available on each lender's website.

## Applying for a Private Education Student Loan

1. Review Federal Aid First: The U.S. Department of Education Federal Aid First explains the difference between Federal and Private Loans. Visit [www.studentloans.gov](http://www.studentloans.gov) for more information.
2. We encourage you to have a completed FAFSA at TCL using our **School Code of 009910**. This provides us with information to review your file for State, Federal, and Institutional funds before you borrow a Private Loan.
3. Choose a lender or Bank to apply for a Private Education Loan. TCL does not offer a preferred lender list for private loans. Students can check with their bank or research private loans on the Web. We strongly encourage students to borrow federal loans first as they offer better benefits and interest rates.

4. **School Certification:** Our office will certify the loan once we receive a certification request from your lending institution. Private loan limits are set by federal regulations and cannot exceed the cost of attendance minus any financial aid received. We are not responsible for the timeliness of private loans and students should address all customer service issues with their lender.

### **Payment Plan**

TCL also offers an option for students to defer their tuition and fees past the fee payment deadline date. The payment plan is managed by the college and is available to all students registering with balances in the current term. All registration fees assessed can be included in your agreement and no interest is charged and no minimum monthly amounts are mandated, however there is a \$35 enrollment fee each term. The payment schedule and due date is set for each semester. Details or more information on this plan can be found at <http://www.tcl.edu/tuition-fees>, or by contacting the college's Business Office.

## **Financial Assistance Programs - State**

### **LIFE Scholarship**

The LIFE Scholarship is awarded to South Carolina residents who have graduated from a South Carolina high school with a 3.0 South Carolina Uniform grade point average (GPA) or higher. Students must be full-time and course work must be college-level. The maximum annual award is cost of full-time tuition for up to 15 credit hours of enrollment during the Fall and Spring semesters and \$300 for books, annually for students at two-year colleges. Awards may not exceed \$5,000 per fall/spring semester and funds may not be used to pay tuition and fees that are not mandatory for all students. For example LIFE funds cannot be used to pay high course cost fees.

To maintain continued eligibility for the LIFE Scholarship, students are required to earn a minimum 3.0 cumulative LIFE GPA by the end of each academic year and complete 30 credit hours annually.

- The LIFE GPA includes all grades and credit hours earned at all eligible institutions (in-state and out-of-state) and college courses taken while in high school.
- The LIFE GPA does not include: exempted credit courses, Advanced Placement (AP), College Level Examination Program (CLEP), remedial/developmental courses, non-degree credit courses for an associate's degree or higher.
- Pass/Fail and non-penalty withdrawal credit courses are also excluded.
- Students may receive their LIFE GPA upon written request to the Registrar. To learn more about the LIFE Scholarship program contact TCL's Financial Aid Office.
- Effective with the Summer 2015 semester, students may use their LIFE Scholarship in the Summer term if they have met the requirements to receive it in the upcoming Fall Term prior to the start of summer. See the Financial Aid Office for more information.
- The LIFE Affidavit must be submitted each year to be considered. See the TCL Financial Aid Website for Affidavit forms.

### **Lottery Tuition Assistance**

To be eligible for SC's Lottery Tuition Assistance, students must:

- Qualify for in-state tuition rate and be a SC resident at least one year.
- Complete a Free Application for Federal Student Aid form. (FAFSA)
- Be enrolled in a certificate, diploma or associate degree program and maintain at least six credits per semester
- Take courses toward the completion of a certificate, diploma or associate degree.
- Not be a recipient of a LIFE scholarship award in the same academic year.
- Not be in default on any government student loan program, or owe repayments of a grant.

- Lottery Tuition Assistance is available only when the student has **unmet tuition costs**. Lottery may not be used to pay for high course cost fees or other non-mandatory fees applied to all students. Lottery funds may not be applied prior to Pell Grant funds being applied.

## South Carolina Need-Based Grant (SCNGB)

The South Carolina Need-Based Grant Program is awarded by the State of South Carolina. The program is designed to provide additional financial assistance to South Carolina's neediest students who wish to attend college in the State of South Carolina. Awards are contingent on funding availability so apply early. In addition to completing the FAFSA, a student must submit the SCNGB Affidavit Form which certifies the following:

- Be a resident of the State of South Carolina.
- Be enrolled or accepted for enrollment in an eligible program of study that is not less than one year in length. Students must be working toward an associate degree, diploma, or a certificate.
- Possess a high school diploma or a recognized equivalent of a high school diploma.
- Maintain Satisfactory Academic Progress as defined by the institution in accordance with Title IV regulations, and complete a minimum of 24 semester hours as a full-time student or 12 semester hours as a part-time student per academic year.
- Receive the grant not more than four semesters for a two-year degree program, or two semesters for a one year certificate or diploma program.
- Be of good moral character with no felony convictions.

## Financial Assistance Programs - Local

### TCL Future Alumni Scholarship

Technical College of the Lowcountry Foundation Inc. awards assistance to a number of deserving students each year. All students admitted to TCL and meeting scholarship requirements including completion of a valid FAFSA, verifiable unmet costs associated with tuition fees and books, enrollment in at least six credit hours and a minimum GPA of 2.5, are automatically considered for the scholarship for which they might qualify. **No additional application or materials are required.** For more information, please contact the Financial Aid office.

### B3 Building A Better Beaufort Scholarship

The "B3 Scholarship" ensures any Beaufort County School District graduate who meets certain academic eligibility and application filing criteria will be guaranteed at least two years of college tuition free at TCL. The first scholarships were awarded to students graduating in the Class of 2014. B3 funds are last funds in. Students must apply for an be considered for all other forms of financial aid first. If any remaining tuition (not fees) costs exist the B3 funds will pay for those tuition expenses. To be considered students must have both their TCL Admission Application and their Financial Aid Application (FAFSA) with TCL's School Code **submitted by May 25<sup>th</sup>** for the 2015-2016 academic year. For the most up to date initial and renewal criteria, please see the B3 website at [www.tcl.edu/b3](http://www.tcl.edu/b3).

## Financial Assistance Programs - Veterans and Military

# Veterans Education Benefits

TCL is an approved institution for administering the educational benefit programs of the Veterans Administration (VA). The College is committed to serving veterans and their eligible dependents.

Curriculum courses are approved for training under Title 38 of the U.S. Code, Chapter 30 (New GI Bill or Montgomery Bill), Chapter 31 (Disabled Veterans), Chapter 32 (VEAP), Chapter 33 (Post 9/11), Chapter 34 (Old GI Bill), Chapter 35 (Widows and War Orphans), or Chapter 1606 and 1607 (National Guard & Reserves). Note: Chapter 1607 (REAP) benefits are being phased out, effective immediately. New students may apply for other VA benefits for which they may be eligible.

No benefits will be paid for a class or a degree that is not authorized and approved by the VA. For more information, contact the TCL Veterans Services Office on the Beaufort campus in Building 2, Coleman Hall at 843- 470-6055. Students who may be eligible for Veterans benefits should contact the Financial Aid/ Veterans Education Benefits Office for information on how to apply. Applications should be submitted **at least eight weeks prior to enrollment to allow time for processing.**

**All veterans must present a copy of their schedule to the Financial Aid/Veteran Office, including all schedule changes. Failure to follow this step may delay credit certification, which delays payments from the Veteran Affairs Administration.**

Admission requirements are the same as those for other students. **The VA is responsible for determining eligibility, enrollment status and awarding benefits.** Each student is responsible for notifying the Veterans Services Office of any changes in personal data, career goals, or changes in class schedule.

## Payment for Veterans Benefits

For payment purposes, 12 credit hours per semester is considered full-time attendance for the fall and spring semesters; the VA pays only for the minimum number of semester hours. Semester hour requirements vary during summer term. Please consult with the VA for actual enrollment status in the summer term.

## Advance Payment Policy for Veterans

Students eligible for VA benefits may apply for an advanced payment from 45 days, but no more than 120 days, prior to the first day of the term. Application processing takes from six to eight weeks after submission to the VA, and the first payment includes pay for all days in the month the term begins the month following the end of the term.

## Chapter 1606 or 1607 (Reserve and National Guard) Benefits

Developmental courses offered at TCL are not applicable for payment by the VA for those using Chapter 1606 or 1607 benefits with contracts signed prior to October 1, 1990. Students enrolled under this chapter must carry a minimum of six semester hours. If credit hours fall below six, only the cost of tuition will be paid by the VA.

## Previous Training (prior credits) Transcripts for Veterans

It is the student's responsibility to obtain official transcripts from all schools and colleges they have previously attended to verify previous training and prior credits. The student will receive VA benefits for only ONE term unless all transcripts are submitted to TCL's Enrollment Services Office during the student's first term at TCL.

# Chapter 33 - Post 9/11 GI Bill

This benefit is for service members and veterans who served at least 90 days on active duty excluding training after September 10, 2001. You may also qualify if you served a minimum of 30 days and got discharged with a service connected disability. Depending on how much time was served after this date determines what percentage you will be rated. If you have been discharged from the military you must have an honorable discharge or one of three medical discharges, (EPTS) Existing Prior to Service, (HDSP) Hardship, or (CIWD) Condition Interfering with Duty to qualify.

## Benefits

**Under Chapter 33, tuition and fees are paid directly to the school** and will not surpass the schools in-state tuition rate which is \$191.00 per credit hour. **Note:** the tuition that the VA pays will not cover out of state tuition so it is very important to get classified as an in-state resident or you could be financially responsible for the remaining balance per credit hour even if you are classified at 100% for Chapter 33 benefits. The State of South Carolina has recently made changes to the way residency is determined for Veterans. Please consult with the Admissions Office to verify that your residency status is accurate.

**Monthly Housing Allowance is paid directly to the student** and equals the BAH rate for an E-5 with dependents no matter what your pay grade was or is with the military. BAH is now calculated by taking the amount of credits you are attending and dividing that number by the full time enrollment rate for that particular semester. Rates for a Veterans BAH allowance are determined by the Veterans Affairs Administration **and are not within the control of TCL.**

**Books and Supplies Stipend is paid directly to the student** each school year. This is calculated according to your percentage and caps off at 24 credit hours, no matter how those credits are organized throughout the school year.

### Applying for Chapter 33 Benefits

Now that you are ready to attend TCL there are a few steps that need to be completed so that your transition to the college is as smooth as possible. The first step is to complete the application process for your benefits. Here are the steps to complete the VA Online Application or VONAPP:

- Apply online at <http://vabenefits.vba.va.gov/vonapp>.
- If you have never used this site before, you will need to create a user name and password.
- Completing the 22-1990 application online allows you to sign it electronically, as well as submit it to the VA electronically. As a result, the application process is more streamlined and is usually processed quickly.

The result of completing the VONAPP is a Certificate of Eligibility. This letter is sent to your address and it indicates what benefits you qualify for, and will be used to process your VA paperwork at TCL. Paper applications are available through the TCL Financial Aid and Veterans Education Benefits office, however please be aware that if you fill them out on campus, they are sent via US Postal service and it can delay your approval.

If by the time you have registered for classes you have not received your Certificate of Eligibility, we strongly encourage you to stop by the Financial Aid and Veterans Education Benefits office with your **22-1990 application** so that we can start the process of certification for you. Please keep in mind that although your enrollment will be sent to the VA, it does not mean the VA can process it. **Your application must be approved by the VA before your certification can be completed.** If you have already registered for classes, please **DO NOT wait for your certificate of eligibility to arrive in the mail.** This will delay the certification process at the school as well as with the VA.

The primary goal of the Veteran's Affairs Office at TCL is to set up each student's benefits as soon as possible.

## Requirements to be certified for Chapter 33 Benefits

### New Students

- Certificate of Eligibility OR
- 22-1990 Application

#### **Transfer Students**

- 22-1995
- Certificate of Eligibility (if you still have a copy)

#### **Transient Students**

- Facts.org paperwork
- Certificate of Eligibility (if you still have a copy)

The above items should be brought to the VA Representative at the Beaufort Campus, or dropped off at any of our campuses for routing to the VA. Please submit this information after you have registered for classes and prior to fee payment deadlines. The rest of your requirements will be provided to you by a VA Representative after the above documents have been received and reviewed.

As a **student using chapter 33** you are entitled to a VA tuition deferment **every semester** at TCL. This deferment allows you a 60 day extension for payment of your tuition and fees. Chapter 33 recipients are still eligible to apply for federal Financial Aid through the FAFSA at [www.fafsa.gov](http://www.fafsa.gov). In fact, we strongly encourage you to apply in the event that you need additional financial assistance while at TCL.

Applying for Financial Aid can also serve as a backup for payment to the college in the odd event that your benefits are delayed. **All Credit hour Programs at TCL are approved for VA certification and benefits.**

## **Chapter 30 - Montgomery GI Bill**

This chapter of benefits is for active duty service members who served a minimum of two years on active duty and contributed \$1,200.00 for the bill. Chapter 30 can provide up to 36 months of education assistance. You may use this benefit while on active duty or once you have ended your contract with your branch of service. If you are a veteran you must also have an honorable discharge or you may lose your chapter 30 benefits. If for any particular reason your contract ended early you need to make sure that your early discharge does not conflict with the use of your benefits. If you have any questions regarding these matters, please contact the VA at 1-888-442-4551.

## **Applying for Chapter 30 Benefits**

Now that you are ready to attend TCL there are a few steps to complete that will make your transition here as smooth as possible. The first thing that needs to happen is applying for benefits.

- Go on line to <http://vabenefits.vba.va.gov/vonapp>.
- Here you will need to create a user name and password if you have never used this site before. The key is to be able to put your electronic signature on the bottom of the application so that you can send it electronically to the VA. This is important because it can speed up the process of getting your Letter of Eligibility sent to your address that you will be able to use benefits.

If by the time you have registered for classes you have not received your Letter of Eligibility you are highly encouraged to stop in with your 22-1990 application and your DD-214 (Member 4 Copy) so that we can start the process of certification for you. Although we can certify your enrollment, the VA may not be able to process it. They still have to process your application before your certification. Please **DO NOT** wait until your letter of eligibility has come in if you already registered for classes. This will only hold up your VA process. Our goal is to set up your benefits as soon as possible so that you can be compensated for your hard work and dedication to our country.

## **Requirements to be Certified Under Chapter 30 at TCL**

## **New Students**

- Certificate of Eligibility OR
- 22-1990 Application

## **Transfer Students**

- 22-1995
- Certificate of Eligibility (if you still have a copy)

## **Transient Students**

- Facts.org paperwork
- Certificate of Eligibility (if you still have a copy)

The above items should be brought to the VA Representative at TCL and turned in once you have registered for classes. The rest of your requirements will be provided to you by the Representative once we have received the above documents.

As a new student you are entitled to request an advance payment for the first semester of attendance; however the VA requires a forty-five (45) day advance notification. If you need the advance payment, please see the VA Coordinator or email your request to [financialaid@tcl.edu](mailto:financialaid@tcl.edu), or call 843-470-6055 to schedule an appointment with the VA Representative.

Please remember, your tuition is still due by the school's scheduled fee payment deadline. If tuition is not paid by the fee payment deadline date you will likely be deregistered from your classes. You may also submit your FAFSA and apply for Federal Title IV aid in addition to using your Chapter 30 benefits. If approved it can make the transition from semester to semester an easier one. It can also help if your benefits are held up for any reason.

# **WAVE**

WAVE (Web Automated Verification of Enrollment) is a system used to verify your enrollment at TCL each and every month. If this process does not happen the monthly entitlement will not be sent out, even if the VA Representative certified you at the beginning of the semester. This process can be completed either on line at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling the voice response system at 1-877-823-2378.

# **Chapter 35 - Survivors & Dependents Assistance**

This benefit is for spouses and children of veterans who passed away, or are 100% disabled as a result of a service-connected situation to include MIA (Missing In Action) and POW (Prisoner Of War). Chapter 35 benefits can provide up to 45 months of full-time benefits. If you are the spouse of a qualifying veteran you have 10 years from date of eligibility to use the benefits or 20 years if the veteran passed away while on active duty. Children may use the benefit from the age of 18 to 26. If there are any issues with these time constraints you may be able to have them extended by contacting the VA at 1-888-442-4551.

## **Applying for Benefits**

Now that you are ready to attend TCL there are a few steps that need to be completed so that your transition to the college is as smooth as possible. The first step is to complete the application process for your benefits. Here are the steps to complete the VA Online Application (VONAPP):

- Apply online at <http://vabenefits.vba.va.gov/vonapp>
- If you have never used this site before, you will need to create a user name and password.
- Completing the 22-5490 application online allows you to sign it electronically, as well as submit it to the VA electronically. As a result, the application process is more streamlined and is usually processed quickly. The result of



completing the VONAPP is a Certificate of Eligibility. This letter is sent to your address, indicates what benefits you qualify for, and will be used to process your VA paperwork at the Technical College of the Lowcountry.

If by the time you have registered for classes you have not received your Certificate of Eligibility, we strongly encourage you to stop in Financial Aid and Veterans Education Benefits office with your 22-5490 application so that we can start the process of certification for you. Please keep in mind that although your enrollment will be sent to the VA, it does not mean the VA can process it. Your application must be approved by the VA before your certification can be completed. If you have already registered for classes, please DO NOT wait for your certificate of eligibility to arrive in the mail. This will delay the certification process at the school as well as with the VA.

## Requirements to be Certified Under Chapter 35 at TCL

### New Students

- Certificate of Eligibility OR
- 22-5490 Application

### Transfer Students

- 22-5495
- Certificate of Eligibility (if you still have a copy)

### Transient Students

- Facts.org paperwork
- Certificate of Eligibility (if you still have a copy)

The above items should be brought to a VA Representative at our Beaufort Campus after you have registered for classes. The rest of your requirements will be provided to you by a VA Representative after the above documents have been received and reviewed. Please be aware that while using VA benefits, tuition and fees are due to the school by the scheduled due date.

If tuition is not paid by that scheduled date, you may be deregistered from your classes.

Chapter 35 recipients are still eligible to submit their FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We strongly encourage you to apply in the event you need additional financial assistance while at TCL. Applying for Financial Aid can also serve as a backup for payment at the college in the odd event that your benefits are delayed.

## Chapter 1606 - Selected Reserve Montgomery GI Bill

This benefit is for members of the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves as well as the Army National Guard and the Air National Guard. Chapter 1606 can provide up to 36 months of education benefits for those individuals as long as they have completed their initial active duty training and are in good standing with their reserve unit. Benefits typically last 14 years from date of eligibility or when you get discharged, whichever comes first. If you were not able to use your benefits you can call the VA to possibly get an extension by calling 1-888-442-4551.

## Applying for Chapter 1606 Benefits

Now that you are ready to attend TCL there are a few steps that need to be completed so that your transition is as smooth as possible. The first step is to complete the application process for your benefits online through the VA Online Application (VONAPP):

- Apply online at <http://vabenefits.vba.va.gov/vonapp>

*If you have never used this site before, you will need to create a user name and password.*

Completing the 22-1990 application online allows you to sign and submit electronically, as well as submit it to the VA electronically. As a result, the application process is more streamlined and is usually processed quickly. The result of completing the VONAPP is a Certificate of Eligibility. This letter is sent to your address, indicates what benefits you qualify for, and will be used to process your VA paperwork at TCL.

If you do not yet have your Certificate of Eligibility, we strongly encourage you to stop in Financial Aid and Veterans Education Benefits office with your 22-1990 application and your NOBE (Notice of Basic Eligibility) so that we can start the process of certification for you. Please keep in mind that although your enrollment will be sent to the VA, it does not mean the VA can process it. Your application must be approved by the VA before your certification can be completed. If you have already registered for classes, please DO NOT wait for your certificate of eligibility to arrive in the mail. This will delay the certification process at the school as well as with the VA.

## **Requirements to be certified at the Technical College of the Lowcountry**

### **New Students**

- Certificate of Eligibility OR
- 22-1990 Application
- NOBE (Notice of Basic Eligibility)

### **Transfer Students**

- 22-1995
- NOBE (Notice of Basic Eligibility)
- Certificate of Eligibility (if you still have a copy)

### **Transient Students**

- Facts.org paperwork
- NOBE (Notice of Basic Eligibility)
- Certificate of Eligibility (if you still have a copy)
- The above items should be brought to a VA Representative at our Beaufort campus after you have registered for classes. You may also drop the forms at any of our sites and it will be routed to the VA Certifying Official.
- The rest of your requirements will be provided to you by a VA Representative after the above documents have been received and reviewed.
- Please be aware that while using VA benefits, tuition and fees are due to the school by the scheduled due date. If tuition is not paid by that scheduled date, your classes may be dropped.
- Chapter 1606 recipients are still eligible to apply for other federal financial aid FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). In fact, we strongly encourage that you apply in the event that you need additional financial assistance. Applying for financial aid can also serve as a backup for payment at the college in the odd event that your benefits are delayed.

## **WAVE**

WAVE (Web Automated Verification of Enrollment) is a system used to verify your enrollment at TCL each and every month. If this process does not happen the monthly entitlement will not be sent out, even if the VA Representative certified you at the beginning of the semester. This process can be completed by either going on line at [www.gibill.va.gov](http://www.gibill.va.gov) or you can call the voice response system at 1-877-823-2378.

# Chapter 1607 - Reserve Educational Assistance Program (REAP)

This chapter of benefits is for reservist either in the Selected Reserves or Individual Ready Reserve (IRR) and National Guard who are ordered to active duty in response to a war or national emergency, if declared by the President or Congress. Chapter 1607 can provide up to 36 months of education assistance, and benefits may be used while in the reserves. You can also use it after your contract ends with your branch of service for up to 10 years if you separate from the Selected Reserves and Not the Individual Ready Reserves or National Guard. If you have any questions regarding these matters you may contact the VA at 1-888-442-4551.

## Applying for Chapter 1607 Benefits

Now that you are ready to attend TCL there are a few steps that need to be completed so that your transition to the college is as smooth as possible. The first step is to complete the application process for your benefits through the VA Online Application (VONAPP):

- Apply online at <http://vabenefits.vba.va.gov/vonapp>
- If you have never used this site before, you will need to create a user name and password.
- Completing the 22-1990 application online allows you to sign it electronically, as well as submit it to the VA electronically. As a result, the application process is more streamlined and is usually processed quickly.
- The result of completing the VONAPP is a Certificate of Eligibility. This letter is sent to your address, indicates what benefits you qualify for, and will be used to process your VA paperwork at the Technical College of the Lowcountry.

If by the time you have registered for classes you have not received your Certificate of Eligibility, we strongly encourage you to visit the Financial Aid and Veterans Education Benefits office with your 22-1990 application so that we can start the process of certification for you. Please keep in mind that although your enrollment will be sent to the VA, it does not mean the VA can process it. Your application must be approved by the VA before your certification can be completed. If you have already registered for classes, please DO NOT wait for your certificate of eligibility to arrive in the mail. This will delay the certification process at the school as well as with the VA.

## Requirements to be certified at the Technical College of the Lowcountry

### New Students

- Certificate of Eligibility OR
- 22-1990 Application

### Transfer Students

- 22-1995
- Certificate of Eligibility (if you still have a copy)

### Transient Students

- Facts.org paperwork
- Certificate of Eligibility (if you still have a copy)
- The above items should be brought to a VA Representative.
- The rest of your requirements will be provided to you by a VA Representative after the above documents have been received and reviewed.

- Please be aware that while using VA benefits, tuition and fees are due to the school by the scheduled due date. If tuition is not paid by that scheduled date, your classes will be dropped.

Chapter 1607 recipients are still eligible to apply for the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We strongly encourage you apply in the event that you need additional financial assistance while at TCL. Applying for financial aid can also serve as a backup for payment at the college in the odd event that your benefits are delayed.

## WAVE

WAVE (Web Automated Verification of Enrollment) is a system used to verify your enrollment at TCL each and every month. If this process does not happen the monthly entitlement will not be sent out, even if the VA Representative certified you at the beginning of the semester. This process can be completed online at [www.gibill.va.gov](http://www.gibill.va.gov) or by calling the voice response system at 1-877-823-2378 if you don't have access to the internet.

## Cost of Attendance

The following are average\* costs of attendance for a full-time student attending both the Fall and Spring Terms of the 2015-2016 school year (9 month budget for Fall and Spring) :

	SC Resident Living Independently	SC Resident Out-of-Area Living Independently	Non-SC Resident Out of State Tuition
Tuition & Fees	3,469	3,469	7,149
Books & Supplies	1,240	1,240	1,240
Room & Board	6,600	6,600	6,600
Transportation & Personal Expenses	4,977	6,705	6,705
Total 9 Months Budget	16,286***	18,014***	21,724***

\* It is very important to note the average expenses are estimated based on local cost of living information for use in calculating financial aid eligibility. Individual expenses vary based on your choice of lifestyle and living arrangements.

Fees not included in the cost of attendance chart as listed above include **program specific fees**, courses having high course cost fees, insurance fees, etc. Fees and billing are handled by the Business Office and information on specific course fees can be located <http://www.tcl.edu/tuition-fees>.

\*\* Non-South Carolina Residents include out-of-state students and international students.

\*\*\*This cost of attendance is subject to revision after the publication of the 2015-2016 catalog. Please check online at <http://www.tcl.edu/financial-aid> for updates and additions to the Cost of Attendance.

## What will it cost to attend The Technical College of the Lowcountry?

College cost, which is sometimes referred to as the Cost of Attendance (COA), includes both direct and indirect costs. Students are advised to review their budget and plan ahead. Financial aid is available to assist with meeting your needs up to your total cost of attendance and cannot exceed the cost of attendance.

## **Direct costs at the Technical College of the Lowcountry**

These are costs that the family is billed for by the College, such as tuition and fees. Tuition is set based on a semester credit hour charge. For example, a full-time student enrolled in 4 classes (3 credit hours per class) will be charged for 12 credit hours and any associated course fees.

## **Indirect costs while attending The Technical College of the Lowcountry**

These are the costs that don't show up on the College bill. They include books, supplies and travel, as well as personal expenses such as laundry, telephone, and food. Since you will be living off-campus, room and board costs will also be indirect costs. You can control indirect costs to some degree, by making smart spending choices.

**Five Basic Cost Components TCL uses to determine your Cost of Attendance (COA) for Federal Student Aid Purposes**

### **Tuition and Fees - Direct Cost**

These are the charges for your education. They may vary based on academic program and number of credit hours attending each semester. The tuition and fee charges will appear on the bill. At TCL, your COA will represent the average tuition and fees for a student.

### **Books and Supplies - Indirect Cost**

This expense covers your course materials. At TCL, your Books and Supplies component will represent the average cost for a student. You can charge books and supplies against your financial aid awards at the TCL Bookstore prior to the start of the semester.

### **Room and Board - Indirect Cost**

TCL does not have on-campus housing so it is necessary for students to make an estimate of these expenses.

### **Personal Expenses - Indirect Cost**

The costs for things like laundry and telephone fall under personal expenses. Keep careful track of these as they can quickly build up.

### **Transportation - Indirect Cost**

Transportation is added to your COA and represents a student's average cost for transportation.

# Disclaimer

*The Financial Aid Office has taken care to insure the accuracy and timeliness of the information contained in this publication. However, contents are subject to change without notice because of changing federal, state or institutional policies. All financial aid awards are contingent upon availability of funds and the student's final eligibility determination.*

## Maintaining Eligibility for Financial Aid

### Duration of Eligibility

Students receiving financial assistance through federally-funded programs will be required to complete their curriculum programs within a specified time period. Duration depends upon program of study and enrollment status. Please consult with the Financial Aid Representative to review your specific timeframe.

## Standards of Satisfactory Academic Progress for Recipients of Financial Aid

### SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Students receiving financial assistance through a federal program or S.C. Need Based Grant must be making satisfactory academic progress toward a degree, diploma or certificate. The financial aid office must monitor the progress of all students to ensure that they are making satisfactory progress toward completion of their program in a reasonable period of time. This policy is in addition to the academic standards required by the College. The cumulative review determines the student's eligibility for financial assistance based on his or her academic history. Whether the student has received financial assistance previously is not a factor in determining eligibility.

### Communication with You

- Your SAP status will be evaluated after each semester in which you were enrolled.
- Provided you have applied for financial aid, you will be notified via email to your TCL email account if your status changes.
- You must review your email and announcements regularly to ensure you have the latest information about your financial aid and SAP status.

### Qualitative Standard (Financial Aid Grade Point Average)

- Students are required to maintain a minimum cumulative (total) Financial Aid Grade Point Average (FA GPA) of 2.0.
- Students are placed on Financial Aid Warning if their cumulative FA GPA is less than 2.0. (See Warning section.)

### Quantitative Standard (Completion Rate)

- The minimum completion rate requires students to earn at least 67% of the cumulative credit hours attempted.

- Courses with grades of W, F, WF, I, U, WP and NC are not considered completed courses.
- Students may repeat a course, but all attempts will count toward the student's completion rate. If the repeated course was previously one of the grades listed above, both attempts will count toward the student's completion rate.
- Students are placed on Financial Aid Warning if their cumulative completion rate is less than 67%. (See Warning section.)

#### **Maximum Time Frame (MTF)**

- Students may receive financial aid for 1.5 times the published length of their program of study. For example, a student enrolled in a 60 credit hour program is eligible until 90 credit hours are attempted ( $60 \times 1.5 = 90$ ).
- Students may repeat a course, but repetitions will count toward the maximum time frame.
- Students may change majors as long as they are not on probation. When a student changes majors, all coursework that would count toward the student's new major, both attempted and completed, will be counted in the Maximum Timeframe calculation.
- Once the maximum number of hours is attempted, students are placed on Financial Aid Suspension (See Suspension section.)
- Per federal requirements, if the Financial Aid Office determines that it is mathematically impossible for a student to complete their program within the established timeframe, the FAO is required to suspend the student at the point that they determine that completion within the timeframe is no longer mathematically possible.
- To reestablish eligibility, students must have an approved appeal. (See Appeals section.)

#### **Remedial Courses**

- Remedial courses are defined as zero level and 100 level courses (MAT-101 is also included).
- A student may only attempt or count for enrollment status purposes up to 30 remedial hours.
- Remedial courses will not count for SAP purposes in the maximum time frame calculation.
- Remedial courses will count for SAP purposes in the completion rate and FA GPA calculations.

#### **Transfer Credit Hours**

- Transfer hours do not count toward a student's cumulative FA GPA calculation.
- Transfer hours are added to the total hours attempted and completed at TCL to assess the completion rate.
- Transfer hours in the student's program of study are added to the total hours attempted at TCL to assess the maximum time frame.

#### **Academic Forgiveness and Financial Aid**

- The Department of Education does not recognize academic forgiveness for purposes of financial aid, so all coursework previously completed must be counted for purposes of financial aid whether forgiven or not.
- Therefore, academic forgiveness of previous unsatisfactory grades on an academic transcript has no effect on a student's eligibility or lack of eligibility for financial aid.

#### **Warning**

- The minimum credit hour completion rate and the FA GPA standard are assessed at the end of each semester. If students do not earn at least the minimum cumulative grade point average and/or complete at least the minimum cumulative number of credit hours required, they are placed on Financial Aid Warning for the next semester attended.
- Financial aid eligibility continues during the Warning period.

- **During the warning period, students must bring up their cumulative FA GPA to at least a 2.0 and their cumulative completion rate to at least a 67 percent.**
- Because it is *extremely* important for students to be successful during their warning period, students are advised to resolve their difficulties *prior* to registering for a warning or probationary period.
- If students meet SAP requirements after their Warning semester, they will be back in Satisfactory standing for the next semester. If students do not meet the SAP requirements of a 2.0 cumulative FA GPA and 67% completion rate by the end of the Warning semester, they will be Suspended. (See Suspension section.)

### Suspension

- Students who fail to meet one or more requirements of the SAP policy for more than one consecutive semester are placed on Suspension.
- A student who is Suspended is no longer eligible for federal financial aid, including Direct Loans and Federal Work Study. Students may also lose other aid, including some grants and scholarships.
- Students have the option to pay for classes out-of-pocket until they have reestablished eligibility under the SAP standards. Students are required to notify the Financial Aid Office when they believe they have reestablished eligibility.
- Students may also submit an appeal to attempt to regain eligibility for financial aid. (See Appeals.)

### Appeals

- To reestablish eligibility students must submit and have an approved appeal. Students must explain and prove why they were not able to be successful in previous semesters. Students must provide explanations and documentation of extenuating circumstances for all semesters in which they did not meet the requirements.
- Examples of acceptable extenuating circumstances include: prolonged hospitalization, death in the family, or unexpected change in work hours that conflicted with the class schedule. Extenuating circumstances must be verified with third-party documentation. Acceptable documentation must verify the circumstances and be date-specific to the required term. Examples of acceptable documentation are: medical records or doctor's letter, court documents, employer or supervisor's letter, death certificate, obituary or funeral program (name and relationship must be outlined in obituary or funeral program), etc. Third-party letters must be on official organization or company letterhead.
- Because a student is aware during their warning semester of the requirements to reestablish a satisfactory academic standing, extenuating circumstances do not include situations which are voluntary or ongoing, such as being a single parent or working full-time while attending school. They also do not include attending class many years ago, taking coursework while in high school, or paying out-of-pocket for the semester(s) in which they were unsuccessful.
- Appeals for suspension of financial aid are reviewed by the Director of Financial Aid or a designated committee.
- The number of appeals will be limited to two (2) per student and forms may be obtained from the financial aid office or on the website at [www.tcl.edu/FinancialAid](http://www.tcl.edu/FinancialAid) under "Financial Aid Forms."
- Students must complete the form in its entirety and provide all supporting documentation at time of submission of their appeal. The explanation of extenuating circumstances and supporting documentation must correlate to the semester or semesters in which the student was not successful, not necessarily the semester in which the student was suspended.
- Appeals for Maximum Timeframe should include from the Registrar's Office a signed statement showing the total number of hours attempted and completed in the current program of study and the number of remaining classes needed to complete the program of study. This documentation should be submitted with the appeal. It is the student's responsibility to request this statement and to include it with the appeal paperwork.
- Appeals are reviewed in the order in which they are received. Students will be notified via email of the decision
- If the Director/Committee determines that justifiable evidence of extenuating circumstances exists, a student may receive an extension of financial aid eligibility. The student would then be subject to all probationary requirements. (See Probation.)
- If the Director/Committee determines that the student has not provided adequate evidence that the circumstances were beyond the student's control, the student must complete at least six credit hours in one semester with no financial



assistance. The student must have a 100% completion rate for the semester and have a semester FA GPA above 2.5 in order to be eligible to appeal again.

### **Probation**

- To remain eligible for aid during a probationary period, students must complete and agree to an Academic Plan. During the probationary period, students must complete 100% of the attempted hours, have at least a 2.5 semester FA GPA and continue to follow the academic plan. Students will not be allowed to switch majors while on probation and may only take coursework required for graduation in their program of study.
- Students who meet the above requirements will remain on continued probation.
- If students do not meet these requirements, they will be placed on financial aid suspension. ([See Suspension After Probation.](#))
- Students on probation who increase their cumulative completion rate to 67% or higher and their cumulative FA GPA to 2.0 will be moved back to a Satisfactory status as long as they have not already exceeded their Maximum Timeframe.

### **Suspension After Probation**

- Students who are placed on probation but fail to maintain any part of their agreed-upon Academic Plan will be suspended.
- Students must register for and complete at least six credit hours without financial assistance (excluding Lottery Tuition Assistance).
- If the student completes at least six credit hours within a single term with a 100% completion rate and at least a 2.5 or higher semester FA GPA, he or she will be eligible to appeal again (second allowed appeal).
- If students choose to appeal, they must explain and document the extenuating circumstances that prevented them from being successful *during their probationary semester*. The student may not appeal using the same extenuating circumstances for which they appealed before, even if the issue is the same. In *rare cases* for emergency situations, students may be allowed to appeal again without completing the required six credit hours. This will be decided on a case-by-case basis at the discretion of the Director/Committee.

## **Academic Progress for Veterans**

### **Satisfactory Grade Point Average**

Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative GPA of 2.0 to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry. Students dropping classes after the fourth week of a term should provide the College's Veterans Services Office with a statement indicating any mitigating circumstances. This statement will be sent to the regional Veterans Administration for consideration in determining any overpayment. It is the student's responsibility to notify the Office of Veterans Services of any change in course load and/or course substitutions and grade changes.

### **Notification of Standards of Progress**

Each student receiving Veterans Administration educational benefits will receive a copy of the Standards of Progress (SOP) from the Veterans Services Office at the time of initial certification. Should the student fail to make satisfactory academic progress, the student and the Veterans Administration will be notified at the conclusion of any term upon failure to meet minimum standards for three consecutive terms, at that time benefits will be terminated.

### **Refunds/Returns - Federal Title IV and Veterans Administration**

TCL adheres to Federal Program guidelines in its refund policy for Title IV, Federal Financial Aid Programs. Students receiving Title IV funds follow the same refunding schedule outlined above. However, if a student completely withdraws after the

College's official award date, a return of unearned assistance is calculated for the appropriate program in accordance with federal guidelines.

Federal regulations require a student to attend all courses in which they are registered to earn the aid in which they have been awarded. Students who fail to attend class have earned no funding for the class in which they have failed to attend. All funding received for a course in which a student has failed to attend must be returned to the college immediately.

Federal regulations require that a student receiving financial assistance who withdraws from all classes prior to attending classes 60% of the term are required to return a portion of the financial aid award to the federal government. Adjustments will be made by the Financial Aid office when a student has completely withdrawn. The Business Office notifies the student of outstanding balances and any portion due to be returned as a result of a complete withdrawal.

## **Adjustments and refunds for the Title IV aid are administered according to current Title IV regulations**

### **Refunds>Returns - Veterans Benefits**

Refunds for students receiving Veterans Education Benefits will be issued to the student/veteran or returned to the Veterans Affairs Regional Offices in accordance with the current regulations and guidance of the United States Departments of Veteran Affairs.

### **Rights and Responsibilities of the Financial Aid Recipient**

As a student financial aid consumer you have the right to:

- Information about financial aid application procedures, cost of attendance, aid available, and renewal requirements as well as about the Technical College of the Lowcountry (TCL) academic programs and policies.
- Confidential protection of your financial aid records. The contents of your financial aid file are maintained in accordance with the Family Educational Rights and Privacy Act.
- Request a review of decisions made by the Technical College of the Lowcountry financial aid office staff. A letter discussing your situation in detail and the decision you wish to have reviewed should be submitted in writing to the Director of Financial Aid, Technical College of the Lowcountry, P.O. Box 1288, Beaufort, SC 29901-1288

You have the responsibility to:

- Complete applications correctly and on time.
- Read and understand all materials sent to you from Financial Aid Office and other financial aid agencies by e-mail and/or letter. Keep copies of all forms and materials submitted.
- Know and comply with the rules governing your aid programs.
- Maintain a current mailing address and phone number as well as your assigned student email account.
- Comply with the provisions of any promissory note and all other agreements you sign.
- Register for the number of credits required and maintain Satisfactory Academic Progress.
- Request personal assistance if you have questions or do not understand the information provided to you.

## **Catalog Home**

### **Welcome**

Welcome to TCL's online catalog! Here you can find all the information you need to know about the Technical College of the Lowcountry in an easy-to-use and streamlined web page. You can even view it on your mobile device when on the go or don't

have access to a computer. You can navigate to your information by following the links on the right side of this page or by using the Search Bar at the top. Use the Advanced Search feature if your results need to be more precise.

To begin using the catalog, select the relevant section in the navigation menu to your right. The navigation menu contains everything from programs of study, information about individual courses, financial aid information, and information about staff and faculty. **If you are looking for a catalog from a different year, please use the drop-down menu above.**

When viewing a particular page, you will find a series of buttons each with a unique function as described below:

1. **Print Degree Planner** - This button opens up a new tab/window and creates a print-ready and properly formatted version of the program you are currently viewing.
2. **Add to Portfolio** - This button will add the current page, program, course, etc to your own personal portfolio so that you can refer back to that information at a different time. You can create an account here.
3. **Share** - Share the current page of content on social media.
4. **Print-Friendly Page** - This will create a print-ready page of whatever content you are currently viewing.
5. **Help** - If you are having trouble navigating and using the catalog, please view the help page.

## The Technical College of the Lowcountry is a member of:

American Association of Community Colleges (AACC)

American Council on Education (ACE)

National League for Nursing (NLN)

### Accredited by:

Technical College of the Lowcountry is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees, Diplomas, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Technical College of the Lowcountry.

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326 • 404 975-5000

South Carolina Department of Labor Licensing and Regulation (SCLLR), Board of Nursing

Synergy Business Park, Kingstree Building, Suite 202, 110 Centerview Drive

P.O. Box 12367, Columbia, SC 29211-2367

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182 • 312 704-5300

Accreditation Council for Business Schools and Programs (ACBSP)

7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356

Surgical Technology Program  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
6 West Dry Creek Circle, Suite 210, Littleton, Colorado 80120-8031 • 303 694-9262

Physical Therapist Assistant Program  
Commission on Accreditation in Physical Therapy Education (CAPTE)  
1111 North Fairfax Street, Alexandria, Virginia 22314 • 703 706-3245

Early Childhood Associate Degree Program  
National Association for the Education of Young Children (NAEYC)  
1313 L Street NW, Suite 500, Washington, DC 20005-4101 • 202-232-8777 or 800-424-2460

Massage Therapy Program  
Commission on Massage Therapy Accreditation (COMTA)  
5335 Wisconsin Avenue, NW, Suite 440, Washington, D.C. 20015  
202 895-1518

Paralegal program approved by:  
American Bar Association (ABA)  
321 North Clark Street, Chicago, Illinois 60654-7598 • 800 285-2221

Cosmetology program licensed by:  
South Carolina Department of Labor, Licensing & Regulation (SCLRR)  
SC State Board of Cosmetology  
PO Box 11329, Columbia, SC 29211  
803 896-0226

## College Costs

## Business Regulations

Expenses are charged and payable by the semester since each semester is a separate unit of operation. All tuition and fees are due at the time of registration. Registration is not complete until all fees are paid and no student may be admitted to classes without having met all financial obligations. All payments are to be made by cash, check, debit card, American Express, Master Card or Visa credit card to the Cashier on campus or credit card payments may be made online. Payment by check is not permitted for students with a prior history of dishonored checks. There is a return check charge for any returned check given to the College. No student may re-enroll, register, graduate, or receive a TCL transcript until all accounts are settled. The term account includes any indebtedness to the College. All fees are subject to change by the Technical College of the Lowcountry.

## Tuition\*

- For the 2016 Fall semester, rates per semester hour are \$170 for residents in the TCL Service Area, which consists of Beaufort, Colleton, Hampton, and Jasper. For the 2016 Fall semester, rates per semester hour are \$195 for Non-Service Area, \$378 for Out-of-State students, and \$406 per semester hour for international students. **Tuition rates are subject to change. Check [www.tcl.edu](http://www.tcl.edu) for the most accurate tuition information.**
- Registration for courses at TCL incurs tuition and fee charges. A student who registers for classes at TCL agrees to the terms of the Tuition Promissory Note (See Additional Important Information-Tuition Promissory Note).
- Tuition is subject to change after the publication of this catalog.

- See the Admissions, Assessment and Registration section of the catalog for information regarding Determination of Residency.

## Fees and Other Expenses\*

Capital Fee	\$4	Per Credit Hour
Diploma Replacement Fee	\$25	Due when reorder request is submitted
Dishonored Check Fee	\$30	Applies to each dishonored check
Experiential Credit Fee	\$35	Due prior to evaluation of learning
Registration Fee	\$50	Per semester
Transcript Fee	\$8-15, depending on method	Due when requested
Testing Fees		
CLEP/Dantes	\$25	Due prior to test
Program Specific Fees		
Microsoft Exam Fee	\$60	Industrial Technology
Background and Drug Screen Fee	\$99	Health Science Applicants
Massage Therapy Exam Fee	\$195	Massage Therapy
Massage Therapy Insurance	\$20	Massage Therapy
Nursing Malpractice Insurance	\$20	All Health Sciences Programs
Nursing Testing Fees	\$700	Nursing
Physical Therapist Assistant Exam Fee	\$35	Physical Therapist Assistant
Physical Therapist Assistant Insurance	\$20	Physical Therapist Assistant
Rad Tech Dosimeter Badge	\$120	Radiologic Technology
Rad Tech Insurance	\$20	Radiologic Technology
Rad Tech Examination Fee	\$167	Radiologic Technology

Rad Tech Testing Review Fee	\$80	Radiologic Technology
RAD Online Registry Review Fee	\$80	Radiologic Technology
RAD Employment Verification Fee	\$20	Radiologic Technology
Surgical Tech Dosimeter Badge	\$120	Surgical Technology
Surgical Tech Insurance	\$20	Surgical Technology
Surgical Tech Progress Assess Exam	\$40 (twice a year)	Surgical Technology
Surgical Cert. Test	\$190	Surgical Technology
Surgical Tech Student Membership Fee	\$45	Surgical Technology
SUR Employment Verification Fee	\$20	Surgical Technology
TEAS	\$60	Health Science Applicants
Background/Drug Screen	\$99	Health Science Applicants

A **\$25 course fee** will be applied to certain classes. This fee helps offset the expense of consumables, laboratory equipment, software, and additional instruction. See the list at [www.tcl.edu/coursefees](http://www.tcl.edu/coursefees).

**\*Tuition rates, fees, and refunds are subject to change without prior notice. All fees are non-refundable. For current tuition information consult the TCL website at [www.tcl.edu](http://www.tcl.edu).**

## Average Total Costs

Typical average semester expenses for a South Carolina resident, excluding room and board, transportation, tools, and personal expenses are as follows:

### 2016 Fall Semester (without Lottery Tuition)

Tuition (assuming 12 credit hours)	\$2,040
Registration & Capital fees	\$98
Total (Approximate)*	\$2,138

*\*Tuition and fees subject to change*

## Payment of Tuition/Fees

- Students may pay tuition and fees at the Cashier Office on the Beaufort campus, Hampton H. Mungin Center, New River. Students may also pay online at <http://webadvisor.tcl.edu>.

- All payments are to be made by cash, check, debit card, American Express, MasterCard or Visa credit card to the Cashier. Identification is required.
- Bank card charges are subject to receipt of authorization from the banking institution. Such charges may not be made by phone.
- A tuition payment plan administered by the College is available. See [www.tcl.edu/pay-your-bill](http://www.tcl.edu/pay-your-bill) for more information.
- Students whose tuition and fees are paid by a sponsoring agency or employer must contact the Business Office and submit required documentation prior to registration.
- Contact the Business Office at 843-525-8252.

## Refund Policy

Tuition refunds will be made in accordance with the College's published refund policies. Students must complete course add/drop or withdrawal procedures to be considered eligible for a refund. Refund checks to the student or appropriate sponsoring agency will be processed within fifteen business days of the receipt of the request in the Business Office. Refunds of tuition for withdrawal or net reduction of credit hours are computed according to the withdrawal or add/drop date and staff fees are not refundable:

100% Refund	Seven (7) calendar days
50% Refund	8th - 21st calendar day of the term
0% Refund	After 21st day of the term

Refunds for terms that vary in length from the semester term will be prorated in proportion to the semester schedule. An administrative processing fee will be applicable to student requested refunds.

## South Carolina Residents 60 Years of Age

In accordance with South Carolina Act 1218 of 1974, as amended, legal residents of South Carolina who are 60 years of age or older may attend classes for credit or audit purposes on a space available basis without the required payment of tuition, provided that the following criteria are met:

- The individual must not receive compensation as a full-time employee.
- The individual must meet course admissions requirements.
- The class must have met the minimum class size required, excluding senior citizen enrollment and the class size must be below maximum size.

## To register:

Individuals must complete an application for admission. A Tuition Waiver should then be obtained from the Office of Student Records - note: a South Carolina Drivers License or other form of photo identification must be presented. Senior citizen student registration occurs during the last week of open registration prior to the start of a semester. Senior citizen students must have their registration approved by a faculty advisor. Upon completion of registration by the appropriate faculty advisor, senior citizen students should submit their completed Tuition Waiver form to the Office of Student Records. There is no charge for tuition but college fees still apply. Seniors are responsible for purchasing textbooks and all other materials or supplies required for courses. Seniors choosing to enroll as a TCL regular student will not receive a refund should they choose later to apply as a senior citizen. Courses offered through the Continuing Education Division are not tuition-free.

# TCL Bookstore

The bookstore is located on the first floor in building 12, MacLean Hall. The TCL Bookstore stocks required textbooks, reference books, school supplies, snacks and beverages, and novelty products including clothing, book bags, and various other TCL logo items. The cost of books is not included in registration or other fees. Students may make purchases through the TCL Bookstore by visiting the store or placing an online order to have shipped to their home via [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore). The Bookstore conducts a book buy-back each semester. For more information, contact 843-525-8303 or visit the web at [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore).

## TCL BOOKSTORE REFUND POLICY

- No refunds or exchanges. Only exception: required textbooks with receipt, based on condition & within timeframe.
- All refunds require a TCL Bookstore receipt.
- Refunds will be given in the form in which the original purchase was made.
- 16 Week Semesters: Books may be returned within the first 10 days of the semester, or within 5 days of the purchase receipt.
- 12 and 8 Week Semesters, and All Summer Semesters: Books may be returned within the first 5 days of the semester, or within 3 days of the purchase receipt.
- Returns are processed in person at the Beaufort Campus only.
- Reference items, supplies, and access codes/ebooks are not refundable.
- Items purchased in shrink-wrap must be returned in original shrink-wrap.
- Books purchased through financial aid, sponsorship, or other designated grant will be returnable for credit only to the applicable purchase source.

## Textbook Buyback

The Bookstore offers to buy back books at the end of each semester to be used in subsequent semesters when possible. Dates and hours of the book buy-back are posted each semester. There are many reasons that the Bookstore might not buy back books including, but not limited to:

- More in stock than can be sold
- A new textbook has been adopted
- The textbook has media (CDs, disks, access codes, etc. that cannot be used again and the academic division requires the media to be available to the student)
- Unacceptable book condition.

## Additional Important Information

### Administrative Withdrawal and Financial Responsibility

It is the student's responsibility to withdraw from any class he/she does not plan to attend by sending an email message to the instructor using the [my.tcl.edu](mailto:my.tcl.edu) student email account. For students who fail to complete the drop/withdrawal process and have never attended a class, the instructor will assign a "Never Attend" code in the student information system no later than ten (10) calendar days after the first day of class. The student is financially responsible for fees resulting from the administrative withdrawal. Students not attending class are not eligible for any type of financial aid.



Students who receive Title IV aid "earn" their aid by successfully attending class. The aid is not fully earned until completion of 60% of the course term. Students who totally withdraw from the College prior to this date will owe the College and/or the US Department of Education for the amount of unearned aid. For more information, contact the Financial Aid Office at 843-470-5961.

## **Dishonored Checks**

Any student presenting a check to the College that is returned by the bank will be charged a \$30 processing fee for each dishonored check. Presentation of fraudulent checks is a criminal act and will be considered a violation of the Student Code. Students who pay with dishonored or fraudulent checks will be required to pay all fees and collection charges to the Beaufort County Solicitors Office. No personal checks will be accepted from students who have presented two dishonored checks in the previous three years.

## **Financial Aid and Drop/Withdrawal**

Dropping or withdrawing from a class may impact a student's financial aid. Prior to dropping or withdrawing from any course(s), students must check with the Financial Aid Office to ascertain the impact of such action on their financial aid status/award. The student is financially responsible for tuition and fees resulting from the administrative withdrawal. Failure to attend the first day of class will result with the student being dropped from the course. Students are not eligible for aid in classes in which they have "not attended." Courses that are dropped and/or withdrawn may effect the student's Satisfactory Academic Progress (SAP).

## **Transcripts Costs**

Student transcripts are kept on file in the Student Records Office. A \$8-15 fee is charged for each transcript, depending on method of delivery chosen. Transcript requests may be submitted online. Checks should be made payable to the Technical College of the Lowcountry and accompanied by a signed Transcript Release Form, available in the Student Records Office or at the TCL website [www.tcl.edu](http://www.tcl.edu). No transcript is released without the student's written permission or if the student has outstanding financial accounts with the College. *TCL can only release transcripts on credit earned at TCL.*

## **Tuition Refund for Students Called to Active Military Service**

Military students who are currently on active duty and are deployed in emergency situations to serve under unplanned conditions that would necessitate an interruption in their studies will also be eligible for tuition refund or credits. Active military students with orders in a given semester should contact Student Records at 843-525-8272.

## **Tuition Promissory Note**

The Tuition Promissory Note outlines student responsibility for tuition and fees resulting from registration for classes.

This note reads as follows:

*For value and services received, I promise to pay Technical College of the Lowcountry (hereafter known as "the College") tuition and fees assessed to me for courses for which I have registered. I understand and agree to pay any additional fees or charges assessed to my account related to my attending each term at the College, including but not limited to, late payment fees or parking and library fines. In the event I default on this agreement, I understand that the unpaid balance on my account will be:*

- *Placed for collection with the SC Department of Revenue Debt Setoff Program, and/or*
- *Placed with an outside collection agency.*

Furthermore, I understand and agree to the following:

- *That I will be prohibited from obtaining a transcript or registering from any future classes until such time as my account balance is paid in full.*
- *To pay any collection costs added to the outstanding account balance. Collection costs may not exceed 40% of the outstanding student account balance.*
- *To pay any court and/or attorney fees resulting from the enforcement of this agreement, in addition to tuition and fees due the College.*
- *That the College may repay my account balance from any Title IV funds due to me. All outstanding account balances are educational loans extended with the express understanding that future repayment shall be made to the College.*
- *That my acceptance to these terms represents a loan for an educational benefit by the College and as such, is exempt from discharge under federal bankruptcy code 11 U.S.C. 523 (a)(8).*

A student must pay all tuition and fees in full before the beginning of each semester, prior to the first day of classes. Students who fail to pay tuition and fees prior to the published deadlines may be de-registered for non-payment.

Students who receive financial aid must have completed the Financial Aid application process to have aid applied to their account to avoid de-registration. Financial Aid recipients whose account balances are paid with student aid must have all aid posted to their account. Payments received on or after the first day of classes incur a late payment fee.

In order to receive financial aid, students must complete the FAFSA (Free Application for Federal Student Aid) to be considered for Financial Aid funding. Deadlines for FAFSA completion are posted on the TCL website ([www.tcl.edu](http://www.tcl.edu)) and are updated regularly.

Students must pay all tuition and fees in full prior to the beginning of each semester, prior to the first day of class. Students who fail to pay tuition and fees by published deadlines are subject to deregistration for non-payment.

Students that have completed sufficient information to estimate financial liability may be exempted from de-registration at the discretion of the Financial Aid Director. If a student has decided not to attend class for courses in which he is registered, it is the student's responsibility to drop/withdraw from class prior to the first day to ensure fees are not assessed against the student's account.

Students are responsible for all tuition and fees of courses in which they have registered regardless of the availability of financial aid or their financial aid status.

## **Academic Regulations & Information**

## **Academic Achievement, Grades, Graduation, Standards of Progress**

### **Academic Achievement Recognition**

Technical College of the Lowcountry honors those students who have achieved high academic standards by naming them to the following honors lists:

**President's List:** Students who earn a minimum of 12 semester hours credit per term with earned grades and have achieved a term GPA of 4.0 will be named to the President's List for that term. Students earning a grade of "I" in any course in a term will not be eligible for the President's List for that term.

**Vice President's List:** Students who earn a minimum of 12 semester hours credit with earned grades and have achieved a term GPA of 3.55 to 3.99 will be named to the Vice President's list for that term. Students earning a grade of "I" in any course in a term will not be eligible for the Vice President's List for that term.

**Honors List:** Part-time students who earn a minimum of six semester hours credit with earned grades and have achieved a term GPA of 3.5 or greater will be placed on the Honors List for that term.

## Grades

The College operates on a quality point system that is dependent on grades earned. Grades assign a rating for the quality of work in a course. Semester hour credits represent the number of credit hours for which the student registers for the semester. The grade earned determines the number of quality points per credit hour. Each grade has a grade-point equivalent. The Grade Point Average (GPA) equals the sum of quality points earned divided by the number of credit hours carried. Any prerequisite course must be completed with a grade of "C" or higher.

The following grades are recorded on transcripts and grade records at TCL.

A	Excellent	"A" indicates achievement of distinction and generates 4 quality points.
B	Above Average	"B" indicates above average achievement and generates 3 quality points.
C	Average	"C" indicates average achievement and generates 2 quality points.
D	Below Average	"D" indicates below average achievement and generates 1 quality point.
F	Failure	"F" indicates unsatisfactory achievement and generates 0 quality points.
I	Incomplete	The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements within the prescribed time limit. The instructor must submit a grade change form to Student Records. The instructor must provide documentation including record of attendance, current grades, and record of any communication with the students about the assignment of the incomplete grade. The Dean must approve the assignment of an incomplete grade.
W	Withdrawal	"W" indicates a withdrawn course status and earns no credit hours or grade points (non-punitive).
WF	Withdraw Failing	"WF" indicates withdrawal with unsatisfactory progress. Student earns no credit hours and generates no grades points (punitive).
WP	Withdraw Passing	"WP" indicates withdrawal with satisfactory progress. Student earns no credit hours and generates zero grade points (non-punitive).

CF	Carry Forward	"CF" indicates that a grade will be assigned in a subsequent term. It earns no credit hours and zero quality points.
S	Satisfactory	"S" indicates satisfactory progress in externships, internships, and/or Continuing Education courses. It earns credit hours or Continuing Education Units (CEUs) and does not generate quality points.
U	Unsatisfactory	"U" indicates unsatisfactory progress in externships, internships, and/or Continuing Education courses. It does not earn credit hours or CEUs and does not generate quality points.
E	Exempt	"E" indicates an exemption course status and is awarded for TCL courses which students have been permitted to exempt as a result of testing, equivalent work experience or other educational experience. It earns credit hours but no quality points.
AU	Audit	"AU" indicates an audit course status, earns no credit hours or quality points. Audit status in a course must be declared when the student registers for that course or during the schedule change (add/drop) period. Audited courses do not qualify for financial aid.
TR	Transfer	"TR" indicates a transfer course status and is given for allowable comparable TCL credits earned at other colleges or universities. It earns credit hours but no quality points.
NR	No Report	"NR" indicates a no report status for grades. On receipt of grades, the NR will be replaced with the earned grade. It earns no credit hours or quality points.
NC	No Credit	"NC" indicates insufficient mastery of content in developmental studies ("0" level courses) to progress to subsequent levels. It earns no credit hours or quality points (non-punitive).

Credits earned in developmental studies courses numbered less than 100 shall not be creditable toward an academic certificate, diploma, or degree and will not generate grade points for use in GPA calculation. Courses numbered as 100 shall not be creditable towards any degree program but credits shall be earned and grade points shall be earned in the overall GPA average.

## Grade Reports

Grade report information will be available to students as soon as possible following the end of the semester. Students should use WebAdvisor to view and print grades. To request an official copy of their transcript students place on order online. Students are encouraged to carefully review their grade information and report any errors to the Student Records Office in Building 2, Coleman Hall. Any submissions for grade changes due to clerical errors must be submitted within one calendar year of the ending date of the semester in which the grade was assigned. Grade reports will not be released for students owing past due funds to the College.

## Grade Point Average (GPA): Computation

Included in GPA computation are grades of "A, B, C, D, WF, and F." Other 'grades' do not generate credit hours or quality points. The table shows the computation of a GPA.

GPA: Total Number of Quality Points ÷ Credit Hours				
Course	Semester Hours Credit (SCH)	Grade	Quality Points per SCH	Total Quality

				Points Earned
ENG 101	3	B	3	9
SPA 101	4	A	4	16
ECO 211	3	C	2	6
CPT 170	3	D	1	3
TOTAL	13	----	-----	34
<b>GPA: Total Number of Quality Points ÷ Credit Hours 34 ÷ 13 = 2.62</b>				

## Types of Grade Point Averages

Cumulative GPA is a calculation of the average of all final course grades a student has earned at TCL. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.

Term GPA is a calculation of the average of all final grades a student has earned in a specific term. It is used to determine the President's List, Vice President's and Honors List each term. It is also used along with cumulative GPA to determine satisfactory academic progress.

*Note: When the same course is repeated, the most recent grade is used in the GPA calculation.*

## Graduation Requirements

Each term, the Student Records Office will notify instructors of the graduation application deadline. Students must complete an Application for Graduation, which is available at the Student Records Office or online at [www.tcl.edu](http://www.tcl.edu). Debts to the College, including library fines, must be cleared prior to the completion of the Application for Graduation. The completed application must be returned to the Student Records Office by the established deadline. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the term, the academic advisor will disapprove the application and work with the student to correct any deficiencies. Students must receive a grade of "C" or better in all courses within their curriculum, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.

## Residential Requirements for Graduation

Students seeking an associate degree, diploma, or certificate from Technical College of the Lowcountry must earn, through instruction at TCL, at least 25% of the semester credit hours required in the specific curriculum in which they are graduating.

## Graduation with Honors

Honors are awarded only to students in programs 30 semester hours or more in length. Students will graduate with academic honors based on the cumulative GPA.

Summa Cum Laude	4.0 Cumulative GPA
Magna Cum Laude	3.75 - 3.99 Cumulative GPA
Cum Laude	3.50 - 3.74 Cumulative GPA

## Standards for Satisfactory Academic Progress

TCL follows State Board Technical and Comprehensive Education Procedure 3-2-105.1 which states: A semester/term and cumulative grade point average (GPA) shall be used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

Students' academic standings are assessed and updated at the end of each term of enrollment. Any grade changes received after the academic standings have been determined are not assessed until the end of the next term of enrollment unless the students petition the Registrar's Office.

## Standards of Progress for Credit Students

Students who are not making satisfactory academic progress (SAP) and have been placed on probation for two consecutive terms will be suspended at the end of the third term:

- **Good Standing:** Students whose term and cumulative GPA are above 2.0 are in good standing for the following semester.
- **Probation:** Students whose term GPA and cumulative GPA is below a 2.0 will be placed on probationary status for the next term of attendance.
- **Continued Probation:** Students whose term GPA is above a 2.0, indicating progress, but whose cumulative GPA is below a 2.0 will be placed on continued probation for the next term of attendance.
- **Suspension:** Students who fail to achieve a cumulative GPA of 2.0 following three consecutive semesters of probation will be suspended for a minimum of one semester.

## Standards of Progress for Career Development Students

A Career Development student is one who is not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrading. Applicants must meet admission requirements, complete an admission application, pay all applicable fees, and meet with a faculty advisor to discuss enrollment in courses. Career Development students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs. Career Development/Non-Degree Seeking students are subject to the same standards of academic progress as students enrolled in degree programs. They may not be eligible for Federal financial assistance or veterans' benefits and may not take general education courses unless they meet all applicable placement criteria. Course prerequisites are outlined in the Course Descriptions section of this Catalog.

## Standards of Progress for Developmental Studies (DVS) Students

Students enrolled in one or more non-developmental studies courses are evaluated by the standards of progress for credit students. Students enrolled only in developmental studies courses (courses numbered 001-099) must maintain satisfactory progress as measured by a grade of "C" or higher. These courses include DE Mathematics and DE Mathematics Workshop, DE Reading and DE Reading Workshop, DE English and DE English Workshop, and Intro to Composition.

When a student places into the DVS/college preparatory sequence (courses numbered 100), that sequence must be completed. Students enrolled in Developmental Studies courses must show satisfactory academic progress. Progress is measured by Arts and Sciences Division requirements in mathematics, reading and writing/English. Enrollment in Developmental Studies courses numbered 012/032 is limited to a maximum of 30 semester hours. Exceptions may be granted if students meet the College's Standards of Progress and have the appropriate approval.

All students registered for 0 level and 100 level classes are required to register for COL 103. Both courses will be taken the same semester.

Developmental Education classes carry institutional credit for administrative purposes such as calculating student course load and computing tuition. The credits do not apply toward graduation. Credits earned in developmental studies courses numbered less than 100 do not generate grade points for use in GPA calculation. Courses numbered as 100 shall earn credits and grade points that shall be earned in the overall GPA average.

*Note: Students needing a reading course at any level must take that course during the first semester at TCL.*

## **Standards of Progress for Financial Aid Recipients**

In addition to the College's standards of progress, students receiving Federal financial and/or State financial assistance must meet all Financial Aid standards of progress. Please review the Standards of Progress in the Financial Aid section, or contact the Financial Aid Office for additional information.

## **Academic Regulations and Information**

### **Academic Honesty**

The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. Academic dishonesty at TCL will not be tolerated.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center and are available on the College's website at [www.tcl.edu](http://www.tcl.edu).

### **Academic Advising**

Students are assigned a faculty advisor who helps them develop a plan that leads to timely completion of the academic program. Students should confer with their academic advisors prior to the start of each semester to monitor program progress and plan for the subsequent semester. Students who place into three developmental courses are assigned an academic advisor in the Arts and Sciences Division. Students who place into at least one curriculum level course numbered 101 or higher are assigned an academic advisor in the Division in which their major is located. A student who does not meet the minimum placement scores in English, reading, and/or mathematics is assigned an advisor through the Admissions Office to develop a plan to remediate in areas of deficient skills prior to retaking the placement assessments.

## Academic Load (Overload)

The course schedule for a full-time student may range from 12-18 semester hours credit per semester, except during summer, when 9-12 semester hours credit constitutes a full load. If a student wishes to carry an academic load of **more than 18 semester credit hours per semester**, the student should be referred by their academic advisor to the Vice President for Academic Affairs. The Vice President will conduct a personal interview with the student and evaluate the student's ability to successfully complete the work with a grade of "C" or higher demanded by the academic load. Approval or disapproval will be noted on the student's Datatel record prior to completing the registration process.

## Appropriate Use of Computing Resources

TCL Procedure 7-1-703.6 USER RESPONSIBILITY ON USE AND DUPLICATION OF COMPUTER SOFTWARE outlines the appropriate use of the College's computing resources. Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.

## Appropriate Use of Electronic Devices

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, and other electronic devices is not permitted in classrooms, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL. Such devices must be maintained in "silent" mode. Students are also not permitted to use the "text" function of these devices in instructional locations.

On-call personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices and then return to complete the test. Students who by necessity must take such messages will be required to make arrangements for re-testing.

## Attendance

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.



When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Attendance (Online)**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing at the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

## **Auditing of Courses**

A student who wishes to attend a class regularly but not receive a grade or credit for it may register for audit status with the approval of the instructor of the course and the Division Dean. Audit students are expected to attend all classes. They may not be held responsible for tests and other class assignments. Applicants must meet admission requirements, complete and submit a TCL Application for Admission and pay all applicable tuition and fees. Audit students are charged the same tuition rate as credit students. Audit status must be declared at the time of registration with the Student Records Office and no later than the end of the schedule change (add/drop) period for the semester. Financial aid programs and the Veterans Administration do not provide funds for auditing classes.

## **Change of Major**

A student who wishes to change curriculum programs (major), including a change within the same division, must complete and submit a Change of Major form. Students must meet with their new academic advisor to ascertain that admissions requirements for the new major have been met and to complete the form and submit to Student Records. Students receiving financial assistance or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the change of major. Upon

completion of the change of major process, students will be admitted to the new program of study. Courses outside of a student's program of study are not covered by financial aid. Reductions of aid may occur after the start of class based on negotiation.

## **Children on Campus**

In order to promote an environment conducive to teaching and learning and to ensure that children are not left unattended or disrupt college classes or services, faculty, staff, and students shall not bring children to work or class even if the children are being watched by someone else while the employee is working or the student is in class. The College cannot assume the responsibility for supervision of children of faculty, staff or students.

## **Class Cancellation in Hazardous Weather**

In the event of hazardous weather conditions, information regarding closings and cancellations will be posted on the website at [www.tcl.edu](http://www.tcl.edu). Local TV and radio stations will also be notified. All students are strongly encouraged to register their cell phones with TCL's text alert system to receive immediate notification of emergency events. Visit [www.tcl.edu/text-alert](http://www.tcl.edu/text-alert) to register.

## **Copyright**

All TCL students, staff, and faculty will adhere to and respect the provisions of the Copyright law, Title 17, U.S. Code. All students, staff, and faculty are expected to follow the law in good faith and subscribe to the spirit of protection it gives to the rights of others. For more information, see "Copyright" in the Student Handbook section of this catalog.

## **Credit-by-Examination**

Credit-by-examination gives students the opportunity to demonstrate evidence of mastery of a course, or its equivalent, if a student cannot receive transfer credit. The evidence must include the result of an appropriate examination, written report or demonstration.

A student is not able to seek credit-by-examination for the same course that has been unsuccessfully attempted or previously failed. Credit-by-examination shall be limited to a maximum of 75% of the credits required for completion of a program.

Credit-by-examination may be earned through two methods:

Standardized tests including:

- CLEP (College Level Examination Program) and DANTES subject tests will be accepted with examination scores meeting or exceeding the approved scores recommended by the American Council on Education (ACE).
- USAFI (United States Armed Forces Institute) coursework will be accepted if a grade of "C" or better is earned and for which an equivalent is recommended by the American Council on Education.
- Advanced Placement (AP) Tests will be accepted for scores of 3 or higher on tests for which the College offers equivalent courses.

Official transcripts or records of exam scores must be on file at the College before credit is granted. Scores must be within five years of matriculation or if college-level course work was successfully completed then the scores may be used to award credit.

## **Credit by Challenge Exam (Local):**

With the approval of the appropriate academic Division Dean, a course or selected courses offered by the college can be challenged for credit by examination by a currently enrolled student, who has declared a major. Division Deans give approval based on demonstrated experience such as a significant accumulation of non-credit courses in an appropriate field or significant on the job experience in a field related to the course being challenged.

A student who is approved to take a challenge examination must pay a fee equivalent to one-half the current charge for the course being challenged before taking the exam.

## Developmental Studies

TCL provides an educational program for students who need to strengthen or refresh basic skills in mathematics, reading, and/or writing/English. The purpose of developmental studies courses is to help students obtain the skills needed to successfully, with a grade of "C" or higher, enter and complete academic programs. If placement scores on ACCUPLACER fall below the required levels, students should register for Developmental Studies (DVS) courses. These courses include DE Mathematics and DE Mathematics Workshop, DE Reading and DE Reading Workshop, DE English and DE English Workshop, and Introduction to Composition. All students registered for 0 level and ENG 100, MAT 101, and RDG 100 classes are required to register for COL 103. Both courses will be taken the same semester.

## Distance Education

TCL offers many courses in alternative formats. These include:

- Online or web based: These courses are offered online. There are no class meetings. All instruction is done via the Internet. Consult the course schedule flyer for information on orientation sessions. The Blackboard 24/7 Customer Support located online at [www.blackboard.com/support](http://www.blackboard.com/support). Blackboard support can also be reached at 1-877-736-2596.
- Blended or mixed mode: These courses spend up to 50% of class time online and the balance in the class room.
- Live broadcast: Live broadcast classes have an instructor in the origination classroom with students viewing the course at a TCL receive site. Consult the course schedule flyer for details.

## English Fluency of Faculty and Tutors

### Purpose

English fluency of full-time and adjunct faculty is carefully screened during the hiring process to determine if they are proficient in the use of the English language. The College's procedure ensures that all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and that appropriate response is given to student complaints about an instructor's English fluency.

### Procedure

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises: a) Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline or b) conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.

- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

## **Student Complaint**

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises outlined in the procedure.
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

## **Evaluation of Educational Experiences in the Armed Services**

TCL recognizes the American Council on Education's (ACE) Military Guide for credit recommendations for formal courses and occupations offered by all branches of the military. Students may submit their Service Transcripts to the Admissions Manager or they may authorize the Admissions Manager to obtain a copy of their Service Transcripts. To avoid the potential to register for a course for which experiential credit could be granted, students should submit their service transcripts as early as possible in the application process.

Division Deans are responsible for reviewing Service Transcripts to determine credits applicable to the student's declared program of study. Experiential credit will be awarded for no more than 75% of the credit hours applied toward a degree, diploma or certificate. Following review by the Division Dean, Student Records will enter the approved credits on the student's official record. A copy of the Service Transcript and the results of the credit recommendation is kept in the student's record. There is no fee for the evaluation of Service Transcripts.

## **Experiential Credit/Credit by Exam**

### **Apprenticeship Experiential Credit**

Technical College of the Lowcountry recognizes that learning is a lifelong process that may occur in any number of settings in addition to the classroom. It is the policy of the College to formally recognize such experience or nontraditional learning and its subsequent translation into usable college-equivalent credits. College procedures will ensure that adequate documentation of learning experiences is provided by the student prior to the awarding of any academic credit to be recorded on the College's

official records. Experiential credit will be awarded for no more than 75% of the credit hours applied toward a degree, diploma or certificate. All procedures for awarding experiential credit will reflect the current approved practices and guidelines stipulated by the Southern Association of Colleges and Schools Commission on Colleges. Credit is granted to skilled craft workers who have completed a standard South Carolina apprenticeship program and for related training. Credit may be also granted for work completed at proprietary schools, such as business colleges, art schools, and beauty colleges. Such credit generally applies only toward a vocational program. Students should apply for such credit in Student Records or with an academic advisor, bringing certificates of completion, school records, or other available documentation. The student is notified of the credit granted, and a record is kept in the student's file. For more information, contact the academic advisor.

## **Family Educational Rights and Privacy Act (FERPA) Annual Notice**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution, regardless of their age. These rights include:

- The right to inspect and review the student's education records within 45 days after the school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changes, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the college has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, collection agent, transcript distribution service or National Student Clearinghouse); a person serving on the Area Commission; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

Upon request, the college also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCL to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Addendum:

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records - including Social Security Number, grades, or other private information - may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal - or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when the college may object to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from student's education records, and they may track student participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## **Final Exams**

Exams will be scheduled for every course at a specific time. The Exam Schedule is available each semester in the Catalog Course Search section on the TCL website.

## **Financial Responsibility and Registration for Courses**

Students are required to register according to the published registration schedule for each semester in which they plan to enroll. Registration and payment of fees must be made in accordance with instructions and deadlines published by the College. Registration for classes incurs a financial commitment to TCL. If a student decides not to attend TCL or any of the courses for which he/she registered, action must be taken to cancel the schedule before the first day of the semester to avoid being responsible for all or a portion of your tuition and fees.

## **Full-time and Part-time Students**

Full-time students are those students who have matriculated into an associate degree, diploma, or certificate program and who enroll in a minimum of 12 semester hours credit per semester. Part-time students are those students who have matriculated into an associate degree, diploma, or certificate program and who enroll in a maximum of 11 semester hours credit. For more information regarding full- and part-time status as it relates to financial aid eligibility, contact the Financial Aid Office.

## **General Education Requirements**

Students graduating from an associate degree program at TCL are able to:

*Possess a proficiency in communication skills*

- Produce written documents using standard English and citations appropriate to discipline OR
- Produce oral or visual presentations using standard English and appropriate citations

*Demonstrate the ability to reason critically*

- Understand and apply mathematical techniques or scientific method
- Use mathematics to solve problems appropriate to the discipline
- Develop conclusions based on data analysis and supporting information

*Develop context for communicating an understanding of personal and social responsibility*

- Communicate understanding of social issues within historical and cultural context OR
- Communicate understanding of social issues within behavioral and personal context

*Demonstrate information literacy*

- Use resources to find, organize, and integrate information from reliable sources
- Use citations appropriate to the discipline

For all Associate Degrees, a minimum of 15 hours of general education will be required. Students are required to take one course from each of the areas listed below and two additional electives from the Humanities/Fine Arts, Social/Behavioral Sciences, or Natural Science/Mathematics areas. Check with your advisor to ensure the course you select applies to your degree program.

<b>Humanities/Fine Arts</b>	<b>Social/Behavioral Sciences</b>	<b>Natural Science/Mathematics</b>
ART ENG HIS MUS PHI THE	ANT ECO GEO PSC PSY SOC	BIO CHM MAT PHY

## Graduation Requirements

Graduation requirements vary according to the curriculum. Students are responsible for fulfilling the requirements set forth in their curriculum (major). An associate degree, diploma, or certificate will be awarded to students who have satisfactorily completed the required program of study.

- Graduation Application deadlines are published each semester by the Student Records Office. Students must complete and submit an Application for Graduation available at the Student Records Office and the Academic Division Offices. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the term, the academic advisor and the student will develop a plan for program completion.
- All debts to the College must be paid in full prior to the approval of the Application for Graduation.
- Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.
- Residential Requirements for Graduation: Students seeking an associate degree, diploma, or certificate from Technical College of the Lowcountry must earn through instruction at TCL at least 25% of the semester credit hours required in the specific curriculum in which they are graduating.
- The completed graduation application must be returned to the Student Records Office by the established deadline.
- Students using student loan funds must complete exit counseling at [www.studentloans.gov](http://www.studentloans.gov)

## Grade Review

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a grade change form to the appropriate office for processing, and will provide a copy to the student. A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning student appeal and grievance process, see TCL Student Code).

## Help Desk

Students may contact the Help Desk concerning WebAdvisor and student email account issues at [helpdesk@tcl.edu](mailto:helpdesk@tcl.edu) or 843- 525-8344. The Help Desk is closed on official holidays recognized by the college.

## Intellectual Property Rights for Students

Students have exclusive ownership of intellectual property developed on their own time and at their own expense, including the products of course assignments, subject to written agreement with external parties. The College shall have ownership of intellectual property developed by the student if the College funded development of the property, or if the College and the student entered into an agreement for the College to have ownership of the property, or to purchase the property upon completion of the development.

## Incomplete (I) Grade

The grade "I" represents incomplete work. "I" does not affect GPA calculation; however, an "I" defaults to "F" automatically after one semester (See "F") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements within the prescribed time limit. The instructor must submit a grade change form to Student Records. The instructor must provide documentation including record of attendance, current grades, and record of any communication with the students about the assignment of the incomplete grade. The Dean must approve the assignment of an incomplete grade.

## Independent Study

Independent study is a contract between the student and the academic division allowing the student to undertake and earn credit for specific learning activities outside of the classroom. Tuition and fees are assessed for independent studies. The Division Dean may assign an appropriate faculty member to work with the student or deny the request. The proposal must be approved and learning activities begun prior to the end of the schedule change period (add/drop).

- Prior to the first day of class, the student may give a written request to the Division Dean requesting permission to undertake an independent study of a course in the curriculum.
- The proposal must include: a cover page available in the Division Office; a set of learning objectives; a calendar of student activities and check points for progress during the semester; an explanation of methods of evaluation; and a copy of the student's transcript.
- The instructor and student will sign the proposal. The Dean may approve, sign and forward the proposal to the Vice President for Academic Affairs or deny the proposal.



- Once approved, the course will be added to the student's schedule.
- All tuition and fees must be paid prior to the start of any learning activities.

## Learning Resources Center

The Learning Resources Center (LRC) or library is located in Building 12 on the Beaufort campus. A small LRC is also located on the first floor at the New River campus. The LRC maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of TCL's service area. The LRC houses about 22,000 print volumes, 185 periodical subscriptions, 3,000 audiovisual titles, audiovisual equipment, and a student computing laboratory. The LRC employs modern information technologies to access electronic resources, such as online journals and periodicals, and over 60,000 e-books. <http://www.tcl.edu/library>

## LRC Services

The LRC staff provides reference services, conducts library orientations, and other information literacy training sessions, assists in preparation of bibliographies, and gives advice on library assignments. A computing laboratory and copy machines are available for student use at both New River and Beaufort. Reference service is available to all residents in the College's service area, in person, by phone, by e-mail, and by instant messaging from the LRC website. The LRC participates with the University of South Carolina Beaufort Library and with the Beaufort County Public Library in the Lowcountry Library Federation, and with many other academic libraries in PASCAL (Partnership among South Carolina Academic Libraries). If requested materials are not available locally, they can be requested from other libraries.

Students may check out LRC materials by obtaining and presenting their valid College identification card. Passwords are required to access many of the LRC's electronic services. These may be obtained from LRC staff upon validation of student status. Students working from remote locations, including New River and the H. Mungin Center, may contact the LRC directly to request shipment of materials. Students may also ask staff to arrange shipment. Residents in the College's service area may borrow LRC materials by presenting a valid borrower's card from their county library. Circulation policies vary according to the format of the item and the type of user.

LRC hours change during semester breaks, and the LRC is closed on official holidays recognized by the College. See the LRC website at <http://www.tcl.edu/library> or call 843-525-8304 for additional information on hours or services.

## National Student Clearinghouse

TCL has authorized the National Student Clearinghouse to act as its agent for all verifications of student enrollment. To obtain enrollment verification, please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by telephone at (703)-742-4200.

## Phi Theta Kappa

Phi Theta Kappa is a nationally recognized honor fraternity for junior college status students. To be considered for full membership (by invitation only), a student must be enrolled in an associate degree program, have a minimum cumulative GPA of 3.5 with at least 12 semester hours credit in degree level courses, be of good moral character, and possess recognized qualities of citizenship. To maintain membership once established, members must maintain a minimum cumulative GPA of 3.25. Phi Theta Kappa graduates wear the golden stole of their fraternity at the graduation ceremony.

## Prerequisite/Progression Criteria

Any course noted as a prerequisite for another course must have successful completion with a grade of "C" or better in order to progress to the subsequent course.

## Repeating Courses

When a TCL student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the most recent grade earned in that course will be used in the calculation of the student's GPA. **Taking a course more than two times may have implications for students who receive financial assistance.**

## Schedule Change (Section Swap)

Students may make the following changes to their schedules during the schedule change period of each semester session:

- Swap - students may change sections of the same course (e.g., change from ENG 101 - 21 to ENG 101 - 82). Students are responsible for making up all course work missed as a result of changing sections. To change sections of a course, students must contact their program Division Dean.
- Drop - students may drop a course which will result in the course being removed from the student's schedule and transcript. Students who drop during the refund period will receive a tuition refund of either 100% or 50% based on the date the course is dropped. However, students are still responsible for payment of all course fees. To drop a course, students must e-mail their instructor from their TCL student e-mail account (@my.tcl.edu) requesting to be dropped from the course. Students should contact Financial Aid before dropping a course to determine any impact on their aid.

Actual Section Swap dates for each semester are available on the Academic Calendar 2016-2017.

## Section Swap Period

Actual Section Swap dates for each semester are available on the website in the Academic Calendar 2016-2017.

	Fall and Spring Semester	Summer Term
Full Session	First 5 days of classes	First 3 days of classes
Mini-session	First 3 days of classes	First 3 days of classes

## Testing Center

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (ACCUPLACER), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses. See the TCL website at [www.tcl.edu/admissions/placement-testing](http://www.tcl.edu/admissions/placement-testing) or call the Testing Center at 843-470-8400 for additional information on hours and services. The Center is closed on official holidays recognized by the college. Testing after hours are available by appointment.

## Transfer of Credit

TCL accepts credits earned at regionally accredited college and universities. Each course is evaluated based on course content and credit hour value. Only course grades of "C" or better will be accepted and such courses must parallel the content of Technical College of the Lowcountry courses. Following transcript evaluation, transfer credits will be posted on the student's TCL transcript. The student may view their transcript through Web Advisor. **To view a list of approved transferable courses, visit [www.sctrac.org](http://www.sctrac.org). TCL is neither liable for nor bound by any erroneous re-creation and/or publication of TCL articulation and transfer information produced by other institutions. TCL reserves the right to correct any errors that may have been made regarding transfer of credit.**

## Transcripts (TCL)

Students who wish to have official copies of their TCL transcripts may submit an order online or by written request. Written requests should be submitted to the Business Office and payment of fees is required. The student may use a TCL Transcript Request Form. A minimum of three business days should be allowed to process the transcript request. More time may be required during peak business periods. Students may print unofficial transcripts using WebAdvisor. Transcripts will not be issued to students who owe funds to the College.

## WebAdvisor

The WebAdvisor system is a web-based interface to Datatel. Students can use WebAdvisor to register for classes, change their address, pay their bill, view their grades and transcripts, and a variety of other functions. Financial Aid awards, award letters, and required documents are available through the student's WebAdvisor account. To access WebAdvisor, point your Internet browser to <http://webadvisor.tcl.edu>. WebAdvisor is available from any computer with an Internet connection, on or off campus. Initial log on and other instructions are available on the main WebAdvisor page. For additional assistance accessing and using WebAdvisor, contact the Help Desk at 843-525-8344.

## Withdrawing from a Course - Student Initiated

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Withdrawal from a Course - Instructor Initiated**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Withdrawing from College**

A student who is planning to withdraw from the college must settle all financial obligations to the college. To withdraw from the college, the student must withdraw from all courses for which he or she is registered. The withdrawal from the college is complete when the student has withdrawn from the last course.

# Program Information

## Degree, Diploma & Certificate Programs

TCL offers programs in some of the Lowcountry's and the nation's fastest growing career fields. The variety of programs, small class sizes, and up-to-date technology give students the competitive edge in getting the job they want. Representatives from area businesses serve on TCL's Advisory Committees to ensure that TCL programs provide students with the skills that employers want. TCL's comprehensive financial assistance program puts college within reach of any student who desires an education. See "Course Descriptions" at the back of this catalog for descriptions of all TCL courses. See "Admissions, Assessment and Registration" for Student Assessment Requirements. Students using financial aid funds to pay for courses must take courses only in their program of study. Students are responsible for all charges related to the registration of courses out of their program of study.

TCL offers degree, diploma and certificate programs. The curriculum requirements for each program and descriptions of required and elective courses may be found in the following pages of this catalog. Course information for TCL programs is updated annually. The most current information is available at the Admissions Office or the Academic Division offering a particular program. Students admitted to the College and those who maintain continuous enrollment in a selected program of study may expect to complete programs as stated in the College catalog at the time of their admission for a period of six years, as long as the program is offered. A student who must reapply for admission enters the College under the catalog published at the time of readmission. If major revisions of curricular or program requirements have occurred, a reasonable effort will be made by the Division Dean to permit the continuously enrolled student to undertake a transitional program.

## Approved Humanities Electives for TCL's Associate Degree Programs

Below is a listing of approved humanities electives applicable to TCL's Associate Degree programs. In the pages following is information about each of TCL's Associate Degree, Diploma and Certificate programs. The Associate Degree programs will list approved humanities elective as part of their required curricula. Those electives may be chosen from the list below.

### Approved Humanities Electives:

- ART 101 - Art History and Appreciation
- ART 105 - Film as Art
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 203 - American Literature Survey
- ENG 205 - English Literature I
- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- ENG 214 - Fiction

- ENG 218 - Drama
- ENG 222 - Poetry
- ENG 230 - Women in Literature
- ENG 236 - African American Literature
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 106 - Logic II Inductive Reasoning - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- PHI 110 - Ethics
- PHI 115 - Contemporary Moral Issues - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- SPC 210 - Oral Interpretation of Literature - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- THE 101 - Introduction to Theatre

## **College Transfer Programs**

### **Associate in Arts and Associate in Science**

The College Transfer program provides the student with the first two years of college or university work. Students in this program can earn an Associate in Arts (AA) or Associate in Science (AS) degree. Students completing the requirements for an AA or AS degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

It is important to note that students seeking guaranteed transfer of all credits to South Carolina publicly supported colleges be enrolled in the Associate in Arts or Associate in Science College Transfer program. TCL offers other associate degrees that will transfer wholly or in part to other college/universities, but only those designated as college transfer programs guarantee full transfer. Courses that are approved for transfer to South Carolina's public universities/colleges are listed on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education's website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov). A student entering TCL should work with his/her academic advisor to select appropriate courses to develop his/her program for transfer. The student should also discuss transferring with a representative from the college/university to which he/she expects to transfer.

### **Transferring Credits**

All of the courses required to complete the two year AA/AS programs may be transferred to any four-year public university or college in South Carolina as well as selected out-of-state universities. Students planning to transfer to a four-year school are encouraged to plan their program with their academic advisor.

### **State Policies and Procedures**

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995 (revised to 86 courses, 9/2002).

## 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;
- 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

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A in full document online at [www.che.sc.gov](http://www.che.sc.gov)) 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. This list of courses is available on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education's website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov)

## Admissions Criteria, Course Grades, GPAs, Validations

2. 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, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has successful completion of 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 G.P.A. 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 cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - Any 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.
4. 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.

## **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
  - Business Administration: Established curriculum block of 46-51 semester hours
  - Engineering: Established curriculum block of 33 semester hours
  - Science and Mathematics: Established curriculum block of 51-53 semester hours
  - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are



not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.

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

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B in full document online at [www.che.sc.gov](http://www.che.sc.gov))

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

## **Related Reports and Statewide Documents**

8. 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.
9. 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**

10. 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**

11. 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."
12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.

13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
  - A. A copy of this entire document.
  - B. 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.
14. 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:
  - A. Publish these procedures in their entirety (except Appendices)
  - B. 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
  - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
  - D. Refer interested parties to the institutional Transfer Guide
  - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. 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.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

## **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

17. 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.
18. 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.)

## **South Carolina Transfer and Articulation Center (SCTRAC)**

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

## Approved Courses for AA and AS College Transfer Program

Below is a listing, revised in 2009, of all TCL courses transferable to public four-year colleges and universities in South Carolina. Again, it is ultimately the student's responsibility to ensure they take only those courses which will transfer. These courses were agreed upon by colleges and universities in South Carolina under SC Act 137 of 1997.

### Approved Courses:

- ACC 101 - Accounting Principles I
- ACC 102 - Accounting Principles II
- ANT 101 - General Anthropology
- ART 101 - Art History and Appreciation
- ART 105 - Film as Art
- AST 101 - Solar System Astronomy - This course is no longer offered at TCL.
- AST 102 - Stellar Astronomy - This course is no longer offered at TCL.
- BIO 101 - Biological Science I
- BIO 102 - Biological Science II
- BIO 210 - Anatomy and Physiology I
- BIO 211 - Anatomy and Physiology II
- BIO 225 - Microbiology
- CHM 110 - College Chemistry I
- CHM 111 - College Chemistry II
- CHM 112 - College Chemistry II - This course is no longer offered at TCL.
- CHM 211 - Organic Chemistry I - This course is no longer offered at TCL.
- CHM 212 - Organic Chemistry II - This course is no longer offered at TCL.
- ECO 210 - Macroeconomics
- ECO 211 - Microeconomics
- ENG 101 - English Composition I
- ENG 102 - English Composition II
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 203 - American Literature Survey
- ENG 205 - English Literature I

- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- ENG 214 - Fiction
- ENG 218 - Drama
- ENG 222 - Poetry
- ENG 230 - Women in Literature
- ENG 236 - African American Literature
- ENG 260 - Advanced Technical Communications
- FRE 101 - Elementary French I - This course is no longer offered at TCL.
- FRE 102 - Elementary French II - This course is no longer offered at TCL.
- FRE 201 - Intermediate French I - This course is no longer offered at TCL.
- FRE 202 - Intermediate French II - This course is no longer offered at TCL.
- GER 101 - Elementary German I - This course is no longer offered at TCL.
- GER 102 - Elementary German II - This course is no longer offered at TCL.
- GEO 101 - Introduction to Geography
- GEO 102 - World Geography
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MAT 110 - College Algebra
- MAT 111 - College Trigonometry
- MAT 120 - Probability and Statistics
- MAT 122 - Finite College Math
- MAT 130 - Elementary Calculus
- MAT 140 - Analytical Geometry and Calculus I
- MAT 141 - Analytical Geometry and Calculus II
- MAT 240 - Analytical Geometry and Calculus III
- MAT 242 - Differential Equations
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 105 - Introduction to Logic - This course is no longer offered at TCL.
- PHI 106 - Logic II Inductive Reasoning - This course is no longer offered at TCL.
- PHI 110 - Ethics
- PHI 115 - Contemporary Moral Issues - This course is no longer offered at TCL.
- PHY 201 - Physics I
- PHY 202 - Physics II
- PHY 221 - University Physics I - This course is no longer offered at TCL.
- PHY 222 - University Physics II - This course is no longer offered at TCL.
- PHY 223 - University Physics III - This course is no longer offered at TCL.
- PSC 201 - American Government
- PSC 215 - State and Local Government
- PSY 201 - General Psychology
- PSY 203 - Human Growth and Development
- PSY 208 - Human Sexuality
- PSY 212 - Abnormal Psychology

- SOC 101 - Introduction to Sociology
- SOC 102 - Marriage and the Family
- SOC 205 - Social Problems
- SOC 206 - Social Psychology
- SOC 210 - Juvenile Delinquency
- SOC 220 - Sociology of the Family
- SOC 235 - Thanatology
- SPA 101 - Elementary Spanish I
- SPA 102 - Elementary Spanish II
- SPA 201 - Intermediate Spanish I
- SPA 202 - Intermediate Spanish II - This course is no longer offered at TCL.
- SPC 205 - Public Speaking
- SPC 210 - Oral Interpretation of Literature - This course is no longer offered at TCL.
- THE 101 - Introduction to Theatre

## Articulation and Transfer

TCL participates in a statewide articulation agreement with South Carolina's publicly supported colleges and universities (see Transferring Credits, above). In addition to the courses included in the statewide agreement, many courses transfer from TCL to senior institutions both in and out-of-state. Students should check with institutions to which they are seeking admission to determine the particular courses and the exact number of credits that college/university may accept in transfer.

Publicly supported colleges/universities in South Carolina include but are not limited to The Citadel, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, Medical University of South Carolina, South Carolina State University, University of South Carolina - Columbia, University of South Carolina - Beaufort, University of South Carolina - Aiken, University of South Carolina - Upstate, Winthrop University. The most up-to-date information is available at [www.sctrac.org](http://www.sctrac.org).

## Definitions of Terms

**Admission** - Acceptance of a candidate for enrollment.

**Admit Status** - A student's status (First-time freshman, Transient, High School Student, First-time Transfer, Readmit, and Special) upon admission.

**Advanced Standing** - Granted on the basis of demonstrated educational attainment beyond the minimum required for admission.

**Advisor, Advisee** - The advisor is the individual assigned to help students with their academic program. The student is called the advisee.

**Arts and Sciences Division** - Associate in Arts, Associate in Science, Developmental Studies, General Education, and Liberal Arts.

**Associate Degree** - A degree awarded upon successful completion of at least 60 hours of designed college level work.

**Average, Grade Point** - A measure of average scholastic success obtained by dividing the number of grade (quality) points earned by the total number of hours of coursework.

**Business Technologies Division** - Associate in Applied Science Early Care and Education, Administrative Office Technology, Computer Technology, Criminal Justice Technology, Culinary Arts Technology, General Business, Paralegal.

**Certificate (Earned)** - Title bestowed as official recognition for the completion of a designed curriculum.

**Corequisite** - Courses a student must take with another course.

**Course** - Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.

**Course Number** - Identifies class level and distinguishes it from other courses in a given area of study. This usually indicates the level of difficulty of a course, e.g., zero level courses (development), 100 level courses (bridge) above 100 level courses (freshman), 200 level courses (sophomore).

**Course Prerequisite** - A preliminary requirement that must be met before a certain course may be taken.

**Course Section** - Identifies section number and distinguishes it from other sections in the same subject matter. This usually indicates type of sections, i.e., 01 day section, 10 night section, 70 distance learning section.

**Credit Hours (Semester Hours)** - A unit measure of instruction. For example: 40 hours of instruction equals three semester hours.

**Curriculum** - The whole body of courses offered for study.

**Degree (Earned)** - Title bestowed as official recognition for the completion of a designed curriculum.

**Degree Student** - One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program.

**Department** - An academic discipline which offers instruction in a particular branch of knowledge, e.g. Associate in Arts, Computer Technology, Radiologic Technology, Civil Engineering Technology, etc.

**Deregister** - Each registration period has specific payment deadlines for tuition and fees. If a student does not meet the payment deadline, the student will be removed (purged or deregistered) from the class roster for those classes. The fee payment deadlines apply to all students, including those on Financial Aid.

**Developmental Studies** - A program of studies in various areas designed to give the student background prerequisite to college level studies.

**Diploma (Earned)** - Title bestowed as official recognition for the completion of a designed curriculum.

**Division** - An administrative unit comprised of a group of related academic departments. (Arts and Sciences, Business Technologies, Health Sciences, Industrial Technology)

**Drop** - Resignation from a class or classes during the section swap period. Dropping from a class may impact a student's financial aid. The student is financially responsible for fees.

**ECCO** - Early College Credit Opportunities (Dual Enrollment); college courses for students dually enrolled in high school and at TCL.

**Elective** - A subject or course which the student may choose as distinguished from courses which are required.

**Evening Classes** - Any class beginning at 5:00 p.m. or later.

**FAFSA (Free Application for Federal Student Aid)** - The first step in applying for federal financial assistance. Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and use school code 009910.

**Full-Time Student** - A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 15 semester hours.

**Health Sciences Division** - Massage Therapy, Nursing, Radiologic Technology, Surgical Technology, Physical Therapy, Computed Tomography

**Honor's List** - A honor awarded to students who have attained a GPA of 3.5 or higher during a semester in which a minimum of 6 hours of college level credits is completed.

**Humanities** - An elective course that must be chosen to complete the humanities requirement for associate degree programs.

**Incomplete Grade** - For a grade of Incomplete (I) to be requested a student must have completed at least 75% of required work in a course.

**Industrial Technology Division** - Building Construction Technology, Civil Engineering Technology, CAD, Cosmetology, General Technology, HVAC, Industrial Electronics Technology, Industrial Maintenance Technology, and Radio & Television.

**Non-Degree Seeking / Career Development** - A student who is not pursuing an associate degree program.

**Part-Time Student** - A student enrolled for less than 12 hours of academic course work.

**Prerequisite** - A course / courses a student must successfully complete with a grade of "C" or higher prior to enrolling for a particular course.

**President's List** - An honor awarded to students who have attained a GPA of 4.0 during a semester in which a minimum of 12 hours of college level credit is completed.

**Programs of Study (Major)** - An area of concentration for study that leads to earning a certificate, diploma, or degree.

**Re-admit** - The act of readmitting a student after absence of more than two semesters or probation/suspension.

**Residency** - Refers to whether or not a student qualifies for in-state tuition fees.

**Schedule Changes** - The act of changing a student's original schedule during the section swap period.

**Semester** - One of any three terms during which courses are offered by the college (Fall, Spring, Summer).

**Student Aid** - Financial assistance for college expenses through any form of grants, scholarships, loans, or work.

**Suspension** - Involuntary separation of the student from the college.

**Syllabus** - An outline for an academic course; includes assignments, exam dates, grading practices, etc.

**Transcript** - The official record of completed courses and the grades made.

**Transfer Credits** - The number of course credits taken by a student at one college that another college accepts.

**Transfer Student** - A student who has attended one or more colleges and is admitted to another.

**Transient Student** - A student in good standing in one college who is taking courses which will transfer back to the original college.

**Tuition** - The per credit hour cost of college.

**Vice-President's List** - An honor awarded to students who have attained a grade point average of 3.55 - 3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

**Withdrawal from College** - Resignation from all classes and college following the procedures outlined in the college catalog.

**Withdrawal from Courses** - A release from enrollment in one or all courses. An official withdrawal occurs when either a student completes and submits the necessary paperwork or an instructor completes and submits the necessary paperwork for an administrative withdrawal. Withdrawing from a class may impact a student's financial aid and satisfactory academic progress. The student is financially responsible for tuition and fees resulting from an administrative withdrawal.

## Arts and Sciences Division

### Associate in Arts (AA)

Degree: Associate in Arts

Major: Associate in Arts

Minimum Credits Required for Graduation: 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

TCL offers a variety of AA transfer blocks, including:

- Associate in Arts (AA) Transfer Degree
- Arts, Humanities and Social Sciences Transfer Block (AA)
- General Education and Business Transfer Block (AA)
- Early Childhood, Elementary and Special Education Transfer Block (AA)

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AA program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student's program of study.

**Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**



# Associate in Science (AS)

Degree: Associate in Science

Major: Associate in Science

Minimum Credits Required for Graduation: 60

The Associate in Science (AS) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as biology, chemistry, agriculture, dentistry, medicine, pharmacy, physics, engineering, mathematics, textiles, or veterinary medicine. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

TCL offers a variety of AS Transfer Blocks including:

- Associate in Science (AS) Transfer Degree
- Science and Mathematics Transfer Block (AS)
- Engineering Transfer Block (AS)

There are additional AS transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Science (AS) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AS degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a “C” or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AS program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student’s program of study.

**Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## Arts and Sciences Division

### Arts and Sciences Certificates

**Certificates in Arts:** Basic Art, General Education, General Education: Math & English Core, and Liberal Arts Core.

**Certificates in Sciences:** Agriscience, Introduction to Biotechnology.

## **Associate in Arts**

### **Arts, Humanities and Social Sciences Transfer Block (AA)**

#### **Associate in Arts (AA)**

**Degree:** Associate in Arts

**Major:** Associate in Arts

**Minimum Credits Required for Graduation:** 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AA transfer blocks, including:**

- Associate in Arts Transfer Degree
- Arts, Humanities and Social Sciences Transfer Degree
- General Education and Business Transfer Degree
- Early Childhood, Elementary and Special Education Transfer Degree

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

**Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:**

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AA program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student's program of study.

**Student's are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## General Education (15 credit hours)

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## Required Major (15-17 credit hours)

Select one of the following:

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **ART 108 - History of Western Art**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a visual and historical survey of Western Art from the Renaissance through modern times. The techniques, form, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them.

### **MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **THE 101 - Introduction to Theatre**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course includes the appreciation and analysis of theatrical literature, history, and production.

Select one of the following:

### **ENG 201 - American Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the colonial period to the Civil War.

**ENG 202 - American Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the Civil War to the present.

**ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

**ENG 206 - English Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

**ENG 208 - World Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**ENG 209 - World Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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

**PHI 101 - Introduction to Philosophy**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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 110 - Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

## Select 5-7 credits from the transfer list

Please view the Transfer List, [here](#).

## Select one foreign language

Select one foreign language from the transfer list - TCL offers SPA 101, Elementary Spanish I.

## Required Related (29-30) credit hours)

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

### **SPA 102 - Elementary Spanish II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

## Select one of the following:

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

### **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

### **MAT 140 - Analytical Geometry and Calculus I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

### **MAT 141 - Analytical Geometry and Calculus II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

Select three of the following:

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**ECO 210 - Macroeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**ECO 211 - Microeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

Select one of the following: sequences

**BIO 101 - Biological Science I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

**BIO 102 - Biological Science II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

**CHM 110 - College Chemistry I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

**CHM 111 - College Chemistry II**



**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

**PHY 201 - Physics I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 111.

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**PHY 202 - Physics II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): PHY 201.

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**Total Hours Required For Graduation (60-63)****Sample Curriculum\* - Arts, Humanities & Social Sciences Transfer Block**

**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester****BIO 101 - Biological Science I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**SPA 101 - Elementary Spanish I****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the hispanic culture.

Credits 17

**First Year - Spring Semester****BIO 102 - Biological Science II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

## **SPA 102 - Elementary Spanish II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

Credits 17

## **Second Year - Fall Semester**

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

### **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **PHI 101 - Introduction to Philosophy**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

- Major Elective

Credits 15

## Second Year - Spring Semester

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Major Elective

Credits 12

### **Note:**

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

++ See List of Approved Courses.

## **Associate in Arts (AA)**

## Associate in Arts (AA)

**Degree:** Associate in Arts

**Major:** Associate in Arts

**Minimum Credits Required for Graduation:** 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AA transfer blocks, including:**

- Associate in Arts Transfer Degree
- Arts, Humanities and Social Sciences Transfer Degree
- General Education and Business Transfer Degree
- Early Childhood, Elementary and Special Education Transfer Degree

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

**Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:**

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AA program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student's program of study.

**Student's are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## General Education (15 credit hours)

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

## **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **Required Major (15-17 credit hours)**

Select 15 credits from the transfer list from the following areas:

Anthropology, Art, English, Geography, History, Economics, Music, Psychology, Philosophy, Sociology, Speech, Theatre or and Foreign Language.

## Required Related (29-30) credit hours)

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

Select one of the following:

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

- Higher Math
- Lab Science

Select 15 credits from the transfer list

Please view the Transfer List, [here](#).

Total Hours Required For Graduation (60-61)

Sample Curriculum\* - Associate in Arts

Please see your advisor for possible course substitutions.

First Year - Fall Semester

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **MAT 110 - College Algebra**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

- Required Elective ++

Credits 15

## First Year - Spring Semester

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**MAT 120 - Probability and Statistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

- Major Elective \*\*
- Required Elective ++

Credits 15

## Second Year - Fall Semester

**PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Major Elective \*\*
- Major Elective \*\*
- Required Elective ++

Credits 15

**Second Year - Spring Semester****ECO 210 - Macroeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

- Major Elective \*\*
- Major Elective \*\*
- Required Elective ++
- Required Elective ++

Credits 15

**Note:**

*\*Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

*\*\* 15 Credit Hours from any of the following: ART, ECO, ENG, HIS, MUS, PHI, PSY, SOC, SPC, and any foreign language.*

*++ See List of Approved Courses.*

# Early Childhood, Elementary and Special Education Transfer Block (AA)

## Associate in Arts (AA)

**Degree:** Associate in Arts

**Major:** Associate in Arts

**Minimum Credits Required for Graduation:** 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AA transfer blocks, including:**

- Associate in Arts Transfer Degree
- Arts, Humanities and Social Sciences Transfer Degree
- General Education and Business Transfer Degree
- Early Childhood, Elementary and Special Education Transfer Degree

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

**Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:**

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AA program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student's program of study.

**Student's are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## General Education (15 credit hours)

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**HIS 101 - Western Civilization to 1689****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Required Major (15-17 credit hours)****ART 101 - Art History and Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**HIS 102 - Western Civilization Post 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Select one of the following:

**ENG 208 - World Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**ENG 209 - World Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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

Select 3 credits from transfer list

Please view the Transfer List, [here](#).

Required Related (29-30) credit hours)

**BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

**ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Select one of the following:

**MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

**MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

**MAT 140 - Analytical Geometry and Calculus I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Select one of the following:

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Select one of the following:

**CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

**CHM 105 - General Organic and Biochemistry**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 102

This course is the study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

**CHM 110 - College Chemistry I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

## Select 7-9 credits from transfer list

Please view the Transfer List, [here](#).

## Total Hours Required For Graduation (60-63)

## Sample Curriculum - Early Childhood, Elementary & Special Education Transfer Block

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.



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.

- Major Elective ++

Credits 16

First Year - Spring Semester

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **HIS 102 - Western Civilization Post 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Required Elective \*\*

Credits 15

Second Year - Fall Semester

## **CHM 105 - General Organic and Biochemistry**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 102

This course is the study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

## **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

## **MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

- Required Elective ++

Credits 16

## **Second Year - Spring Semester**

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**ENG 208 - World Literature I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Required Elective ++

Credits 15

**Note:**

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

++ See List of Approved Courses.

**General Education and Business Transfer Block (AA)****Associate in Arts (AA)**

**Degree:** Associate in Arts

**Major:** Associate in Arts

**Minimum Credits Required for Graduation:** 60

The Associate in Arts (AA) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as education, English, pre-law, history, business administration, psychology, or social work. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AA transfer blocks, including:**

- Associate in Arts Transfer Degree
- Arts, Humanities and Social Sciences Transfer Degree
- General Education and Business Transfer Degree
- Early Childhood, Elementary and Special Education Transfer Degree

There are additional AA transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

**Students applying to the Associate in Arts (AA) degree program must supply the following documentation before registering for courses:**

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AA degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AA program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirement; or they may be accepted only as elective course, depending on the student's program of study.

**Student's are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## General Education (15 credit hours)

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

**MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

**HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Required Major (15-17 credit hours)**

**SPA 101 - Elementary Spanish I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

Select two of the following:

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

### **ENG 206 - English Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- (Complete sequence)

Select 3 credits from the transfer list

Please view the Transfer List, [here](#).

**Required Related (29-30) credit hours)**

## **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

## **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

## **BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

## **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **ECO 211 - Microeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

Select one of the following:

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space

concepts, random variable, 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.

## **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

## **MAT 140 - Analytical Geometry and Calculus I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

Select one of the following:

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Select one of the following:



## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

## **BIO 102 - Biological Science II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

## **CHM 110 - College Chemistry I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

## **CHM 111 - College Chemistry II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

## **PHY 201 - Physics I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 111.

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

## Total Hours Required For Graduation (61-62)

### Sample Curriculum - General Education & Business Transfer Block

Please see your advisor for possible course substitutions.

#### First Year - Fall Semester

##### **BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

##### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

##### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

##### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

##### **SPA 101 - Elementary Spanish I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the hispanic culture.

**Credits 17**

**First Year - Spring Semester**

### **BIO 102 - Biological Science II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **HIS 102 - Western Civilization Post 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **SPA 102 - Elementary Spanish II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

Credits 17

Second Year - Fall Semester

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

- Major Elective ++

Credits 15

Second Year - Spring Semester

### **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

**ART 101 - Art History and Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ECO 211 - Microeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Required Elective ++

Credits 15

**Note:**

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

++ See List of Approved Courses.

**Associate in Science****Associate in Science (AS)**

Associate in Science (AS)

**Degree:** Associate in Science

**Major:** Associate in Science

**Minimum Credits Required for Graduation:** 60

The Associate in Science (AS) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as biology, chemistry, agriculture, dentistry, medicine, pharmacy, physics, engineering, mathematics, textiles, or veterinary medicine. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AS Transfer Blocks including:**

- Associate in Science Transfer Degree
- Science and Mathematics Transfer Block
- Engineering Transfer Block

There are additional AS transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Science (AS) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AS degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AS program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.

**Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

## General Education (15 credit hours)

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### ENG 102 - English Composition II

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Select one of the following:

**HIS 101 - Western Civilization to 1689****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Required Major (20 credit hours)**

- Lab Science Sequence I
- Lab Science Sequence II

Select 12 credits from the transfer list from the following areas:

Biology, Chemistry, Physics, Mathematics

Please view the Transfer List, [here](#).

## Required Related (25-27 credit hours)

Select one of the following:

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **THE 101 - Introduction to Theatre**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course includes the appreciation and analysis of theatrical literature, history, and production.

Select two of the following:

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select 13-15 credits from the transfer list

Please view the Transfer List, [here](#).

Total Hours Required For Graduation (60-62)

Sample Curriculum - Associate in Science

Please see your advisor for possible course substitutions.

First Year - Fall Semester

**BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**HIS 101 - Western Civilization to 1689****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 16

**First Year - Spring Semester****ART 101 - Art History and Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

## **BIO 102 - Biological Science II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **MAT 111 - College Trigonometry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110

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; sequences; and parametric equations.

- Required Elective ++

Credits 16

Second Year - Fall Semester

## **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Required Elective ++

Credits 16

## **Second Year - Spring Semester**

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

- Required Elective ++
- Required Elective ++

Credits 12

## **Note:**

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

++ See List of Approved Courses.

## Engineering Transfer Block (AS)

### Associate in Science (AS)

**Degree:** Associate in Science

**Major:** Associate in Science

**Minimum Credits Required for Graduation:** 60

The Associate in Science (AS) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as biology, chemistry, agriculture, dentistry, medicine, pharmacy, physics, engineering, mathematics, textiles, or veterinary medicine. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AS Transfer Blocks including:**

- Associate in Science Transfer Degree
- Science and Mathematics Transfer Block
- Engineering Transfer Block

There are additional AS transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Science (AS) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AS degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AS program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.

**Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.**

### General Education (15 credit hours)

#### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

**HIS 101 - Western Civilization to 1689****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Required Major (20 credit hours)****CHM 110 - College Chemistry I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

This 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.

**CHM 111 - College Chemistry II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

**MAT 140 - Analytical Geometry and Calculus I****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

**MAT 141 - Analytical Geometry and Calculus II****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

**PHY 201 - Physics I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 111.

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

**Required Related (25-27 credit hours)**

Select one of the following:

**ART 101 - Art History and Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**MUS 105 - Music Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **THE 101 - Introduction to Theatre**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course includes the appreciation and analysis of theatrical literature, history, and production.

Select two of the following:

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.



## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

## **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 206 - English Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 208 - World Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

## **ENG 209 - World Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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

Select one EGR Course

Select 7-9 credits from transfer list

Please view the Transfer List, [here](#).

## Total Hours Required For Graduation (60-62)

## Sample Curriculum - Engineering Transfer Block

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **CHM 110 - College Chemistry I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

#### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Credits 16

First Year - Spring Semester

### **CHM 111 - College Chemistry II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Required Elective ++

Credits 16

Second Year - Fall Semester

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ECO 210 - Macroeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**MAT 140 - Analytical Geometry and Calculus I****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

- PHY 201 - Physics I

Credits 14

**Second Year - Spring Semester****ENG 208 - World Literature I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

**MAT 141 - Analytical Geometry and Calculus II****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

- EGR Elective
- Required Elective ++

Credits 14

## Note:

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

• *Prerequisites must be met before enrollment.*

++ *See List of Approved Courses.*

## Science and Mathematics Transfer Block (AS)

### Associate in Science (AS)

**Degree:** Associate in Science

**Major:** Associate in Science

**Minimum Credits Required for Graduation:** 60

The Associate in Science (AS) college transfer degree program prepares students to transfer to a four-year college or university to earn a baccalaureate degree in such areas as biology, chemistry, agriculture, dentistry, medicine, pharmacy, physics, engineering, mathematics, textiles, or veterinary medicine. With the help of an academic advisor, the student will plan a program of study to meet the requirements of the college to which the student wishes to transfer based on the program guidelines below.

**TCL offers a variety of AS Transfer Blocks including:**

- Associate in Science Transfer Degree
- Science and Mathematics Transfer Block
- Engineering Transfer Block

There are additional AS transfer options. Students should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer.

Students applying to the Associate in Science (AS) degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduation Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the AS degree must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) and English Composition I (ENG 101), or have qualifying SAT/ACT scores.
- Official transcripts must be sent from the issuing college/school directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, SAT and/or ACT scores, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as career development students and will not be admitted into the AS program until all requirements are met.

Courses listed with a single asterisk (\*) are not articulated by the SC CHE and may not transfer into some programs at some four-year colleges and universities. Both the articulated and non-articulated courses may transfer as discipline-specific and /or as fulfilling general education requirements; or they may be accepted only as elective courses, depending on the student's program of study.

Students are responsible for checking with the specific college or university to which they plan to transfer (and preferably with their target program within that institution) to determine the transferability of any course.

## General Education (15 credit hours)

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Select one of the following:

### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **Required Major (20 credit hours)**

### **CHM 110 - College Chemistry I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

This 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.

### **CHM 111 - College Chemistry II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

### **MAT 140 - Analytical Geometry and Calculus I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

### **MAT 141 - Analytical Geometry and Calculus II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

### **PHY 201 - Physics I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 111.

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

## Required Related (25-27 credit hours)

### **PHY 202 - Physics II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): PHY 201.

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

### **SPA 101 - Elementary Spanish I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

Select one of the following:

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **THE 101 - Introduction to Theatre**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course includes the appreciation and analysis of theatrical literature, history, and production.

Select two of the following:

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**ECO 211 - Microeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

**PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

**PSC 215 - State and Local Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of state, county and municipal government systems, including interrelationships among these systems and within the federal government.

Select one of the following:

**CPT 101 - Introduction to Computers****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**CPT 170 - Microcomputer Applications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one English Literature course from the transfer list

Please view the Transfer List, [here](#).

Total Hours Required For Graduation (62)

Sample Curriculum - Science and Math Transfer Block

Please see your advisor for possible course substitutions.

First Year - Fall Semester

**CHM 110 - College Chemistry I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

**ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- GER 101 - Elementary German I \*

**HIS 101 - Western Civilization to 1689****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Credits 17

**First Year - Spring Semester****CHM 111 - College Chemistry II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

**CPT 101 - Introduction to Computers****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

- GER 102 - Elementary German II \*

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 17

**Second Year - Fall Semester****ART 101 - Art History and Appreciation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

**ECO 210 - Macroeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**MAT 140 - Analytical Geometry and Calculus I****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

- PHY 201 - Physics I

Credits 14

## Second Year - Spring Semester

### **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

### **MAT 141 - Analytical Geometry and Calculus II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

- PHY 202 - Physics II

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Credits 14

Note:

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

- *Prerequisites must be met before enrollment.*

## **Certificate in Basic Art**

### **Basic Art Certificate**

**Program Description:** The Basic Art certificate program is designed to extend the humanities related courses and provides access to the study of visual arts. It complements and extends the current Art History and Appreciation humanities offerings and provides an introduction to drawing, painting, and watercolor.

## Required Major Courses

### **ART 107 - History of Early Western Art**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a visual and historical survey of Western Art from the Renaissance through modern times. The techniques, form, 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**

**Lec. 3 Lab. 0 Cr. 3**

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

### **ART 205 - Survey of Materials**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of non-structural materials used in interiors. Topics include their composition, characteristics, applications, specifications, and government regulations.

### **ART 211 - Introduction to Painting**

**Lec. 3 Lab. 0 Cr. 3**

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

### **ART 212 - Introduction to Watercolor**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the transparent American watercolor techniques, emphasizing the creation of landscapes and still-life subjects that utilize appropriate brush techniques and proper color mixing for this medium.

Credits 18

# Certificate in General Education

## General Education Certificate

**Program Description:** The General Education certificate program is designed for the student who wishes to complete the general education courses required of degree students. The courses address the basic core competencies required of all students.

### Required Major Courses

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Select one of the following:

#### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

## **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Select one of the following:

- MAT 110 - College Algebra
- MAT 120 - Probability & Statistics

Credits 18

## **Certificate in General Education: Math & English Core**

### **General Education: Math and English Core Certificate**

**Program Description:** The General Education: Math & English Core certificate program is for students interested in the general education Math & English Core. The elective credits provide academic flexibility.

### **Required Major Courses**



## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 111 - College Trigonometry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110

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; sequences; and parametric equations.

- Suggested Elective \*

Select one of the following:

## **ENG 201 - American Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the colonial period to the Civil War.

## **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

Select one of the following:

- MAT 111 - College Trigonometry
- MAT 120 - Probability and Statistics

Credits 18

\* See College Transfer Course List.

## Certificate in Liberal Arts Core

### Liberal Arts Core Certificate

**Program Description:** The Liberal Arts Core certificate program is for students interested in the general education core. The elective credits provide academic flexibility. Traditional, non-traditional, and dual credit students will benefit from access to this certificate program.

### Required Major Courses

#### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### ENG 102 - English Composition II

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

#### HIS 101 - Western Civilization to 1689

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

- MAT 111 - College Trigonometry
- MAT 120 - Probability & Statistics

## **\*Suggested Electives**

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **ENG 201 - American Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the colonial period to the Civil War.

## **ENG 202 - American Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the Civil War to the present.

## **ENG 203 - American Literature Survey**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a survey of American Literature: major authors, genres, and periods.

## **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 206 - English Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 208 - World Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

## **ENG 209 - World Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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

## **ENG 214 - Fiction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

## **ENG 218 - Drama**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

## **PSC 201 - American Government**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

## **SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

Credits 24

## Note:

+ HIS 201 - American History: Discovery to 1877 & HIS 202 - American History: 1877 to Present *may be substituted for HIS 101 & HIS 102.*

## Certificate in Applied Science

### Agriscience Certificate

**Program Description:** The Agriscience certificate program is a year-long program that provides academic and occupational preparation in the broad field of Agriscience. Emphasis is on plant and soil science as they related to sustainable horticultural and food and fiber crops, landscaping, turf and greens, and pest management. A required internship will provide more specific experience and skills development under the supervision of TCL instructors.

### Required Major Courses

#### **AGR 202 - Soils**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100 , MAT 101, RDG 100 .

This course introduces land resources, soil formation, classification, and mineralogy, and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients, and fertilization are discussed, along with applications of soil properties in relation to plant growth.

#### **AGR 204 - Introduction to Plant Sciences**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the United States.

#### **AGR 205 - Pest Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): AGR 204 .

Students will study major pests (weeds, insects, and diseases) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies.

#### **CWE 114 - Cooperative Work Experience I**

**Lec. 0 Lab. 20 Cr. 4**

Prerequisite(s): Completion of all other program requirements, or instructor approval.

This course includes cooperative work experience in an approved setting.

Select four courses from the following:

**BIO 101 - Biological Science I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

**BUS 101 - Introduction to Business****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

**BTN 103 - Introduction to Biotechnology and Laboratory Rotation I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101, ENG 100, MAT 102, RDG 100 or instructor approval.

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, application, and basic laboratory skills.

**CHM 110 - College Chemistry I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

This 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.

**HRT 104 - Landscape Planning and Implementation****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course is a study of landscape design and drafting as well as landscape installation techniques.

**HRT 241 - Turf Management****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): AGR 202, AGR 204.

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

Credits 27-29

## Introduction to Biotechnology Certificate

**Program Description:** The Introduction to Biotechnology certificate program provides an introduction to basic biotechnology laboratory procedures. Students will also acquire technical communication and analytical skills. Graduates may use this certificate as a bridge to more advanced study at 2-year and 4-year institutions.

### Required Major Courses

#### BIO 101 - Biological Science I

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

#### BTN 103 - Introduction to Biotechnology and Laboratory Rotation I

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101, ENG 100, MAT 102, RDG 100 or instructor approval.

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, application, and basic laboratory skills.

#### CHM 110 - College Chemistry I

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

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.

#### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.



## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Credits 21

# **Business Technologies Division**

Program Accredited by: Accreditation Council for Business Schools and Programs (ACBSP)

# **Business Technologies Division**

## **Administrative Office Technology Certificates**

**Certificates:** Advanced Healthcare Case Management, Medical Office Assistant, Office Applications for Business & Industry.

## **Computer Technology Certificates**

Certificates are available in Computer Applications, Database, Database/Reports for Electronic Health Records, Help Desk Management, Network Administrator, Networking for Electronic Health Records, Programming, and Webmaster.

## **Criminal Justice Technology Certificates**

**Certificates:** Computer Forensics, Crime Scene Investigation, Criminal Justice and Law, and Cyber Crimes Investigation.

## **Early Care and Education Certificates**

**Certificates:** Child Care Management, Early Childhood Development, and Infant/Toddler Care.

## **General Business Certificates**

**Certificates:** Accounting, Culinary Arts, Entrepreneurship/Small Business Operations, and Hospitality Management.

## **Associate in Applied Science**

### **Administrative Office Technology (AAS)**

**Degree:** Associate in Applied Science

**Major:** Administrative Office Technology

**Minimum Credits Required for Graduation:** 69

**Program Description:** The Administrative Office Technology (AOT) associate degree program prepares graduates to be administrative assistants in today's modern offices. Students gain proficiency in keyboarding, word processing, accounting, office procedures, and business communications to include presentation graphics, desktop publishing and spreadsheets. Students master office skills required by business, industry and the legal and medical professions. Practical applications serve to broaden career options and advancement opportunities.

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

## **PSY 201 - General Psychology**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **ENG 102 - English Composition II**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **ENG 260 - Advanced Technical Communications**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course develops skills in research techniques and increases proficiency in technical communications.

Credits 18

## **Required Major Courses**

### **AOT 105 - Keyboarding**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

**AOT 110 - Document Formatting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**AOT 137 - Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 160.

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

**AOT 161 - Records Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course emphasizes information management functions and various types of information systems, technology, and procedures.

**AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

**AOT 180 - Customer Service**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

**AOT 239 - Computerized Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 137.

This course covers specialized accounting functions performed on a computer.

**AOT 254 - Office Simulation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

**AOT 261 - Office Spreadsheet Applications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 170.

This course introduces the concepts of spreadsheets for information management in an office environment.

**BUS 121 - Business Law I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

**CPT 170 - Microcomputer Applications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

**Credits 33**

\* Can substitute CPT 118 - Professional Practices in Information Technology

\*\* Can substitute CPT 174 - Microcomputer Spreadsheets

\*\*\* Can substitute CPT 101 - Introduction to Computers

**AOT Required Related Courses**

Students, with the advice and consent of their advisor, must complete **18 semester hours** from the following offerings.

**Correctional Office Administration****CRJ 101 - Introduction to Criminal Justice****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

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 115 - Criminal Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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 130 - Police Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

## **CRJ 135 - Correctional Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.

## **CRJ 242 - Correctional Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

## **Legal Office Administration**

## **BUS 123 - Business Law II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 121.

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

## **LEG 135 - Introduction to Law and Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

## **LEG 213 - Family Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

## **LEG 232 - Law Office Management**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

## **Medical Office Administration**

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **AOT 164 - Medical Information Processing**

**Lec. 3 Lab. 0 Cr. 3**

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

### **AOT 212 - Medical Document Production**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

### **AOT 220 - Medical Office Administrative Procedures**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, MAT 101, RDG 100, CPT 101 or CPT 170.

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for medical receptionist and other front-office medical personnel.

### **AOT 252 - Medical Systems and Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105, AOT 163 or CPT 170 or instructor approval.

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

## **IST 215 - Health Information Networking**

**Lec. 3 Lab. 0 Cr. 3**

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

## **LEG 135 - Introduction to Law and Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

## **Office Applications**

### **AOT 135 - Data Entry**

**Lec. 3 Lab. 0 Cr. 3**

This course introduces data entry techniques.

### **AOT 265 - Office Desktop Publishing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

### **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

### **CPT 257 - Operating Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, MAT 102.



This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.

## **IST 225 - Internet Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 281 - Presentation Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101 or CPT 170.

This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.

# Sample Curriculum - Administrative Office Technology

**Please see your advisor for possible course substitutions.**

## First Year - Fall Semester

### **AOT 105 - Keyboarding**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

### **AOT 137 - Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 160.

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

- AOT Related Course

Credits 15

First Year - Spring Semester

## **AOT 110 - Document Formatting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

## **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

## **AOT 239 - Computerized Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 137.

This course covers specialized accounting functions performed on a computer.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- AOT Related Course

Credits 18

## Second Year - Fall Semester

### **AOT 161 - Records Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course emphasizes information management functions and various types of information systems, technology, and procedures.

### **AOT 180 - Customer Service**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

- AOT Required Course
- AOT Related Course
- Humanities Elective

Select one of the following:

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **ENG 260 - Advanced Technical Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course develops skills in research techniques and increases proficiency in technical communications.

Credits 18

## Second Year - Spring Semester

### **AOT 254 - Office Simulation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

- AOT Related Course
- AOT Related Course

### **AOT 261 - Office Spreadsheet Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 170.

This course introduces the concepts of spreadsheets for information management in an office environment.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Credits 18

## **Computer Technology (AAS)**

**Degree:** Associate in Applied Science

**Major:** Computer Technology

**Minimum Credits Required for Graduation:** 60

**Program Description:** The Computer Technology (CPT) associate degree program is designed to prepare graduates for entry-level positions in information management. From entry-level positions, opportunities exist for advancement into system analysis and design, applications, operations and programming, as well as supervisory positions. Successful completion of the courses in the Computer Technology degree may prepare students for industry certification tests. Contact an advisor for additional information regarding certification paths.

## General Education Requirements

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### PSY 201 - General Psychology

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### SPC 205 - Public Speaking

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

### MAT 110 - College Algebra

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

### MAT 120 - Probability and Statistics

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 15

## Required Major Courses

### **CPT 118 - Professional Practices in Information Tech**

**Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): SPC 205.

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

### **CPT 168 - Programming Logic and Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts.

### **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

### **CPT 212 - Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

### **CPT 242 - Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, ENG 101.

This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.

**CPT 257 - Operating Systems****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, MAT 102.

This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.

**CPT 264 - Systems and Procedures****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 242.

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

**IST 220 - Data Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

**IST 225 - Internet Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

**IST 226 - Internet Programming****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

**IST 266 - Internet and Firewall Security****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Credits 33

## Computer Required Related Electives

(Select Any Four Elective Courses)

### **CPT 174 - Microcomputer Spreadsheets**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

### **CPT 207 - Complex Computer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

### **CPT 213 - Advanced Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 212.

This course is the study of object oriented features of Visual Basic and their use in accessing databases. It includes classes, collection and web access.

### **CPT 232 - C++ Programming I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C ++ Programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, and simple pointers, and strings.

### **CPT 233 - C++ Programming II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 232.

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions.



## **CPT 236 - Introduction to JAVA Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

## **CPT 237 - Advanced JAVA Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 236.

This course is a study of advanced topics of the JAVA programming language by building on basic knowledge of the JAVA language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the Javabean component model, and network programming and server-side programming.

## **CPT 238 - Internet Scripting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

## **CPT 240 - Internet Programming with Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 260 - Fundamentals of Operating Systems and Web Servers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 257.

This course is a study of operating techniques needed for setting up and maintaining web servers.

## **CPT 267 - Technical Support Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

## **CPT 268 - Computer End-User Support**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

**HIM 110 - Health Information Science I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course provides an in-depth study of content, storage, retrieval, control, and retention of health information systems.

**HIM 266 - Computers in Healthcare****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security data in computer systems, record linkage, and data sharing concepts.

**IST 150 - Project Mgt. Essentials for IT Professionals****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam

**IST 162 - Intro to Workstation Networking Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**IST 166 - Network Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

**IST 215 - Health Information Networking****Lec. 3 Lab. 0 Cr. 3**

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

**IST 236 - Mobile and Wireless Appliances****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

**IST 237 - Intermediate Website Design****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

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

**IST 238 - Advanced Tools for Website Design****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is the study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

Credits 12

Total Credits 60

**Sample Curriculum - Computer Technology**

Please see your advisor for possible course substitutions.

First Year - Fall Semester

## **CPT 168 - Programming Logic and Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts.

## **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 12

First Year - Spring Semester

## **CPT 212 - Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

## **IST 225 - Internet Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 15

First Year - Summer Semester

## **CPT 118 - Professional Practices in Information Tech**

**Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): SPC 205.

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT)

professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

## **CPT 257 - Operating Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, MAT 102.

This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.

Credits 6

## **Second Year - Fall Semester**

### **CPT 242 - Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, ENG 101.

This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.

### **IST 226 - Internet Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

### **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

- Computer Elective
- Computer Elective

Credits 15

## **Second Year - Spring Semester**

## **CPT 264 - Systems and Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 242.

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

## **IST 220 - Data Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

- Computer Elective
- Computer Elective

Credits 12

## **Criminal Justice Technology (AAS)**

**Degree:** Associate in Applied Science

**Major:** Criminal Justice Technology

**Minimum Credits Required for Graduation:** 66

**Program Description:** The Criminal Justice (CRJ) associate degree program includes courses which provide the student with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

## **General Education Requirement**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 18

## **Required Major Courses**

### **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.



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 115 - Criminal Law I**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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 125 - Criminology**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

## **CRJ 130 - Police Administration**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

## **CRJ 242 - Correctional Systems**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

Select one of the following:

## **CRJ 220 - Judicial Process**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

## **CRJ 236 - Criminal Evidence**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credits 18

## Required Related Courses

### **CRJ 120 - Constitutional Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

### **CRJ 126 - Criminal Justice Research Methods**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

### **CRJ 140 - Criminal Justice Report Writing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

### **CRJ 222 - Ethics in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the application of ethical theories to the criminal justice profession.

## **CRJ 260 - Seminar in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

Credits 18

## **CRJ Related Courses**

Additionally, students, with the advice and consent of their advisor, must complete 6 credit hours from the following offerings:

### **CRJ 102 - Introduction to Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal and technical problems of loss prevention and control are analyzed.

### **CRJ 135 - Correctional Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.

### **CRJ 141 - Forensic and Investigative Writing & Documentation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course is a study of the proper investigative and crime lab documentation through focused observational and writing skills. Effective techniques in the development of a criminal case file are examined, as well as the ethical and legal pitfalls encountered through poorly written documentation.

### **CRJ 150 - Interviewing and Counseling**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 200 - Basic Latent Print Development and Collection Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints, and the optimum methods of processing items of evidence found in crime scenes.

**CRJ 202 - Criminalistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics and clandestine operations.

**CRJ 207 - Crime Scene Investigation Workshop****Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): CRJ 101, RDG 100.

This course includes applications of substantive knowledge and practical experience in the crime scene investigation. Proposed areas are fingerprinting, x-rays, photography, impression evidence and bloodstain pattern.

**CRJ 217 - Crime Scene Investigations for Major Incidents and Mass Crimes****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230 or CRJ 202.

This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources, and overcoming unexpected obstacles associated with investigating a large geographical event.

**CRJ 218 - Crisis Intervention****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

**CRJ 224 - Police - Community Relations****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 225 - Impression Evidence****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. proper photographic recording, casting, and imprint identification.

## **CRJ 226 - Advanced Bloodstain and Firearm Pattern Evidence Analysis**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 202 or CRJ 230.

This course examines the principles and techniques used to establish the parameters in bullet trajectory and bloodstain pattern analysis as they relate to crime scene reconstruction.

## **CRJ 230 - Criminal Investigation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 233 - Cyber Crimes and the Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101, CRJ 101, RDG 100.

The basis for this course comes from criminal justice and computer technology. Through this course, students survey the escalating problem of crime involving computers and the emerging strategies used for identification, investigation, and prosecution. Students will be given an overview of the increasing computer crime problem, illustrating the more common offenses, increased investigative efforts, and its effect on criminal justice systems. Students will obtain an introduction to basic computer and networking concepts, the Internet, computer crime statutes, management of electronic evidence and industry best practices for examining computers that might contain crime related information.

## **CRJ 235 - Practical Crime Scene Investigation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141 , CRJ 225, CRJ 230, CRJ 236, RDG 100.

This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes.

## **CRJ 238 - Industrial and Retail Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course.

## **CRJ 239 - Terrorism and Homeland Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an allhazards approach to protecting people and assets in conjunction with criminal justice agencies.

## **CRJ 240 - Correctional Treatment**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting.

## **CRJ 244 - Probation, Pardon and Parole**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

## **CRJ 246 - Special Problems in Criminal Justice**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 timeless, local concern, legalistic, and or other dynamic factors of such issues.

## **CRJ 249 - Law Enforcement Leadership**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course analyzes contemporary theories of law enforcement leadership. Emphasis is placed on concept application through the use of case studies and the analysis of current leadership situations in law enforcement agencies.

## **CRJ 250 - Criminal Justice Internship I**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes practical experience in a criminal justice or private security setting.

## **CRJ 262 - Criminal Justice Workshop**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

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.

Credits 6

Electives: Credits 6

## Sample Curriculum - Criminal Justice Technology

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

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 115 - Criminal Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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.

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Elective

Select one of the following:

#### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 15

## **First Year - Spring Semester**

### **CRJ 125 - Criminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

### **CRJ 130 - Police Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

### **CRJ 145 - Juvenile Delinquency**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

### **CRJ 222 - Ethics in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the application of ethical theories to the criminal justice profession.

### **ENG 102 - English Composition II**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 18

Second Year - Fall Semester

**CRJ 126 - Criminal Justice Research Methods****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

**CRJ 242 - Correctional Systems****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- CRJ Related Course

Select one of the following:

**CRJ 140 - Criminal Justice Report Writing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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.

**ENG 160 - Technical Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 and word processing skills.

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

Select one of the following:

**CRJ 220 - Judicial Process****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

**CRJ 236 - Criminal Evidence****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credits 18

**Second Year - Spring Semester****CRJ 120 - Constitutional Law****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

**CRJ 260 - Seminar in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

- Humanities Course
- CRJ Related Elective
- Elective

Credits 15

## **Criminal Justice Technology - Transfer Career Pathway (AAS)**

**Degree:** Associate in Applied Science

**Major:** Criminal Justice Technology - Transfer Career Pathway

**Minimum Credits Required for Graduation:** 66-67

**Program Description:** The Criminal Justice (CRJT) associate degree program (transfer pathway) includes courses which provide students with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

### **General Education Requirements**

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

#### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 18

## **Required Major Courses**

### **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

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 115 - Criminal Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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 125 - Criminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

## **CRJ 130 - Police Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

## **CRJ 242 - Correctional Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

Select one of the following:

## **CRJ 220 - Judicial Process**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

## **CRJ 236 - Criminal Evidence**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credits 18

Required Related Courses

## **CRJ 126 - Criminal Justice Research Methods**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

## **CRJ 222 - Ethics in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the application of ethical theories to the criminal justice profession.

## **CRJ 260 - Seminar in Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

Select one of the following:

## **CRJ 120 - Constitutional Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

## **CRJ 145 - Juvenile Delinquency**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

Credits 12

Transfer Pathway Courses

Students, with advice and consent of advisor, must complete 5 transfer courses. Selected courses must be in compliance with courses identified in the South Carolina Transfer or Articulation Center (SCTRAC) and individual schools articulation agreements. Students planning to transfer to the Citadel may also select from BIO-112 and BTN-103 in addition to the sciences listed on the transfer list.

**Credits 15-16**

**Electives: Credits 3**

## **Sample Curriculum - Criminal Justice Technology Transfer Pathway**

**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

### **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

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 115 - Criminal Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Transfer Pathway Course

Select one of the following:

**MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**MAT 120 - Probability and Statistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 15

**First Year - Spring Semester****CRJ 125 - Criminology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 130 - Police Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

**CRJ 222 - Ethics in Criminal Justice****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the application of ethical theories to the criminal justice profession.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.



## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Transfer Pathway Course

Credits 18

Second Year - Fall Semester

## **CRJ 126 - Criminal Justice Research Methods**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

## **CRJ 242 - Correctional Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Transfer Pathway Course
- Transfer Pathway Course

Select one of the following:

## **CRJ 220 - Judicial Process**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

**CRJ 236 - Criminal Evidence****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credits 18

**Second Year - Spring Semester****CRJ 260 - Seminar in Criminal Justice****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

- Humanities Elective
- Transfer Pathway Course
- Elective Course

Select one of the following:

**CRJ 120 - Constitutional Law****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

**CRJ 145 - Juvenile Delinquency****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

Credits 15

## Early Care and Education (AAS)

**Degree:** Associate in Applied Science

**Major:** Early Care and Education

**Minimum Credits for Graduation:** 63

**Program Description:** The Early Care and Education (ECE) associate degree offers a practical and theoretical approach to the study of childcare and education for children. The program is designed to help students currently experienced advance to management positions or students with the desire to work in the field. It thoroughly prepares students in developmentally appropriate practice and learning environments, teaching strategies, growth and development, guidance practices, the needs of young children with an emphasis on the exceptional child and utilization of community and family relationships. Many of the courses include a weekly hands-on lab so that students can apply their knowledge to the child care setting. This degree may not transfer to all four-year teacher education programs. The Early Childhood Associate Degree Program at TCL is accredited by the National Association for the Education of Young Children (NAEYC).

Students applying to the Early Care and Education associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the ECE associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in MAT 110 - College Algebra or MAT 120 - Probability and Statistics and ENG 101 - English Composition I.
- Official transcripts must be sent from the issuing College directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcripts must be at the TCL Admissions Office before a student can register in the ECE program.
- Students lacking these requirements may register for ECD 101 as career development students but will not be admitted to the certificate, diploma or degree programs until all requirements are met.
- Students will be required to have a current negative tuberculin skin test or, if positive, a negative chest x-ray.
- Students must obtain and pass a SLED criminal background check prior to acceptance into the program.
- Students will be required to have a current health assessment completed by a licensed medical doctor.

## General Education Requirements

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### SPC 205 - Public Speaking

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Select one of the following:

**MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 15

## Required Major Courses

### **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

### **ECD 107 - Exceptional Children**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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 135 - Health, Safety, and Nutrition**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

### **ECD 203 - Growth and Development II**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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 243 - Supervised Field Experience I**

### **Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 106, ECD 237 & instructor approval.

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Credits 21

## **Required Related Courses**

### **ECD 106 - Observation of Young Children**

#### **Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

### **ECD 108 - Family and Community Relations**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 public, staff, and parents.

### **ECD 131 - Language Arts**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop

listening, speaking, pre-reading and pre-writing 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.

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 & Math Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

## **ECD 201 - Principles of Ethics & Leadership in Early Care & Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course includes an overview of historical views of 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.

## **ECD 237 - Methods and Materials**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Select one of the following:

## **ECD 252 - Diversity Issues in Early Care and Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100.

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, and socio-economic levels.

## **SAC 101 - Best Practices in School-Age & Youth Care Skills**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

Credits 27

## Sample Curriculum - Early Care and Education

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

#### **ECD 107 - Exceptional Children**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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 135 - Health, Safety, and Nutrition**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 18

## **First Year - Spring Semester**

### **ECD 106 - Observation of Young Children**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

### **ECD 203 - Growth and Development II**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Select one of the following:

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 12

### **First Year - Summer Semester**

### **ECD 108 - Family and Community Relations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 public, staff, and parents.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Humanities Elective

Credits 12

Second Year - Fall Semester

### **ECD 132 - Creative Experiences**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.

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 201 - Principles of Ethics & Leadership in Early Care & Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course includes an overview of historical views of 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.

### **ECD 237 - Methods and Materials**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

Select one of the following:

### **ECD 252 - Diversity Issues in Early Care and Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100.

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, and socio-economic levels.

### **SAC 101 - Best Practices in School-Age & Youth Care Skills**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

Credits 12

## Second Year - Spring Semester

### **ECD 131 - Language Arts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing 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 133 - Science & Math Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

### **ECD 243 - Supervised Field Experience I**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 106, ECD 237 & instructor approval.

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Credits 9

### **Note:**

*\* Note this is a sample curriculum. There is flexibility within the program. Contact your advisor to discuss additional course options.*

## **General Business (AAS)**

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business Associate Degree program is designed to prepare graduates to meet the needs of an ever-changing business environment. Careers in accounting, management, and retailing are possibilities for individuals who successfully complete studies in these fields of business. Students may also choose to emphasize Hospitality/Tourism Management, Golf Management, or Fire Service Administration. Additional certificates can be obtained in Accounting, Culinary Arts Technology, Hospitality Management, and Entrepreneurship/Small Business.

**Program accredited by:** Accreditation Council for Business Schools and Programs (ACBSP)

## General Education Requirements

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### ENG 102 - English Composition II

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### PSY 201 - General Psychology

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### SPC 205 - Public Speaking

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

Credits 18

## **Required Major Courses**

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MKT 101 - Marketing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

Credits 15

**Required Related Courses****ACC 102 - Accounting Principles II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

**BAF 101 - Personal Finance****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

**BUS 101 - Introduction to Business****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

**ECO 210 - Macroeconomics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **MGT 120 - Small Business Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

Credits 15

## **Required Elective Courses**

Additionally, students, with the advice and consent of their advisor, must complete 12 semester credit hours from the following offerings:

### **ACC 124 - Individual Tax Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140, or MAT 102.

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

### **ACC 150 - Payroll Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

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 230 - Cost Accounting I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 102.

This course is a study of the accounting principles involved in job order cost systems, with an emphasis on using cost information for decision-making. Included in this course is the study of cost-volume-profit analysis, process costing, activity-based costing, cost allocation, cost behavior and cost management.

### **ACC 240 - Computerized Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.



This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

## **BUS 110 - Entrepreneurship**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is an introduction to the process of starting a small business, including forms of ownership and management, business feasibility and marketing.

## **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

## **BUS 200 - Introduction to the Business of Real Estate**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is a study of the business principles, concepts, terminologies, and institutional factors related to decision making in the area of real estate.

## **BUS 210 - Introduction to E-Commerce in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and how they apply to the process of buying and selling goods and services online.

## **BUS 220 - Business Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

## **BUS 268 - Special Projects in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101 and instructor approval.

This course includes research, reporting, and special activities for successful employment in the business world.

## **BUS 270 - SCWE in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101 and instructor approval.

This course includes the integration of business skills within an approved work site related to business and industry.

## **CPT 174 - Microcomputer Spreadsheets**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **MGT 121 - Small Business Operations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101 and instructor approval.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

## **MGT 201 - Human Resources Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

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.

## **MGT 270 - Managerial Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed.

## **MKT 135 - Customer Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Credits 18

Electives: Credits 6

## Sample Curriculum - General Business

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

#### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

#### **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

Credits 18

First Year - Spring Semester

## **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

- General Business Elective
- General Business Elective

Credits 15

## **Second Year - Fall Semester**

### **BAF 101 - Personal Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- General Business Elective
- Humanities Elective
- Humanities Elective

Credits 15

## Second Year - Spring Semester

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

### **MGT 120 - Small Business Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

- General Business Elective
- General Business Elective
- General Business Elective

Credits 18

## **General Business - Career Pathway in Fire Service Administration (AAS)**

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business (GNB) associate degree pathway in Fire Service Administration is a special management program designed specifically for individuals who are currently working as a paid or volunteer fire fighter. Students in this program have the same opportunities as general management students including simulations, research projects, and the development of problem solving, interpersonal and communication skills.

**Program accredited by:** Accreditation Council for Business Schools and Programs (ACBSP)

# General Education Requirements

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

Credits 18

## Required Major Courses

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

### **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.



Credits 15

## Required Related Courses

### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

### **MGT 150 - Fundamentals of Supervision**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

### **MGT 270 - Managerial Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed.

Credits 12

## Fire Service Electives

A total of at least 15 semester credits must be taken from a national or South Carolina Fire Academy Open-Learning Program College.

Credits 15

Electives: Credits 6

## Sample Curriculum - General Business-Career Pathway in Fire Service Administration

Please see your advisor for possible course substitutions.

First Year - Fall Semester

### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Fire Service Elective
- Humanities Elective

Select one of the following:

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

### **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

Credits 15

First Year - Spring Semester

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **MGT 150 - Fundamentals of Supervision**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

### **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

- Fire Service Elective
- Fire Service Elective

Credits 18

Second Year - Fall Semester

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MGT 270 - Managerial Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed.

- Fire Service Elective
- Fire Service Elective

Credits 18

## **Second Year - Spring Semester**

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

## **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Elective
- Elective

Credits 15

## **General Business - Career Pathway in Golf Management (AAS)**

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The Associate in Applied Science, General Business, Career Pathway in Golf Management is a special program related to the management and operation of a golf course or golf pro shop. Students will take PRM courses with an approved PGA golf professional.

**Program accredited by:** Accreditation Council for Business Schools and Programs (ACBSP)

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

**MAT 120 - Probability and Statistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Credits 18

Required Major Courses

## **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

## **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

Credits 15

## **Required Related Courses**

**BAF 101 - Personal Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

## **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

## **BUS 131 - Entrepreneurial Leadership**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102 or BUS 140.

This course is designed to provide students with the entrepreneurial leadership perspective necessary for a business owner, economic and social contexts of entrepreneurialism, traits of historically successful entrepreneurs, and analyzes the adversity of modern-day entrepreneurs.

## **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **HOS 140 - The Hospitality Industry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

## **HOS 141 - Resort Development and Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

## **MGT 120 - Small Business Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.



This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

## **MKT 110 - Retailing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102.

This course is the study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

## **MKT 135 - Customer Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Credits 27

## **Professional Golf Management Courses**

- PRM 161 - Rules of Golf
- PRM 162 - Golf Tournament Operations

Credits 6

## **Sample Curriculum - General Business-Career Pathway in Golf Management**

**Please see your advisor for possible course substitutions.**

First Year - Fall Semester

### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- PRM 161 - Rules of Golf
- PRM 162 - Golf Tournament Operations

Select one of the following:

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**MAT 120 - Probability and Statistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 18

First Year - Spring Semester

**ACC 101 - Accounting Principles I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **BUS 131 - Entrepreneurial Leadership**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102 or BUS 140.

This course is designed to provide students with the entrepreneurial leadership perspective necessary for a business owner, economic and social contexts of entrepreneurialism, traits of historically successful entrepreneurs, and analyzes the adversity of modern-day entrepreneurs.

Credits 18

Second Year - Fall Semester

**ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

**MGT 120 - Small Business Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

**MKT 135 - Customer Service Techniques****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

**HOS 140 - The Hospitality Industry****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Credits 15

**Second Year - Spring Semester****BAF 101 - Personal Finance****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

## **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

## **HOS 141 - Resort Development and Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

## **MKT 110 - Retailing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102.

This course is the study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

- Humanities Elective

Credits 15

## **General Business - Career Pathway in Hospitality/Tourism Management (AAS)**

**Degree:** Associate in Applied Science

**Major:** General Business

**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business (GNB) associate degree pathway in Hospitality/Tourism Management Career is comprised of studies in the areas of hotel management, food service management, guest relations, marketing, and human resource development. Students are prepared for entry-level jobs and those with experience can expect to fill supervisory positions.

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

**Credits 18**

## Required Major Courses

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

Credits 21

## **Hospitality/Tourism Management Electives**

Students, with the advice and consent of their advisor, must complete 27 semester credit hours from the following elective coursework:

### **BUS 220 - Business Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

### **BUS 268 - Special Projects in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101 and instructor approval.

This course includes research, reporting, and special activities for successful employment in the business world.

### **CUL 101 - Principles of Food Production I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

### **CUL 102 - Principles of Food Production II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

### **CUL 103 - Nutrition**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications of the food service professional are emphasized.

**HOS 140 - The Hospitality Industry****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

**HOS 141 - Resort Development and Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

**HOS 150 - Hotel Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

**HOS 255 - Food Service Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

**HOS 256 - Hospitality Management Concepts****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the theory and principles of management as applied to the hospitality industry.

**HOS 258 - Convention Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

## **HOS 266 - Destination Tour Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the development and management of group tours at the tourist destination, including idea conception, logistic planning, financial management, supplier relation, marketing and staff training. Students examine tours offered by area operators and develop their own tours.

## **HOS 272 - SCWE in Hospitality/Tourism Management**

**Lec. 3 Lab. 0 Lec. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102 and instructor approval.

This course integrates hospitality skills within an approved work site related to the hospitality industry.

## **MKT 135 - Customer Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Credits 27

## **Sample Curriculum - General Business-Career Pathway in Hospitality/Tourism Management**

**Please see your advisor for possible course substitutions.**

First Year - Fall Semester

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **BUS 101 - Introduction to Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

- Hosp/Tourism Mgt. Elective

Select one of the following:

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Credits 18

First Year - Spring Semester

## **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

**CPT 101 - Introduction to Computers****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**MKT 101 - Marketing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

- Hosp/Tourism Mgt. Elective
- Hosp/Tourism Mgt. Elective

Credits 18

**Second Year - Fall Semester****PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Hosp/Tour Mgt. Elective
- Hosp/Tour Mgt. Elective
- Hosp/Tour Mgt. Elective

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Credits 15

## **Second Year - Spring Semester**

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

Hosp/Tour Mgt. Elective

Hosp/Tour Mgt. Elective

Hosp/Tour Mgt. Elective

Humanities Elective

Credits 15

## **Paralegal (AAS)**

**(Approved by the American Bar Association)**

**Degree:** Associate in Applied Science

**Major:** Paralegal

**Minimum Credits Required for Graduation:** 69

**Program Description:** The Paralegal (PARA) associate degree program, subject to the guidelines of the American Bar Association (ABA), is designed to train individuals whose function is to assist the lawyer in the handling of routine matters and to assist in the conduct of more complicated and difficult legal matters. A graduate of the Paralegal Program, working directly under the supervision of a practicing attorney, should be able to:

- Apply knowledge of the law and legal procedures in drafting legal documents and papers;
- Exercise judgment, work independently, and meet deadlines with respect to assigned tasks;
- Prepare and/or summarize a variety of legal documents and pleadings for review by attorneys;
- Select and compile technical and factual information, including legal research to be used in the assigned legal matter;
- Conduct client and witness interviews and investigations utilizing the information from the above activities;
- Analyze procedural problems and recommend appropriate courses of action and legal solutions;

- Practice and maintain the ethical and legal responsibilities of a paralegal.

**Paralegals may not provide legal services directly to the public except as permitted by law.**

## General Education Requirements

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Credits 18

## **Required Major Courses**

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **LEG 120 - Torts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

### **LEG 135 - Introduction to Law and Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

### **LEG 213 - Family Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

### **LEG 214 - Property Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 233 - Wills, Trusts, and Probate****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

Credits 18

**Required Related Courses****LEG 132 - Legal Bibliography****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

**LEG 201 - Civil Litigation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

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 procedure.

**LEG 231 - Criminal Law****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

**LEG 242 - Law Practice Workshop****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course includes the application of substantive knowledge in a practical situation as a paralegal.



## **LEG 244 - Special Projects for Paralegals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course provides specialized paralegal training with an update on changes in the laws and procedures.

## **LEG 250 - Internship for Paralegals**

**Lec. 1 Lab. 6 Cr. 3**

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed

Select one of the following:

## **LEG 234 - Title Examination Procedures I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

## **BUS 123 - Business Law II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 121.

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Select one of the following:

### **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

### **CPT 179 - Microcomputer Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100, CPT 101 or CPT 170.

This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

Credits 27

## **Required Related Elective Course**

Students, with the advice and consent of their advisor, must complete 3 semester hours from the following:

### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

### **BAF 101 - Personal Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

## **ECO 211 - Microeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

## **MGT 101 - Principles of Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **LEG 232 - Law Office Management**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

Credits 3

Elective: Credits 3

## **Course Prerequisites**

### **LEG 120 - Torts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

### **LEG 132 - Legal Bibliography**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

## **LEG 135 - Introduction to Law and Ethics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

## **LEG 201 - Civil Litigation**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

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 procedure.

## **LEG 213 - Family Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

## **LEG 214 - Property Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

## **LEG 231 - Criminal Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

## **LEG 233 - Wills, Trusts, and Probate**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

## **LEG 234 - Title Examination Procedures I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

## **LEG 242 - Law Practice Workshop**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course includes the application of substantive knowledge in a practical situation as a paralegal.

## **LEG 244 - Special Projects for Paralegals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course provides specialized paralegal training with an update on changes in the laws and procedures.

### **Note:**

*\* All prerequisites must be satisfied prior to enrollment in course. Request for a waiver of prerequisite must be made in writing and will only be granted in extraordinary circumstances. Waiver must be approved by instructor and program director.*

## **Sample Curriculum - Paralegal**

**Please see your advisor for possible course substitutions.**

### **First Year - Fall Semester**

#### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

#### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **LEG 135 - Introduction to Law and Ethics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Select one of the following:

## **MAT 110 - College Algebra**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

Select one of the following:

## **CPT 101 - Introduction to Computers**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Credits 15

First Year - Spring Semester

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **LEG 120 - Torts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

### **LEG 213 - Family Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

### **LEG 214 - Property Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

- Humanities Elective

Credits 15

First Year - Summer Semester

### **LEG 231 - Criminal Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

- Elective
- Elective

Select one of the following:

### **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

### **CPT 179 - Microcomputer Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100, CPT 101 or CPT 170.

This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents.

Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

Credits 12

Second Year - Fall Semester

### **LEG 132 - Legal Bibliography**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

### **LEG 201 - Civil Litigation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

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 procedure.

### **LEG 233 - Wills, Trusts, and Probate**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.



This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Select one of the following:

## **BUS 123 - Business Law II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 121.

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

## **LEG 234 - Title Examination Procedures I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

Credits 15

## **Second Year - Spring Semester**

### **LEG 242 - Law Practice Workshop**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course includes the application of substantive knowledge in a practical situation as a paralegal.

### **LEG 244 - Special Projects for Paralegals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course provides specialized paralegal training with an update on changes in the laws and procedures.

## **LEG 250 - Internship for Paralegals**

**Lec. 1 Lab. 6 Cr. 3**

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 12

## **Certificate in Applied Science**

### **Accounting Certificate**

**Program Description:** The Accounting certificate program is designed to prepare students for entry-level employment in the field of accounting/bookkeeping. Emphasis will be placed on the development of accounting skills and the practical application of those skills.

### **Required Certificate Courses**

#### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

#### **ACC 102 - Accounting Principles II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

## **ACC 124 - Individual Tax Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140, or MAT 102.

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

## **ACC 150 - Payroll Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

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 230 - Cost Accounting I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 102.

This course is a study of the accounting principles involved in job order cost systems, with an emphasis on using cost information for decision-making. Included in this course is the study of cost-volume-profit analysis, process costing, activity-based costing, cost allocation, cost behavior and cost management.

## **ACC 240 - Computerized Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

## **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

Credits 21

## **Advanced Healthcare Case Management Certificate**

**Program Description:** The Advanced Healthcare Case Management certificate program provides students with the required knowledge base and practical training for entry level positions working for health care insurance administration centers.

## Required Certificate Courses

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **AOT 105 - Keyboarding**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

### **AOT 135 - Data Entry**

**Lec. 3 Lab. 0 Cr. 3**

This course introduces data entry techniques.

### **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

### **AOT 220 - Medical Office Administrative Procedures**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, MAT 101, RDG 100, CPT 101 or CPT 170.

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for medical receptionist and other front-office medical personnel.

### **AOT 254 - Office Simulation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **MKT 135 - Customer Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

Credits 24

## **Child Care Management Certificate**

**Program Description:** The Child Care Management certificate program will prepare the graduate to develop further skills in a child care or Head Start setting and may be used as a primary or secondary specialty area for the General Technology degree. The certificate also provides the graduate with the child care, business, communication, and computer skills necessary in the contemporary child care environment. These graduates will become supervisors, directors, and/or lead teachers in the child care industry. They will also be leaders in the development of initiatives for quality care for children, their families and their communities.

## **Required Certificate Courses**

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

### **ECD 102 - Growth and Development I**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

**ECD 106 - Observation of Young Children****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

**ECD 107 - Exceptional Children****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 public, staff, and parents.

**ECD 135 - Health, Safety, and Nutrition**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

**ECD 203 - Growth and Development II****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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 237 - Methods and Materials****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 36

**Computer Applications Certificate**

**Program Description:** The Computer Applications certificate program provides students with the skills necessary to work with software packages, the Internet, and basic programming used in business and industry today.

**Required Certificate Courses****CPT 172 - Microcomputer Database****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and

modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 174 - Microcomputer Spreadsheets**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 207 - Complex Computer Applications**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

## **CPT 212 - Visual Basic Programming**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

## **CPT 240 - Internet Programming with Database**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **IST 150 - Project Mgt. Essentials for IT Professionals**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam

## **IST 225 - Internet Communications**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.



This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 237 - Intermediate Website Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

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

Credits 24

## **Computer Forensics Certificate**

**Program Description:** The Computer Forensics Certificate will prepare students for working as investigators in cyber crimes. This certificate is not a novice level certificate. The student must successfully complete several prerequisite computer and networking courses before enrolling in the courses in the certificate: IST 162, IST 163, IST 165, IST 166, and CRJ 101. The target audience will be students currently enrolled in the associate degree program and officers already working in law enforcement needing to upgrade skills. This certificate was endorsed by the Criminal Justice Advisory Committee and supported by the TCL Curriculum Committee.

## **Required Certificate Courses**

### **IST 263 - Designing Windows Network Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

### **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

### **IST 268 - Computer Forensics**

**Lec. 3 Lab. 0 Cr. 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.

## **IST 269 - Digital Forensics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course will examine the advanced technical aspects of digital computer evidence detection, collection, identification and preservation. Emphasis will be placed on specific tools and methods for extracting deleted or destroyed computer related evidence.

Credits 12

## **Crime Scene Investigation Certificate**

**Program Description:** This certificate program will provide students with the basic skills necessary to investigate crime scene, conduct interviews and interrogations, and testify in court.

### **Required Certificate Courses**

#### **CRJ 141 - Forensic and Investigative Writing & Documentation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course is a study of the proper investigative and crime lab documentation through focused observational and writing skills. Effective techniques in the development of a criminal case file are examined, as well as the ethical and legal pitfalls encountered through poorly written documentation.

#### **CRJ 200 - Basic Latent Print Development and Collection Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints, and the optimum methods of processing items of evidence found in crime scenes.

#### **CRJ 207 - Crime Scene Investigation Workshop**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): CRJ 101, RDG 100.

This course includes applications of substantive knowledge and practical experience in the crime scene investigation. Proposed areas are fingerprinting, x-rays, photography, impression evidence and bloodstain pattern.

#### **CRJ 202 - Criminalistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics and clandestine operations.

**CRJ 217 - Crime Scene Investigations for Major Incidents and Mass Crimes****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230 or CRJ 202.

This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources, and overcoming unexpected obstacles associated with investigating a large geographical event.

**CRJ 225 - Impression Evidence****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. proper photographic recording, casting, and imprint identification.

**CRJ 226 - Advanced Bloodstain and Firearm Pattern Evidence Analysis****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 202 or CRJ 230.

This course examines the principles and techniques used to establish the parameters in bullet trajectory and bloodstain pattern analysis as they relate to crime scene reconstruction.

**CRJ 230 - Criminal Investigation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 235 - Practical Crime Scene Investigation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes.

**CRJ 262 - Criminal Justice Workshop****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

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.

Select one of the following:

### **CRJ 220 - Judicial Process**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

### **CRJ 236 - Criminal Evidence**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

Credits 31

## **Criminal Justice and Law Certificate**

**Program Description:** The Criminal Justice and Law certificate program gives students who are undecided between the Criminal Justice and Paralegal Programs, a chance to experience both before making an ultimate decision.

### **Required Certificate Courses**

#### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

#### **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

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 120 - Constitutional Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

## **LEG 135 - Introduction to Law and Ethics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Select one of the following:

## **CRJ 115 - Criminal Law I**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

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.

## **LEG 231 - Criminal Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

Select one of the following:

## **CRJ 220 - Judicial Process**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

## **CRJ 242 - Correctional Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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.

Credits 18

## Culinary Arts Technology Certificate

**Program Description:** The Culinary Arts certificate program provides students with practical training in culinary arts and the hospitality industry that prepares them for entry level positions as prep cooks and head cooks. The program includes an internship during the second semester that provides the opportunity for students to gain valuable culinary industry experience. Prerequisite: ENG 100, RDG 100, MAT 102.

### Required Certificate Courses

#### CPT 101 - Introduction to Computers

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

#### CUL 101 - Principles of Food Production I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

#### CUL 102 - Principles of Food Production II

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

#### CUL 103 - Nutrition

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications of the food service professional are emphasized.

## **CUL 277 - SCWE in Culinary Arts**

### **Lec. 1 Lab. 9 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100, and instructor approval.

This course integrates culinary skills at an approved work site related to the culinary industry.

## **HOS 255 - Food Service Management**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

Credits 18

## **Cyber Crimes Investigation**

This certificate will prepare students for work as investigators in cyber-crimes. Students interested in solving computer-related crimes will have an understanding of criminal investigation and the law.

## **Program Notation**

Students may register in this program starting 2016 Summer semester or 2016 Fall semester when accreditation is complete.

## **Required Certificate Courses**

### **CRJ 120 - Constitutional Law**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

### **CRJ 233 - Cyber Crimes and the Law**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101, CRJ 101, RDG 100.

The basis for this course comes from criminal justice and computer technology. Through this course, students survey the escalating problem of crime involving computers and the emerging strategies used for identification, investigation, and prosecution. Students will be given an overview of the increasing computer crime problem, illustrating the more common offenses, increased investigative efforts, and its effect on criminal justice systems. Students will obtain an introduction to basic computer and networking concepts, the Internet, computer crime statutes, management of electronic evidence and industry best practices for examining computers that might contain crime related information.

## **CRJ 236 - Criminal Evidence**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

## **IST 263 - Designing Windows Network Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

## **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

## **IST 268 - Computer Forensics**

**Lec. 3 Lab. 0 Cr. 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.

## **IST 269 - Digital Forensics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course will examine the advanced technical aspects of digital computer evidence detection, collection, identification and preservation. Emphasis will be placed on specific tools and methods for extracting deleted or destroyed computer related evidence.

Credits 21

## **Database Certificate**

**Program Description:** The Database Certificate will provide the student with basic database concepts and hands-on training.

Required Certificate Courses



## **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 207 - Complex Computer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

## **CPT 212 - Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

## **CPT 213 - Advanced Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 212.

This course is the study of object oriented features of Visual Basic and their use in accessing databases. It includes classes, collection and web access.

## **CPT 240 - Internet Programming with Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 242 - Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, ENG 101.

This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.

**Credits 18**

# Database/Reports for Electronic Health Records Certificate

**Program Description:** This certificate is designed to provide students with the skills necessary to work in the electronic health records field as entry-level database specialists. Topics include an introduction to health information science, programming, and computer applications.

## Required Certificate Courses

### AHS 102 - Medical Terminology

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### AHS 205 - Ethics and Law for Allied Health Professions

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

### CPT 172 - Microcomputer Database

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

### CPT 207 - Complex Computer Applications

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

### CPT 240 - Internet Programming with Database

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 268 - Computer End-User Support**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

## **HIM 110 - Health Information Science I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course provides an in-depth study of content, storage, retrieval, control, and retention of health information systems.

## **HIM 266 - Computers in Healthcare**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security data in computer systems, record linkage, and data sharing concepts.

## **IST 220 - Data Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

## **IST 236 - Mobile and Wireless Appliances**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

## **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

**Credits 33**

# Early Childhood Development Certificate

**Program Description:** The Early Childhood Development certificate program offers a practical and theoretical approach to child care. Students gain a thorough knowledge of the physical, emotional, social and cognitive development of children.

## Required Related Courses

### ECD 101 - Introduction to Early Childhood

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

### ECD 107 - Exceptional Children

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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 131 - Language Arts

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.

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 & Math Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

## **ECD 135 - Health, Safety, and Nutrition**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

## **ECD 203 - Growth and Development II**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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.

Credits 27

## **Entrepreneurship/Small Business Certificate**

**Program Description:** The Entrepreneurship/Small Business certificate program is designed for individuals who wish to obtain information on basic business operations that could be beneficial in the establishment or management of an individual owned and operated small business enterprise. \*Prerequisite: MAT 102, RDG 100.

### **Required Certificate Courses**

#### **ACC 101 - Accounting Principles I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

**ACC 240 - Computerized Accounting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

**BUS 101 - Introduction to Business****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

**BUS 110 - Entrepreneurship****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is an introduction to the process of starting a small business, including forms of ownership and management, business feasibility and marketing.

**BUS 121 - Business Law I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

**MGT 101 - Principles of Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

**MGT 120 - Small Business Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

## **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

Credits 24

## **Help Desk Management Certificate**

**Program Description:** The Help Desk Management certificate prepares students for certification in this field. This training provides the skills needed for support staff to meet the needs and desires of both internal and external customers.

### **Required Certificate Courses**

#### **CPT 118 - Professional Practices in Information Tech**

**Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): SPC 205.

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

#### **CPT 267 - Technical Support Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

#### **CPT 268 - Computer End-User Support**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

#### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

## **IST 225 - Internet Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 236 - Mobile and Wireless Appliances**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

## **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Credits 21

# **Hospitality Management Certificate**

**Program Description:** The Hospitality Management certificate program will provide an opportunity for new or experienced hospitality industry personnel to understand the basic functions necessary to upgrade their management skills and to increase opportunities for employment in the industry. Prerequisite: MAT 102, RDG 100

## **Required Certificate Courses**

### **HOS 140 - The Hospitality Industry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

### **HOS 141 - Resort Development and Management**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

## **HOS 150 - Hotel Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

## **HOS 255 - Food Service Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

## **HOS 256 - Hospitality Management Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the theory and principles of management as applied to the hospitality industry.

## **HOS 258 - Convention Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

## **HOS 266 - Destination Tour Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the development and management of group tours at the tourist destination, including idea conception, logistic planning, financial management, supplier relation, marketing and staff training. Students examine tours offered by area operators and develop their own tours.

Credits 21

## **Infant/Toddler Care Certificate**

**Program Description:** The Infant/Toddler Care certificate program focuses on the child from birth to age three. Socialization and group care, developmentally appropriate curriculum and environments and inclusive care are emphasized in the program.

## Required Certificate Courses

### **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 200 - Curriculum Issues in Infant and Toddler Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

### **ECD 205 - Socialization and Group Care of Infants and Toddlers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

This course is the study of the socialization and group care of infants and toddler. 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 - Infants and Toddlers with Special Needs**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

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 251 - Supervised Field Experiences in Infant/Toddler Environment**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 102, ECD 200, ECD 205.

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

Credits 18

## Medical Office Assistant Certificate

**Program Description:** The Medical Office Assistant certificate program prepares students for the new technology in today's modern medical office. The student will upgrade skills in keyboarding, communication, receptionist tasks, billing procedures, office automation, basic bookkeeping, medical law and ethics, medical terminology, medical transcription and word processing.

### Required Certificate Courses

#### AHS 102 - Medical Terminology

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

#### AOT 110 - Document Formatting

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

#### AOT 163 - Word Processing

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

#### AOT 220 - Medical Office Administrative Procedures

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, MAT 101, RDG 100, CPT 101 or CPT 170.

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for medical receptionist and other front-office medical personnel.

## **AOT 252 - Medical Systems and Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105, AOT 163 or CPT 170 or instructor approval.

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

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **CPT 174 - Microcomputer Spreadsheets**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **LEG 135 - Introduction to Law and Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

**Credits 28**

## **Network Administrator Certificate**

**Program Description:** The Network Administrator certificate program is designed for persons wanting the skills needed to install, maintain, and repair local area (LAN) networks in residential, business, government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Administrator (MCSA) certificate.

## Required Certificate Courses

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

### **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

### **EEM 275 - Technical Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201, RDG 100 or instructor approval.

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### **IST 163 - Intro to Server Networking Configuration Admin**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **IST 164 - Implementing Windows Network Infrastructure Services**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

## **IST 165 - Implementing and Administering Windows Directing Services**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

## **IST 263 - Designing Windows Network Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

Credits 28

## **Networking for Electronic Health Records Certificate**

**Program Description:** This certificate is designed to provide students with the skills necessary to work in the electronic health records field as entry-level networking specialists. Topics include and introduction to health information science, networking administration, and data communications.

### **Required Certificate Courses**

#### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

#### **AHS 205 - Ethics and Law for Allied Health Professions**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

**CPT 268 - Computer End-User Support****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

**HIM 110 - Health Information Science I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course provides an in-depth study of content, storage, retrieval, control, and retention of health information systems.

**HIM 266 - Computers in Healthcare****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security data in computer systems, record linkage, and data sharing concepts.

**IST 162 - Intro to Workstation Networking Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**IST 166 - Network Fundamentals****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other

networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

## **IST 220 - Data Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

## **IST 236 - Mobile and Wireless Appliances**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

## **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Credits 33

# **Office Applications for Business and Industry Certificate**

**Program Description:** The Office Applications for Business and Industry certificate program provides hands-on training needed to develop skills in office applications, proficiency in and the expertise for creative applications in different office situations and help students in creating applications in different office situations.

## **Required Certificate Courses**

### **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

### **AOT 265 - Office Desktop Publishing**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

**CPT 170 - Microcomputer Applications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

**CPT 172 - Microcomputer Database****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

**CPT 174 - Microcomputer Spreadsheets****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas, using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

**IST 225 - Internet Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

**IST 281 - Presentation Graphics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101 or CPT 170.

This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.

Credits 21

\* CPT 101 - Introduction to Computers *can be substituted for* CPT 170.

# Paralegal Specialist Certificate

**Program Description:** The Paralegal Specialist certificate program is designed to prepare the student who has existing law office skills for career advancement. Study focuses on general information about court systems and the functions of a paralegal with emphasis on the practical performance of paralegal duties.

**Paralegals may not provide legal services directly to the public except as permitted by law.**

## Additional Admission Requirements:

An academic associate's or higher degree in a related field.

## Required Certificate Courses

### LEG 120 - Torts

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

### LEG 132 - Legal Bibliography

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

### LEG 135 - Introduction to Law and Ethics

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

### LEG 201 - Civil Litigation

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

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 procedure.

### LEG 213 - Family Law

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

**LEG 214 - Property Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

**LEG 231 - Criminal Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

**LEG 233 - Wills, Trusts, and Probate**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

**LEG 242 - Law Practice Workshop**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course includes the application of substantive knowledge in a practical situation as a paralegal.

Select one of the following:

**LEG 234 - Title Examination Procedures I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

**BUS 123 - Business Law II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 121.

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

Credits 30

## Programming Certificate

**Program Description:** The Programming certificate program provides training for new and experienced computer programmers. The courses cover programming, database, and development environments used in industry as well as the basic approaches and theories used for designing software. Successful completion of the courses in the Computer Technology degree may prepare students for industry certification tests. Contact an advisor for additional information regarding certification paths.

### Required Certificate Courses

#### CPT 212 - Visual Basic Programming

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

#### CPT 232 - C++ Programming I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C ++ Programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, and simple pointers, and strings.

#### CPT 236 - Introduction to JAVA Programming

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

#### CPT 240 - Internet Programming with Database

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 238 - Internet Scripting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

## **IST 226 - Internet Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

Select one of the following:

## **CPT 233 - C++ Programming II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 232.

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions.

## **CPT 213 - Advanced Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 212.

This course is the study of object oriented features of Visual Basic and their use in accessing databases. It includes classes, collection and web access.

Credits 21

## **Webmaster Certificate**

**Program Description:** The Webmaster Certificate provides training for web designers and those desiring work in the rapidly growing field of web design.

## **Required Certificate Courses**

## **CPT 240 - Internet Programming with Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 260 - Fundamentals of Operating Systems and Web Servers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 257.

This course is a study of operating techniques needed for setting up and maintaining web servers.

## **IST 225 - Internet Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 226 - Internet Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

## **IST 237 - Intermediate Website Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

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

## **IST 238 - Advanced Tools for Website Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is the study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

## **IST 266 - Internet and Firewall Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

Credits 21

## Diploma in Applied Science

### Administrative Support Diploma

**Diploma:** Applied Science

**Major:** Administrative Support

**Minimum Credits Required for Graduation:** 45

**Program Description:** The Administrative Support diploma program provides students instruction in keyboarding, bookkeeping, word processing and general education courses. This prepares the student to assist in performing clerical duties necessary in the modern business office. Graduates are trained to perform a variety of office functions which qualify them for entry-level positions in business and industry.

## General Education Requirements

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### PSY 201 - General Psychology

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Elective

Select one of the following:

### BUS 140 - Business Mathematics

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

**MAT 160 - Math for Business and Finance****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 12

**Required Major Courses****AOT 105 - Keyboarding****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

**AOT 110 - Document Formatting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**AOT 137 - Office Accounting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 160.

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

**AOT 163 - Word Processing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.



## **AOT 261 - Office Spreadsheet Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 170.

This course introduces the concepts of spreadsheets for information management in an office environment.

Credits 15

## **Required Related Courses**

### **AOT 161 - Records Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course emphasizes information management functions and various types of information systems, technology, and procedures.

### **AOT 180 - Customer Service**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

### **AOT 254 - Office Simulation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

### **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## Credits 15

\* Can substitute CPT 118 - Professional Practices in Information Technology.

\*\* Can substitute CPT 101 - Introduction to Computers

## Required Elective Course

Students, with the advice and consent of their advisor, must also complete three semester credit hours from the following offerings:

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **AOT 135 - Data Entry**

**Lec. 3 Lab. 0 Cr. 3**

This course introduces data entry techniques.

### **AOT 196 - Office Confidentiality and Security**

**Lec. 3 Lab. 0 Cr. 3**

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA, and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

### **AOT 265 - Office Desktop Publishing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

### **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and

modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **IST 220 - Data Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

## **IST 281 - Presentation Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101 or CPT 170.

This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.

## **LEG 135 - Introduction to Law and Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

Credits 3

## **Sample Curriculum - Administrative Support**

**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

### **AOT 105 - Keyboarding**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

### **AOT 137 - Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 160.

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

**AOT 161 - Records Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course emphasizes information management functions and various types of information systems, technology, and procedures.

**CPT 170 - Microcomputer Applications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- AOT Required Elective

Credits 18

First Year - Spring Semester

**AOT 110 - Document Formatting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

**AOT 163 - Word Processing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

## **AOT 254 - Office Simulation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

## **AOT 261 - Office Spreadsheet Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 170.

This course introduces the concepts of spreadsheets for information management in an office environment.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

First Year - Summer Semester

## **AOT 180 - Customer Service**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

## **BUS 121 - Business Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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.

- General Education Elective

Select one of the following:

## **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 12

## **Early Childhood Development Diploma**

**Diploma:** Applied Science

**Major:** Early Childhood Development

**Minimum Credits Required for Graduation:** 45

**Program Description:** The Early Childhood Development (ECD) diploma program offers a practical and theoretical approach to the study of child development. Students gain a thorough knowledge of developmentally appropriate learning environments, current teaching strategies, guidance practices, parent partnerships, and children's needs, including those of exceptional children.

## **General Education Requirements**

### **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 9

## **Required Major Courses**

### **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

### **ECD 135 - Health, Safety, and Nutrition**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

## **ECD 203 - Growth and Development II**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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.

Credits 15

## **Required Related Courses**

### **ECD 107 - Exceptional Children**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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 131 - Language Arts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.

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 & Math Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis



is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

## **ECD 201 - Principles of Ethics & Leadership in Early Care & Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course includes an overview of historical views of 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.

## **ECD 237 - Methods and Materials**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

## **ECD 243 - Supervised Field Experience I**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 106, ECD 237 & instructor approval.

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

Credits 21

## **Sample Curriculum - Early Childhood Development**

**Please see your advisor for possible course substitutions.**

First Year - Fall Semester

## **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

**ECD 135 - Health, Safety, and Nutrition****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

First Year - Spring Semester

**BUS 140 - Business Mathematics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

**ECD 107 - Exceptional Children**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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 131 - Language Arts****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing 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 133 - Science & Math Concepts****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

**ECD 203 - Growth and Development II****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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.

Credits 15

**First Year - Summer Semester****ECD 132 - Creative Experiences****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.

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 201 - Principles of Ethics & Leadership in Early Care & Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course includes an overview of historical views of 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.

**ECD 237 - Methods and Materials****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

**ECD 243 - Supervised Field Experience I****Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 106, ECD 237 & instructor approval.

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

## Health Sciences Division

## Health Sciences Division

## Health Sciences Programs

TCL offers a selection of quality programs of study in Health Sciences. In each curriculum, the programs of study include general education and Health Sciences courses. Each Health Sciences course builds on the previous course; therefore, Health Sciences courses must be taken in sequence. Program requirements and expectations are explained in the text below.

# Admission to Health Sciences Programs

Health Sciences faculty are a limited resource in South Carolina. Clinical placement is limited by the size of local facilities and by regulations from accrediting institutions regarding numbers of students and instructor-student ratios. These restrictions necessitate admitting students who have the highest probability of success in order to wisely use our limited resources. For those students meeting admission criteria, preference is given to students who have not previously been admitted to a health science program. Individuals must complete the Associate Degree programs within three years of the start date and Certificate and Diploma programs within two years of the start date.

## Admission Policies and Procedures

### I. All Applicants Must Meet General College Admission Requirements

### II. Health Sciences Program Application Requirements

- A. Admission into the college and completion of the application process does not guarantee acceptance into a Health Sciences program. Applicants are required to meet regularly with Health Sciences advisors. There are policies and procedures applicable to the Health Sciences Programs in addition to those listed in the catalog. Students applying to a Health Sciences program must complete the following prior to consideration for admission.
  1. Official high school or GED transcripts must be in Student Records with a copy in the student's folder in the Division of Health Sciences office. Certification of attendance is not acceptable.
  2. Official transcripts from all colleges attended by applicant must be in Student Records with a copy in the student's folder in the Division of Health Science office. Official transcripts will be evaluated and Transfer of Credits entered by Student Records. It is the student's responsibility to check Web Advisor for credits transferred in from other colleges and to contact Student Records if credit is not received.
- B. Establish readiness for program of study as follows.
  1. ACCUPLACER scores indicating eligibility for ENG 101 and PSY 201, must be met prior to entry into any Associate Degree Health Sciences program. Applicants to the Massage Therapy Certificate program and the Surgical Technology Diploma Program must have completed MAT 101 and MAT 102. Students may be required to take the Compass math test.
  2. Applicants to Associate Degree programs must be eligible for BIO 210.
  3. Biophysical science course credits and mathematics course credits must be earned within five years of admissions to any Health Sciences program.
- C. Applicants must:
  1. Meet with a Health Science Advisor within six months of application deadline date.
  2. Complete the Health Sciences Program Application Checklist (this checklist addresses items listed in sections III) and the Weighted Criteria Score sheets, which are available in the Health Science Division office and at [www.TCL.edu](http://www.TCL.edu)
  3. Submit receipt of application fee.
  4. Complete the application and submit by the deadline published on the TCL website.
- D. Completed application portfolios include all official transcripts (i.e. high school or GED and college), documented completion of program checklist, Health Sciences Program application, Entrance Test scores, and weighted Admissions Score sheet.

### III. Acceptance Into Individual Health Sciences Programs

**A. Nursing Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. Students are not eligible for the Nursing program if they have two or more failures in nursing courses at TCL or any college attended.
2. Students must score at least a 63 (adjusted individual total score) on the TEAS V and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from the most recent college attended if no TCL GPA, or
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date.
3. Applicants with two or more failures (D, F, WF) in required non-Nursing courses (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 120, PSY 201, or PSY 203) within the last five years must:
  - a. Score at least a 63 (adjusted individual total score) on the TEAS V;
  - b. Complete all required non-nursing courses in the program of study (BIO 210, BIO 211, BIO 225, ENG 101, ENG 102, MAT 120, PSY 201, PSY 203, and 3 hours of an approved humanities course) with a total TCL GPA  $\geq 2.75$ . Math and biology courses must have been completed within the last five years.

**Advanced Placement Program Sequence for LPN to RN**

Consult a Health Science advisor for information related to requirements and the program of study for current LPNs seeking to begin the ADN program.

**B. Radiologic Technology Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. Students are not eligible for the Radiologic Technology program if they have two or more failures in radiology courses at TCL or any college attended.
2. Students must score at least a 63 (adjusted individual total score) on the TEAS V and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from the most recent college attended if no TCL GPA, or
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date.
3. Applicants with two or more failures (D, F, WF) in required non-Radiology courses (BIO 210, BIO 211, ENG 101, MAT 110, MAT 111, MAT 130, PSY 201, or PSY 203) within the last five years must:
  - a. Score at least a 63 (adjusted individual total score) on the TEAS V;
  - b. Complete all required non-radiology courses in the program of study (BIO 210, BIO 211, ENG 101, MAT 110, MAT 111, MAT 130, PSY 201, and 3 hours of an approved humanities course) with a total TCL GPA  $\geq 2.75$ . Math and biology courses must have been completed within the last five years.

**C. Physical Therapist Assistant Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. Score at least a 63 (adjusted individual total score) on the TEAS V and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from the most recent college attended if no TCL GPA, or
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application dateOR
2. Score at least a 57 (adjusted individual total score) on the TEAS V and complete the following courses: BIO 210, BIO 211, PSY 201, MAT 120, ENG 101, ENG 102, and 3 hours of an approved humanities course with a total GPA  $\geq 2.75$  at last college attended.  
The TEAS test may only be taken twice within a 12 month period from date of first test. Only the highest

score will be considered. Copies of ALL TEAS Test Results must be included (not just those taken within the past 12 months).

OR

3. Applicants with two or more failures (D, F, WF) in required non-PTA courses (BIO 210, BIO 211, ENG 101, ENG 102, MAT 120, PSY 201) within the last five years must:
    - a. Score at least a 63 (adjusted individual total score) on the TEAS V
    - b. Complete all required non-PTA courses (BIO 210, BIO 211, ENG 101, ENG 102, MAT 120, PSY 201, and 3 hours of an approved humanities course) with a total TCL GPA  $\geq 2.75$ . Math and biology courses must have been completed within the last five years.
- OR
4. Applicants with two or more failures (D, F, WF) in PTA courses have one opportunity for admission. Applicant must:
    - a. Score greater than 70 (adjusted individual total score) on the TEAS V
    - b. Complete all non-Physical Therapy Assistant courses in the program of study (BIO 210, BIO 211, ENG 101, ENG 102, MAT 120, & PSY 201) with a GPA  $\geq 2.75$ . Math courses must be completed within the last five years. Biology courses must be taken within 18 months of the date of application.
    - c. Wait a minimum of two academic years from time of second failure to apply.

**D. Surgical Technology Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. Applicants are not eligible for the Surgical Technology program if they have two or more failures in Surgical Technology courses at TCL or any college attended.
  2. Score at least a 60 (adjusted individual total score) on the TEAS V and:
    - a. Minimum TCL GPA of 2.5, GPA of 2.5 from last college attended if no TCL GPA, or
    - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date
- OR
3. Score at least a 57 (adjusted individual total score) on the TEAS V and complete the following courses: AHS 103, BIO 112, PSY 201, ENG 101, & CPT 101 or CPT 170 with a combined course GPA  $\geq 2.75$   
The TEAS test may only be taken twice within a 12 month period from date of first test. Effective January 3, 2012, only the highest score will be considered; however, copies of ALL TEAS Test Results must be included (not just those taken within the past 12 months).
- OR
4. Applicants with two or more failures (D, F, WF) in required non-SUR courses (AHS 103, BIO 112, ENG 101, PSY 201, CPT 101, or CPT 170) within the last five years must:
    - a. Score at least a 60 (adjusted individual total score) on the TEAS V
    - b. Complete the following courses: AHS 103, BIO 112, PSY 201, ENG 101, & CPT 101 or CPT 170 with a total TCL GPA  $\geq 2.75$ .

**E. Massage Therapy Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. COMPASS scores or previous college transcripts evaluated by health science advisor indicate that prior to application the student is eligible for BIO 112. See College catalog to make sure you have met the pre-requisites to this course.
2. Have overall GPA from H.S., TCL &/or all other colleges of  $\geq 2.25$ .
3. I understand that if accepted to the program:
  - a. I must maintain a TCL GPA of at least 2.25 to enter the program.
  - b. I must have access to a computer and internet as some MTH courses have an online component.
  - c. I must attend a mandatory orientation.
  - d. I must be able to attend a clinical rotation at sites with a 60 mile radius of the Beaufort or New River campus.

**F. Medical Assisting Program Acceptance Requirements**

All applicants must meet one of the following criteria:

1. Students must have successful completion of MAT 101 and MAT 102 and be eligible to take BIO 112 before the first semester and eligible for ENG 101 before the second semester to gain entry into the program.
2. Students must score at least a 60 (adjusted individual total score) on the TEAS V and:
  - a. Minimum TCL GPA of 2.5, GPA of 2.5 from the most recent college attended if no TCL GPA, or
  - b. Minimum high school GPA of 2.5 for students graduating within 12 months of application date.
3. Applicants with two or more failures (D, F, WF) in required non-Medical Assisting courses (AHS 102, BIO 112, CPT 101 or CPT 170, & ENG 101) within the last five years must:
  - a. Score at least a 60 (adjusted individual total score) on the TEAS V;
  - b. Complete all non-Medical Assisting courses in the program of study (AHS 102, BIO 112, CPT 170, & ENG 101), with a total TCL GPA  $\geq 2.75$ . Math courses must have been completed within the last five years. Biology courses must be completed within 18 months from the date of application.
  - c. Wait a minimum of three academic years from time of second failure to apply.

**OR**

4. Applicants with two or more failures (D, F, WF) in Medical Assisting courses have one opportunity for admission. Applicants must:
  - a. Score greater than 64 adjusted individual total score on the TEAS V.
  - b. Complete all required courses (AHS 102, BIO 112, CPT 170, & ENG 101), with a total TCL GPA  $\geq 2.75$ . Math and biology courses must have been completed within the last five years.

## **IV. For Applicants Who Meet The Admission Requirements, Acceptance Decisions Are Based on The Following:**

- A. Preference is given to students who have not previously been admitted to a health science program.
- B. Acceptable Entrance Test scores (see current published requirements at [www.tcl.edu](http://www.tcl.edu)) (not applicable for Massage Therapy Program). Applicants may take the Entrance Exam only twice in a 12 month period and only the highest score will be considered.
- C. Residency, with first preference to residents of Beaufort, Hampton, Jasper, and Colleton counties, second preference to residents of other South Carolina counties, and finally to applicants from other states.
- D. In the event there are more applicants than space on the application and preference given to students who have completed BIO 112 (not applicable for Massage Therapy Program).
- E. Applications that meet the criteria for acceptance and are received after the published deadline may be given consideration on a space availability basis.

## **V. Re-entry into Health Sciences Programs - See program specific student handbook**

- A. Re-entry will be considered on space availability.



## **VI. Students Accepted Into a Health Sciences**

- A. In order to meet the requirements of various clinical sites, students must complete specific requirements prior to the announced program start date. Failure to submit required information by the deadline will result in withdrawal from the program. Detailed information will be provided during program orientation.
  - 1. Completion of a Division of Health Sciences health examination form along with required immunizations.
  - 2. Current American Heart Association BLS for Healthcare Providers
  - 3. Approved national background check.
  - 4. Approved urine drug screen. Presence of illegal substances will result in withdrawal from the program.
- B. Applicants must be eligible and able to attend clinical rotations at sites the college utilizes for clinical practice. These sites are located within a 60-mile radius of the Beaufort campus. Any clinical facility utilized by the TCL program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility will result in elimination of the student from the program.
- C. Students are responsible for seeking academic advisement from their Health Sciences advisor.
- D. Completion of all required courses in a Health Sciences curriculum is the student's responsibility. Failure to complete pre/corequisites in the required semester will result in administrative withdrawal from the program. See program specific student handbook for further information about progression and completion.
- E. Healthcare providers are a part of a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. A student must possess a functional level capable of performing the duties required related to the designated healthcare field. Essential eligibility requirements for participation in a designated Health Sciences program are identified in the specific discipline's Core Performance Standards. Potential students will be provided copies of the Core Performance Standards upon request.
- F. Students actively taking courses at other colleges must have official transcripts in their Division of Health Sciences folder within one week of the grade posting each semester. Students are not permitted to register and progress in the program without these transcripts on file in the Division of Health Sciences. (All official transcripts are required prior to pre-registration for the final semester.)
- G. Conviction of any crime may make the applicant ineligible to apply for certification/registry/licensure examinations. Criminal conviction or pending criminal charges of any of the following may make the applicant ineligible to apply for certification/ registry/licensure.
  - 1. Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, and assault and battery with intent to kill).
  - 2. Crimes involving the distribution of illegal drugs.
  - 3. Crimes that involve Moral Turpitude (excluding fraudulent checks and shoplifting).
  - 4. It is the responsibility of the applicant to contact, as appropriate, the applicable licensing/certification agency for clarification or advisement.
- H. Progression Criteria: All courses required within a program must be completed in sequence with a grade of "C" or better.

## **VII. Transfer Candidates**

- A. Students seeking advanced placement through transfer of courses must
  - 1. Have acceptable courses, including SMART (military), i.e., course content and credit equality as determined by the Admissions, Progression, and Graduation Committee.
  - 2. Individuals must complete associate degree programs within three years of start date and current department programs within two years of start date.
  - 3. Meet all other program admission requirements, including acceptable scores on the entrance test.
  - 4. Be considered on a space availability basis.
  - 5. Have a letter of recommendation from the director of the previous school attended within the last three years.
  - 6. Complete a minimum of 25% of degree/diploma credits at TCL in order to graduate from TCL.

## **VIII. Allocation of Credits**

The unit of measurement for course credits is the semester hour. Credits are based on classroom, on-campus laboratory, and clinical hours. A semester is 15 weeks of class and one week of examinations.

## **Associate in Applied Science**

### **Advanced Placement Program Sequence for LPN to RN**

Consult a Health Sciences advisor for information related to requirements and the program of study for current LPNs seeking to begin the ADN program.

### **Associate Degree Nursing (ADN) Option (AAS)**

**Degree:** Associate in Applied Sciences - Associate Degree Nursing (ADN)

**Major:** Nursing (ADN)

**Credit Hours Required for Graduation:** 68

**Program Description:** The Associate Degree Nursing (ADN) program prepares students for eligibility for licensure to work as Registered Nurses.

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

- Humanities Elective

Credits 15

## **Required Major Courses**

### **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

### **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

### **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

### **NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **NUR 158 - Health Promotion for Families I**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

## **NUR 162 - Psychiatric and Mental Health Nursing**

### **Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

Credits 23

## **Required Related Courses**

### **BIO 210 - Anatomy and Physiology I**

#### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

### **BIO 211 - Anatomy and Physiology II**

#### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

### **BIO 225 - Microbiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**NUR 265 - Nursing Concepts & Clinical Practice II****Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

**NUR 274 - Issues in Nursing Practice****Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275

This course addresses current issues in nursing practice.

**NUR 275 - Contemporary Nursing Practice III****Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

Credits 30

**Sample Curriculum - Nursing (ADN) Option - Fall Entry**

Please see your advisor for possible course substitutions.

First Year - Fall Semester

**BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

**NUR 102 - Basic Nursing Care Skills****Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

**NUR 105 - Pharmacology for Nurses****Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

**NUR 134 - Beginning Nursing Skills****Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 17

\* Fall I

\*\* Fall II

First Year - Spring Semester

## **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

## **NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **NUR 158 - Health Promotion for Families I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Credits 17

## **First Year - Summer Semester**

### **BIO 225 - Microbiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 7

## **Second Year - Fall Semester**

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

### **NUR 162 - Psychiatric and Mental Health Nursing**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

### **NUR 265 - Nursing Concepts & Clinical Practice II**

**Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Credits 12

## **Second Year - Spring Semester**



## **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **NUR 274 - Issues in Nursing Practice**

**Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275

This course addresses current issues in nursing practice.

## **NUR 275 - Contemporary Nursing Practice III**

**Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

- Humanities Elective

Credits 15

## **Sample Curriculum - Nursing (ADN) Option - Spring Entry**

Please see your advisor for possible course substitutions.

### **First Year - Spring Semester**

## **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

## **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

## **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

## **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 17

\* *Spring I*

\*\* *Spring II*

First Year - Summer Semester

## **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 7

**First Year - Fall Semester****BIO 225 - Microbiology****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

**PSY 203 - Human Growth and Development****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

**NUR 155 - Contemporary Nursing Practice I****Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

**NUR 158 - Health Promotion for Families I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

Credits 17

## Second Year - Spring Semester

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

### **NUR 162 - Psychiatric and Mental Health Nursing**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

### **NUR 265 - Nursing Concepts & Clinical Practice II**

**Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Credits 12

## Second Year - Fall Semester

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **NUR 274 - Issues in Nursing Practice**

**Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275  
This course addresses current issues in nursing practice.

## **NUR 275 - Contemporary Nursing Practice III**

**Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

- Humanities Elective

Credits 15

### **Note:**

The options below provide flexibility and reduce the required number of courses in some semesters. Taking this option will extend program completion by one to two semesters.

## **Sample Curriculum - Nursing (ADN) Flex Option - Fall Entry**

### **First Year - Fall Semester**

#### **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

#### **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

#### **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

## **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 17

*\* Fall I / \*\* Fall II*

First Year - Spring Semester

## **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

## **NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Credits 13

## First Year - Summer Semester

### **NUR 158 - Health Promotion for Families I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

### **BIO 225 - Microbiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 11

## Second Year - Fall Semester

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

## **NUR 162 - Psychiatric and Mental Health Nursing**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

Credits 6

## **Second Year - Spring Semester**

### **ENG 102 - English Composition II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

### **NUR 265 - Nursing Concepts & Clinical Practice II**

**Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Credits 9

## **Terminal Semester - Fall**

### **NUR 274 - Issues in Nursing Practice**

**Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.



Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275  
This course addresses current issues in nursing practice.

## **NUR 275 - Contemporary Nursing Practice III**

**Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

- Humanities Elective

Credits 12

## **Sample Curriculum - Nursing (ADN) Flex Option - Spring Entry**

### **First Year - Spring Semester**

#### **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

#### **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

#### **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

#### **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 17

*\* Spring I / \*\* Spring II*

First Year - Summer Semester

**BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

**PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Credits 7

First Year - Fall Semester

**NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 9

## **Second Year - Spring Semester**

### **NUR 158 - Health Promotion for Families I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

### **BIO 225 - Microbiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

Credits 8

## **Second Year - Fall Semester**

### **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

**NUR 162 - Psychiatric and Mental Health Nursing****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

Credits 6

Terminal Year - Spring Semester

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

**NUR 265 - Nursing Concepts & Clinical Practice II****Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

Credits 9

Terminal Year - Fall Semester

**NUR 274 - Issues in Nursing Practice**

**Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275

This course addresses current issues in nursing practice.

**NUR 275 - Contemporary Nursing Practice III****Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

- Humanities Elective

Credits 12

**Physical Therapist Assistant Program (AAS)**

**Degree:** Associate in Applied Science

**Major:** Physical Therapist Assistant

**Minimum Credits Required for Graduation:** 69

**Program Description**

The Physical Therapist Assistant Program is a 2-year, five-semester program leading to an Associate Degree in Applied Science and eligibility to sit for the National Physical Therapy Assistant Exam. For Physical Therapist Assistants, the program consists of general education courses, science and physical therapist assistant courses taught at the College, off-campus facilities, and in multiple clinical education sites throughout the area. Individuals who have suggestions or concerns regarding the PTA Program may use the "Contact TCL" link on the TCL home page to file such concerns.

**General Education Requirements****ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**ENG 102 - English Composition II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

- Humanities Elective

Credits 15

## **Required Major Courses**

### **PTH 101 - Physical Therapy Professional Preparation**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210, ENG 101, PSY 201, MAT 120.

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

### **PTH 115 - Pathology for PTA**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 235, PTH 228, PTH 246, PTH 253.

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries seen in physical therapy.

### **PTH 202 - Physical Therapy Modalities**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 205.

This course introduces patient care techniques, including patient preparation, therapeutic hot/cold modalities and electrical stimulation.

## **PTH 205 - Physical Therapy Functional Anatomy**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 202.

This course introduces the basic concepts and principals of muscles, joints and motion, including traditional testing procedures.

## **PTH 228 - Manual Therapy Techniques**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): PTH 240, PTH 242 PTH 252.

Corequisite(s): PTH 115, PTH 246, PTH 253.

This course introduces principles and basic techniques of manual therapy and wound care.

## **PTH 235 - Interpersonal Dynamics**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE Physical Therapist Assistant Program (AAS). Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210 , ENG 101, PSY 201, MAT 120, PTH 101.

This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.

## **PTH 240 - Therapeutic Exercises/Applications**

### **Lec. 4 Lab. 3 Cr. 5**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 242, PTH 252.

This course provides the practical application of therapeutic exercise.

## **PTH 242 - Orthopedic Management**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 240, PTH 252.

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

## **PTH 246 - Neuromuscular Rehabilitation**

### **Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 253.

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

### **PTH 252 - Clinical Practice.**

**Lec. 0 Lab. 6 Cr. 2**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 240, PTH 242.

This course introduces elementary clinical procedures involved in the patient care setting.

### **PTH 253 - Clinical Practice II**

**Lec. 0 Lab. 9 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 246.

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

### **PTH 266 - Physical Therapy Practicum I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 270, PTH 275.

This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

### **PTH 270 - Special Topics in Physical Therapy**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 266, PTH 275.

This course provides opportunities for specialized study of selected topics in Physical Therapy.

### **PTH 275 - Advanced Professional Preparation**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): PTH 115, PTH 228, PTH 246.

Corequisite(s): PTH 266, PTH 270, PTH 253

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

Credits 46

Required Related Courses



## **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

## **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Credits 8

## **Sample Curriculum - Physical Therapist Assistant**

Please see your advisor for possible course substitutions.

### **First Year - Fall Semester**

## **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MAT 120 - Probability and Statistics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

## **PTH 101 - Physical Therapy Professional Preparation**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210, ENG 101, PSY 201, MAT 120.

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

## **PTH 235 - Interpersonal Dynamics**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE Physical Therapist Assistant Program (AAS). Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210, ENG 101, PSY 201, MAT 120, PTH 101.

This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.

Credits 17

## **First Year - Spring Semester**

## **BIO 211 - Anatomy and Physiology II**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

## **ENG 102 - English Composition II**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **PTH 202 - Physical Therapy Modalities**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 205.

This course introduces patient care techniques, including patient preparation, therapeutic hot/cold modalities and electrical stimulation.

## **PTH 205 - Physical Therapy Functional Anatomy**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 202.

This course introduces the basic concepts and principals of muscles, joints and motion, including traditional testing procedures.

Credits 15

## **First Year - Summer Semester**

## **PTH 240 - Therapeutic Exercises/Applications**

### **Lec. 4 Lab. 3 Cr. 5**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 242, PTH 252.

This course provides the practical application of therapeutic exercise.

## **PTH 242 - Orthopedic Management**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 240, PTH 252.

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

## **PTH 252 - Clinical Practice.**

### **Lec. 0 Lab. 6 Cr. 2**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 240, PTH 242.

This course introduces elementary clinical procedures involved in the patient care setting.

Credits 11

## Second Year - Fall Semester

### **PTH 115 - Pathology for PTA**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 235, PTH 228, PTH 246, PTH 253.

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries seen in physical therapy.

### **PTH 228 - Manual Therapy Techniques**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): PTH 240, PTH 242 PTH 252.

Corequisite(s): PTH 115, PTH 246, PTH 253.

This course introduces principles and basic techniques of manual therapy and wound care.

### **PTH 246 - Neuromuscular Rehabilitation**

**Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 253.

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

### **PTH 253 - Clinical Practice II**

**Lec. 0 Lab. 9 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 246.

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

Credits 13

## Second Year - Spring Semester

### **PTH 266 - Physical Therapy Practicum I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 270, PTH 275.

This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

**PTH 270 - Special Topics in Physical Therapy****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 266, PTH 275.

This course provides opportunities for specialized study of selected topics in Physical Therapy.

**PTH 275 - Advanced Professional Preparation****Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): PTH 115, PTH 228, PTH 246.

Corequisite(s): PTH 266, PTH 270, PTH 253

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

- Humanities Elective

Credits 13

**Radiologic Technology (AAS)**

**Degree:** Associate in Applied Science

**Major:** Radiologic Technology

**Minimum Credits for Graduation:** 80

**Program Description:** The Radiologic Technology Associate Degree (RAD) program prepares graduates to practice as Radiologic Technologists. Their primary role is to assist the physician by performing procedures that will produce images for diagnosis of diseases and injuries. Students gain proficiency in basic radiological procedures and techniques and must have a willingness to care for the sick and injured. Students will have classroom instruction, on campus laboratory, and clinical experiences. Graduates may be eligible to sit for the National Certification Examination given by the American Registry of Radiologic Technologists (ARRT). The curriculum is designed to meet criteria established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) while fulfilling the recommendations of the ARRT and the American Society of Radiologic Technologists (ASRT).

**General Education Requirements****BIO 210 - Anatomy and Physiology I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Approved Humanities Elective

Credits 16

## **Required Major Courses**

### **RAD 110 - Radiographic Imaging I**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 210, MAT 110, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 136, RAD 155

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

### **RAD 115 - Radiographic Imaging II**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 165, RAD 110.

Corequisite(s): RAD 176, RAD 201.

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

## **RAD 130 - Radiographic Procedures I**

**Lec. 2 Lab. 3 Cr. 3**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 150.

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

## **RAD 136 - Radiographic Procedures II**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 210, MAT 110, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 155.

This course is a study of radiographic procedures for visualization of the structures of the body.

## **RAD 150 - Clinical Applications**

**Lec. 0 Lab. 12 Cr. 4**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 130.

This course includes practice of hands-on clinical skills in hospital/ outpatient environments.

## **RAD 201 - Radiation Biology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): RAD 115, RAD 176, PSY 201.

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large at a minimum.

## **RAD 210 - Radiographic Imaging III**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201.

Corequisite(s): RAD 103, RAD 205, RAD 256.

This course provides a detailed study of advanced methods and concepts of imaging.

Credits 21

## **Required Related Courses**

**BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

**RAD 101 - Introduction to Radiography****Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): Acceptance into Radiologic Technology Program. Completion of MAT 110 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): RAD 130, RAD 150, MAT 110, BIO 210.

This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

**RAD 103 - Introduction to Computed Tomography****Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): Acceptance into the program

Corequisite(s): RAD 131, RAD 132, RAD 256, RAD 280, RAD 281.

This course is the study of the technological developments behind computed tomography, an overview of scanner, components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

**RAD 155 - Applied Radiography I****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 210, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 136.

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165 - Applied Radiography II****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 230.

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**RAD 176 - Applied Radiography III****Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): PSY 201, RAD 115, RAD 201.

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.



## **RAD 205 - Radiographic Pathology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 115, RAD 176, RAD 201, PSY 201.

Corequisite(s): RAD 103, RAD 210, RAD 256.

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

## **RAD 230 - Radiographic Procedures III**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 165.

This course is a study of special radiographic procedures.

## **RAD 236 - Radiography Seminar II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 276

This course will include, but not limited to, a general review of program courses and assessment exercises designed to assist the student in preparation for the national certification examination.

## **RAD 256 - Advanced Radiography I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201

Corequisite(s): RAD 205, RAD 210

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiologic procedures.

## **RAD 276 - Advanced Radiography III**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 236.

This course includes routine and advanced radiographic procedures in the clinical environment.

Credits 43

## **Sample Curriculum - Radiologic Technology**

**Please see your advisor for possible course substitutions.**

## First Year - Fall Semester

### **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

### **RAD 101 - Introduction to Radiography**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): Acceptance into Radiologic Technology Program. Completion of MAT 110 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): RAD 130, RAD 150, MAT 110, BIO 210.

This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

### **RAD 130 - Radiographic Procedures I**

**Lec. 2 Lab. 3 Cr. 3**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 150.

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

### **RAD 150 - Clinical Applications**

**Lec. 0 Lab. 12 Cr. 4**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 130.

This course includes practice of hands-on clinical skills in hospital/ outpatient environments.

Credits 16

## First Year - Spring Semester

### **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

**ENG 101 - English Composition I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**RAD 110 - Radiographic Imaging I****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 210, MAT 110, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 136, RAD 155

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

**RAD 136 - Radiographic Procedures II****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 210, MAT 110, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 155.

This course is a study of radiographic procedures for visualization of the structures of the body.

**RAD 155 - Applied Radiography I****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 210, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 136.

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

Credits 18

First Year - Summer Semester

**RAD 165 - Applied Radiography II****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 230.

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

## **RAD 230 - Radiographic Procedures III**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 165.

This course is a study of special radiographic procedures.

Credits 8

Second Year - Fall Semester

## **RAD 115 - Radiographic Imaging II**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 165, RAD 110.

Corequisite(s): RAD 176, RAD 201.

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

## **RAD 176 - Applied Radiography III**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): PSY 201, RAD 115, RAD 201.

This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

## **RAD 201 - Radiation Biology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): RAD 115, RAD 176, PSY 201.

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large at a minimum.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 14

## Second Year - Spring Semester

### **RAD 103 - Introduction to Computed Tomography**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): Acceptance into the program

Corequisite(s): RAD 131, RAD 132, RAD 256, RAD 280, RAD 281.

This course is the study of the technological developments behind computed tomography, an overview of scanner, components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

### **RAD 205 - Radiographic Pathology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 115, RAD 176, RAD 201, PSY 201.

Corequisite(s): RAD 103, RAD 210, RAD 256.

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

### **RAD 210 - Radiographic Imaging III**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201.

Corequisite(s): RAD 103, RAD 205, RAD 256.

This course provides a detailed study of advanced methods and concepts of imaging.

### **RAD 256 - Advanced Radiography I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201

Corequisite(s): RAD 205, RAD 210

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiologic procedures.

- Humanities Elective

Credits 16

## Second Year - Summer Semester

### **RAD 236 - Radiography Seminar II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 276

This course will include, but not limited to, a general review of program courses and assessment exercises designed to assist the student in preparation for the national certification examination.

### **RAD 276 - Advanced Radiography III**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 236.

This course includes routine and advanced radiographic procedures in the clinical environment.

Credits 8

## **Certificate in Applied Science**

### **Massage Therapy Certificate**

**Certificate:** Applied Science

**Major:** Massage Therapy

**Minimum Credits for Graduation:** 31

**Program Description:** The Massage Therapy program prepares students for entry-level positions as professional massage therapists and the graduate is eligible to take the National Certification Examination, given by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or the Massage and Bodywork Licensing Exam given by the Federation of State Massage Therapy Boards (FSMTB), required for licensure. All credits in the Massage Therapy Program must be taken as supervised, on-site hours. Distance Learning may not be applied to this program. Employment opportunities include private practice, hospitals and health care facilities, physical fitness facilities, sports medicine clinics, spas, and hotels/resorts.

### **Required Certificate Courses**

#### **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **MTH 120 - Introduction to Massage**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 121.

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced.

## **MTH 121 - Principles of Massage I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 120.

The course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

## **MTH 122 - Principles of Massage II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 123, MTH 126, MTH 132, MTH 137.

This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures.

## **MTH 123 - Massage Clinical I**

**Lec. 1 Lab. 6 Cr. 3.**

Prerequisite(s): BIO 112, MTH 120, MTH 121

Corequisite(s): MTH 122, MTH 126, MTH 132, MTH 137.

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

## **MTH 124 - Massage Business Application**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 133, MTH 135

This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

## **MTH 126 - Pathology for Massage Therapy**

**Lec. 1.5 Lab. 1.5 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 132, MTH 137.

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

## **MTH 132 - Massage Therapy Seminar**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 137.

This course includes the integration of didactic and clinical techniques in Massage Therapy.

## **MTH 133 - Massage Clinical II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 135

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

## **MTH 135 - Massage Practicum**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 133.

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students observe facility and business operations under supervision of licensed massage therapists and/or licensed medical staff.

## **MTH 137 - Anatomy and Physiology for Massage Therapy I**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 132.

This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular, and circulatory systems, including indications/contraindications for massage and relevant pathologies.

Credits 31

## **Sample Curriculum - Massage Therapy**

Please see your advisor for possible course substitutions.

First Year - Fall Semester



## **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **MTH 120 - Introduction to Massage**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 121.

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced.

## **MTH 121 - Principles of Massage I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 120.

The course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

Credits 12

First Year - Spring Semester

## **MTH 122 - Principles of Massage II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 123, MTH 126, MTH 132, MTH 137.

This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures.

## **MTH 123 - Massage Clinical I**

**Lec. 1 Lab. 6 Cr. 3.**

Prerequisite(s): BIO 112, MTH 120, MTH 121

Corequisite(s): MTH 122, MTH 126, MTH 132, MTH 137.

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

## **MTH 126 - Pathology for Massage Therapy**

**Lec. 1.5 Lab. 1.5 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 132, MTH 137.

This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

## **MTH 132 - Massage Therapy Seminar**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 137.

This course includes the integration of didactic and clinical techniques in Massage Therapy.

## **MTH 137 - Anatomy and Physiology for Massage Therapy I**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 132.

This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular, and circulatory systems, including indications/contraindications for massage and relevant pathologies.

Credits 12

First Year - Summer Semester

## **MTH 124 - Massage Business Application**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 133, MTH 135

This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

## **MTH 133 - Massage Clinical II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 135

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

## **MTH 135 - Massage Practicum**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 133.

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students observe facility and business operations under supervision of licensed massage therapists and/or licensed medical staff.

Credits 7

## **Medical Assisting**

This program will prepare students for careers as Medical Assistants by offering a curriculum that is reflective of the standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The curriculum will prepare graduates to perform routine administrative and clinical tasks in a variety of health care settings.

## **Required Certificate Courses**

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MED 103 - Medical Assisting Introduction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 or equivalent placement test score and admission to the Medical Assisting program.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Completion of AHS 102, BIO 112, CPT 170, MED 103.

Corequisite(s): MED 109, MED 112, MED 114, MED 117, MED 124.

This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

## **MED 109 - Medical Business Records**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 104.

This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.

## **MED 112 - Medical Assisting Pharmacology**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MAT 101 or equivalent placement test score, MED 103, MED 104.

This course provides a study of principles of pharmacology, drug therapy and the administration of medications.

## **MED 113 - Basic Medical Laboratory Techniques**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 114.

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

## **MED 114 - Medical Assisting Clinical Procedures**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MED 103, MED 104.

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

## **MED 117 - Clinical Practice**

**Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): MED 109, MED 114.

This course provides practical application of administrative and clinical skills in medical facility environments.

## **MED 124 - Medical Computer Practicum**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): CPT 170, MED 103, MED 104.

This course covers the use of medical software for accounting, billing, and patient records.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Credits 40

## **Sample 1 Curriculum - Medical Assisting**

First Year - Fall I/Spring I Semester

## **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

## **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 13

First Year - Fall II Semester

## **MED 103 - Medical Assisting Introduction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 or equivalent placement test score and admission to the Medical Assisting program.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Completion of AHS 102, BIO 112, CPT 170, MED 103.

Corequisite(s): MED 109, MED 112, MED 114, MED 117, MED 124.

This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

## **MED 112 - Medical Assisting Pharmacology**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MAT 101 or equivalent placement test score, MED 103, MED 104.

This course provides a study of principles of pharmacology, drug therapy and the administration of medications.

Credits 9

Second Year - Spring II Semester

## **MED 109 - Medical Business Records**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 104.

This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.

## **MED 113 - Basic Medical Laboratory Techniques**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 114.

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

## **MED 114 - Medical Assisting Clinical Procedures**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MED 103, MED 104.

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Credits 10

Second Year - Summer II Semester

## **MED 117 - Clinical Practice**

**Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): MED 109, MED 114.

This course provides practical application of administrative and clinical skills in medical facility environments.

## **MED 124 - Medical Computer Practicum**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): CPT 170, MED 103, MED 104.

This course covers the use of medical software for accounting, billing, and patient records.

Credits 8

## **Sample 2 Curriculum - Medical Assisting**

First Year - Fall Semester

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

### **MED 103 - Medical Assisting Introduction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 or equivalent placement test score and admission to the Medical Assisting program.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Completion of AHS 102, BIO 112, CPT 170, MED 103.

Corequisite(s): MED 109, MED 112, MED 114, MED 117, MED 124.



This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

## **MED 112 - Medical Assisting Pharmacology**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MAT 101 or equivalent placement test score, MED 103, MED 104.

This course provides a study of principles of pharmacology, drug therapy and the administration of medications.

Credits 16

First Year - Spring Semester

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **MED 109 - Medical Business Records**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 104.

This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.

## **MED 113 - Basic Medical Laboratory Techniques**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 114.

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

## **MED 114 - Medical Assisting Clinical Procedures**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MED 103, MED 104.

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Credits 16

First Year - Summer Semester

## **MED 117 - Clinical Practice**

**Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): MED 109, MED 114.

This course provides practical application of administrative and clinical skills in medical facility environments.

## **MED 124 - Medical Computer Practicum**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): CPT 170, MED 103, MED 104.

This course covers the use of medical software for accounting, billing, and patient records.

Credits 8

## **Diploma in Applied Science**

### **Practical Nursing Program (PN) Option Diploma**

**Diploma:** Applied Science

**Major:** Practical Nursing (PN)

**Credit Hours Required for Graduation:** 42

**Program Description:** The Practical Nursing (PN) diploma program prepares students for eligibility for licensure to work as Licensed Practical Nurses.

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

Credits 9

## **Required Major Courses**

### **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

### **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

### **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

## **NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **NUR 158 - Health Promotion for Families I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

## **NUR 166 - Issues in Practical Nursing**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): ENG 101, NUR 167.

This course addresses current practice issues for the practical nurse.

Credits 21

## **Required Related Courses**

### **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

### **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

**NUR 167 - Organizational Strategies for the Practical Nurse****Lec. 1.5 Lab. 7.5 Cr. 4**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): NUR 166, ENG 101.

This course assists the student in development of organizational skills and strategies of delegation in structured care settings.

Credits 12

**Sample Curriculum - Practical Nursing (PN) Option**

Please see your advisor for possible course substitutions.

**First Year - First Semester****NUR 102 - Basic Nursing Care Skills****Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

**NUR 105 - Pharmacology for Nurses****Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

**NUR 134 - Beginning Nursing Skills****Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

Credits 17

\* *Fall I*

\*\* *Fall II*

First Year - Second Semester

## **NUR 155 - Contemporary Nursing Practice I**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **NUR 158 - Health Promotion for Families I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

**BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

Credits 17

**First Year - Summer Semester**

**NUR 166 - Issues in Practical Nursing**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): ENG 101, NUR 167.

This course addresses current practice issues for the practical nurse.

**NUR 167 - Organizational Strategies for the Practical Nurse**

**Lec. 1.5 Lab. 7.5 Cr. 4**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): NUR 166, ENG 101.

This course assists the student in development of organizational skills and strategies of delegation in structured care settings.

**ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 8

**Surgical Technology Diploma**

**Diploma:** Applied Science

**Major:** Surgical Technology

**Minimum Credits for Graduation:** 50

**Program Description:** The Surgical Technology (SUR) diploma program prepares graduates to take the national certification examination to practice as a Certified Surgical Technologist (CST).

**\*NOTE: Student must be in program to enroll in any SUR classes, AHS 121, and AHS 130**

## General Education Requirements

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Select one of the following:

### **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

### **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

**Credits 9**



## Required Major Courses

### **SUR 101 - Introduction to Surgical Technology**

**Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): Acceptance into the Surgical Technology program.

Corequisite(s): AHS 103, AHS 130, BIO 112, and CPT 101 or CPT 170.

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic control, and wound healing.

### **SUR 103 - Surgical Procedures I**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106

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**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, and SUR 103.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106.

This course is a study of the various specialties of surgical procedures.

### **SUR 106 - Advanced Surgical Procedures**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, SUR 103, and SUR 104.

This course is a study of advanced surgical procedures.

### **SUR 110 - Introduction to Surgical Practicum**

**Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): Successful completion of SUR 101 (C or higher).

Corequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170.

This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations.

### **SUR 112 - Surgical Practicum I**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

Corequisite(s): SUR 113

This course includes the application of preoperative theory under clinical supervision.

## **SUR 113 - Advanced Surgical Practicum**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104 and SUR 106.

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

Credits 30

## **Required Related Courses**

### **AHS 103 - Bio-Medical Vocabulary**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ENG 100, RDG 100.

This course covers the basis of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

Note: Students who have successfully completed AHS 102 are not permitted to enroll in AHS 103.

### **AHS 121 - Basic Pharmacology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

This course covers the natures of drugs, their actions in the body and side effects.

### **AHS 130 - Surgical Environment for Health Professionals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Acceptance into Surgical Technology Program.

Corequisite(s): AHS 103, CPT 101 or CPT 170, BIO 112, SUR 101, and SUR 110

This course offers a comprehensive introduction to the surgical team, basic instruction in the protocols of the operating room and aseptic techniques.

### **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

**Credits 11**

## Sample Curriculum - Surgical Technology

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **AHS 130 - Surgical Environment for Health Professionals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Acceptance into Surgical Technology Program.

Corequisite(s): AHS 103, CPT 101 or CPT 170, BIO 112, SUR 101, and SUR 110

This course offers a comprehensive introduction to the surgical team, basic instruction in the protocols of the operating room and aseptic techniques.

#### **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

#### **AHS 103 - Bio-Medical Vocabulary**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ENG 100, RDG 100.

This course covers the basis of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

Note: Students who have successfully completed AHS 102 are not permitted to enroll in AHS 103.

#### **SUR 101 - Introduction to Surgical Technology**

**Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): Acceptance into the Surgical Technology program.

Corequisite(s): AHS 103, AHS 130, BIO 112, and CPT 101 or CPT 170.

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic control, and wound healing.

## **SUR 110 - Introduction to Surgical Practicum**

**Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): Successful completion of SUR 101 (C or higher).

Corequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170.

This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations.

Select one of the following:

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

Credits 22

First Year - Spring Semester

## **AHS 121 - Basic Pharmacology**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

This course covers the natures of drugs, their actions in the body and side effects.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **SUR 103 - Surgical Procedures I**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106

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**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, and SUR 103.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106.

This course is a study of the various specialties of surgical procedures.

## **SUR 106 - Advanced Surgical Procedures**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, SUR 103, and SUR 104.

This course is a study of advanced surgical procedures.

Credits 18

## **First Year - Summer Semester**

### **SUR 112 - Surgical Practicum I**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

Corequisite(s): SUR 113

This course includes the application of preoperative theory under clinical supervision.

### **SUR 113 - Advanced Surgical Practicum**

**Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104 and SUR 106.

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

Credits 10

## Course Substitution List

**Course substitutions will use for EQUIVALENT or HIGHER LEVEL courses.**

**ONLY this course can be substituted**

- ACC 240 Computerized Accounting
- AOT 180 Customer Service
- AOT 220 Medical Office Administrative Procedures
- AOT 252 Medical Systems and Procedures
- BUS 123 Business Law II
- CPT 101 Introduction to Computers
- CPT 101 Introduction to Computers
- CPT 118 Prof. Practices Information Tech.
- CPT 172 Microcomputer Database
- CPT 174 Microcomputer Spreadsheets
- CPT 179 Microcomputer Word Processing
- CRJ 115 Criminal Law I
- CRJ 236 Criminal Evidence
- EEM 170 Electrical Installation
- EEM 171 Electrical Installation/Elec. Code
- EEM 243 Intro. to Computer Servicing
- EGT 110 Engineering Graphics I
- IST 164 Implementing Windows Network Infrastructure Services
- LEG 135 Introduction to Law & Ethics
- LEG 231 Criminal Law
- MKT 135 Customer Service Techniques

**for this REQUIRED course.**

- AOT 239 Computerized Office Accounting
- MKT 135 Customer Service Techniques
- MED 107 Medical Office Management
- AOT 122 Medical Transcription I
- LEG 234 Title Examination Procedures I
- CPT 170 Microcomputer Applications
- EGR 110 Intro. to Computer Environment
- AOT 180 Customer Service
- AOT 263 Office Database Applications
- AOT 261 Office Spreadsheet Applications
- AOT 163 Word Processing
- LEG 231 Criminal Law
- CRJ 220 The Judicial Process
- EEM 171 Electrical Installation/Elec. Code
- EEM 170 Electrical Installation
- CPT 268 Computer End-User Support
- EGT 109 Intro. to Eng./Design Graphics
- CPT 260 Fundamentals of Operating Systems and Web Servers
- AHS 205 Ethics and Law for Allied Health Professions
- CRJ 115 Criminal Law I
- AOT 180 Customer Service

## Course Descriptions

# Accounting

## ACC 101 - Accounting Principles I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140 or MAT 102.

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements.

## ACC 102 - Accounting Principles II

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.

## ACC 124 - Individual Tax Procedures

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, BUS 140, or MAT 102.

This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

## ACC 150 - Payroll Accounting

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

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 230 - Cost Accounting I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 102.

This course is a study of the accounting principles involved in job order cost systems, with an emphasis on using cost information for decision-making. Included in this course is the study of cost-volume-profit analysis, process costing, activity-based costing, cost allocation, cost behavior and cost management.

## **ACC 240 - Computerized Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101.

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.

## **Cooling & Refrigeration**

### **ACR 102 - Tools & Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

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

### **ACR 107 - Wiring Diagrams**

**Lec. 2 Lab. 0 Cr. 2**

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

### **ACR 108 - Refrigeration Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

### **ACR 110 - Heating Fundamentals**

**Lec. 4 Lab. 0 Cr. 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.

### **ACR 118 - Air Conditioning Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.



## **ACR 131 - Commercial Refrigeration**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 108, ACR 140, and ACR 231 or instructor approval.  
This course is a study of maintenance and repair of commercial refrigeration systems.

## **ACR 140 - Automatic Controls**

### **Lec. 3 Lab. 0 Cr. 3**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.

## **ACR 160 - Service Customer Relations**

### **Lec. 3 Lab. 0 Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

## **ACR 206 - Advanced Electricity for HVAC/R**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACR 140.

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

## **ACR 210 - Heat Pumps**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 107, ACR 108, and ACR 140 or instructor approval.

This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance.

## **ACR 221 - Residential Load Calculations**

### **Lec. 2 Lab. 0 Cr. 2**

This course is a study of heat losses/gains in residential structures. Methods for determining heat loss/gain are included along with building load requirements.

## **ACR 224 - Codes and Ordinances**

**Lec. 2 Lab. 0 Cr. 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 231 - Advanced Refrigeration**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 108 or permission from instructor.

This course is an in-depth study of commercial and industrial refrigeration equipment as typically found in the college service area. Includes advanced servicing techniques and the exploration of "unique" refrigeration systems.

**ACR 240 - Advanced Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACR 140 or instructor approval

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

**ACR 250 - Duct Fabrication**

**Lec. 3 Lab. 0 Cr. 3**

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

**ACR 251 - Supervised Cooperative Work Experience in HVAC**

**Lec 0 Lab. 16 Cr. 4**

Prerequisite(s): Instructor approval.

This course includes supervised work experience at an approved site in accordance with specific documented requirements.

**Architectural Engineering**

**AET 101 - Building Systems I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

**AET 124 - Residential Design I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of residential components, such as Site/ House Interface and dining areas, kitchens bedrooms, and baths, and how the function and form the entire residence.

**AET 202 - History of Architecture****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

**AET 221 - Architectural Computer Graphics II****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as a drafting tool is produced.

**AET 231 - Architectural Computer Graphics III****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

**Agriculture/Agroecology****AGR 202 - Soils****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100 , MAT 101, RDG 100 .

This course introduces land resources, soil formation, classification, and mineralogy, and focuses on basic chemical and physical properties of soil. Soil microorganisms, plant nutrients, and fertilization are discussed, along with applications of soil properties in relation to plant growth.

**AGR 204 - Introduction to Plant Sciences****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course will present the fundamentals of plant sciences, including agronomic and horticultural crops of the major agricultural areas of the world. Emphasis will be given to crops of the Southeastern Region of the United States.

## **AGR 205 - Pest Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): AGR 204 .

Students will study major pests (weeds, insects, and diseases) of the major South Carolina crops. Theory and practices of integrated pest management will be explored and compared to conventional pest management strategies.

## **Allied Health Science**

### **AHS 102 - Medical Terminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation.

Note: Students who have successfully completed AHS 103 are not permitted to enroll in AHS 102.

### **AHS 103 - Bio-Medical Vocabulary**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ENG 100, RDG 100.

This course covers the basis of word formation, prefixes, suffixes, and vocabulary used in bio-medical disciplines and health.

Note: Students who have successfully completed AHS 102 are not permitted to enroll in AHS 103.

### **AHS 106 - Cardiopulmonary Resuscitation**

**Lec. .5 Lab. 1.5 Cr. 1**

This course provides a study of the principles of cardiopulmonary resuscitation.

Note: There is an online component to this course.

### **AHS 119 - Health Careers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course provides information on various health careers to include job responsibility and personal and education requirements as well as an overview of the health care system with its unique nomenclature and delivery of care.

## **AHS 121 - Basic Pharmacology**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

This course covers the natures of drugs, their actions in the body and side effects.

## **AHS 130 - Surgical Environment for Health Professionals**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Acceptance into Surgical Technology Program.

Corequisite(s): AHS 103, CPT 101 or CPT 170, BIO 112, SUR 101, and SUR 110

This course offers a comprehensive introduction to the surgical team, basic instruction in the protocols of the operating room and aseptic techniques.

## **AHS 161 - Introduction to Health Careers**

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100.

This course introduces the student to a variety of health careers.

## **AHS 205 - Ethics and Law for Allied Health Professions**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

## **Anthropology**

### **ANT 101 - General Anthropology**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is the study physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology, and ethnology.

# **Administrative Office Technology**

## **AOT 101 - Introduction to Keyboarding**

**Lec. 2 Lab. 0 Cr. 2**

Corequisite(s): AOT 106.

This is an introductory course in touch keyboarding.

## **AOT 105 - Keyboarding**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Prior keyboarding experience.

Corequisite(s): ENG 100.

This course focuses on the mastery of keyboarding and formatting principles.

## **AOT 106 - Keyboarding Lab I**

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): AOT 101.

This lab focuses on improving keyboarding speed and accuracy.

## **AOT 110 - Document Formatting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.

## **AOT 115 - Medical Office Terminology**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of root derivations of terms and terminology for the medical office.

## **AOT 135 - Data Entry**

**Lec. 3 Lab. 0 Cr. 3**

This course introduces data entry techniques.

## **AOT 137 - Office Accounting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 160.

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

## **AOT 161 - Records Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course emphasizes information management functions and various types of information systems, technology, and procedures.

## **AOT 163 - Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105 or instructor approval.

This course introduces the concepts of word processing.

## **AOT 164 - Medical Information Processing**

**Lec. 3 Lab. 0 Cr. 3**

This course emphasizes development of proficiency in producing medical documents typical of those used in health care settings.

## **AOT 180 - Customer Service**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100.

This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.

## **AOT 196 - Office Confidentiality and Security**

**Lec. 3 Lab. 0 Cr. 3**

This course is the study of legal issues encountered in the office environment to include accessibility, interviewing, HIPPA, and other rules as they apply to specific types of offices. Office security issues and basic response to crisis are also reviewed.

## **AOT 212 - Medical Document Production**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

**AOT 220 - Medical Office Administrative Procedures****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, MAT 101, RDG 100, CPT 101 or CPT 170.

This course provides a study of insurance processing, medical insurance coding, electronic health records, computer applications and the use of other business machines for medical receptionist and other front-office medical personnel.

**AOT 234 - Administrative Office Communications****Lec. 3 Lab. 0 Cr. 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.

**AOT 239 - Computerized Office Accounting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 137.

This course covers specialized accounting functions performed on a computer.

**AOT 252 - Medical Systems and Procedures****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 105, AOT 163 or CPT 170 or instructor approval.

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

**AOT 254 - Office Simulation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.

**AOT 261 - Office Spreadsheet Applications**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 170.

This course introduces the concepts of spreadsheets for information management in an office environment.

## **AOT 265 - Office Desktop Publishing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AOT 163 or CPT 170.

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

## **Art**

### **ART 101 - Art History and Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.

### **ART 105 - Film as Art**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples.

### **ART 107 - History of Early Western Art**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a visual and historical survey of Western Art from the Renaissance through modern times. The techniques, form,

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**

**Lec. 3 Lab. 0 Cr. 3**

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

## **ART 205 - Survey of Materials**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of non-structural materials used in interiors. Topics include their composition, characteristics, applications, specifications, and government regulations.

## **ART 211 - Introduction to Painting**

**Lec. 3 Lab. 0 Cr. 3**

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

## **ART 212 - Introduction to Watercolor**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the transparent American watercolor techniques, emphasizing the creation of landscapes and still-life subjects that utilize appropriate brush techniques and proper color mixing for this medium.

## **Aviation/Avionics**

### **ACM 102 - Aviation Sciences**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Instructor approval.

This course is the study of the fundamentals of simple machine, heat dynamics, theory of flight and geometrical concepts as established for aviation applications.

### **ACM 110 - Aircraft Drawings**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): Instructor approval.

This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

## **ACM 130 - Sheet Metal Layout and Repair**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Instructor approval.

This course covers the principles of sheet metal layout, bending, rivet installations, structural inspection, and repair methods for aircraft.

## **ACM 135 - Sheet Metal & Non-Metal Structures**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 110, ACM 130.

This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection, and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass, and thermoplastics for aircraft applications are also included in the course.

## **ACM 270 - Advanced General A&P Technology**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course will prepare students who have extensive airframe or powerplant experience and authorization from the FAA to take the FAA written, oral, and practical general examinations. (This course is not FAA Part 147 approved.)

## **ACM 271 - Advanced Airframe A&P Technology**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 270.

This advanced survey course is designed for the student who has extensive airframe repair experience. Material is presented to prepare the student to take the FAA Advanced Airframe exam. (This course is not FAA Part 147 approved.)

## **ACM 272 - Advanced Powerplant A&P Technology**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 270.

This advanced survey course is designed for the student who has extensive powerplant repair experience. Material is presented to prepare the student to take the FAA Advanced Powerplant exam. (This course is not FAA Part 147 approved.)

## **AMF 103 - Introduction to Aviation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course introduces the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft, and safety. (This course is not FAA Part 147 approved.)

**AMF 109 - Aircraft Materials and Hand Tools****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course is the study of the identification and selection of materials used in aircraft construction; aircraft hardware; the use of hand tools, including precision measuring tools; and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)

**AMF 110 - Corrosion Control and Sealing Applications****Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACM 110.

This course addresses the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

**AVT 102 - Introduction to Avionics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

This course presents an introduction to the major phases of avionics from navigation, communication, and surveillance to sophisticated systems using state-of-the-art sensors and computations. Basic procedures and practices are also introduced, in addition to relevant abbreviations and acronyms.

**AVT 105 - Aircraft Electricity for Avionics****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection and extinguishing systems and anti-skid brakes.

**AVT 120 - Aviation Electronic Communications****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course includes application of electrical theory and analysis techniques to the study of aircraft transmitters and receivers, with an emphasis on mixers, IF amplifiers and detectors. Some basic FCC rules and regulations also are covered.

## **AVT 140 - Avionics Standard Practices**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course introduces the student to electrical cables, wiring maintenance, harness fabrication, and aircraft wiring installation practices. Topics include the use of electrical tools such as soldering equipment, and aircraft grade cable fabrication and testing equipment.

## **AVT 150 - Aircraft Navigation Systems**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omnidirectional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.

## **AVT 155 - Aircraft Pulse Systems**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course covers the operation and maintenance of air traffic control transponders and distance measuring equipment, including encoding, decoding pulse transmission, signal reception and processing.

## **AVT 160 - Aircraft Radar Systems**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.

## **AVT 165 - Avionics General Regulations**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

## **AVT 170 - Avionics Program and Test Review**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100, ENG 100, MAT 102, AVT 102

This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination & NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) written exam.

## **Business & Finance**

### **BAF 101 - Personal Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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.

## **Building Construction Technology**

### **BCT 105 - Tools Usage and Safety**

**Lec. 2 Lab. 0 Cr. 2**

This course covers tool skills and their safe use in construction.

### **BCT 112 - Construction Print Reading**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

### **BCT 131 - Estimating/Quantity Take Off**

**Lec. 2 Lab. 0 Cr. 2**

This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

### **BCT 139 - Advanced Residential Wiring**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 171 or Instructor Approval.

This course is the study and application of residential wiring including wire size, circuits, components and testing.

## **BCT 141 - Fixtures and Installation**

**Lec. 3 Lab. 0 Cr. 3**

This course is the study and application of planning and installing fixtures and devices.

## **BCT 159 - Plumbing Installations and Repairs**

**Lec. 3 Lab. 0 Cr. 3**

This course provides all the hands-on operations used in plumbing and residential structure. Instruction includes water and sewer systems and works with various plastic and metal tubing and piping.

## **BCT 208 - Framing/Roofing**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the principles and hands-on experience in constructing framing and roof structures.

## **BCT 210 - Interior/Exterior Installations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the installation of materials used in siding and wall covering. Techniques are presented by hands-on activities in siding, paneling, drywall, and alternative materials used in a green construction environment.

## **BCT 221 - Construction Building Codes**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

## **BCT 224 - Building Materials**

**Lec. 3 Lab. 0 Cr. 3**

Residential building materials are discussed and studied. The appropriate uses of sawn lumber and engineered lumber for strength are included in the course work. The selection of veneer and sheathing products are reviewed.

## **BCT 230 - Bidding/Contracts/Specifications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

Course includes: Procedures for project cost control and systematic methods of handling changes, claims, and disputes for both general and subcontracting. Construction accounting and administrative issues associated with the job performance are covered. A practical approach to legal issues is emphasized.

**BCT 240 - Green Residential Construction Overview****Lec. 3 Lab. 0 Cr. 3**

This course is a study of the techniques and methods of construction and methods of residential projects. This course includes the interactions between carpenters, plumbers, and electricians.

**BCT 241 - Green Materials****Lec. 3 Lab. 0 Cr. 3**

This course will cover the management of materials on a residential construction project. The course will also include the selection of materials for recycled content and low volatile organic content. Indoor air quality issues arising from construction and building commissioning are discussed.

**BCT 242 - Insulations****Lec. 3 Lab. 0 Cr. 3**

This course will address the alternatives available in insulation selection as well as installation techniques. The concepts of heat flow will be discussed. An overview of alternative construction techniques such as Passive Houses will be discussed as well as strategies for adapting the techniques for residential construction in the southeast.

**BCT 243 - Energy Efficiency & Weatherization****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BCT 105 or instructor approval.

This course is an overview of the alternatives available in high efficiency mechanical systems for existing residential structures. Included are strategies for increasing building envelope effectiveness. Envelope testing and energy auditing techniques are used.

**BCT 244 - Site Layout / Foundation Types****Lec. 3 Lab. 0 Cr. 3**

The course covers the layout of building corners and elevations. Appropriate tools are used in the training. The class covers site selection criteria and optimal building locations to control passive energy sources. A survey of foundation types and the study of construction techniques are included.



## **BCT 245 - Green Plumbing Concepts**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the basic design of plumbing a residential structure through the deployment and implementation of green construction elements. It also exposes the student to water recover systems, rainwater recover systems, and gray water systems in a residential setting.

## **BCT 250 - Environmental Resistant Construction Codes**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

This course emphasizes the use of prescriptive design techniques for minimizing damage to buildings from environmental hazards. Prescriptive design tools to handle the issues of flooding, high wind, and earthquake hazards are studied.

## **BCT 255 - Construction Internship**

**Lec. 3 Lab. 3 Cr. 3**

This course is designed to provide job success skills and on the job work experience in the field of construction. This course will include 40 hours of on-the-job work experience. This course will substitute for either BCT 230 or BCT 250.

# **Biology**

## **BIO 101 - Biological Science I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

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.

## **BIO 102 - Biological Science II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101.

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.

## **BIO 112 - Basic Anatomy and Physiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **BIO 125 - Biotechnology Explorations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BIO 101, ENG 100, MAT 102, RDG 100.

This course provides an overview of biotechnology. The course will explore the following areas of biotechnology: genomics, proteomics, and bioinformatics; the search for and use of extremophiles in biotechnology; biopharmaceuticals; agricultural biotechnology, DNA, forensics, and tissue engineering.

## **BIO 210 - Anatomy and Physiology I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

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.

## **BIO 211 - Anatomy and Physiology II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.

## **BIO 225 - Microbiology**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210.

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.

## **BIO 238 - Musculoskeletal System Anatomy**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 112.

Corequisite(s): MTH 122, MTH 123, MTH 126

This course is a continuation of BIO 112 and is designed for the massage therapy student. It emphasizes the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervations and action.

# Biomedical Technology

## BMT 220 - Bio-Instrumentation I

### Lec. 4 Lab. 0 Cr. 4

Prerequisite(s): EEM 117, EEM 201, EEM 231, EEM 241, EEM 243, RDG 100 or instructor approval.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100.

This course covers cardiovascular measurements, blood pressure measurement, measurements of heart sound, measurement of physical variable, and characteristics of the various analog-to-digital and digital-to-analog techniques.

## BMT 230 - Bio-Instrumentation II

### Lec. 4 Lab. 0 Cr. 4

Prerequisite(s): BMT 220.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment.

## BMT 233 - Medical Equipment and Repair

### Lec. 3 Lab. 0 Cr. 3

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment.

## BMT 235 - Cooperative/Internship in Biomedical Equipment Repair

### Lec. 1 Lab. 6 Cr. 3

Prerequisite(s): EEM 244, IST 162, IST 163, RDG 100 or instructor approval.

Corequisite(s): BMT 220, BMT 230, BMT 233.

The cooperative/internship is designed to provide job success skills and on the job work experience in local biomedical/electronics industries. The course emphasizes time management and problem resolution in biomedical equipment repair environment.

# Biotechnology

## BTN 103 - Introduction to Biotechnology and Laboratory Rotation I

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 101, ENG 100, MAT 102, RDG 100 or instructor approval.

This course provides an overview of biotechnology, which prepares individuals for working in medical, research, industrial, and law enforcement forensic laboratories. Course content includes theory, application, and basic laboratory skills.

**BTN 104 - Biotechnology Laboratory Rotation II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BTN 103, ENG 100, MAT 102, RDG 100.

This course is a study of cell culture techniques with laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, and preservation of both animal and plant cell cultures.

**Business****BUS 101 - Introduction to Business****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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, marketed and controlled.

**BUS 110 - Entrepreneurship****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is an introduction to the process of starting a small business, including forms of ownership and management, business feasibility and marketing.

**BUS 121 - Business Law I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100

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 123 - Business Law II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 121.

This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies.

## **BUS 131 - Entrepreneurial Leadership**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102 or BUS 140.

This course is designed to provide students with the entrepreneurial leadership perspective necessary for a business owner, economic and social contexts of entrepreneurialism, traits of historically successful entrepreneurs, and analyzes the adversity of modern-day entrepreneurs.

## **BUS 140 - Business Mathematics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

## **BUS 200 - Introduction to the Business of Real Estate**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is a study of the business principles, concepts, terminologies, and institutional factors related to decision making in the area of real estate.

## **BUS 210 - Introduction to E-Commerce in Business**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and how they apply to the process of buying and selling goods and services online.

## **BUS 220 - Business Ethics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101.

This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.

## **BUS 250 - Intro to International Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102.

This course provides an overview of the issues involved in doing business outside the US including business practices, culture and currency differences.

## **BUS 268 - Special Projects in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101 and instructor approval.

This course includes research, reporting, and special activities for successful employment in the business world.

## **BUS 270 - SCWE in Business**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BUS 101 and instructor approval.

This course includes the integration of business skills within an approved work site related to business and industry.

## **Civil Engineering Technology**

### **CET 120 - Construction Materials**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, RDG 100, or instructor approval.

This course includes a study of basic materials used in construction, including research of building product specifications.

### **CET 215 - Soil Mechanics Fundamentals**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): MAT 102 or instructor approval.

Corequisite(s): CET 120 or instructor approval.

This course is an introduction to soils and their engineering properties, including classification and foundations.

### **CET 218 - Hydraulics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 110, or instructor approval.

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

## **CET 230 - Construction Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102 and RDG 100 or instructor approval.

This course covers the study of management of construction firms or jobs, including one or more of the following areas: bidding process, contracts, payments, job costs, labor costs, and labor relations.

## **CET 242 - Concrete Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CET 120, EGR 194, or instructor approval.

This course covers the design of concrete structural members according to the ACI codes, quality control of concrete and structural inspection.

## **CET 244 - Structural Steel Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 194, PHY 201 or CHM 110, or instructor approval.

This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.

## **CET 246 - Environmental Systems Technology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100 or instructor approval.

This course covers a study of the sources, treatment, collection and distribution of water and waste water.

## **CET 251 - Highway Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CET 215, CET 218, ENG 260.

Corequisite(s): EGR 286 or instructor approval.

This course covers a study of the design and construction of a highway.

## **GMT 210 - Geographic Information Systems/Data Entry/Editing Methods**

**Lec. 4 Lab. 0 Cr. 4**

Corequisite(s): EGR 286 and EGR 296.

This course is a study of the methods of point line and area graphic data entry into digital mapping systems to include use of

existing digital data sets, digitizing from existing hard copy documents, scanning and conversion from raster to vector format, coordinate geometry and input from GPS systems. Translations of graphic data from one software system to another. Techniques of adding, deleting, or modifying graphic data are also included in the course.

## **Commercial Graphics**

### **CGC 110 - Electronic Publishing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101 or CPT 170.

This is an introductory course to the fundamentals of electronic publishing.

## **Chemistry**

### **CHM 105 - General Organic and Biochemistry**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 102

This course is the study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

### **CHM 110 - College Chemistry I**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, MAT 110, RDG 100, or instructor approval.

This 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.

### **CHM 111 - College Chemistry II**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): CHM 110

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.

## **College Orientation**



## **COL 103 - College Skills (Non-degree credit)\***

**Lec. 3 Lab. 0 Cr. 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.

\*These credits do not apply toward graduation.

## **COL 105 - Freshman Seminar (Non-degree credit)\***

**Lec. 3 Lab. 0 Cr. 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 freshman adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.

\*These credits do not apply toward graduation.

# **Cosmetology**

## **COS 101 - Fundamentals of Cosmetology**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon including hair-style, type of dress and style of make-up.

## **COS 102 - Sanitation Procedures**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the various methods of sanitation used in the salon with emphasis on the importance of sanitation and sterilization in the practice of cosmetology.

## **COS 106 - Facials and Make-Up**

**Lec. 3 Lab. 0 Cr. 3**

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety. Includes massage, lashes and brows.

## **COS 108 - Nail Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

**COS 110 - Scalp and Hair Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp with emphasis on preserving the health and beauty of the scalp and hair.

**COS 112 - Shampoo and Rinses**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

**COS 114 - Hair Shaping**

**Lec. 4 Lab. 0 Cr. 4**

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

**COS 116 - Hair Styling I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of the fundamentals of hair design including principles, techniques, safety precautions, and chemistry. Emphasis is on hair design, curl types and the creation of special styling effects.

**COS 120 - Mannequin Practice**

**Lec. 3 Lab. 0 Cr. 3**

This course covers cosmetology applications including hair shaping, chemical waving, hair styling, and hair coloring.

**COS 201 - Salon Management**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of salon management including rules, regulations, and codes governing the practice of cosmetology. The course covers a variety of salon ownership models along with salon financial and operating characteristics.

## **COS 206 - Chemical Hair Waving**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. It includes product classification, scalp and hair analysis and problem recognition.

## **COS 208 - Chemical Hair Relaxing**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of chemically relaxing the basic structure of hair including product, chemistry, and safety. The course emphasizes the removal of curl from overly curly hair by the use of chemical agents.

## **COS 210 - Hair Coloring**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the science and art of coloring the hair including methods, procedures, safety precautions, and chemistry. The course includes an introduction to chemistry as it applies to hair coloring.

## **COS 212 - Hair Lightening**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the lightening of hair including methods, procedures, safety precautions, chemistry, corrective measures, purpose and effects.

## **COS 220 - Cosmetology Clinical Practice I**

**Lec. 3 Lab. 0 Cr. 3**

This course is an integration of cosmetology skills in a simulated salon environment.

## **COS 222 - Cosmetology Clinical Practice II**

**Lec. 3 Lab. 0 Cr. 3**

This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

## **Computer Technology**

## **CPT 101 - Introduction to Computers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.

## **CPT 118 - Professional Practices in Information Tech**

**Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): SPC 205.

This course emphasizes the development of interpersonal and technical skills required of entry-level information technology (IT) professionals. Course content includes guidance on building a career toolkit, as well as topics such as projecting a professional image, job seeking skills, ethics, and providing good customer service.

## **CPT 168 - Programming Logic and Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts.

## **CPT 170 - Microcomputer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

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

## **CPT 172 - Microcomputer Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces microcomputer database concepts, including generating reports from database, creating, maintaining, and modifying databases. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 174 - Microcomputer Spreadsheets**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course introduces the use of spreadsheet software on the microcomputer. Topics include creating, editing, using formulas,

using functions, and producing graphs. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 179 - Microcomputer Word Processing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100, CPT 101 or CPT 170.

This course introduces microcomputer word processing. Topics include creating, editing, formatting and printing documents. Successful completion of this course prepares the student for the Access Microsoft Office Specialist Certification exam.

## **CPT 186 - Visual Basic.net I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100, CPT 101 or CPT 170.

This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework.

## **CPT 207 - Complex Computer Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.

## **CPT 212 - Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

## **CPT 213 - Advanced Visual Basic Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 212.

This course is the study of object oriented features of Visual Basic and their use in accessing databases. It includes classes, collection and web access.

## **CPT 232 - C++ Programming I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C++ Programs involving input/output operations, data types, storage classes, decision structures, looping, functions, arrays, and simple pointers, and strings.

**CPT 233 - C++ Programming II****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 232.

This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions.

**CPT 236 - Introduction to JAVA Programming****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

**CPT 237 - Advanced JAVA Programming****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 236.

This course is a study of advanced topics of the JAVA programming language by building on basic knowledge of the JAVA language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the JavaBean component model, and network programming and server-side programming.

**CPT 238 - Internet Scripting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

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.

**CPT 240 - Internet Programming with Database****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **CPT 242 - Database**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, ENG 101.

This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.

## **CPT 257 - Operating Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, MAT 102.

This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.

## **CPT 260 - Fundamentals of Operating Systems and Web Servers**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 257.

This course is a study of operating techniques needed for setting up and maintaining web servers.

## **CPT 264 - Systems and Procedures**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 242.

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

## **CPT 267 - Technical Support Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.

## **CPT 268 - Computer End-User Support**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users).

# **Criminal Justice**

## **CRJ 101 - Introduction to Criminal Justice**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

## **CRJ 102 - Introduction to Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal and technical problems of loss prevention and control are analyzed.

## **CRJ 115 - Criminal Law I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, CRJ 101 or LEG 135.

This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

## **CRJ 120 - Constitutional Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 the individual. The application of the Bill of Rights to federal and state systems is examined.

## **CRJ 125 - Criminology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

## **CRJ 126 - Criminal Justice Research Methods**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is an introduction to the language and methods of research used by criminal justice practitioners and policy-makers. The course includes the basics of research design, data gathering and interpretation of findings in criminal justice.

**CRJ 130 - Police Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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

**CRJ 135 - Correctional Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.

**CRJ 140 - Criminal Justice Report Writing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, ENG 100, RDG 100.

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 141 - Forensic and Investigative Writing & Documentation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course is a study of the proper investigative and crime lab documentation through focused observational and writing skills. Effective techniques in the development of a criminal case file are examined, as well as the ethical and legal pitfalls encountered through poorly written documentation.

**CRJ 145 - Juvenile Delinquency****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 200 - Basic Latent Print Development and Collection Techniques****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is an introduction to the value of latent fingerprint evidence, the various conditions that affect the development and recovery of latent fingerprints, and the optimum methods of processing items of evidence found in crime scenes.

**CRJ 202 - Criminalistics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 140, RDG 100.

This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics and clandestine operations.

**CRJ 207 - Crime Scene Investigation Workshop****Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): CRJ 101, RDG 100.

This course includes applications of substantive knowledge and practical experience in the crime scene investigation. Proposed areas are fingerprinting, x-rays, photography, impression evidence and bloodstain pattern.

**CRJ 217 - Crime Scene Investigations for Major Incidents and Mass Crimes****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230 or CRJ 202.

This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources, and overcoming unexpected obstacles associated with investigating a large geographical event.

**CRJ 218 - Crisis Intervention****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

## **CRJ 220 - Judicial Process**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

## **CRJ 222 - Ethics in Criminal Justice**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the application of ethical theories to the criminal justice profession.

## **CRJ 224 - Police - Community Relations**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 225 - Impression Evidence**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 230, RDG 100.

This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science. proper photographic recording, casting, and imprint identification.

## **CRJ 226 - Advanced Bloodstain and Firearm Pattern Evidence Analysis**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 202 or CRJ 230.

This course examines the principles and techniques used to establish the parameters in bullet trajectory and bloodstain pattern analysis as they relate to crime scene reconstruction.

## **CRJ 230 - Criminal Investigation**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 233 - Cyber Crimes and the Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101, CRJ 101, RDG 100.

The basis for this course comes from criminal justice and computer technology. Through this course, students survey the escalating problem of crime involving computers and the emerging strategies used for identification, investigation, and prosecution. Students will be given an overview of the increasing computer crime problem, illustrating the more common offenses, increased investigative efforts, and its effect on criminal justice systems. Students will obtain an introduction to basic computer and networking concepts, the Internet, computer crime statutes, management of electronic evidence and industry best practices for examining computers that might contain crime related information.

## **CRJ 235 - Practical Crime Scene Investigation**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141 , CRJ 225, CRJ 230, CRJ 236, RDG 100.

This course is the study of practical hands-on instruction in methodology and policies for the identification, interpretation, collection, packaging, preservation, and chain of custody of crime scenes and evidence taken from the crime scenes.

## **CRJ 236 - Criminal Evidence**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

## **CRJ 238 - Industrial and Retail Security**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course.

## **CRJ 239 - Terrorism and Homeland Security**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an allhazards approach to protecting people and assets in conjunction with criminal justice agencies.

## **CRJ 240 - Correctional Treatment**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting.

**CRJ 242 - Correctional Systems****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 244 - Probation, Pardon and Parole****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course.

**CRJ 246 - Special Problems in Criminal Justice****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

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 timeless, local concern, legalistic, and or other dynamic factors of such issues.

**CRJ 249 - Law Enforcement Leadership****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course analyzes contemporary theories of law enforcement leadership. Emphasis is placed on concept application through the use of case studies and the analysis of current leadership situations in law enforcement agencies.

**CRJ 250 - Criminal Justice Internship I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes practical experience in a criminal justice or private security setting.

## **CRJ 260 - Seminar in Criminal Justice**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, RDG 100.

This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice.

## **CRJ 262 - Criminal Justice Workshop**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

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.

## **Culinary Arts**

### **CUL 101 - Principles of Food Production I**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology, and techniques of preparation of nutritious quality food.

### **CUL 102 - Principles of Food Production II**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of the preparation of food categories such as sauces, salads, baked products, meats, poultry, vegetables, etc. Special attention is given to presentation and garnishing.

### **CUL 103 - Nutrition**

#### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100.

This course is a study of general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins, and minerals. Practical applications of the food service professional are emphasized.

### **CUL 277 - SCWE in Culinary Arts**

**Lec. 1 Lab. 9 Cr. 3**

Prerequisite(s): ENG 032, MAT 032, RDG 100, and instructor approval.

This course integrates culinary skills at an approved work site related to the culinary industry.

## **Cooperative Work Experience**

### **CWE 114 - Cooperative Work Experience I**

**Lec. 0 Lab. 20 Cr. 4**

Prerequisite(s): Completion of all other program requirements, or instructor approval.

This course includes cooperative work experience in an approved setting.

## **Early Childhood Development**

### **ECD 101 - Introduction to Early Childhood**

**Lec. 3 Lab. 0 Cr. 3**

This course is an overview of the 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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 and Classroom Management**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course.

### **ECD 106 - Observation of Young Children**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

In this course, a variety of observation skills and techniques for the purposes of achieving program goals and objectives, providing for individual needs, guiding children, and designing environments are covered. Focus is on the practical and appropriate use of these skills and techniques.

**ECD 107 - Exceptional Children****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 102, ECD 203

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****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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 public, staff, and parents.

**ECD 131 - Language Arts****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing 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****Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 131 or ECD 133.



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 & Math Concepts**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, MAT 102, RDG 100.

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.

## **ECD 135 - Health, Safety, and Nutrition**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, RDG 100.

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.

## **ECD 200 - Curriculum Issues in Infant and Toddler Development**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for 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 & Leadership in Early Care & Education**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100, RDG 100.

This course includes an overview of historical views of 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.

## **ECD 203 - Growth and Development II**

### **Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 101, ECD 102

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

This course is the study of the socialization and group care of infants and toddler. 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 - Infants and Toddlers with Special Needs**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ECD 102.

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**

**Lec. 2.5 Lab. 1.5 Cr. 3**

Prerequisite(s): ECD 106, ECD 131, ECD 132, ECD 133.

This course includes an overview of developmentally appropriate methods and materials for planning, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

## **ECD 243 - Supervised Field Experience I**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 106, ECD 237 & instructor approval.

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.

## **ECD 251 - Supervised Field Experiences in Infant/Toddler Environment**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): ECD 102, ECD 200, ECD 205.

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

## **ECD 252 - Diversity Issues in Early Care and Education**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ECD 101, ENG 100.

This course meets the growing need for students in early care and education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, and socio-economic levels.

## **Economics**

### **ECO 210 - Macroeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

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, the government's role in economic decisions and growth.

### **ECO 211 - Microeconomics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 102.

This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade.

## **Electronics**

### **EEM 105 - Basic Electricity**

**Lec. 2 Lab. 0 Cr. 2**

This course is a survey of basic electrical principles, circuits and measurements.

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### **EEM 140 - National Electrical Code**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Instructor approval.

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association.

**EEM 166 - Commercial and Industrial Wiring****Lec. 4 Lab. 0 Cr. 4**

This course is a study of wiring methods and practices in commercial and industrial applications.

**EEM 170 - Electrical Installation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, EEM 105 or EEM 117, or instructor approval

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring.

**EEM 171 - Electrical Installation/Electrical Code****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of electrical wiring techniques commonly used in commercial, industrial, and residential applications. Emphasis will be placed on compliance with the national electrical code.

**EEM 201 - Electronic Devices 1****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**EEM 231 - Digital Circuits I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

**EEM 233 - Digital Home Technology Integration Exam Prep**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100, or instructor approval.

This course is a preparation course for commercial certification examinations in Digital Home Technology Integration.

**EEM 241 - Microprocessors I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

**EEM 243 - Introduction to Computer Servicing****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

**EEM 244 - Computer Servicing Troubleshooting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

**EEM 261 - Electronic Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201 or instructor approval.

This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered.

**EEM 265 - FCC General License Preparation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 261, RDG 100, or instructor approval.

This course covers the materials necessary to prepare for successful completion of the FCC General License examination.

**EEM 274 - Technical/Systems Troubleshooting**

**Lec. 4 Lab. 0 Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

**EEM 275 - Technical Troubleshooting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201, RDG 100 or instructor approval.

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

**EEM 280 - Alternative Energy Issues****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an overview of the social and political issues surrounding the development and implementation of alternative energy devices in residential suburban and urban settings. Current and future energy generation strategies are covered.

**EEM 281 - Mechanical/Solid-State Energy Generators****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course will provide detailed operations of generators used in but not limited to solar, wind and tidal generation of electrical power.

**EEM 282 - Generator Support Systems****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course will cover techniques for deploying solar, wind, and tidal generators to buildings, roofs, towers, and docks.

**EEM 283 - Generator to Building Integration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course will supply information on various control devices used in residential structures for collecting and distributing alternative generated electrical power. Topics will include controllers, batteries, converters, and distribution systems.

**MAP 101 - Audio Techniques I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

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.

## **MAP 110 - Editing I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic digital editing. Logical sequencing, technical correctness and creative story telling will be emphasized.

## **MAP 122 - Field Production 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course introduces the setup, operation, and application of video equipment for field production.

# **Engineering Technology**

## **EGR 110 - Introduction to Computer Environment**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, MAT 102, or instructor approval.

This course provides an overview of computer hardware, available software, operating systems and applications.

## **EGR 194 - Statics and Strength of Materials**

**Lec. 4 Lab. 0 Cr. 4**

Corequisite(s): MAT 111 or instructor approval.

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.

## **EGR 285 - Engineering Surveying I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 110, EGT 109, MAT 102, or instructor approval.

This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

## **EGR 286 - Engineering Surveying II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 285 or instructor approval.

Corequisite(s): MAT 111 or instructor approval.

This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

## **EGR 295 - Engineering Surveying Lab I**

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): EGR 286 or instructor approval.

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat.

Vertical control includes the performance of a level loop.

## **EGR 296 - Engineering Surveying Lab II**

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): EGR 286 or instructor approval.

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

## **Engineering Graphics Technology**

### **EGT 105 - Basic Civil Drafting**

**Lec. 2 Lab. 0 Cr. 2**

This course covers the application of drawing techniques to structures, map topography, and other civil applications.

### **EGT 109 - Introduction to Engineering/Design Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

### **EGT 110 - Engineering Graphics I**



**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.

**EGT 151 - Introduction to CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

**EGT 152 - Fundamentals of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 151 or instructor approval.

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills require using AutoCAD software.

**EGT 210 - Engineering Graphics III**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): EGT 110 or instructor approval.

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

**EGT 225 - Architectural Drawing Applications**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This is an advanced drawing course for architectural applications.

**EGT 245 - Principles of Parametric CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

**EGT 251 - Principles of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course includes the additional use of CAD software for production of technical drawings and related documentation.

## **EGT 252 - Advanced CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course covers advanced concepts of the CAD software and its applications. Topics such as creating 3-D wire framed construction, shading techniques, user coordinate systems and computer animations using the AutoCAD software are covered.

## **EGT 257 - Advanced Civil CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This is an advanced CAD course for the Civil add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments using the new commands and features.

## **EGT 258 - Applications of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers how CAD is used within the different drafting and design fields. This course is project oriented. Students will complete CAD projects for the Architectural, Civil, Mechanical, HVAC, and Electrical fields.

## **EGT 259 - Advanced Architectural CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This is an advanced CAD course for the Architectural add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments.

## **EGT 282 - Rapid Prototyping I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.

## **English**

## **ENG 012 - Developmental English Workshop (Non-degree credit)\***

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): A writing score of 57 - 83 on ACCUPLACER. COL 103 is required with this class.

This course provides support for mastery of English 032 competencies (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects.).

\*These credits do not apply toward graduation.

## **ENG 032 - Developmental English (Non-degree credit)\***

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): A writing score of 57 - 83 on ACCUPLACER. Class must be taken in conjunction with the workshop. COL 103 is required with this class.

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.

\*These credits do not apply toward graduation.

## **ENG 100 - Introduction to Composition (Non-degree credit)\***

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, ENG 012. COL 103 is required with this class.

This course is a study of basic writing and different modes of composition and may include a review of usage and grammar.

## **ENG 101 - English Composition I**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **ENG 102 - English Composition II**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **ENG 160 - Technical Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 and word processing skills.

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.

## **ENG 201 - American Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the colonial period to the Civil War.

## **ENG 202 - American Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of American Literature from the Civil War to the present.

## **ENG 203 - American Literature Survey**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a survey of American Literature: major authors, genres, and periods.

## **ENG 205 - English Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 206 - English Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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.

## **ENG 208 - World Literature I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.

## **ENG 209 - World Literature II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

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

## **ENG 214 - Fiction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

## **ENG 218 - Drama**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

## **ENG 222 - Poetry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.

## **ENG 230 - Women in Literature**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a critical study of women's writings examined from historical, social, and psychological points of view.

## **ENG 236 - African American Literature**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 102.

This course is a critical study of African American literature examined from historical, social, and psychological perspectives.

## **ENG 260 - Advanced Technical Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course develops skills in research techniques and increases proficiency in technical communications.

## **Geography**

### **GEO 101 - Introduction to Geography**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is an introduction to the principles and methods of geographic inquiry.

### **GEO 102 - World Geography**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems.

## **Health Information Management**

### **HIM 110 - Health Information Science I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course provides an in-depth study of content, storage, retrieval, control, and retention of health information systems.

### **HIM 266 - Computers in Healthcare**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course covers hardware and software components of computers for medical record applications, methods of controlling accuracy and security data in computer systems, record linkage, and data sharing concepts.

## **History**

### **HIS 101 - Western Civilization to 1689**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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 201 - American History: Discovery to 1877**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **HIS 226 - Black History and Culture of S. Carolina Sea Islands**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course focuses on the unique origin, history, language, art, music and literature of the South Carolina sea islands and how the customs, folklore, and traditions are being fused into the present American society.

\*Credit does not transfer

## **Hospitality**

### **HOS 140 - The Hospitality Industry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

### **HOS 141 - Resort Development and Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

### **HOS 150 - Hotel Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

### **HOS 255 - Food Service Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

### **HOS 256 - Hospitality Management Concepts**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the theory and principles of management as applied to the hospitality industry.



## **HOS 258 - Convention Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

## **HOS 262 - Hospitality Software Applications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course includes using microcomputer software in managing various areas of the hospitality industry.

## **HOS 265 - Hotel, Restaurant, and Travel Law**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course covers legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper. This course also covers the legal aspects of the hospitality.

## **HOS 266 - Destination Tour Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course covers the development and management of group tours at the tourist destination, including idea conception, logistic planning, financial management, supplier relation, marketing and staff training. Students examine tours offered by area operators and develop their own tours.

## **HOS 272 - SCWE in Hospitality/Tourism Management**

**Lec. 3 Lab. 0 Lec. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102 and instructor approval.

This course integrates hospitality skills within an approved work site related to the hospitality industry.

## **Horticultural**

### **HRT 104 - Landscape Planning and Implementation**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

This course is a study of landscape design and drafting as well as landscape installation techniques.

## **HRT 241 - Turf Management**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): AGR 202, AGR 204.

This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

## **Industrial Maintenance Technology**

### **IMT 101 - Introduction to Industrial Maintenance**

**Lec. 2 Lab. 0 Cr. 2**

This course is an introduction to Industrial Maintenance.

### **IMT 102 - Industrial Safety**

**Lec. 2 Lab. 0 Cr. 2**

This course covers safety awareness and practices found in industry.

### **IMT 103 - Precision Measuring Instruments**

**Lec. 2 Lab. 0 Cr. 2**

This course covers the use of various precision measuring instruments commonly used in industry.

### **IMT 104 - Schematics**

**Lec. 2 Lab. 0 Lec. 2**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

### **IMT 130 - Fluid Power**

**Lec. 5 Lab. 0 Cr. 5**

This course covers the basic principles of hydraulics and pneumatics, including the installation, maintenance, troubleshooting and repair of various systems.

## **IMT 140 - Industrial Electricity**

**Lec. 5 Lab. 0 Cr. 5**

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

## **IMT 233 - Programmable Logic Controllers**

**Lec. 3 Lab. 0 Cr. 3**

This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems

(Note: Course is aligned with NCCER module 32508).

## **Information Systems Technology**

### **IST 103 - Security Awareness**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100 or instructor approval.

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.

### **IST 150 - Project Mgt. Essentials for IT Professionals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam

### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### **IST 163 - Intro to Server Networking Configuration Admin**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**IST 164 - Implementing Windows Network Infrastructure Services****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

**IST 165 - Implementing and Administering Windows Directing Services****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

**IST 166 - Network Fundamentals****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

**IST 201 - Cisco Internetworking Concepts****Lec. 3 Lab. 0 Cr. 3**

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards

**IST 215 - Health Information Networking****Lec. 3 Lab. 0 Cr. 3**

This course studies the application of information technology principles in a health care environment. Topics include electronic health records, medical group LANs and WANs, and effective security and support strategies for medical group networks.

## **IST 220 - Data Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110 or MAT 120.

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.

## **IST 225 - Internet Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information as well as how to find resources and navigate the Internet are included.

## **IST 226 - Internet Programming**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 168 or CPT 212.

This course covers designing Internet pages and applications for personal/business use, writing the required program code in languages such as HTML, Java, and VRML, testing and debugging programs, and uploading and maintaining Internet pages and applications.

## **IST 236 - Mobile and Wireless Appliances**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is a survey of the protocols and interface standards for mobile and wireless appliances accessing the internet. An introduction to development and deployment of applications is included in this course.

## **IST 237 - Intermediate Website Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

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

## **IST 238 - Advanced Tools for Website Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is the study of an advanced (4th generation) web authoring tool (such as Dreamweaver) to develop increased efficiency and sophistication in website design and web project management.

**IST 263 - Designing Windows Network Security****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

**IST 266 - Internet and Firewall Security****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 226.

This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN).

**IST 268 - Computer Forensics****Lec. 3 Lab. 0 Cr. 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.

**IST 269 - Digital Forensics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172.

This course will examine the advanced technical aspects of digital computer evidence detection, collection, identification and preservation. Emphasis will be placed on specific tools and methods for extracting deleted or destroyed computer related evidence.

**IST 281 - Presentation Graphics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101 or CPT 170.

This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.

**Paralegal**

## **LEG 120 - Torts**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.

## **LEG 132 - Legal Bibliography**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

## **LEG 135 - Introduction to Law and Ethics**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system.

## **LEG 201 - Civil Litigation**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

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 procedure.

## **LEG 213 - Family Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.

## **LEG 214 - Property Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.

## **LEG 231 - Criminal Law**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.

## **LEG 232 - Law Office Management**

### **Lec. 3 Lab. 0 Cr. 3**

This course is a study of the basic principles of office management, including administrative procedures, client relations, and office operating procedures.

## **LEG 233 - Wills, Trusts, and Probate**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.

## **LEG 234 - Title Examination Procedures I**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, LEG 135 or instructor approval.

This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.

## **LEG 242 - Law Practice Workshop**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course includes the application of substantive knowledge in a practical situation as a paralegal.

## **LEG 244 - Special Projects for Paralegals**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

This course provides specialized paralegal training with an update on changes in the laws and procedures.

**LEG 250 - Internship for Paralegals****Lec. 1 Lab. 6 Cr. 3**

This course is designed to provide the paralegal student with an opportunity to gain hands-on experience and apply the skills and knowledge in a law office or other suitable location where paralegals are employed

**Mathematics****MAT 012 - DE Mathematics Workshop (Non-degree credit)\*****Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): An arithmetic score of 40 - 60 on ACCUPLACER. Workshops must be taken in conjunction with class. COL 103 is required with this course

This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects.

\*These credits do not apply toward graduation.

**MAT 032 - Developmental Mathematics (Non-degree credit)\*****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): An arithmetic score of 40 - 60 on ACCUPLACER. Class must be taken in conjunction with workshops. COL 103 is required with this course.

This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.

\*These credits do not apply toward graduation.

**MAT 101 - Beginning Algebra (Non-degree credit)\*****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032, RDG 032

This course includes the study of rational numbers and their applications, operations, with algebraic expressions, linear equations and applications, linear inequalities, graphs or linear equations, operations and exponents and polynomials, and factoring.

\* This course is non-transferable

## **MAT 102 - Intermediate Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 101, RDG 032

This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 111 - College Trigonometry**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110

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; sequences; and parametric equations.

## **MAT 112 - Precalculus**

**Lec. 5 Lab. 0 Cr. 5**

Prerequisite(s): MAT 110.

This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs, analytic trigonometry, analytic geometry, and applications of trigonometry.

## **MAT 120 - Probability and Statistics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, 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.

## **MAT 122 - Finite College Math**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks.

## **MAT 130 - Elementary Calculus**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 110.

This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.

## **MAT 140 - Analytical Geometry and Calculus I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 110 + MAT 111 or MAT 112.

This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry.

## **MAT 141 - Analytical Geometry and Calculus II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 140.

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 and improper integrals.

## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

## **MAT 240 - Analytical Geometry and Calculus III**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 141.

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.

## **MAT 242 - Differential Equations**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): MAT 240.

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 transforms; and numerical methods.

## **Medical Assisting**

### **MED 103 - Medical Assisting Introduction**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100 or equivalent placement test score and admission to the Medical Assisting program.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Completion of AHS 102, BIO 112, CPT 170, MED 103.

Corequisite(s): MED 109, MED 112, MED 114, MED 117, MED 124.

This course provides a study of receptionist duties, patient record management, insurance claims processing, icd-9-cm, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

### **MED 107 - Medical Office Management**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): CPT 170 or AOT 163.

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

### **MED 109 - Medical Business Records**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 104.

This course provides a study of record keeping procedures utilized in physicians' offices and other clinical facilities.

### **MED 112 - Medical Assisting Pharmacology**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MAT 101 or equivalent placement test score, MED 103, MED 104.

This course provides a study of principles of pharmacology, drug therapy and the administration of medications.

**MED 113 - Basic Medical Laboratory Techniques****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): MED 103, MED 114.

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

**MED 114 - Medical Assisting Clinical Procedures****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MED 103, MED 104.

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

**MED 117 - Clinical Practice****Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): MED 109, MED 114.

This course provides practical application of administrative and clinical skills in medical facility environments.

**MED 124 - Medical Computer Practicum****Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): CPT 170, MED 103, MED 104.

This course covers the use of medical software for accounting, billing, and patient records.

**Management****MGT 101 - Principles of Management****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

## **MGT 120 - Small Business Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101, and instructor approval.

This course is a study of small business management and organization, forms of ownership, and the process of preparing a business plan and starting a new business.

## **MGT 121 - Small Business Operations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACC 101, ACC 102, BUS 101, MGT 101, MKT 101 and instructor approval.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

## **MGT 201 - Human Resources Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

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.

## **MGT 230 - Managing Information Resources**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 101, MGT 101.

This course is a study of the development, use and management of information resources, and systems in business and industry.

## **MGT 270 - Managerial Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MGT 101.

This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed.

## **PRM 161 - Rules of Golf**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the USGA rules of golf and relevant decision-making. The course will include the duties of the rules officer, player's responsibilities, equipment regulations, competition rules and administration rules.

## **PRM 162 - Golf Tournament Operations**

**Lec. 3 Lab. 0 Lec. 3**

This course covers the skills necessary to plan and conduct successful golf tournaments including how to organize club events, write press releases, and set up and mark a golf course for a tournament.

## **Marketing**

### **MKT 101 - Marketing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

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 110 - Retailing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102.

This course is the study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

### **MKT 135 - Customer Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100, BUS 140 or MAT 102.

This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction, and repeat sales.

## **Massage Therapy**

### **MTH 120 - Introduction to Massage**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 121.

A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced.

**MTH 121 - Principles of Massage I****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): Acceptance into the Massage Therapy program.

Corequisite(s): MTH 120.

The course is an in-depth study of Swedish massage techniques and applications to a complete body massage.

**MTH 122 - Principles of Massage II****Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 123, MTH 126, MTH 132, MTH 137.

This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures.

**MTH 123 - Massage Clinical I****Lec. 1 Lab. 6 Cr. 3.**

Prerequisite(s): BIO 112, MTH 120, MTH 121

Corequisite(s): MTH 122, MTH 126, MTH 132, MTH 137.

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

**MTH 124 - Massage Business Application****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 133, MTH 135

This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.

**MTH 126 - Pathology for Massage Therapy****Lec. 1.5 Lab. 1.5 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 132, MTH 137.



This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy.

## **MTH 132 - Massage Therapy Seminar**

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 137.

This course includes the integration of didactic and clinical techniques in Massage Therapy.

## **MTH 133 - Massage Clinical II**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 135

This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.

## **MTH 135 - Massage Practicum**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): MTH 122, MTH 123, MTH 126, MTH 132, MTH 137.

Corequisite(s): MTH 124, MTH 133.

This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalities in the professional setting. Students observe facility and business operations under supervision of licensed massage therapists and/or licensed medical staff.

## **MTH 137 - Anatomy and Physiology for Massage Therapy I**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): BIO 112, MTH 120, MTH 121.

Corequisite(s): MTH 122, MTH 123, MTH 126, MTH 132.

This course will focus on the anatomy and physiology of the human body and the effects of massage on the body as a whole. Emphasis is placed on the skeletal, muscular, and circulatory systems, including indications/contraindications for massage and relevant pathologies.

## **Music**

### **MUS 101 - Chorus I**

**Lec. 1 Lab. 0 Cr. 1**

This course includes the study and performance of selected choral music.

## **MUS 102 - Chorus II**

**Lec. 1 Lab. 0 Cr. 1**

This course includes the study and performance of selected choral music.

## **MUS 105 - Music Appreciation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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.

## **Nursing**

### **NUR 102 - Basic Nursing Care Skills**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): Acceptance into the nursing program, Acceptance completion of MAT 102 or COMPASS placement for MAT 120, and RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): PSY 201, BIO 210, NUR 105.

This course introduces basic nursing care skills which are applied in long term care.

### **NUR 105 - Pharmacology for Nurses**

**Lec. 0.5 Lab. 1.5 Cr. 1**

Prerequisite(s): Acceptance into the nursing program. Completion of MAT 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.

Corequisite(s): BIO 210, NUR 102, PSY 201.

This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories.

### **NUR 134 - Beginning Nursing Skills**

**Lec. 2.5 Lab. 7.5 Cr. 5**

Prerequisite(s): NUR 102 or NUR 105.

Corequisite(s): PSY 201, BIO 210.

This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team.

## **NUR 155 - Contemporary Nursing Practice I**

### **Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, PSY 203.

This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 155 final exam.

## **NUR 158 - Health Promotion for Families I**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): NUR 105, NUR 134.

Corequisite(s): BIO 211, NUR 155, PSY 203.

This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.

\*LPN students may exempt course pending passing grade (C or higher) on NUR 158 final exam.

## **NUR 162 - Psychiatric and Mental Health Nursing**

### **Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): NUR 155, BIO 211, ENG 101, PSY 203

Corequisite(s): BIO 225, NUR 158

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.

## **NUR 166 - Issues in Practical Nursing**

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): ENG 101, NUR 167.

This course addresses current practice issues for the practical nurse.

## **NUR 167 - Organizational Strategies for the Practical Nurse**

**Lec. 1.5 Lab. 7.5 Cr. 4**

Prerequisite(s): BIO 211, PSY 203, NUR 158, NUR 155.

Corequisite(s): NUR 166, ENG 101.

This course assists the student in development of organizational skills and strategies of delegation in structured care settings.

**NUR 265 - Nursing Concepts & Clinical Practice II****Lec. 4 Lab 6 Cr. 6**

Prerequisite(s): NUR 155, NUR 158, BIO 225, ENG 101,

Corequisite(s): NUR 162

This course is a continuation of the application of critical thinking skills and nursing concepts in the care of adult clients with selected health problems in a variety of settings.

**NUR 274 - Issues in Nursing Practice****Lec. 2.5 Lab 1.5 Cr. 3**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 275

This course addresses current issues in nursing practice.

**NUR 275 - Contemporary Nursing Practice III****Lec. 2.5 Lab. 10.5 Cr. 6**

Prerequisite(s): MAT 120, NUR 265, NUR 162.

Corequisite(s): ENG 102, Approved Humanities Elective, NUR 274

This course further develops the role of the nurse in delivering care to individuals with complex health issues.

**Philosophy****PHI 101 - Introduction to Philosophy****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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 110 - Ethics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.

## Physics

### PHY 201 - Physics I

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): MAT 111.

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

### PHY 202 - Physics II

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): PHY 201.

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.

## Government

### PSC 201 - American Government

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.

### PSC 215 - State and Local Government

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course is a study of state, county and municipal government systems, including interrelationships among these systems and within the federal government.

## Psychology

## **PSY 103 - Human Relations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

## **PSY 203 - Human Growth and Development**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.

## **PSY 208 - Human Sexuality**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

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 210 - Educational Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201.

This course is a study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning.

## **PSY 212 - Abnormal Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or instructor approval.

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.

## **PSY 225 - Social Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201 or SOC 101 or instructor approval.

This course is a study of individual behavior as influenced by social roles, group identification, attitudes and values.

## **Physical Therapy**

### **PTH 101 - Physical Therapy Professional Preparation**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210, ENG 101, PSY 201, MAT 120.

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.

### **PTH 115 - Pathology for PTA**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 235, PTH 228, PTH 246, PTH 253.

This course is a study of basic pathophysiology of the human body with an emphasis on management of diseases and injuries seen in physical therapy.

### **PTH 202 - Physical Therapy Modalities**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 205.

This course introduces patient care techniques, including patient preparation, therapeutic hot/cold modalities and electrical stimulation.

### **PTH 205 - Physical Therapy Functional Anatomy**

**Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): BIO 210, MAT 120, PSY 201, ENG 101, PTH 101, PTH 235.

Corequisite(s): BIO 211, ENG 102, PTH 202.

This course introduces the basic concepts and principals of muscles, joints and motion, including traditional testing procedures.

## **PTH 228 - Manual Therapy Techniques**

### **Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): PTH 240, PTH 242 PTH 252.

Corequisite(s): PTH 115, PTH 246, PTH 253.

This course introduces principles and basic techniques of manual therapy and wound care.

## **PTH 235 - Interpersonal Dynamics**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACCEPTANCE INTO THE Physical Therapist Assistant Program (AAS). Completion of MAT 101 and MAT 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): BIO 210 , ENG 101, PSY 201, MAT 120, PTH 101.

This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.

## **PTH 240 - Therapeutic Exercises/Applications**

### **Lec. 4 Lab. 3 Cr. 5**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 242, PTH 252.

This course provides the practical application of therapeutic exercise.

## **PTH 242 - Orthopedic Management**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.

Corequisite(s): PTH 240, PTH 252.

This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.

## **PTH 246 - Neuromuscular Rehabilitation**

### **Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 253.

This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.

## **PTH 252 - Clinical Practice.**

### **Lec. 0 Lab. 6 Cr. 2**

Prerequisite(s): PTH 202, PTH 205, BIO 211, ENG 102.



Corequisite(s): PTH 240, PTH 242.

This course introduces elementary clinical procedures involved in the patient care setting.

## **PTH 253 - Clinical Practice II**

**Lec. 0 Lab. 9 Cr. 3**

Prerequisite(s): PTH 240, PTH 242, PTH 252.

Corequisite(s): PTH 115, PTH 228, PTH 246.

This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.

## **PTH 266 - Physical Therapy Practicum I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 270, PTH 275.

This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

## **PTH 270 - Special Topics in Physical Therapy**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PTH 115, PTH 228, PTH 246, PTH 253.

Corequisite(s): PTH 266, PTH 275.

This course provides opportunities for specialized study of selected topics in Physical Therapy.

## **PTH 275 - Advanced Professional Preparation**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): PTH 115, PTH 228, PTH 246.

Corequisite(s): PTH 266, PTH 270, PTH 253

This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

# **Radiologic Technology**

## **RAD 101 - Introduction to Radiography**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): Acceptance into Radiologic Technology Program. Completion of MAT 110 or COMPASS placement in MAT

120, and completion of RDG 100 or COMPASS reading score of 88.

Corequisite(s): RAD 130, RAD 150, MAT 110, BIO 210.

This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.

## **RAD 103 - Introduction to Computed Tomography**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): Acceptance into the program

Corequisite(s): RAD 131, RAD 132, RAD 256, RAD 280, RAD 281.

This course is the study of the technological developments behind computed tomography, an overview of scanner, components, terminology, data acquisition, digital imaging, image reconstruction, display and manipulations. Current applications will be explored including patient screening, contract utilization and administration, contrast reactions and treatment, pediatrics, conscious sedation and monitoring, and radiation protection.

## **RAD 110 - Radiographic Imaging I**

### **Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 210, MAT 110, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 136, RAD 155

This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.

## **RAD 115 - Radiographic Imaging II**

### **Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): RAD 165, RAD 110.

Corequisite(s): RAD 176, RAD 201.

This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.

## **RAD 130 - Radiographic Procedures I**

### **Lec. 2 Lab. 3 Cr. 3**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 150.

This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.

## **RAD 131 - Computed Tomography of the Head and Spine**

### **Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): RAD 103, RAD 280.

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

## **RAD 132 - Computed Tomography of Neck, Thorax, Abdomen**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RAD 131

Corequisite(s): RAD 103, RAD 281.

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

## **RAD 133 - Computed Tomography of the Extremities**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisite(s): RAD 142 , RAD 145, RAD 285

This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.

## **RAD 136 - Radiographic Procedures II**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 210, MAT 110, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 155.

This course is a study of radiographic procedures for visualization of the structures of the body.

## **RAD 142 - Computed Tomography Clinical Practicum**

**Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisite(s): RAD 133, RAD 145, RAD 285

This course provides the student with hands-on application of clinical skills necessary to become a registered computed tomography technologist in a hospital and/or outpatient environment.

## **RAD 145 - Computed Tomography Physics & Instrumentation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.

Corequisite(s): RAD 133, RAD 142, RAD 285

This course provides an overview of technology, repair, and practice that is unique to the computed tomography profession.

## **RAD 150 - Clinical Applications**

**Lec. 0 Lab. 12 Cr. 4**

Corequisite(s): BIO 210, MAT 110, RAD 101, RAD 130.

This course includes practice of hands-on clinical skills in hospital/ outpatient environments.

**RAD 155 - Applied Radiography I****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 210, RAD 101, RAD 130, RAD 150.

Corequisite(s): BIO 211, ENG 101, RAD 110, RAD 136.

This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

**RAD 165 - Applied Radiography II****Lec. 0 Lab. 15 Cr. 5**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 230.

This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

**RAD 176 - Applied Radiography III****Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): PSY 201, RAD 115, RAD 201.

This course includes clinical education needed for building competence in performing radiographic procedures with in the clinical environment.

**RAD 201 - Radiation Biology****Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 165, RAD 230.

Corequisite(s): RAD 115, RAD 176, PSY 201.

This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large at a minimum.

**RAD 205 - Radiographic Pathology****Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): RAD 115, RAD 176, RAD 201, PSY 201.

Corequisite(s): RAD 103, RAD 210, RAD 256.

This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.

### **RAD 210 - Radiographic Imaging III**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201.

Corequisite(s): RAD 103, RAD 205, RAD 256.

This course provides a detailed study of advanced methods and concepts of imaging.

### **RAD 230 - Radiographic Procedures III**

**Lec. 2 Lab. 3 Cr. 3**

Prerequisite(s): BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.

Corequisite(s): RAD 165.

This course is a study of special radiographic procedures.

### **RAD 236 - Radiography Seminar II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 276

This course will include, but not limited to, a general review of program courses and assessment exercises designed to assist the student in preparation for the national certification examination.

### **RAD 256 - Advanced Radiography I**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): PSY 201, RAD 115, RAD 176, RAD 201

Corequisite(s): RAD 205, RAD 210

This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiologic procedures.

### **RAD 276 - Advanced Radiography III**

**Lec. 0 Lab. 18 Cr. 6**

Prerequisite(s): RAD 103, RAD 205, RAD 210, RAD 256.

Corequisite(s): RAD 236.

This course includes routine and advanced radiographic procedures in the clinical environment.

## **RAD 280 - Advanced Imaging I**

**Lec. 1 Lab. 3 Cr. 2**

Corequisite(s): RAD 103, RAD 131

This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.

## **RAD 281 - Advanced Imaging II**

**Lec. 1 Lab. 3 Cr. 2**

Prerequisite(s): RAD 280

Corequisite(s): RAD 103, RAD 132

This course provides advanced instruction in contemporary imaging technologies that are unique to the needs of the profession.

## **RAD 285 - Special Topics in Computed Tomography**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RAD 103, RAD 131, RAD 132, RAD 280, RAD 281

Corequisite(s): RAD 133, RAD 142, RAD 145

This course is a study of advanced topics unique to Computed Tomography. Several practice registry exams in Computed Tomography will be given in preparation for the ARRT CT Registry Exam.

## **Reading**

### **RDG 012 - Development Reading Workshop (Non-degree credit)\***

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): A reading score of 29 - 43 on ACCUPLACER. Workshop must be taken in conjunction with class. COL 103 is required with this course.

This course provides support for mastery of RDG 032 competencies.

\*These credits do not apply toward graduation.

### **RDG 032 - Developmental Reading (Non-degree credit)\***

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): A reading score of 29 - 43 on ACCUPLACER. Class must be taken in conjunction with workshop. COL 103 is required with this course

This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

\*These credits do not apply toward graduation.

## **RDG 100 - Critical Reading (Non-degree credit)\***

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 032 and RDG 012

This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. It also stresses effective methods of studying and learning in all college subjects. Practical laboratory along with individual and group study practice sessions are provided with an emphasis on comprehension, concentration, memory, test-taking, writing, and vocabulary. Rudiments of lecture note taking, critical thinking, and speed reading are presented.

\* COL 103 is required with this course.\*These credits do not apply toward graduation.

## **School Age Children**

### **SAC 101 - Best Practices in School-Age & Youth Care Skills**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

## **Sociology**

### **SOC 101 - Introduction to Sociology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

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**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101.

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 changes.

### **SOC 205 - Social Problems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101.

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 206 - Social Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101 or PSY 201.

This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/ among persons), and the cultural system (agreed-upon ideas about the social and non-social world).

**SOC 210 - Juvenile Delinquency****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101.

This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.

**SOC 220 - Sociology of the Family****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101 or instructor approval.

This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.

**SOC 235 - Thanatology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SOC 101.

This course is a study of dying, death, bereavement, and widow/widower hood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field.

**Solar Energy Technology****SOL 120 - Basic Solar Energy Technology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.



This course is a study of the fundamental concepts of solar energy and systems, site assessment, electrical and thermal energy, energy storage, return on investment, and licensing requirements.

## **SOL 201 - Solar Photovoltaic Systems**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BCT 105, EEM 105, EEM 171, SOL 120.

Corequisite(s): EEM 117 and EEM 140 or instructor approval.

This course studies the installation and connections of solar photovoltaic (PV) components in residential or light commercial field applications.

## **SOL 202 - Solar Thermal Systems**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BCT 105, BCT 159, BCT 245, SOL 120 or instructor approval.

This course is a study of entry-level solar thermal concepts to include solar panel types and methods, as well as pump controls, sizing, connections, and installation.

## **SOL 220 - Solar Photovoltaic Design and Installation**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SOL 201 or instructor approval.

This course is a study of solar photovoltaic (PV) specific design, code compliance, sizing calculations, cost analysis, inverter applications, safety issues, and associated component selections.

## **SOL 230 - Solar Thermal Design And Installation**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SOL 202 or instructor approval.

This course is a study of solar thermal specific design, cost analysis, and installation requirements.

## **Spanish**

### **SPA 101 - Elementary Spanish I**

#### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

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**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SPA 101.

This course continues development of the basic language skills and the study of the hispanic culture.

## **SPA 150 - Community Spanish I**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to speaking and understanding Spanish for professionals who work with the public.

\*This course is non-transferable.

## **SPA 201 - Intermediate Spanish I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): SPA 102.

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.

## **Speech**

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

### **SPC 209 - Interpersonal Communication**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101 or instructor approval.

This course focuses on understanding communication as a complex, interactive process. It stresses the importance of applying communication theory to everyday communication situations covering topics such as perception formation, relational information and conflict.

## **Surgical Technology**

## **SUR 101 - Introduction to Surgical Technology**

### **Lec. 3 Lab. 6 Cr. 5**

Prerequisite(s): Acceptance into the Surgical Technology program.

Corequisite(s): AHS 103, AHS 130, BIO 112, and CPT 101 or CPT 170.

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic control, and wound healing.

## **SUR 103 - Surgical Procedures I**

### **Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106

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**

### **Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, and SUR 103.

Corequisite(s): AHS 121, ENG 101, PSY 201, and SUR 106.

This course is a study of the various specialties of surgical procedures.

## **SUR 106 - Advanced Surgical Procedures**

### **Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.

Corequisite(s): AHS 121, ENG 101, PSY 201, SUR 103, and SUR 104.

This course is a study of advanced surgical procedures.

## **SUR 110 - Introduction to Surgical Practicum**

### **Lec. 1 Lab. 12 Cr. 5**

Prerequisite(s): Successful completion of SUR 101 (C or higher).

Corequisite(s): AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170.

This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations.

## **SUR 112 - Surgical Practicum I**

**Lec. 2 Lab. 6 Cr. 4**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

Corequisite(s): SUR 113

This course includes the application of preoperative theory under clinical supervision.

**SUR 113 - Advanced Surgical Practicum****Lec. 4 Lab. 6 Cr. 6**

Prerequisite(s): CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104 and SUR 106.

This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

**Theatre****THE 101 - Introduction to Theatre****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101.

This course includes the appreciation and analysis of theatrical literature, history, and production.

**Student Handbook****Where Can I Ask About....?**

<b>Topic:</b>	<b>Contact:</b>	<b>Location:</b>	<b>Contact Number:</b>
ADA (Student Disability Act)	Dean of Students	Coleman Hall, Building 2	525-8219
Admission	Admissions Office	Coleman Hall, Building 2	525-8207
Bookstore	Bookstore	MacLean Hall, Building 12	525-8303
Blackboard	Online 24/7 Support Center		1-877-736-2586
Campus Counselor	Counselor	Building 1, Room 204	525-8288

Career & Transfer Services	Career & Transfer Services	Coleman Hall, Building 2	525-8224
College Work Study	Career & Transfer Services	Coleman Hall, Building 2	525-8224
Continuing Education	Continuing Education	Building 22	525-8205
Dean of Students	Student Affairs	Building 2	525-8219
Disciplinary	Dean of Students	Building 2	525-8219
Discrimination	Student Affairs	Building 6, Room 111	525-8215
Emergencies	Security	Building 11	525-8301
Financial Assistance	Financial Aid	Coleman Hall, Building 2	470-5961
Student Email/Web Advisor	Help Desk	Building 1	525-8344
ID Cards/Parking Decals	Student Records	Coleman Hall, Building 2	525-8272
International Students	Admissions	Coleman Hall, Building 2	525-8207
Library and Library Services	Learning Resources Center	MacLean Hall, Building 12	525-8304
Military Students (TCL Campus)	Military Coordinator	MacLean Hall, Building 12	525-8340
Military Students (Parris Island)	Military Outreach Coordinator		228-2659
Military Students (MCAS Beaufort)	Military Outreach Coordinator		228-7494
New Student Services	Admissions	Coleman Hall, Building 2	525-8207
Orientation	Admissions	Coleman Hall, Building 2	525-8207
Placement Testing	Testing Center	Building 1	525-8319
Probation/Suspension	Retention Coordinator	Building 1	525-8218
Registration	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Scholarships	Financial Aid	Coleman Hall, Building 2	470-5961

Services for Disabled Students	Dean of Students	Coleman Hall, Building 2	525-8219
Student Organizations/SGA	Dean of Students	MacLean Hall, Building 12	525-8219
Student Support Services (SSS)	SSS Coordinator	Coleman Hall, Building 2	470-5957
Student Email	Help Desk	Building 1	525-8344
Student Records	Registrar	Coleman Hall, Building 2	525-8272
Transcripts	Registrar/Student Records	Coleman Hall, Building 2	525-8272
Tutoring Center	Academic Support	Building 12	525-8221
Veterans Affairs	Financial Aid	Coleman Hall, Building 2	470-5961
Web Advisor	Help Desk	Building 1	525-8344
Withdrawal from TCL	Student Records	Coleman Hall, Building 2	525-8272

## Part I: General Information

*In this section, students will find information about their rights and responsibilities while at the Technical College of the Lowcountry (TCL). This section discusses campus security procedures, alcohol and drug policies, and other policies concerning student behavior while on campus.*

### Academic Forgiveness

Academic Forgiveness provides students who are re-enrolling at the college an opportunity to have a poor academic record from a prior enrollment forgiven. An approved Academic Forgiveness request means the prior academic record will remain on the student's transcript but the credits and the grade points are not carried forward as a part of the continuing academic record

A student considering Academic Forgiveness must submit a written request to the Registrar's office before the end of the re-enrollment term. If approved, the student's academic records will be adjusted and annotated.

### Conditions for Applying for Academic Forgiveness

- Academic Forgiveness is available only to students upon re-entry to the Technical College of the Lowcountry and must be requested.
- Academic Forgiveness can be applied only once in a student's career at the Technical College of the Lowcountry. A minimum of three (3) years must have elapsed between the end of the term in which the student was last enrolled and the term in which the student is currently enrolled.

- Academic Forgiveness applies only to the course work taken prior to the term of re-enrollment. Academic Forgiveness does not affect the grades earned after re-enrollment.
- If a student has been awarded a certificate, diploma, or degree, Academic Forgiveness cannot be applied to those courses.

Application of Academic Forgiveness may affect a student's financial aid, particularly, federal aid. It is a student's responsibility to determine the consequences of applying for Academic Forgiveness

## **Academic Freedom**

To ensure that an instructional program is marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters which have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When faculty members speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution. At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

## **Academic Grievance Procedure**

See Part II: Student Code

## **Academic Policies and Procedures**

See the Academic Regulations section of this catalog.

## **Academic Rights**

See Part II: Student Code

## **Academic Success Center**

See Tutoring Services below

## **Address/Name Change**

Students who change their mailing address, phone number, or require a name change must have their contact information updated in the College's database. Contact the Student Records Office in person or through Web Advisor on the College's website at [www.tcl.edu](http://www.tcl.edu). Failure to make these important changes may cause the student to experience difficulties in transactions with

Financial Aid, the Business/Finance Office, Student Records, the College Registrar, and/or his or her academic division. Students must maintain an accurate name, mailing address, and phone number on file to qualify for student loan funds.

## **Advisors**

New and continuing students are assigned academic advisors who assist with course selections and other academic issues throughout the students' time at TCL. A student may request a change of advisor through the appropriate academic division. Non-degree-seeking students must meet with the Director of the Testing Center or Admissions Counselor for registration assistance.

## **Attendance Policy**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Attendance (Online)**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be



expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during first week of class, the instructor will assign a "Never Attend" code in the student information system no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

## Awards

An annual Student Awards Ceremony is held in the spring semester to recognize students who have distinguished themselves academically or by their contributions to the College. Deserving students receive certificates and/or awards to commemorate their accomplishments. Students are nominated by faculty or staff.

## Bookstore

The TCL Bookstore is located on the first floor in MacLean Hall, Building 12 on the Beaufort campus. The TCL Bookstore stocks required textbooks, reference books, school supplies, snacks and beverages, novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The TCL Bookstore is open Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 to 11:30 am. The bookstore conducts a book buy-back each semester. For more information, visit [www.tcl.edu/bookstore](http://www.tcl.edu/bookstore) or call 843 525-8303.

## Bulletin Boards

Bulletin boards, located throughout the campus, college-related information is posted on. Students must have the permission of the Director of Public Relations to post fliers, handbills, posters, or similar materials on walls, doors, windows or bulletin boards.

## Grade Point Average (GPA), Calculating

Included in GPA computation are grades of "A, B, C, D, WF, and F." Other 'grades' do not generate credit hours or quality points. The table shows the computation of a GPA.

<b>GPA: Total Number of Quality Points ÷ Credit Hours</b>				
Course	Semester Hours Credit (SHC)	Grade	Quality Points per SHC	Total Quality Points Earned
ENG 101	3	B	3	9
SPA 101	4	A	4	16
ECO 211	3	C	2	6

CPT 170	3	D	1	3
TOTAL	13	-----	-----	34
<b>GPA: Total Number of Quality Points ÷ Credit Hours 34 ÷ 13 = 2.62</b>				

*Note: When the same course is repeated, the most recent grade is used in the GPA calculation.*

There are several types of GPAs:

- *Cumulative GPA* is a calculation of the average of all final course grades a student has earned at TCL. It is used to determine honor graduate status. It is also used along with term GPA to determine satisfactory academic progress.
- *Term GPA* is a calculation of the average of all final grades a student has earned in a specific term. It is used to determine President's List, Vice President's List, and Honors List, each term. It is also used along with cumulative GPA to determine satisfactory academic progress.

## Career & Transfer Services

This office offers assistance to TCL students and alumni in obtaining information related to careers, employment and college transfer. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials is available to assist with career planning and job placement needs.

The Career & Transfer Service Office provides job opportunities and resume posting for employers to review through its partnerships with the Hilton Head Island and Bluffton Chambers of Commerce links at [www.lowcountryjobs.org](http://www.lowcountryjobs.org). Job postings are also placed on a students TCL email account for review. Career & Transfer fairs are held once a year to provide opportunity for employers and community residents to meet and explain employment needs and hiring criteria.

## Change of Program (Major)

A student who wishes to change curriculum programs (major), including a change within the same division, must complete and submit a Change of Major form. Students must meet with their new academic advisor to ascertain that admissions requirements for the new major have been met and to complete the form and submit to Student Records. Students receiving financial assistance or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the change of major. Upon completion of the change of major process, students will be admitted to the new program of study. Students taking courses out of their declared major are responsible for the cost associated with their courses as they do not qualify for financial aid benefits.

## Children on Campus

In order to promote an environment conducive to teaching and learning and to ensure that children are not left unattended or disrupt college classes or services, faculty, staff, and students, are not allowed to have children on the campus, unless the children are enrolled in a campus tour or class specifically for children. The College cannot assume the responsibility for supervision of children of faculty, staff or students. The Learning Resources Center (LRC) is open to the general public, including children under age 12 for reading and research when they are under the direct supervision of the parent or guardian.

## Class Rings

Class ring information is available at the TCL Bookstore.

# Closing of the College (Hazardous Weather)

In the event of hazardous weather conditions, information regarding closings and cancellations will be posted on the website at [www.tcl.edu](http://www.tcl.edu). Local TV and radio stations will also be notified. All students are strongly encouraged to register their cell phones with TCL's text alert system to receive immediate notification of emergency events. Visit [www.tcl.edu/text-alert](http://www.tcl.edu/text-alert) to register.

## Clubs and Organizations

TCL offers several student organizations and activities. For more information about student organizations contact the Dean of Students' office in Building 2, 525-8219.

### **General guidelines for student organizations:**

There will not be two student organizations of the same type and purpose unless administrative approval is granted.

TCL student organizations shall be open to all currently enrolled students, faculty, or staff without discrimination on basis of race, color, gender, age, national or ethnic origin, religion, disability, or sexual orientation.

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TCL student organizations shall be open to all currently enrolled students, faculty, or staff without discrimination on basis of race, color, gender, age, national or ethnic origin, religion, disability, or sexual orientation.

### Procedures for Establishing a New Student Organization:

Have at least 10 members who are interested in forming the organization. These members must be current students at the Technical College of the Lowcountry.

Enlist an individual interested in serving as a faculty/staff advisor. The individual must be a full-time college employee.

Submit the completed Request to Organize Form to the Dean of Students signed by at least ten prospective members and the faculty/staff advisor.

NOTE: Club/organizations whose objectives are strictly social in nature or whose objectives do not support the mission of the College will not be approved. The organization cannot be recognized until approved by the Dean of Students.

Within three weeks after approval, the constitution/bylaws must be submitted to the Dean of Students in addition to a list of officers complete with phone numbers and emails, and a current membership roster.

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## **Computer Use on Campus**

The College operates computer labs for academic use by its students. The hours of operation vary. Use of TCL computers for unauthorized activities will result in disciplinary action. Students must use only TCL software in the College's computer labs. Copies of personal software are not permitted. Student computer work stations are reserved for the purpose of providing access to computer programs or the Internet and are NOT to be used to store personal or course work information. Unless specific directions have been given by the instructor, a student's personal or class work files must be stored on CD-ROM, flash drives, or other such portable storage devices. Unauthorized stored files, including those stored on a hard drive, may be deleted without prior notice. The College assumes no liability for loss of unauthorized stored files.

## **Conduct**

Administrative withdrawal and dismissals from an academic program based on Student Code of Conduct violations are subject to the appeal process as outlined in the Student Code of Conduct located in this Student Handbook.

Grades and clinical evaluations leading to an administrative withdrawal and/or dismissal from an academic program are not subject to an appeal. Students may request a review of their unsuccessful progress in a class by contacting the instructor and asking for such a review within five instructional days after the grade or evaluation was received. In addition, the student may ask the Department Dean and the Vice President for Academic Affairs to review the assigned grade and/or clinical evaluation. However, the decision of the Vice President for Academic Affairs regarding the appropriateness of the assigned grade and/or clinical evaluation is final.

## **Consumer Information**

Federal mandates require the release of certain consumer information to our students and the public including graduation (10%) and placement rates (90%), campus drug policies, and the frequency of crime on campus. This information is available through student services. Any student who does not receive such information or who desires further information should direct a request for information to the Vice President of Student Services. Access to individual student records is limited by the Privacy Act of 1974.

## **Copy Machines**

Copy machines are available for student use in the Library/ Learning Resources Center. There is a fee for using the copy machines.

## **Copyright**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or

"statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Learning Resources Center's LibGuide at <http://libguides.tcl.edu/copyright>

## **Experiential Credit/Credit by Exam**

Credit-by-examination gives students the opportunity to demonstrate evidence of mastery of a course, or its equivalent, if a student cannot receive transfer credit. A student is not able to seek credit for examination for a course that has been unsuccessfully attempted or failed through a previous credit by exam attempt. Credit by examination shall be limited to a maximum of 30 semester hours credit.

## **Credit-by-Examination**

Credit-by-examination gives students the opportunity to demonstrate evidence of mastery of a course, or its equivalent, if a student cannot receive transfer credit. The evidence must include the result of an appropriate examination, written report or demonstration. A student is not able to seek credit-by-examination for the same course that has been unsuccessfully attempted or failed previously. Credit by examination shall be limited to a maximum of 30 semester hours credit. Credit-by-examination may be earned through two methods:

Standardized tests including:

- CLEP (College Level Examination Program) and DANTES subject tests will be accepted with examination scores meeting or exceeding the approved scores recommended by the American Council on Education (ACE).
- USAFI (United States Armed Forces Institute) coursework will be accepted if a grade of "C" or better is earned and for which an equivalent is recommended by the American Council on Education.
- Advanced Placement (AP) Tests will be accepted for scores of 3 or higher on tests for which the College offers equivalent courses.

Official transcripts or records of exam scores must be on file at the College before credit is granted. Scores must be within five years of matriculation or if college-level course work was successfully completed then the scores may be used to award credit.

## **Credit by Challenge Exam (Local):**

With the approval of the appropriate academic Division Dean, a course or selected courses offered by the college can be challenged for credit by examination by a currently enrolled student, who has declared a major. Division Deans give approval based on demonstrated experience such as a significant accumulation of non-credit courses in an appropriate field or significant on the job experience in a field related to the course being challenged.

A student who is approved to take a challenge examination must pay a fee equivalent to one-half the current charge for the course being challenged before taking the exam.

## **Course Substitutions**

A student who wishes to fulfill program requirements by receiving credit for courses other than those listed in the student's program curriculum must receive the written approval of the Division Dean and Vice President for Academic Affairs using the Course Substitution form available from the Student Records Office.

## **Dress Code**

Students are encouraged to dress in a manner that represents the College in a positive fashion that does not disrupt the learning environment. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program's Division Dean, academic program guidelines, or in class syllabi. In order for TCL to fulfill its commitment to provide quality education, a healthy learning environment must be maintained. As such, we ask all students to respect the fact that when they are on campus, they are in a place of business. It is important that all students respect themselves, respect TCL, and generally seek to stand out in ways that are in keeping with their future goals. Students at TCL begin the process of moving into a professional life, and this process begins by choosing attire that meets standards of good taste.

TCL is a great place to learn, and part of what we want to do is ensure that everyone who earns an education here will also be ready for the workplace and present the best image as a competitive TCL graduate. To help with that, the College provides workshops and various activities throughout the academic year to share information about dressing for success - both as a college student and as a TCL graduate pursuing a new career.

## **Drug and Alcohol Policy**

See Drug and Alcohol Policy [here](#)

## **Electronic Devices in the Classrooms**

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, the use of electronic devices such as cellular phones, pagers, and other electronic devices are not permitted in classrooms, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL.

On-call personnel who must maintain these devices in "active" mode in the interest of public safety must notify the instructor of their need for an exception at the beginning of classes for the term. The instructor may request documentation from these students verifying employment.

Students may not leave a test, communicate with these devices, and then return to complete the test. Students who by necessity must take such messages will be required to make arrangements for re-testing.

## **English Fluency Requirements of Faculty**

### **Purpose**

English fluency of full and adjunct faculty is carefully screened during the hiring process to determine if they are proficient in the use of the English language. The College's procedure ensures that all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and that appropriate response is given to student complaints about an instructor's English fluency.

### **Procedure**

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.

- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises: a) Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline or b) conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.
- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

## **Student Complaint**

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises outlined in the procedure.
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient in the English language by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

## **Fees**

Tuition and fees are posted on the TCL website, flyers, bulletin boards throughout the campuses and in TCL publications available in the Student Records Office. The Cashier's Office receives the payment of fees. Fees are subject to change after posting.

## **Fire Drills**

The College periodically conducts fire drills without advance notice. Fire alarm boxes are strategically located throughout campus. A fire alarm is a continuous long buzzer sound. When students hear the fire alarm, they should:

1. Calmly leave the building single file by the nearest exit.
2. Move to the right in the hallways.
3. Walk. Do not run or shove when exiting.
4. Do not return to the building until directed to do so by a College official.

## **Food and Beverages in TCL Classrooms and Buildings**

Eating and drinking are not permitted in MacLean Auditorium, the Learning Resources Center (LRC), classrooms, labs, lecture areas, or shops except as approved by the Vice President for Administrative Services.

## Grade Review

Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. Reviewing a grade implies the instructor will share with the student the grades earned by the student and the instructor's method of calculating the student's final grade. If an error has occurred in the calculation of the grade, the instructor will submit a grade change form to the appropriate office for processing, and will provide a copy to the student. A grade review should be resolved by conference between the student and the instructor who assigned the grade. If the instructor is not available, the student should contact the Division Dean for the area in which the course was taught. The student should call or email the instructor or dean prior to meeting so necessary information will be available. No grade changes may be made after one calendar year. (For information concerning student appeal and grievance process, see TCL Student Code)

## Health Services and First Aid

See Safety and Security/Sexual Assault Policy

## Honors Lists

Technical College of the Lowcountry honors those students who have achieved high academic standards by naming them to the following honors lists:

**President's List:** Students who earn a minimum of 12 semester hours credit and have achieved a term GPA of 4.0 will be named to the President's List for that term. Students earning a grade of "I" in any course in a term will not be eligible for the President's List for that term.

**Vice President's List:** Students who earn a minimum of 12 semester hours credit and have achieved a term GPA of 3.55 to 3.99 will be named to the Vice President's list for that term. Students earning a grade of "I" in any course in a term will not be eligible for the Vice President's List for that term.

**Honors List:** Part-time students who earn a minimum of six semester hours credit and have achieved a term GPA of 3.5 or greater will be placed on the Honors List.

## Identification Cards (IDs) and Passwords

Students must acquire a student identification card and vehicle parking pass (available in Coleman Hall, Building 2 on the Beaufort Campus and the LRC at New River Campus). In addition, students must register through WebAdvisor to create an account for access to online registration, grades, transcripts and other important information. WebAdvisor can be accessed online through [www.tcl.edu](http://www.tcl.edu).

## Independent Study

See the Academic Regulations section of this catalog.



# **Library/Learning Resources Center**

The Learning Resources Center (LRC) at TCL includes the Library, Online Course Support, and the Tutoring Center. Located in Building 12, MacLean Hall on the Beaufort campus and in Room 128 on the New River campus, the Library provides course-related resources and materials of general interest for students, faculty, and staff, and residents of the service area. The Library houses print books, periodicals, and audiovisual titles and provides access to online databases, online periodicals, and over 200,000 e-books. Students at the New River campus, H.Mungin Center, or Whale Branch Early College High School may contact the LRC directly to request shipment of physical materials to these locations or may ask local staff members to arrange for shipment of materials. Additionally, librarians are available to assist users with reference questions on campus, online, and via email and text message.

## **Lost and Found**

Report lost or found items to Security, located in Building 11 on the Beaufort Campus or to the Reception Desk at Hampton or New River campuses.

## **Parking Regulations**

Student parking is available throughout the campus in the unassigned parking areas that are striped with white lines. A student is required to have a current parking decal and must obey all parking regulations. The maximum speed for vehicles on campus is ten (10) miles per hour and all posted signs must be honored. Illegally parked vehicles and other vehicle violations will be issued a ticket and/or towed at the owner's expense. An appeal process is available by completion of an appeal form available from the cashier in the Business Office.

## **Pedestrian Tunnel**

Beaufort City ordinances require that all pedestrians crossing Ribaut Road in the vicinity of the College use the College's tunnel. Pedestrians crossing Ribaut Road at the College who do not use the tunnel are subject to fine. These ordinances are enforced to protect pedestrians from injury and so that the traffic flow is not impeded.

## **Personal Check Policy**

Any student presenting a check to the College that is returned by the bank will be charged a \$30 processing fee for each dishonored check. Presentation of fraudulent checks is a criminal act and will be considered a violation of the Student Code which could result in disciplinary action up to and including expulsion from the college. Students who pay with dishonored or fraudulent checks will be required to pay all fees and collection charges to the Beaufort County Magistrate Court. No personal checks will be accepted from students who have presented one dishonored check in the previous three years.

## **Pets**

No pets are allowed on campus. This does not include working dogs for the visually impaired.

## **Physical Access to Buildings for Students with Disabilities**

Services for students with disabilities are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services, the College requests students with disabilities notify the Director of Retention and Federal Programs of any necessary accommodations at least 30 working days prior to the first day of class, if possible. For further information, contact 843 525-8219. The hearing impaired (TDD) number is 843 470-8387.

## Registration and Advisement

The College informs students of the date, time, and place to make appointments for advisement and registration through the registration guide, website, classroom announcements, and the media. All students are expected to schedule an appointment with their academic advisors prior to the start of each semester to monitor program progress and plan for the subsequent semester. Students are advised and then required to use WebAdvisor to register for their classes. Registration is on a space-available basis, so early registration is recommended.

## Repeating Courses

When a TCL student repeats a course taken at the College and the course and prior enrollment are still active in the computer system, the most recent grade earned in that course will be used in the calculation of the student's GPA. Taking a course more than two times may have implications for students who receive financial assistance.

## Safety and Security/Sexual Assault Policy

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session or as activities dictate. Security may be contacted by cellular telephone at **843 525-8301** or, if no answer, at **843 986-6971**. The City of Beaufort Police Department and county Sheriff Offices are also available for emergency response by dialing 911. During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Administrative Services at 843 525-8249. The Vice President for Administrative Services maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person who has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contains additional information on security and other emergency procedures. The Plan is available online at [www.tcl.edu](http://www.tcl.edu), at the Business Office and the Learning Resources Center (library) on the Beaufort campus.

- **Campus Security Report**  
The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.
- **Security and Access to Facilities**  
College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00 p.m., exit doors are secured in all buildings. Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 11:00 p.m.
- **Campus Law Enforcement**  
College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Administrative Services, the Vice President for Student Affairs or the Office of the President, in that order. The Beaufort campus also employs an on-campus City of Beaufort police officer.

- **Accidents**

Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans. If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately. Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (claims must be filed within 90 days of the accident).

- **Reporting an Accident**

Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Administrative Services at 843-525-8249. Remember to dial 9 first to reach an outside line if dialing from campus.

- **Insurance Coverage**

Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in Health Sciences programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

## Scholarships

Many scholarships are available annually for qualifying TCL students through the TCL Foundation, individuals, and organizations. Scholarships are awarded based on academic achievement, significant contributions to the community, or need. A student may obtain scholarship applications from the Financial Aid Office. Students must reapply for scholarship consideration each year.

## Smoking Policy

Smoking is not allowed in College buildings. Electronic smoking devices are not allowed in College buildings. Smoking is allowed in designated areas throughout campus. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

## Solicitation/Canvassing and Fund Raising on Campus

Recognizing that the Technical College of the Lowcountry is legally responsible for promoting the efficiency of the public services performed throughout the College, the following rules as promulgated in furtherance of that legal responsibility:

1. Solicitation or distribution of information by persons, other than employees of the College who are on official College business, in areas of buildings or grounds not deemed public by the institution is prohibited.
2. Solicitation or distribution of information by College employees during working time for any purpose other than official business is prohibited. Working time is the time the employee is normally scheduled to be working.
3. Any person desiring to solicit for any purpose must submit a written request stating the purpose and method of the solicitation to the Vice President for Administrative Services. The request will either be denied or approved, based on established local guidelines for solicitation. If approved, the requesting party will be given directives in writing

concerning the areas and manner in which they may conduct the solicitation. Failure to follow these directives will immediately revoke the prior approval.

4. No written announcement or distribution of information may be posted on College property without approval. The Vice President for Institutional Advancement and External Relations will deny or approve all such requests. Announcements or distribution of information without approval will be removed and destroyed.

## **Student Records**

The Student Records office at TCL maintains the official permanent academic record for every TCL student. Students have the right to inspect and review their education records within 45 days after the school receives a request for access. The Student Records office must have the student's written permission to release or discuss the student's record with anyone other than the student except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent. Students must complete a "Student Consent Form to Release Information", available from the Student Records office, to identify any individual to whom the student authorizes disclosure of information.

Under FERPA, Directory Information may be released in accordance with the provisions of FERPA without written consent of a student unless a student has filed a "Request for Non-Disclosure of Directory Information" form with the Student Records department. Requests may be submitted at any time during the academic year and will remain in effect until such time that the student submits a written request to Student Records to revoke their request for non-disclosure.

Review the full FERPA Annual Notification.

## **Student Government**

Student Government Association is open to all students. Students interested in participating in Student Government should contact the Dean of Students office in Coleman Hall, Building 2.

Elections for President, Vice President and Treasurer are held during the month of October. The College Student Government Association's constitution, as approved by the area commission, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

## **Student Responsibilities**

Students are responsible for actively engaging in the learning process. It is critical that students read and understand the procedures and information provided in this document (catalog and student handbook), the semester course schedules, on the College's website and other notices sent to students. Orientations assist students with this information, but it is the responsibility of the student to ask for additional information as needed. For information about student behavior responsibilities, please see the "Proscribed Conduct" section of the Student Code.

## **Student Services**

The Student Affairs division at TCL offers a number of services and activities to supplement the College's academic programs. The Vice President for Student Affairs administers the activities of the division and coordinates the following services for students.

Admissions  
Campus Counselor  
Campus Life  
Career & Transfer Services  
Commencement Exercises

Disability Services  
Discipline/Judicial Affairs  
Dual Enrollment/ECCO  
Federal TRIO Programs  
Financial Aid  
SC Gear-Up

Student Orientation  
Registration  
Retention  
Student Services (New River)  
Student Awards Ceremony  
Student Records  
Testing Center  
Veterans Affairs

## **Student Suggestion Boxes**

Student Suggestion Boxes are located in the office of the Cashier in Anderson Hall, Building 3, in Student Records in Coleman Hall, Building 2, and in the Learning Resources Center (LRC) in MacLean Hall, Building 12 on the Beaufort campus and in the Student Lounge on the New River campus. Students are encouraged to leave ideas and suggestions for the College which would make their time here most invigorating.

## **Suspension/Expulsion for Disciplinary Reasons**

TCL operates under the Student Code of Conduct adopted by the State Board for Technical and Comprehensive Education (see Part II: Student Code). If it is recommended that a student be suspended or expelled for violation of the code and the recommendation is upheld by the College administration, the student is dismissed from the College.

## **Telephone (Student Emergency)**

If a student needs to be located on campus for emergency reasons, the Registrar will take the name and phone number of the person calling and relay the information to the student. The Registrar provides this service only in emergency situations and may be reached at 843 525-8210.

## **Transcripts**

Students who wish to have official copies of their TCL transcripts must submit an order online or by a written request. Fees apply. Please allow three working days to process the transcript request. More time may be required during peak business periods. Students may print unofficial transcripts using WebAdvisor. Transcripts will not be issued to students who owe funds to the College.

## **Transfer of Credit**

See the Academic Regulations section of this catalog.

## **Transportation**

Students attending TCL must make their own arrangements for transportation to and from the College.

Free Palmetto Breeze bus passes are available to TCL students based on financial need. Existing routes include stops in Beaufort, Bluffton, Hilton Head, Hampton, Allendale, Varnville and Yemassee. Passes are distributed on a first-come, first-serve basis. For details contact the Testing Center Director at 843 525-8229. At New River contact Student Services Coordinator at 843 470-6019.

## **Tutoring Services**

The tutoring program is free and offers one-on-one and small group tutoring assistance for students, both on campus and online, in multiple subject areas. The Tutoring Center is equipped with computers, multimedia technology, textbooks, and academic resources and provides tutoring for general education classes and other college curricula. Qualified professional and peer tutors are available Monday-Thursday, with hours for each semester posted on the Tutoring Center website. The Tutoring Center has an open-door policy and offers academic guidance and support to all who need it.

## **Veterans Affairs**

TCL is approved for training veterans and dependents, children, and widows of deceased veterans or those totally disabled as a result of service-related conditions, as well as members of the Selected Reserve. For more information, see the Student Records/Assessment/Registration and/or Financial Aid sections of the catalog. The Veterans Affairs Office is located in Building 2.

## **Web Resources for Students**

See LRC and the Technical College of the Lowcountry's website at [www.tcl.edu](http://www.tcl.edu)

## **WebAdvisor**

Students may use WebAdvisor to register for classes, change their addresses, pay their bills, view their financial aid status, view their grades and transcripts, and a variety of other functions. Faculty may use WebAdvisor to view their schedules, rosters, and to enter final grades, among other things. To access WebAdvisor, point your Internet browser to <http://webadvisor.tcl.edu>.

WebAdvisor is available from any computer with an Internet connection, on or off campus. Initial logon and other instructions are available on the main WebAdvisor page. For additional assistance accessing and using WebAdvisor, contact the Help Desk at 843-525-8344.

## **Withdrawal and Schedule Change (Swap & Drop), Student/Instructor Initiated**

### **Schedule Change (Section Swap)**

Students may make the following changes to their schedules during the schedule change period of each semester session:

- Swap - students may change sections of the same course (e.g., change from ENG 101 - 21 to ENG 101 - 82). Students are responsible for making up all course work missed as a result of changing sections. To change sections of a course, students must contact their program Division Dean.
- Drop - students may drop a course which will result in the course being removed from the student's schedule and transcript. Students who drop during the refund period will receive a tuition refund of either 100% or 50% based on the date the course is dropped. However, students are still responsible for payment of all course fees. To drop a course, students must e-mail their instructor from their TCL student e-mail account (@my.tcl.edu) requesting to be dropped from the course. Students should contact Financial Aid before dropping a course to determine any impact on their aid.

Actual Section Swap dates for each semester are available on the website in the Academic Calendar 2016-2017.

## Section Swap Period

Actual Section Swap dates for each semester are available on the website in the Academic Calendar 2016-2017.

	Fall and Spring Semester	Summer Term
Full Session	First 5 days of classes	First 3 days of classes
Mini-session	First 3 days of classes	First 3 days of classes

## Withdrawal from a Course - Student Initiated

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Withdrawal from a Course - Instructor Initiated**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## **Institutional Complaint Procedure**

### **Purpose**

Directives from the United States Department of Education and accreditation principles require institutions of higher education to establish procedures for resolving institutional complaints. Compliance requires the maintenance of a record of complaints received by the institution, related to all written complaints, a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint.



This procedure specifically addresses any miscellaneous complaints against the institution that do not fall into the categories covered by the Student Code and Grievance process. The institutional catalog provides for the Student Code and Grievance complaint process for the following specified situations which are not covered by this procedure:

1. Complaints regarding discrimination
2. Complaints regarding sexual harassment
3. Complaints regarding academic matters
4. Personnel Matters

## Procedure

A formal institutional complaint is one that is submitted in writing, signed and sent to the attention of a TCL executive officer (President or Vice President). The College will neither entertain complaints that are not in writing or which are anonymous; nor will it consider complaints that are sent electronically or through facsimile transmission.

Once the formal written complaint is submitted, the College will acknowledge it within 15 instructional weekdays of its receipt. Within 30 instructional weekdays after acknowledging receipt of the complaint, College staff will review the complaint and its documentation and determine if it falls within the scope of College policies, if there is adequate documentation, whether the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the College, or whether the complaint raises significant questions about the College's compliance with College standards. The College will inform the complainant, in writing, regarding the disposition of the complaint to include one of the following:

1. Once an individual (complainant) has lodged a complaint to a TCL employee, it is up to that employee to do his or her best to address the problem at that level. The resolution could include discussing the problem with his or her immediate supervisor(s), or higher, but it always includes a discussion with the individual (complainant). The complainant then has the option to accept the resolution or if he or she believes the resolution is insufficient or unacceptable, he or she must register a written complaint on TCL's official Institutional Complaint Form (See Attachment A) within three (3) instructional days after discussing the complaint with the employee.
2. After the complainant has lodged a formal written complaint, the form is forwarded to the Vice President for Student Affairs for disposition and tracking. The Vice President for Student Affairs, or designee, will determine if the written complaint should be classified as one of the three areas noted above and route the issue accordingly. Once the formal written complaint is submitted, the College will acknowledge it, in writing, in two (2) instructional days after acknowledging receipt of the complaint, the appropriate College personnel will review the complaint and its documentation and determine: If the complainant falls within the scope of College policies;
  - a. If the complainant has provided adequate documentation;
  - b. If the complaint identifies issues that may jeopardize the quality of educational programs or the general welfare and integrity of the College
  - c. If the complaint raises significant questions about the College's compliance with College standards.
3. Institutional Complaint. If the issue is classified as an Institutional Complaint against a specific department, the Vice President for Student Services or designee, will forward the Institutional Complaint Form to the appropriate department head. Within seven (7) working days, the department head will review the form, determine if any additional action is required and respond in writing to the Vice President for Student Affairs. If additional time is needed, a request may be made for a reasonable extension as determined by the Vice President of Student Affairs. The Vice President for Student Affairs, or designee, will review the written response for the department head, confer with the Vice President for Academic Affairs if the issue is related to faculty members or academic staff members and make a decision

The Vice President for Student Affairs will communicate the decision to the complainant in writing, within seven (7) working days after the decision. Once an Institutional Complaint has been reviewed by the Vice President for Student Affairs and a decision has been made, that decision is final and the issue may not be appealed.

4. Student Grievance. If the issue is classified as a Student Grievance, the due process procedures listed in the TCL Student Handbook, Student Grievance Procedure, Sections I-IV will be followed. These procedures provide specific direction for student grievances and the appeal process used if desired. The student grievance appeal process may escalate to the President, whose decision is final.

5. Student Misconduct. If the Dean of Students determines that a complaint should be classified as Student Misconduct, the due process procedures listed in the Student Handbook, Student Misconduct will be followed. These procedures provide specific direction addressing student misconduct issues and the appeal process if desired. A student misconduct appeal process may escalate to the President whose decision is final.
6. Academic Misconduct. If the issue is determined to be an Academic Misconduct issue, the Vice President for Academic Affairs, or designee, will resolve the issue using the due process procedures outlined in the Academic Affairs policy and procedure for Academic Misconduct.
7. Tracking and Notification. For all written complaints, the office of the Vice President for Student Services tracks, maintains a log of complaints, and manages the process, including notification to the complainant.

The College will maintain a log of complaints and periodically review the types of complaints filed. Steps will be taken to address any patterns(s) that may be observed in the review.

These procedures will be published in the Consumer Information section of the college web site, the Student Handbook. The form for an institutional complaint will be available in each vice president's office. Once completed and signed by the complainant, the form must be forwarded to the Vice President for Student Services to be processed within three (3) working days.

## **Part II: Student Code For the South Carolina Technical College System SBTCE 3-2-106.1**

### **I. Purpose**

The Student Code for South Carolina Technical College System 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 from the time of applying for admission through the awarding of a degree, diploma, or certificate.

### **II. Principles**

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

### **III. Internal Solutions of Problems**

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

#### IV. **Definitions**

When used in this document, unless the content requires other meaning,

- A. **"College"** means any college in the South Carolina Technical College System.
- B. **"President"** means the chief executive officer of the college.
- C. **"Administrative Officer"** means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. **"Chief Student Services Officer"** means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
- E. **"Chief Academic Officer"** means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. **"Student"** means a person taking any course(s), credit or non-credit, offered by the college.
- G. **"Instructor"** means any person employed by the college to conduct classes.
- H. **"Staff"** means any person employed by the college for reasons other than conducting classes.
- I. **"SGA"** means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. **"Campus"** means any place where the college conducts or sponsors educational, public service, or research activities.
- K. **"Violation of Law"** means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
- L. **"Instructional Weekday"** means any day except Saturday, Sunday, or any other day on which the college is closed.

## Student Code

### I. **Student Rights**

- A. **Freedom from Discrimination** - There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

- B. **Freedom of Speech and Assembly** - Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college. In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.
- C. **Freedom of the Press** - In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. **Freedom from Unreasonable Searches and Seizures** - Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. **Right to Participate in College Governance** - Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.
- F. **Right to Know Academic and Grading Standards** - Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.
- G. **Right to Privacy** - Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.
- H. **Right to Confidentiality of Student Records** - All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.
- I. **Right to Due Process** - At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

## II. Student Responsibilities

- A. Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus, while participating in off campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student's behavior disrupts class or jeopardizes the health,

safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.

Further disruption(s) by the student may result in a second dismissal and a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student.

### III. **Student Conduct Regulations**

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

#### A. **Academic Misconduct**

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. **Cheating** on tests is defined to include the following:
  - a. Copying from another student's test or answer sheet.
  - b. Using materials or equipment during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining) using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student, or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. **"Plagiarism"** is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
3. **"Collusion"** is defined as knowingly assisting another person in an act of academic dishonesty.
4. **"Fabrication"** is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

#### B. **Abuse of Privilege of Freedom of Speech or Assembly**

No student acting alone or with others, shall obstruct or disrupt any teaching, administrative disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

#### C. **Falsification of Information and other Acts Intended to Deceive**

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

#### D. **Actions which Endanger Students and the College Community**

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.

4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2- 106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

**E. Infringement of Rights of Others**

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal , or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

**F. Other Acts which Call for Discipline**

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off- campus when participating in a college sponsored event or activity.

**IV. Student Disciplinary Procedures**

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of

college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

**A. Interim Suspension**

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a. the reason(s) for the interim suspension;
- b. notice that the interim suspension does not replace the regular hearing process;
- c. information about requesting a hearing before the Hearing Committee; and
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

**B. Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a. Completion of an educational activity relating to the nature of the offense.
  - b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - d. Assign a failing grade for the course.
  - e. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter.
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student' address of record. This letter must contain the following information:

- a. a restatement of the charge(s);
  - b. the time, place, and location of the appeal;
  - c. a list of witnesses that may be called; and
  - d. a list of the student's basic procedural rights. These rights follow:
    - 1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
    - 2. The right to present witnesses on one's behalf.
    - 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
    - 4. The right to know the identity of the person(s) bringing the charge(s).
    - 5. The right to hear witnesses on behalf of the person bringing the charges.
    - 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - 7. The right to appeal the decision of the Chief Academic Officer to the President.
  - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
- a. Accept the decision and the sanction imposed by the instructor.
  - b. Accept the instructor's decision but impose a less severe sanction.
  - c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision, but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

### C. **Student Misconduct**

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

#### 1. **Preliminary Hearing**

Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a



meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. **Reprimand** - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. **Restitution** - Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. **Special Conditions** - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. **Disciplinary Probation** - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. **Loss of Privileges** - Suspension or termination of particular student privileges.
- f. **Suspension from the college** - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- g. **Expulsion from the college** - Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. **Any combination of the above.**

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee

## 2. **Hearing Committee**

- a. The Hearing Committee shall be composed of the following:
  1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
  2. Three student members appointed by the appropriate student governing body and approved by the President.

3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
  4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
- b. The Hearing Committee shall perform the following functions:
1. Hear cases of alleged violations of the Code of Student Conduct.
  2. Insure that the student's procedural rights are met.
  3. Make decisions based only on evidence and information presented at the hearing.
  4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
    - a. **Academic Misconduct** (cases sent to the Hearing Committee by the President)
      1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
      2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
      3. Assign a failing grade for the course.
      4. Require the student to withdraw from the course.
    - b. **Student Misconduct**
      1. **Reprimand** - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
      2. **Special Conditions** - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
      3. **Restitution** - Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
      4. **Disciplinary Probation** - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
      5. **Loss of Privileges** - Suspension or termination of particular student privileges.
      6. **Suspension from the college** - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.

7. **Expulsion from the college** - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
8. **Any combination of the above.**

c. **Hearing Committee Procedures**

1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information: On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
  - a. A statement of the charge(s).
  - b. A brief description of the incident that led to the charge (s).
  - c. The name of the person(s) submitting the incident report.
  - d. The date, time, and place of the scheduled hearing.
  - e. A list of all witnesses who might be called to testify.
  - f. A statement of the student's procedural rights. These rights follow:
    1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    2. The right to present witnesses on one's behalf.
    3. The right to know the names of any witnesses who may be called to testify at the hearing.
    4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
    5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible. The right to know the identity of the person(s) bringing the charge(s).
    6. The right to know the identity of the person(s) bringing the charge(s).
    7. The right to hear witnesses on behalf of the person bringing the charges.
    8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    9. The right to a fair and impartial decision.
    10. The right to appeal the Hearing Committee's decision.
3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.

4. The Chief Student Services Officer, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

d. **Hearing Committee Meetings**

1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.
4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

3. **Appeal**

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

## **The Student Grievance Procedure For The South Carolina Technical College System SBTCE 3-2-106**

## I. Purpose

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 age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; 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, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

## II. Definitions

When used in this document, unless the content requires other meaning,

- A. **"College"** means any college in the South Carolina Technical College System.
- B. **"President"** means the chief executive officer of the college.
- C. **"Administrative Officer"** means anyone designated at the college as being on the administrative staff, such as the President, Chief Academic Officer, Chief Student Services Officer, etc.
- D. **"Chief Student Services Officer"** means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. **"Chief Academic Officer"** means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. **"Grievable Act or Decision"** means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. **"Days"** means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.
- H. **"Student"** means a person taking any course(s) offered by the college.
- I. **"Instructor"** means any person employed by the college to conduct classes.
- J. **"Staff"** means any person employed by the college for reasons other than conducting classes.
- K. **"Campus"** means any place where the college conducts or sponsors educational, public service, or research activities.

## III. Grievance Process

### A. Filing a Complaint

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

- 1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.

2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

**B. Pre-Hearing**

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekdays days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

**C. Student Grievance Hearing**

**1. Requesting a Hearing**

- a. The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Chief Student Services Officer shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

**2. Grievance Committees**

- a. Student Grievance Committee--The President must approve all recommended members. The committee shall be composed of the following:
  1. Three students recommended by the governing body of the student body.
  2. Two faculty members recommended by the Chief Academic Officer.
  3. One Student Services staff member recommended by the Chief Student Services Officer.

4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
  5. The Chief Student Services Officer, or designee, who serves as an ex-officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents-The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
  - c. The Chief Student Services Officer, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
  - d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.

### 3. **Hearing Procedures**

- a. The Chief Student Services Officer, or designee, shall send a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:
  1. a brief description of the complaint, including the name of the person filing the complaint;
  2. the date, time, and location of the meeting;
  3. the name of any person who might be called as a witness.
  4. a list of the student's procedural rights. These rights follow:
    - a. The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer, or designee.
    - b. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
    - c. The right to consult with consul. This person serving as consul may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
    - d. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief

Student Services Officer, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Chief Student Services Officer, or designee.

- e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

**D. Appeal Process**

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

## **Title IX Sexual Harassment and Discrimination**

### **What is Title IX?**

Title IX is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. All federal agencies that provide funding for any education or training programs have new responsibilities in ensuring that their recipients comply with the nondiscrimination mandate of Title IX and its procedural requirements by establishing a method for receiving and resolving sex-based discrimination complaints.

### **Who is protected?**

Title IX protects students, employees, applicants for admission and employment for all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected - regardless of their sex, sexual orientation, gender identity, part-or full-time status, disability, race, or national origin - in all aspects of a recipient's education programs and activities.



## **Confidentiality**

Confidentiality will always be maintained to the fullest extent possible. However, confidentiality of the allegation and identity of the complainant cannot be guaranteed because fairness to the individual accused must be considered, as well as, the safety and welfare of all members of the college community and may require the disclosure of the allegation and identity of the complainant to the community.

## **Local, State, and National Resources**

Hope Haven of the Lowcountry, Beaufort, SC (Rape Crisis) 843-525-6699

CODA Beaufort, SC Victims of Domestic Violence, 843-770-1070

SC Coalition Against Domestic Violence & Sexual Assault 803-256-2900

DoD Safe Helpline (Military) 877-995-5247

**Title IX Coordinator: Nancy H Weber, , Vice President for Student Affairs, Building 6 #111, nweber@tcl.edu,**

**843-525-8226**

**Title IX Deputy Coordinator: Rodney Adams, Dean of Students, Building 2 #227, radams@tcl.edu, 843-525-8219**

**Title IX Deputy Coordinator: Sona Lyttle, Director Human Resources, Building 3 #104, slyttle@tcl.edu, 843-525-8248**

# **Student Code Procedures for Addressing Alleged Acts to Sexual Violence and Sexual Violence and Sexual Harassment SBTCE 3-2-106.2**

## **I. Procedural Overview**

*The South Carolina Technical College System does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and activities as required by Title IX. Any questions regarding Title IX may be referred to the college's Title IX Coordinator or to the Office of Civil Rights.*

The Student Code for the South Carolina Technical College System 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. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee. The Title IX Coordinator's office location, email address, and phone number are printed in the college's catalog and appear on the college's website. Students may also contact any Responsible Employee, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee.

The Title IX Coordinator, or designee will work with the student who filed a complaint ("Complainant") under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the

investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation that has occurred, the Title IX Coordinator, or designee will also accommodate Complainants' reasonable requests to change academic schedules, housing assignments, or to make other reasonable accommodations.

Reports may also be filed by any other member of the college community at any time. The Complainant may also file a criminal report regarding the alleged conduct. Title IX investigations are separate from criminal investigations. However, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement are gathers evidence. During this delay, colleges will take interim measures to protect the complainant in the educational setting. Additionally, both parties will receive updates of the status of the investigation and receive notification once the college resumes its Title IX investigation. The State Board for Technical and Comprehensive Education (SBTCE) and its member colleges encourage the prompt reporting of sexual misconduct to campus law enforcement and local law enforcement. Information regarding law enforcement reporting procedures is available on the colleges' websites.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, sexual violence and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged violator named in the report is an employee or third party, the case will be adjudicated through the SBTCE Non-Discrimination, Anti-Harassment, and Sexual Misconduct Procedure (SBTCE 8-5-101.1).

If the alleged violator of this policy is a student, the case may be adjudicated through the Formal Resolution Process (Section IV) or the Informal Resolution Process/Mediation (Section V) as outlined in SBTCE Student Grievance Procedure (SBTCE Procedure 3-2-106.2).

## I. **Definitions**

When used in this document, unless the context requires other meaning,

- A. A **Complainant** is an individual alleging conduct prohibited under this regulation.
- B. **Conduct** is considered "Unwelcome Conduct" if it is unrequested, uninvited, undesirable and/or offensive. Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that a student may have welcomed some conduct does not necessarily mean that a student welcomed other conduct. Also, the fact that a student requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
- C. **Consent** is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.
- D. A **Hostile Environment** exists when sex-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from the college's programs or activities. A hostile environment can be created by anyone involved in a college's program or activity (e.g., administrators, faculty members, students, and campus visitors).

- E. **Gender-Based Harassment** is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- F. **Preponderance of Evidence** is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation conducted under this regulation.
- G. A **Respondent** is an individual accused of a violation under this regulation.
- H. A **Responsible Employee** is any employee who has the authority to take action to redress sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or who a student could reasonably believe has this authority or duty.
- I. **Retaliation** is action taken by an accused individual or an action taken by a third party against any person that has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.
- J. **Sex-Based Harassment** includes sexual harassment and gender-based harassment.
- K. **Sexual Assault** is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to: intentional touching of another person's intimate parts without that person's consent; or other intentional sexual contact with another person without that person's consent; or coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or rape, which is penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.
- L. **Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include: Prostituting another person; recording images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness without that person's consent; distributing images (e.g., video, photograph, or audio) of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.
- M. **Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual violence, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- N. **Sexual Violence** is a broader term than sexual assault. The term encompasses sexual homicide, rape, incest, molestation, fondling, stalking, intimate partner violence, and verbal harassment of a sexual nature. Sexual violence includes creating an environment that feels unsafe based on sexual messages or images. Sexual violence is a sexual act that is completed or attempted against a victim's will or when a victim is unable to consent due to age, illness, disability, or the influence of alcohol or other drugs. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure.
- O. **Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device, or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death to the targeted person or a member of their family.

## II. Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- A. **Reprimand** - A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

- B. **Special Conditions** - Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. **Disciplinary Probation** - A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. **Loss of Privileges** - Suspension or termination of particular student privileges.
- E. **Suspension from the college** - Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. **Expulsion from the college** - Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. **Additional Measures** - Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. **Any combination of the above.**

### III. Formal Resolution Process

- A. **Preliminary Investigation**  
 Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator (Respondent) and, if needed, the Complainant. During the pendency of the investigation, the college will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.
- B. **Sanctioning**  
 If the available information indicates that a violation has occurred, then one of the following sanctions outlined in Section III will be imposed.
- C. **Notification of Resolution**  
 Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.
- D. **Hearing**  
 If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent

problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the Technical College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

1. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record. The letter must contain the following information:
  - a. A statement of the charge(s).
  - b. A brief description of the incident that led to the charge (s).
  - c. The name of the person(s) submitting the incident report.
  - d. The date, time, and place of the scheduled hearing.
  - e. Identification of the members and chair of the Hearing Committee
  - f. A list of all witnesses who might be called to testify.
  - g. A statement of each party's procedural rights. These rights follow:
    1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    2. The right to present witnesses on one's behalf.
    3. The right to know the names of any witnesses who may be called to testify at the hearing.
    4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
    5. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
    6. The right to know the identity of the person(s) bringing the charge(s).
    7. The right to hear witnesses on behalf of the person bringing the charges.
    8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    9. The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
    10. The right to a fair and impartial decision.
    11. The right to appeal the Hearing Committee's decision.
  - h. On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change.
  - i. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

E. **Appeal**

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

IV. **Informal Resolution/Mediation Process**

At any time before the Hearing Committee provides notice of the Complainant's hearing, the Complainant may elect to resolve his or her Complaint through the informal resolution (mediation) process, provided that (1) the Respondent agrees to such resolution, (2) the Complainant and the Respondent are both students, (3) the Title IX Coordinator, or designee, determines that informal resolution is an appropriate mechanism for resolving the Complaint, and (4) the Complaint does not involve sexual assault, sexual exploitation, and sexual violence. Otherwise, a Complaint that is not closed pursuant to the Title IX Coordinator's, or designee's, evaluation of the Investigative Report will proceed to formal resolution.

At any time prior to the date of his or her designated hearing, the Respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual harassment or sexual assault, sexual exploitation, and sexual violence. In such a situation, the Title IX Coordinator will propose sanction(s). If the Complainant or the Respondent objects to such proposed sanction(s), then a Hearing Committee will convene for the exclusive purpose of determining a sanction, which determination may be subject to appeal.

Informal resolution may not be selected for less than all of the misconduct alleged in the Complaint. If the parties agree to informal resolution (and informal resolution is appropriate for all the claims at issue), then all of the claims must be resolved according to the informal resolution process.

The Complainant and Respondent both have the right to terminate the informal resolution process at any time and proceed with formal resolution. Furthermore, the Title IX Coordinator, or designee, may, where appropriate, terminate or decline to initiate informal resolution, and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in the subsequent formal resolution proceedings.

- A. The Title IX Coordinator, or designee, will appoint a Mediator to oversee the mediation process.
- B. Notice of the Mediation - Promptly after the Title IX Coordinator, or designee has appointed the Mediator; the Title IX Coordinator, or designee will provide concurrent written notice to the Complainant and the Respondent, setting forth 1.) the date, time, and location of the mediation; 2.) the name of the individual selected to serve as the Mediator.
- C. No Contact - Parties may not contact each other outside of the mediation, even to discuss the mediation.
- D. Attendance - Both the Complainant and the Respondent are expected to attend the mediation. If either party fails to appear at the mediation, and such party was provided proper notice of the mediation as set forth above, the Mediator may either direct that resolution of the Complaint to be determined according to the formal resolution process set forth above, or if the Complainant fails to appear without good cause, dismiss the Complaint.
- E. The Mediation
  1. **The Complainant's Rights. During the mediation the Complainant may:**
    - a. Confront the Respondent in the presence of, and facilitated by, the Mediator

- b. Communicate his or her feelings and perceptions regarding the incident and the impact of the incident either by communicating directly with the Respondent or by communicating indirectly with the Respondent through the Presiding Officer and/or
    - c. Relay his or her wishes and expectations regarding protection in the future.
- 2. **Counsel and Advisors**
  - a. Legal Counsel - Under no circumstances may legal counsel be present at the mediation on behalf of the alleged Complainant or Respondent. The College, however, may seek advice from legal counsel on questions of law and procedure through the mediation process.
  - b. Other Advisors - Absent accommodation for disability, the parties may not be accompanied by an advisor during the mediation.
- 3. **Resolution**

During the mediation, the Presiding Officer will attempt to facilitate the parties' resolution of the Complaint. If the mediation results in a resolution between the parties and the Title IX Coordinator, or designee, finds the resolution to be appropriate under the circumstances (giving consideration to the extent to which the resolution will protect the safety of the Complainant and entire college community), the informal disciplinary procedure will be concluded, and the complaint will be closed. If such a resolution is reached, the terms of the resolution shall be committed to writing and signed by all parties. If the parties are unable to reach a resolution, the formal resolution process outlined above will promptly commence.
- 4. **Revocation**

Any party bound by a resolution reached during mediation shall have the right to revoke the written mediation agreement provided such revocation is in writing and received by the Title IX Coordinator, or designee, no later than the close of business on the fifth day after full execution of the agreement.

V. **Hearing Committee**

- A. The Hearing Committee shall be composed of the following:
  - 1. Five (5) faculty/and or staff members and one (1) Ex Officio nonvoting member appointed by the Title IX Coordinator, or designee.
  - 2. All cases are decided by a majority vote. In extenuating circumstances hearings may move forward with three (3) members.
  - 3. The Title IX Coordinator, or designee, will designate one (1) member of the Hearing Committee as the Chair.
- B. The Hearing Committee shall perform the following functions:
  - 1. Hear cases of alleged violations of the Code of Student Conduct.
  - 2. Insure that the student's procedural rights are met.
- C. Hearing Committee Meetings
  - 1. The chair shall be appointed by the Title IX Coordinator, or designee, from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
  - 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
  - 3. The Committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings, and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Title IX Coordinator. The student

may review the notes and listen to the recording under the supervision of the Title IX Coordinator or designee.

4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation, occurred, the members will determine, by majority vote, whether the violation occurred. If it is determined that the violation occurred, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the Respondent's and to the Complainant's addresses of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
  - a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the Complainant will also include the sanction imposed by the Hearing Committee.
  - b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the Complainant will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the Complainant (e.g., the violator has been directed to stay away from the Complainant while on the college's campus).
7. Make decisions based only on evidence and information presented at the hearing.
8. Determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.
9. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the sanctions outlined in Section III.

#### VI. **Confidentiality and Privacy**

The college will protect Complainants' privacy to the extent possible under the law. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused.

The college will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the college will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the Complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA). All hearings closed to all persons except those referenced in hearing section (VI, "Hearing Committee Meetings").

#### VII. **Amnesty for Drug and Alcohol Possession and Consumption Violations**

Students are encouraged to report instances of sex-based discrimination, sexual harassment, and sexual harassment or sexual assault involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual harassment or sexual assault involving students will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in which they might have engaged in connection with the report.

#### **Drug and Alcohol Policy**

The Technical College of the Lowcountry recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs. All locations will also implement drug-



free awareness programs for employees and students.

Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees. Not only can they be dangerous, they are forbidden and should remain off school grounds.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services are encouraged.

## **Part III: Distance Learning Services**

### **Broadcast Campus to Campus Video Conference Courses**

Broadcast Campus to Campus Video Conference Courses involve courses that are time and place sensitive just like traditional courses, but use technology to join groups of students at different locations with their instructor. These are courses delivered by two-way video, requiring students' presence in specially equipped classrooms during instruction. Both students and instructor can see one another on video monitors and talk to one another through in-room microphones.

### **Online Courses**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least twice a week. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

#### **Is an Online Course Right For You?**

Students often wonder if an online course is right for them. Please consider the following items when deciding if this is the right instructional format for you.

1. Online courses definitely require strong student motivation and very strong student discipline.
2. Research shows that active learners are most successful.
3. Students who are good readers and writers will perform better in online courses.

4. Online courses often require more hours per week than regularly scheduled classes. Although students save some time by not having to come to campus, the time to organize study, complete assignments, and review for exams adds up to a significant commitment.
5. Taking online courses is convenient because you are not required to attend class at a specific time; however, taking an online class does require you to complete weekly assignments, readings and take exams at specific times. There is flexibility, but it is the student's responsibility to meet due dates for each course. Note: Although distance education students taking courses through the Electronic Campus will not be required to come to campus for exams or events, some instructors may require that exams for these courses be proctored. Information about proctoring requirements for exams is specified in course syllabi.
6. Students who have a year or more of effective use of the Internet perform better in online courses.

## **Career and Transfer Services**

This office offers assistance to TCL students and alumni in obtaining information related to careers and employment. The office maintains a file of companies and job openings. Job openings are posted in the office and at various campus locations. The office provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as DVDs, books, career files, handouts on career fields, and other related materials is available to assist with career planning and job placement needs. Students interested in the College Work-Study program may apply online at [www.cww.tgslc.org/tcl/genlogin.asp](http://www.cww.tgslc.org/tcl/genlogin.asp).

Workshops and seminars are available through the Career and Transfer Services office for local high schools and community organizations. Presentations may be designed to meet the needs of the individual or group. In addition, career workshops are sponsored each semester to provide the opportunity for employers and community residents to meet and explore employment needs and hiring criteria.

## **Online Attendance Procedure**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least twice a week. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal.

## **Orientation to Distance Learning Courses**

Students who are enrolling in a course that takes place partially or entirely online are strongly encouraged to view the orientation to online learning. Additionally, the LRC/Library offers Blackboard, TCL Email, and WebAdvisor workshops at the beginning of each semester at Beaufort, New River, and online. Help is also provided on a walk-in basis at the Beaufort campus library.

## **Registration**

At the present time, Technical College of the Lowcountry will provide Distance Learning students with:

- Advisor registration
- WebAdvisor registration

Students may make payments directly to the Technical College of the Lowcountry Cashier's Office or online.

## Services for Distance Learning Students

- Academic Advising and Scheduling - The College provides qualified, properly trained academic advisors to assist Distance Learning students with class scheduling and to address their special needs. The Technical College of the Lowcountry will inform students where and from whom they may receive academic advising and assistance with scheduling, including instances of shared programs. TCL will provide advising services and assistance with scheduling by appointment or by telephone.
- Admission - Students may apply for Distance Learning courses through TCL. Application forms can be found on the College's website.
- Assessment - When placement in a Distance Learning course requires assessment, the Division which awards credit for the course establishes the mandatory placement score. TCL will schedule assessment tests to meet the needs of non-traditional, distance learning, and/or working students. If the student has already taken the COMPASS assessment test at another South Carolina technical college, TCL will use those assessment test scores, provided those scores are generated within three years of enrollment. A student must request in writing or by fax that scores be sent from one college to another.

## Student Activities

Students enrolled in Distance Learning courses are encouraged to participate in student activities, including Student Government Association (SGA) and College publications.

## Student Behavior

The College makes no distinction between Distance Learning students and other students regarding their right to appeal disciplinary sanctions or their right to file written complaints. (See Part II: Student Code). Students enrolled in Distance Learning courses must adhere to the same standards of conduct applicable to all students of the College. The Student Code and Grievance Procedure for South Carolina Technical Colleges, institutional policies and regulations, and local, state, and federal laws regulate student conduct.

*Note: The instructor of a Distance Learning course, even if primarily or solely an employee of the originating college, is empowered to correct or terminate classroom disruptions. Only the Chief Student Services of the College, or his/her designee, at the institution where the student is enrolled may impose sanctions upon the student for instances of misconduct, excluding temporary dismissal from class, which the course instructor or the course site staff may request.*

## Student Complaints

The Student Grievance Procedure is available to all Distance Learning students. A student may submit written complaint to the Vice President of Student Affairs, who then requests that the appropriate College official respond to the student's complaint. (See Part II: Student Code).

## Financial Aid

Students who receive financial aid for one or more courses in which they enroll must meet the standards of progress established by TCL. The student who is simultaneously enrolled at two or more colleges is responsible for notifying the financial aid office at each college. In instances of dual enrollment, the College which awards the degree, diploma, or certificate is responsible for awarding aid to eligible students. Students should note that they may only receive financial aid from one institution.

## **Student Records**

When the Technical College of the Lowcountry awards credit for a Distance Learning course, the College is responsible for recording and storing students' grades for these courses, making grades accessible to students, and generating transcripts. The College makes no distinction on transcripts between Distance Learning courses and other courses.

## **Part IV: Essentials for Success**

The Technical College of the Lowcountry has numerous resources to help facilitate and substantiate student success. Students are encouraged to take the initiative and apply themselves to be responsible for that success. If a student finds that he or she is having difficulty it is recommended that the student be proactive and seek the help that is needed from professors, financial aid, Student Records, admissions and all other available college resources. At the onset of a potential barrier the student should seek help to ensure a successful college experience. (See page 154 for a list of resources).

## **Where Can I Go for Help?**

- Admissions
- Campus Counselor
- Career Counseling/Job Placement
- Disability Services
- Financial Aid
- Learning Resources Center (Library)
- Student Records
- Student Activities

## **How Do I schedule my classes?**

### **First Semester at TCL -**

All students will register for classes after meeting with their academic program advisors. Every student needs to determine if he or she wants to be a full-time student to complete a program of study quickly (not advisable for full-time working students) or to as a part-time student. Because most TCL programs are offered day or evening, the student also needs to decide what time of day to attend classes. Having answers to these questions and the results of placement tests makes it easy for a student and advisor to put together a schedule that will start the student off on the right foot.

## **Reading the Semester Schedule**

Every semester the College publishes a schedule of classes that will be offered the next semester. The classes are listed by academic division and by content (ACC = Accounting, BIO = Biology, etc.) in alphabetical order and by day or evening. To know which courses to take, a student should consult the TCL Catalog under the program heading in which he or she is enrolled.

"Credit" has several meanings for the student. First, it is used to figure the cost of tuition. TCL presently charges a per-credit hour fee for part-time students, which means a three credit hour course will cost three times the credit hour rate plus fees and the cost of books. To be a full time student, the student must take 12-18 credit hours (4-6 classes). The cost is a set figure plus fees and the cost of books. For more details on course credit hours, the semester calendar, the fee due dates and other critical information, see the Catalog / Course Search for the term in which you plan to take classes. The second meaning of "credit" is the approximate number of hours per week a student will be in class (three hours for a three credit hour class). Unlike high school students, a college student only attends when he or she has classes and the student (with his or her advisor) determines when that will be. A student should review the published schedule and see his or her advisor early for the best selection of classes for the next semester. It is the student's responsibility to take charge of his or her education and to ask questions.

## "Dropping" and "Withdrawing" From a Class

Dropping or withdrawing from a course will affect your progress toward your educational goal. Also, there are financial implications for dropping or withdrawing from a course.

- Talk with your instructor who may be able to provide you with some suggestions that would make it possible for you to continue in the class.
- If you receive Financial Aid you should talk to the Financial Aid office to determine the impact of dropping or withdrawing on your aid.

**Dropping** - You can DROP a course during the "Section Swap & Drop" period each term. When you drop a course, the course will not show up on your official transcript.

- If you drop during the refund period, you will receive a tuition refund of either 100% or 50% based on the date that you drop the course. However, if you drop a course you must still pay all fees for the course even if you drop during the refund period.

**Withdraw** - You can WITHDRAW from a course after the "Section Swap & Drop" period and prior the first day of the final exam period. However, there are a couple of big differences between dropping a course and withdrawing. For one, you won't receive all of your money back and if you withdraw too late, you won't receive any money back. For this reason, you should review the refund schedule for each session to determine the last date to receive any refund as a result of withdrawing from a course. Also, withdrawing will result in a grade being shown on your transcript. Withdrawing will result in one of the following grades on your official transcript:

Grade of "W" which stands for Withdrawal.

Grade of "WP" which stand for Withdrawal Passing. You will receive this grade if you are passing the course at the time of withdrawal.

Grade of "WF" which stands for Withdrawal Failing. You will receive this grade if you are failing the course on the last date you attended class. A "WF" is computed in your GPA just as though you had received a grade of "F."

To drop or withdraw from a course, send your instructor an e-mail from your TCL student e-mail account (@my.tcl.edu) requesting to be dropped or withdrawn from the course. Print and save a copy of the e-mail. Students should contact Financial Aid before dropping or withdrawing from a course to determine any impact on their aid.

## Withdrawal from a Course - Student Initiated

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## Withdrawal from a Course - Instructor Initiated

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in and complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class. Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

## Withdrawing from College

A student who is planning to withdraw from the college must settle all financial obligations to the college. To withdraw from the college, the student must withdraw from all courses for which he or she is registered. The withdrawal from the college is complete when the student has withdrawn from the last course.

## Appendix I

# Area Commission for the Technical College of the Lowcountry

General Arthur E. Brown, Jr., (U.S. Army Ret.)  
Chairman, Beaufort County

Mr. Bill Bootle  
Vice Chairman, Beaufort County

Mrs. Sheree Darien  
Secretary/Treasurer, Jasper County

Mrs. Joan Heyward  
Beaufort County

Mr. Jack Snider  
Beaufort County

Mr. David Smalls  
Colleton County

Marjorie M. Thomas  
Hampton County

# State Board for Technical and Comprehensive Education

Mr. Ralph A. Odom, Jr.  
Chairman, Fifth Congressional District

Mr. Warren L. Helm  
First Congressional District

Mr. Robert E. Barnett  
Second Congressional District

Mr. Charles G. Wilson  
Third Congressional District

Mr. Stephen J. Burry  
Fourth Congressional District

Gregory B. Askins  
Sixth Congressional District

Philip G. Homan  
Seventh Congressional District

Mr. Montez C. Martin, Jr.  
Member At-Large

Ms. Gwendolyn A. Bright  
Member At-Large

Matthew L. Yaun  
Member At-Large

Molly Spearman  
SC Superintendent of Education - Ex-Officio Member

Mr. Robert M. Hitt, III  
SC Secretary of Commerce - Ex-Officio Member

Vacant  
President, State Technical College System

## **The Legislative Delegation for the Technical College of the Lowcountry**

The Honorable George E. Campsen III  
Senator - District 43

The Honorable John W. Matthews, Jr.  
Senator - District 39

The Honorable Margie Bright Matthews  
Senator - District 45

The Honorable Thomas C. Davis  
Senator - District 46

The Honorable Robert L. Brown  
Representative - District 116

The Honorable William G. Herbkersman  
Representative - District 118



The Honorable Weston Newton  
Representative - District 120

The Honorable Kenneth F. Hodges  
Representative - District 121

The Honorable William K. Bowers  
Representative - District 122

The Honorable Jeffrey A. Bradley  
Representative - District 123

The Honorable Shannon Erickson  
Representative - District 124

## Appendix II

### Administration

**Richard J. Gough**, 843 525-8247

President

B.A., Social Science, Michigan State University

M.A., Human Resource Management, Pepperdine University

M.S., Management (Finance and System Analysis) Naval Post Graduate School

Ph.D., Education, East Carolina University

**S. Hayes Wisner**, 843 525-8249

Vice President for Administrative Services

B.S., Mechanical Engineering, Washington University in St. Louis

M.B.A., Business Administration, Webster University

Certificate of Graduate Study, Higher Education Leadership, University of South Carolina

**Luegina C. Mounfield**, 843 525-8244

Vice President for Academic Affairs

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**Mary Lee Carns**, 843 470-5962

Executive Director, Institutional Advancement

B.S., General Studies, Indiana University of Pennsylvania

### Faculty

**Allen, Lakesha** - Instructor, Biology, 843 470-5964  
B.S., Biological Sciences, Clemson University  
M.S., Biology, Hampton University

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B.S., Nursing, University of South Carolina  
M.S., Nursing, Chamberlain College of Nursing

**Bailey, Joseph** - Instructor, Biology, 843 470-6026  
B.S., General Sciences, Cuttington College & Divinity School  
M.S., Public Health, Tulane University School of Public Health and Tropical Medicine  
Doctor of Science, Tulane University School of Public Health and Tropical Medicine

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M.S.N./AGACNP-BC, Armstrong Atlantic State University

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M.S.N./ED, University of Phoenix

**Bishop, J. Sasha** - Director for Learning Resources, 843 525-8236  
B.A., Liberal Arts, St. John's College  
MLIS, Library Information Sciences, University of Pittsburgh, School of Information Sciences

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B.S., Georgia Southern University, Recreation  
M.A., University of Phoenix, Education  
M.A., University of Phoenix, Education/Early Care Education

**Buss, Lynda** - Instructor, Health Sciences, 843 470-8389  
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M.S.N., Nursing, Charleston Southern University

**Chastain, Candice** - Instructor, Business/Hospitality, 843 525-8278  
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M.B.A., Business Admin, Charleston Southern University

**Collins, JoLane** - Surgical Technology Program Director, 843 470-8415  
A.A.S., Surgical Technology, Southeast Community College  
B.S., Physical Education, Washington State University  
M.A., Physical Education, University of Northern Colorado

**Conner, Dusty** - Instructor, Cosmetology, 843 525-8313  
Gary's Beauty School  
South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist

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M.S.P.T., University of Kansas Medical Center, Physical Therapy

D.P.T., Des Moines University, Physical Therapy

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M.Ed., Mathematics, The Citadel

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South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist

**Dukes, Laura** - Instructor, Paralegal, 843 525-8235  
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J.D., Law, University of South Carolina Law School

**Ellison, Kristy** - Instructor, Accounting, 843 525-8295  
  
B.S. University of South Carolina Aiken, Business Administration/Accounting  
  
M.A., University of South Carolina, Accounting  
  
M.B.A., Brenau University, Business Administration

**Flick, Kenneth** - Division Dean, Business Technology and Industrial Technology, 843 525-8238  
B.S., Business Administration, Liberty University  
M.B.A., Business Administration, Indiana University of Pennsylvania  
Ph.D., Business Administration/Management Information Systems, Northcentral University

**Goodwin, Catherine** - Assistant Librarian, 843 470-8396  
  
B.S., Biology, Transylvania University  
  
M.S., Library and Information Science, University of South Carolina

**Hamid, Hadi** - Instructor, CAD, 843 525-8291  
B.E., Mechanical Engineering, NED University of Engineering and Technology  
M.S., Mechanical Engineering, Northern Illinois University

**Hirsch, Shana** - Instructor, English, 843 525-8347  
B.A., Interdisciplinary Studies, University of South Carolina  
M.A., English, University of South Carolina

**Howarth, Jaclyn** - Instructor, Medical Assisting Program, 843 525-8228  
  
A.S., Science, Jefferson Community College  
  
B.A., Adult Development/Education, Ashford University  
  
M.A., Leadership of Educational Organizations, American Intercontinental University

**Hudson, Rock- Instructor** - Avionics, 843 470-6033  
  
A.S., Applied Science and Electronics Engineering, Thomas Edison State College  
  
B.S., Applied Science and Electronics Engineering, Thomas Edison State College

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B.S., Secondary Education, College of Charleston  
M.A., Spanish, California State University

**Johnson, DeAnne** - Nursing Instructor, 843 525-8335

B.S.N., Nursing, Clemson University

M.S.N., Nursing, Walden University

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M.S., Radiologic Sciences/Radiologic Administration, Midwestern State University

D.H.A., Health Administration, Medical University of South Carolina

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M.S., Communication, University of Southern Mississippi

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M.Ed, Educational Leadership and Cultural Foundations, University of North Carolina at Greensboro

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M.A., Clinical Psychology, Murray State University

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M.S., Criminal Justice, Virginia Commonwealth University, Monroe Park Campus

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M.A., English, Georgia Southern University

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Benjamin Brame, M.A., B.A.

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Charles Brooks, M.A., B.S.

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Marc Citrin, M.S., B.S.

Janna Coronel, M.A., B.A.

Ann Cramer, Ph.D., M.A., B.A.

Robert Cross, Ph.D., M.S., B.S.

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Vicky Debol, M.Ed., B.S.

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Christopher Dugdale, M.A., M.Ed., B.A.

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David Goff, B.A.  
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Debra Henderson, M.S., B.A.  
Jennifer Henry, M.A., B.A.  
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Daniel Herrin, M.A., B.S., B.A.  
Mary Alice Hill, M.Ed., B.A.  
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Palmer G. Hudson, M.A., B.A.

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Sharon McMahon, B.A.  
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Patrick Morgan, M.A., B.A.  
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Rebecca O'Sullivan, M.A., B.A.  
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Caroline Summa, B.S.N.

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Kathleen Waleko, Ph.D, R.N.

## Industrial Technologies Division

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Scott Grooms, B.A., Communication  
Larry Lang, B.A.  
Dorian Phillips, B.S., A.I.T., A.C.T.  
Louis Pinckney, A.H., Horticulture  
Michael Weiss, B.S., Aeronautics  
Mark Zanone, A.G.T.

## - Programs of Study

### TCL Programs of Study

Associate in Arts

- |  |                  |
|--|------------------|
| • Associate in Arts Transfer Block                       | Associate Degree |
| • Arts, Humanities, Social Science Transfer Block        | Associate Degree |
| • Early Childhood, Elementary, Special Ed Transfer Block | Associate Degree |
| • General Education & Business Transfer Block            | Associate Degree |
| • Basic Art  | Certificate      |
| • General Education                                      | Certificate      |
| • General Education: Math & English Core                 | Certificate      |
| • Liberal Arts Core                                      | Certificate      |

Associate in Science

- Associate in Science Transfer Block Associate Degree
- Science & Math Transfer Block Associate Degree
- Engineering Transfer Block Associate Degree
- Agriscience Certificate
- Introduction to Biotechnology Certificate

APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY

- Administrative Office Technology Associate Degree
- Administrative Support Diploma
- Medical Office Assistant Certificate
- Office Apps for Business & Industry Certificate
- Advanced Healthcare Case Management Certificate

APPLIED SCIENCE - BUILDING CONSTRUCTION TECHNOLOGY

- Rough-In Electrician Certificate
- Finishing Electrician Certificate
- Foundations, Framing & Renovations Certificate
- Indoor Environmental Quality Certificate
- Green Residential Construction Management Certificate
- Basic Construction Technician Certificate
- Plumbing Certificate
- Solar Photovoltaic Technician Certificate
- Solar Thermal Technician Certificate

APPLIED SCIENCE - COMPUTER ASSISTED DESIGN (CAD)

- Architectural Design Technician I Certificate
- Architectural Design Technician II Certificate

- Basic Design Technician Certificate
- Civil Design Technician Certificate
- Introduction to Engineering Design Certificate
- Mechanical Design Technician Certificate

#### APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY

- Engineering Surveying Certificate
- Civil Engineering Management Certificate
- Highway Engineering Certificate

#### APPLIED SCIENCE - COMPUTER TECHNOLOGY

- Computer Technology Associate Degree
- Help Desk Management Certificate
- Webmaster Certificate
- Programming Certificate
- Computer Applications Certificate
- Database Certificate
- Database/Reports for Electronic Health Records Certificate
- Networking for Electronic Health Records Certificate
- Network Administrator Certificate

#### APPLIED SCIENCE - COSMETOLOGY

- Cosmetology Diploma

#### APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY

- Criminal Justice Technology Associate Degree
- Criminal Justice Technology - Transfer Associate Degree
- Computer Forensics Certificate
- Criminal Justice & Law Certificate

• Crime Scene Investigation Certificate

\* • **Cyber Crimes Investigation** Certificate

#### APPLIED SCIENCE - EARLY CARE AND EDUCATION

• Early Care and Education Associate Degree

• Early Childhood Development Diploma

• Early Childhood Development Certificate

• Child Care Management Certificate

• Infant/Toddler Care Certificate

#### APPLIED SCIENCE - GENERAL BUSINESS

• General Business Associate Degree

• Gen Business - Hospitality/Tourism Mgt. Associate Degree

• General Business - Golf Management Associate Degree

• General Business - Fire Service Mgt. Associate Degree

• Accounting Certificate

• Entrepreneurship/Small Business Certificate

• Culinary Arts Technology Certificate

• Hospitality Management Certificate

#### APPLIED SCIENCE - GENERAL TECHNOLOGY

• General Technology Associate Degree

#### APPLIED SCIENCE - HVAC

• Heat Pump Certificate

• Designing HVAC Systems Certificate

• Commercial Refrigeration Certificate

#### APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

- Industrial Electronics Technology Associate Degree
- Industrial Elec. Tech-Biomedical Equip Associate Degree
- Industrial Elec. Tech-Avionics Pathway Associate Degree
- Digital Home Technology Integration Certificate
- Basic Audio-Video Production Tech Certificate
- Network Administrator Certificate
- Network Engineer Certificate
- A+ Computer Servicing Certificate

#### APPLIED SCIENCE - AVIATION TECHNOLOGY

- Aviation Maintenance Certificate
- Aviation Structural Mechanic Certificate

#### APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY

- Basic Industrial Systems Technology Certificate

#### APPLIED SCIENCE - HEALTH SCIENCES

- Associate Degree Nursing (ADN) Associate Degree
- Physical Therapist Assistant Associate Degree
- Radiologic Technology Associate Degree
- Practical Nursing (PN) Diploma
- Surgical Technology Diploma
- Pre-Allied Health Studies Certificate
- Massage Therapy Certificate
- Medical Assisting Certificate
- Computed Tomography Certificate

#### APPLIED SCIENCE - PARALEGAL

- Paralegal Associate Degree

## **Programs of Study**

TCL offers programs in some of the Lowcountry's and the nation's fastest growing career fields. The variety of programs, small class sizes, and up-to-date technology give students the competitive edge in getting the job they want. Representatives from area businesses serve on TCL's Advisory Committees to ensure that TCL programs provide students with the skills that employers want. TCL's comprehensive financial assistance program puts college within reach of any student who desires an education. See "Course Descriptions" at the back of this catalog for descriptions of all TCL courses. See page 22 for Student Assessment Requirements. Students using financial aid funds to pay for courses must take courses only in their program of study. Students are responsible for all charges related to the registration of courses out of their program of study.

## **Degree, Diploma & Certificate Programs**

TCL offers degree, diploma and certificate programs. The curriculum requirements for each program and descriptions of required and elective courses may be found in the following pages of this catalog. Course information for TCL programs is updated annually. The most current information is available at the Admissions Office or the Academic Division offering a particular program. Students admitted to the College and those who maintain continuous enrollment in a selected program of study may expect to complete programs as stated in the College catalog at the time of their admission for a period of six years, as long as the program is offered. A student who must reapply for admission enters the College under the catalog published at the time of readmission. If major revisions of curricular or program requirements have occurred, a reasonable effort will be made by the Division Dean to permit the continuously enrolled student to undertake a transitional program.

## **Approved Humanities Electives for TCL's Associate Degree Programs**

### **Approved Humanities Electives:**

- ART 101 - Art History and Appreciation
- ART 105 - Film as Art
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 203 - American Literature Survey
- ENG 205 - English Literature I

- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- ENG 214 - Fiction
- ENG 218 - Drama
- ENG 222 - Poetry
- ENG 230 - Women in Literature
- ENG 236 - African American Literature
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 106 - Logic II Inductive Reasoning - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- PHI 110 - Ethics
- PHI 115 - Contemporary Moral Issues - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- SPC 210 - Oral Interpretation of Literature - This course is no longer offered at TCL. Students will receive credit for this course as a transfer course from another college.
- THE 101 - Introduction to Theatre

## College Transfer Programs

### Associate in Arts and Associate in Science

The College Transfer program provides the student with the first two years of college or university work. Students in this program can earn an Associate in Arts (AA) or Associate in Science (AS) degree. Students completing the requirements for an AA or AS degree will be prepared to transfer to a senior institution to complete a baccalaureate degree.

It is important to note that students seeking guaranteed transfer of all credits to South Carolina publicly supported colleges be enrolled in the Associate in Arts or Associate in Science College Transfer program. TCL offers other associate degrees that will transfer wholly or in part to other college/universities, but only those designated as college transfer programs guarantee full transfer. Courses that are approved for transfer to South Carolina's public universities/colleges are listed on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education's website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov). A student entering TCL should work with his/her academic advisor to select appropriate courses to develop his/her program for transfer. The student should also discuss transferring with a representative from the college/university to which he/she expects to transfer.

### Transferring Credits

All of the courses required to complete the two year AA/AS programs may be transferred to any four-year public university or college in South Carolina as well as selected out-of-state universities. Students planning to transfer to a four-year school are encouraged to plan their program with their academic advisor.

# State Policies and Procedures

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995 (revised to 86 courses, 9/2002).

## 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;
- 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

1. The Statewide Articulation Agreement of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions (See Appendix A in full document online at [www.che.sc.gov](http://www.che.sc.gov)) 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. This list of courses is available on the South Carolina Transfer and Articulation Center (SCTRAC) website at [www.SCTRAC.org](http://www.SCTRAC.org) and also the Commission on Higher Education's website under Institutional Transfer Guide at [www.che.sc.gov](http://www.che.sc.gov)

## Admissions Criteria, Course Grades, GPAs, Validations

2. 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, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or just coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
  - Lists of all courses accepted from each technical college (including the 86 courses in the Statewide Articulation Agreement) and the course equivalencies (including "free elective" category) found at the home institution for the courses accepted.
  - Lists of all articulation agreements with any public South Carolina two-year or other institution of higher education, together with information about how interested parties can access these agreements.
  - Lists of the institution's Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
  - "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.
3. Coursework (individual courses, transfer blocks, statewide agreements) covered within these procedures will be transferable if the student has successful completion of 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 G.P.A. 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 cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.
  - Any 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.
4. 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.

## **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
  - Business Administration: Established curriculum block of 46-51 semester hours
  - Engineering: Established curriculum block of 33 semester hours
  - Science and Mathematics: Established curriculum block of 51-53 semester hours

- Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
- Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse

(For complete texts and information about these statewide transfer blocks/agreements, see Appendix B in full document online at [www.che.sc.gov](http://www.che.sc.gov))

6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/ Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. (Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc. and not in calculating academic degree credits.)

## Related Reports and Statewide Documents

8. 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.
9. 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

10. 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

11. 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."

12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
  - A. A copy of this entire document.
  - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
  - A. A copy of this entire document.
  - B. 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.
14. 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:
  - A. Publish these procedures in their entirety (except Appendices)
  - B. 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
  - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
  - D. Refer interested parties to the institutional Transfer Guide
  - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. 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.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity.

(As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

## **Transfer Blocks, Statewide Agreements, Completion of the AA/AS Degree**

17. 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.
18. 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.)

## **South Carolina Transfer and Articulation Center (SCTRAC)**

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

## **Approved Courses for AA and AS College Transfer Program**

### **Approved Courses:**

- ACC 101 - Accounting Principles I
- ACC 102 - Accounting Principles II
- ANT 101 - General Anthropology
- ART 101 - Art History and Appreciation
- ART 105 - Film as Art
- AST 101 - Solar System Astronomy - This course is no longer offered at TCL.
- AST 102 - Stellar Astronomy - This course is no longer offered at TCL.
- BIO 101 - Biological Science I
- BIO 102 - Biological Science II
- BIO 210 - Anatomy and Physiology I
- BIO 211 - Anatomy and Physiology II
- BIO 225 - Microbiology
- CHM 110 - College Chemistry I
- CHM 111 - College Chemistry II
- CHM 112 - College Chemistry II - This course is no longer offered at TCL.
- CHM 211 - Organic Chemistry I - This course is no longer offered at TCL.
- CHM 212 - Organic Chemistry II - This course is no longer offered at TCL.
- ECO 210 - Macroeconomics

- ECO 211 - Microeconomics
- ENG 101 - English Composition I
- ENG 102 - English Composition II
- ENG 201 - American Literature I
- ENG 202 - American Literature II
- ENG 203 - American Literature Survey
- ENG 205 - English Literature I
- ENG 206 - English Literature II
- ENG 208 - World Literature I
- ENG 209 - World Literature II
- ENG 214 - Fiction
- ENG 218 - Drama
- ENG 222 - Poetry
- ENG 230 - Women in Literature
- ENG 236 - African American Literature
- ENG 260 - Advanced Technical Communications
- FRE 101 - Elementary French I - This course is no longer offered at TCL.
- FRE 102 - Elementary French II - This course is no longer offered at TCL.
- FRE 201 - Intermediate French I - This course is no longer offered at TCL.
- FRE 202 - Intermediate French II - This course is no longer offered at TCL.
- GER 101 - Elementary German I - This course is no longer offered at TCL.
- GER 102 - Elementary German II - This course is no longer offered at TCL.
- GEO 101 - Introduction to Geography
- GEO 102 - World Geography
- HIS 101 - Western Civilization to 1689
- HIS 102 - Western Civilization Post 1689
- HIS 201 - American History: Discovery to 1877
- HIS 202 - American History: 1877 to Present
- MAT 110 - College Algebra
- MAT 111 - College Trigonometry
- MAT 120 - Probability and Statistics
- MAT 122 - Finite College Math
- MAT 130 - Elementary Calculus
- MAT 140 - Analytical Geometry and Calculus I
- MAT 141 - Analytical Geometry and Calculus II
- MAT 240 - Analytical Geometry and Calculus III
- MAT 242 - Differential Equations
- MUS 105 - Music Appreciation
- PHI 101 - Introduction to Philosophy
- PHI 105 - Introduction to Logic - This course is no longer offered at TCL.
- PHI 106 - Logic II Inductive Reasoning - This course is no longer offered at TCL.
- PHI 110 - Ethics
- PHI 115 - Contemporary Moral Issues - This course is no longer offered at TCL.
- PHY 201 - Physics I
- PHY 202 - Physics II
- PHY 221 - University Physics I - This course is no longer offered at TCL.
- PHY 222 - University Physics II - This course is no longer offered at TCL.

- PHY 223 - University Physics III - This course is no longer offered at TCL.
- PSC 201 - American Government
- PSC 215 - State and Local Government
- PSY 201 - General Psychology
- PSY 203 - Human Growth and Development
- PSY 208 - Human Sexuality
- PSY 212 - Abnormal Psychology
- SOC 101 - Introduction to Sociology
- SOC 102 - Marriage and the Family
- SOC 205 - Social Problems
- SOC 206 - Social Psychology
- SOC 210 - Juvenile Delinquency
- SOC 220 - Sociology of the Family
- SOC 235 - Thanatology
- SPA 101 - Elementary Spanish I
- SPA 102 - Elementary Spanish II
- SPA 201 - Intermediate Spanish I
- SPA 202 - Intermediate Spanish II - This course is no longer offered at TCL.
- SPC 205 - Public Speaking
- SPC 210 - Oral Interpretation of Literature - This course is no longer offered at TCL.
- THE 101 - Introduction to Theatre

## **Articulation and Transfer**

TCL participates in a statewide articulation agreement with South Carolina's publicly supported colleges and universities (see Transferring Credits, p. 63). In addition to the courses included in the statewide agreement, many courses transfer from TCL to senior institutions both in and out-of-state. Students should check with institutions to which they are seeking admission to determine the particular courses and the exact number of credits that college/university may accept in transfer.

Publicly supported colleges/universities in South Carolina include but are not limited to The Citadel, Clemson University, Coastal Carolina University, College of Charleston, Francis Marion University, Lander University, Medical University of South Carolina, South Carolina State University, University of South Carolina - Columbia, University of South Carolina - Beaufort, University of South Carolina - Aiken, University of South Carolina - Upstate, Winthrop University. The most up-to-date information is available at [www.sctrac.org](http://www.sctrac.org).

## **Industrial Technologies Division**

## **Industrial Technologies Division**

## **Applied Science - Building Construction Technology**

**Program Description:** The Building Construction Technology certificate program prepares students for employment in construction and construction-related industries. Students are trained in all phases of residential and light commercial construction through a combination of classroom and practical application experiences.

## **Building Construction Technology Certificates**

**Certificates:** Basic Construction Technician, Finishing Electrician, Foundations/Framing/Restorations, Green Residential Construction Management, Indoor Environmental Quality, Plumbing, Rough-In Electrician, Solar Photovoltaic Technician, Solar Thermal Technician.

## **Applied Science - Computer Aided Design and Drafting (CAD)**

**Program Description:** Computer Aided Design and Drafting program offers students an opportunity to become an integral part of the design workforce by either simply being a CAD operator or by evolving as a design technician in a specialized field such as Architectural, Civil and Mechanical Engineering.

## **Computer Aided Design Certificates**

**Certificates:** Architectural Design Technician I, Architectural Design Technician II, Basic Design Technician, Civil Design Technician, Introduction to Engineering Design, and Mechanical Design Technician.

## **Civil Engineering Technology Certificates**

**Certificates:** Civil Engineering Management, Engineering Surveying, Highway Engineering.

## **Heating, Ventilation and Air Conditioning (HVAC)**

**Certificates:** Commercial Refrigeration, Designing HVAC Systems, and Heat Pump.

## **Industrial Electronics Technology Certificates**

**Certificates:** A+ Computer Servicing, Basic Audio-Video Production, Digital Home Technology Integration, Network Administrator, and Network Engineer.

Students interested in the A+ Computer Servicing, Basic Audio-Video Production, Computer Networking Technology, Network Administrator, or Network Engineer certificates must have completed the following procedures: Candidates must have taken the ASSET/ACCUPLACER academic evaluation and be qualified for Critical Reading (RDG 100). This may be substituted with an official college transcript demonstrating the certificate candidate has successfully completed English Composition I (ENG 101) with a letter grade of "C" or better. Candidates for Computer Networking Technology certificates must be in the final stages of completing all prerequisite courses or proof of computer networking experience. The experience should be equal to one year of on-the-job experience and be in a written form on company letterhead. All documentation must be in place prior to general college registration.

# Applied Science - Industrial Maintenance Technology Certificate

**Certificate:** Basic Industrial Systems Technology

## Associate in Applied Science

### General Technology (AAS)

**Degree:** Associate in Applied Science

**Major:** General Technology

**Minimum Credits Required for Graduation:** 60

**Program Description:** The General Technology (TEC) associate degree program allows the opportunity to combine fundamental general education courses with a technical specialty and a cross technology to form a degree program.

Students applying to the General Technology associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
  - All candidates for the General Technology associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business & Finance (MAT 160) and English Composition I (ENG 101).
  - Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
  - A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
  - Students lacking these requirements may register as Career Development students but will not be admitted into the General Technology programs until all requirements are met.
- I. Grade-point average of 2.00 (C=2) on all college work presented to fulfill the curriculum program requirements.
  - II. Complete range of semester hour credits distributed as follows:
    - A. **General Education (Minimum) - 15 Credits**

The general education component of each associate degree program must meet current SACS Core requirements as delineated in Section 2.7.3: 2.7.3 requires in each undergraduate degree program the successful completion of a general education component at the collegiate level that (1) is a substantial component of each undergraduate degree, (2) ensures breadth of knowledge, and (3) is based on a coherent rationale. For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent (...). These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics. The courses do not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession. The institution provides a written justification and rationale for course equivalency. (General Education)

- B. **Required Core Subject Areas (Minimum) - 33 Credits**

The General Technology major allows a student to select coursework for becoming a multi-skilled technician. The required core consists of a primary and secondary technical specialty. Colleges may develop technical specialty offerings based upon local business/industry needs. The primary technical specialty consists of a minimum of 21 semester hours credit in a single content area from an approved degree, diploma, or technical education certificate program that is currently offered by the college. The secondary technical specialty consists of a minimum of an additional 12 semester hour credits from one of two options: 12 semester hour credits from



an approved degree, diploma, or technical education certificate program that is currently offered by the college, or 12 semester hour credits from an interdisciplinary mix of credits awarded for coursework from any program, military training, experiential learning, and/or testing.

**C. Other Hours Required for Graduation - 12-36 Credits**

Technical colleges within the State Tech System may use the courses identified in this section of the model to adapt the program to meet the needs of the local employers and students. The student may use credits in this section to develop a third technical specialty or to enhance the primary and secondary technical specialties. Credits should be chosen by the student under the guidance of his/her faculty advisor, for the purpose of allowing the student to adapt the program to his/her individual objectives. Courses in this section may include credits awarded for military training, experiential learning and testing.

## Sample Curriculum - HVAC Technology with Cross Training in Computer Assisted Design (CAD)

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **ACR 102 - Tools & Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

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

#### **ACR 240 - Advanced Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACR 140 or instructor approval

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

#### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

#### **EGT 109 - Introduction to Engineering/Design Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

Select one course from the following:

## **MAT 102 - Intermediate Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 101, RDG 032

This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions.

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 16

First Year - Spring Semester

## **ACR 108 - Refrigeration Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

## **ACR 131 - Commercial Refrigeration**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 108, ACR 140, and ACR 231 or instructor approval.

This course is a study of maintenance and repair of commercial refrigeration systems.

## **ACR 250 - Duct Fabrication**

**Lec. 3 Lab. 0 Cr. 3**

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

## **EGT 151 - Introduction to CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

## **Second Year - Fall Semester**

### **ACR 118 - Air Conditioning Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.

### **ACR 160 - Service Customer Relations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

### **ACR 210 - Heat Pumps**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 107, ACR 108, and ACR 140 or instructor approval.

This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance.

## **EGT 152 - Fundamentals of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 151 or instructor approval.

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills require using AutoCAD software.

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Credits 19

## **Second Year - Spring Semester**

### **ACR 110 - Heating Fundamentals**

**Lec. 4 Lab. 0 Cr. 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.

### **ACR 140 - Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.

### **EGT 252 - Advanced CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course covers advanced concepts of the CAD software and its applications. Topics such as creating 3-D wire framed construction, shading techniques, user coordinate systems and computer animations using the AutoCAD software are covered.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

- Humanities Elective

Credits 16

# Industrial Electronics Technology (AAS)

**Degree:** Associate in Applied Science

**Major:** Electronics Technology

**Minimum Credits Required for Graduation:** 64

**Program Description:** The Industrial Electronics (EEM) associate degree program is designed to provide students with the basic technical background to pursue careers in the areas of electronic installation, servicing and maintenance and entry-level computer repair.

Students applying to the Industrial Electronics Technology associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the EEM program until all requirements are met. Microsoft Certification Students: See your advisor for a list of courses required from Microsoft Certified System Engineer training.

## General Education Requirements

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### SPC 205 - Public Speaking

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

## **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Select one of the following:

## **PSY 103 - Human Relations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

## **Required Major Courses**

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

## **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

## **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

## **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

## **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

Credits 16

## **Required Related Courses**

### **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

### **EEM 261 - Electronic Communications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201 or instructor approval.

This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered.

**EEM 275 - Technical Troubleshooting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201, RDG 100 or instructor approval.

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

**IST 162 - Intro to Workstation Networking Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**IST 164 - Implementing Windows Network Infrastructure Services****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

**IST 166 - Network Fundamentals****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

**IST 263 - Designing Windows Network Security**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

Select two Electronics Courses from the following:

**EEM 170 - Electrical Installation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, EEM 105 or EEM 117, or instructor approval

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring.

**EEM 233 - Digital Home Technology Integration Exam Prep**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100, or instructor approval.

This course is a preparation course for commercial certification examinations in Digital Home Technology Integration.

**EEM 265 - FCC General License Preparation**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 261, RDG 100, or instructor approval.

This course covers the materials necessary to prepare for successful completion of the FCC General License examination.

**EEM 280 - Alternative Energy Issues**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an overview of the social and political issues surrounding the development and implementation of alternative energy devices in residential suburban and urban settings. Current and future energy generation strategies are covered.

**EEM 281 - Mechanical/Solid-State Energy Generators**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course will provide detailed operations of generators used in but not limited to solar, wind and tidal generation of electrical power.

**IST 165 - Implementing and Administering Windows Directing Services**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

**Credits 30**

**Elective: Credits 3**

## Sample Curriculum - Electronics Technology

**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

### **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 13

## First Year - Spring Semester

### **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

### **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 12

## Second Year - Fall Semester

- Electronics Course

### **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

**EEM 261 - Electronic Communications****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201 or instructor approval.

This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

**Second Year - Spring Semester****IST 164 - Implementing Windows Network Infrastructure Services****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

**EEM 275 - Technical Troubleshooting****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201, RDG 100 or instructor approval.

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

- Electronics Course

## **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

Credits 12

## **Second Year - Summer Semester**

### **IST 166 - Network Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

### **IST 263 - Designing Windows Network Security**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

- Humanities Elective
- Open Elective

Credits 12

## **Industrial Electronics Technology - Avionics Pathway (AAS)**

**Degree:** Associate in Applied Science

**Major:** Industrial Electronics Technology - Avionics Pathway

**Minimum Credits Required for Graduation:** 64

**Program Description:** The Associate in Applied Science, Industrial Electronics Technology-Avionics Pathway program will provide for qualified avionics technicians in our service area. Many service men and women are making a transition from our

military and have the skills and training that can be applied to this degree pathway. The Technical College of the Lowcountry is a member of a six school consortium and is receiving SC Accelerate Grant funds to provide training that includes avionics. The College has a fully trained and qualified instructor to teach this new avionics curriculum.

## General Education Requirements

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

### **SPC 205 - Public Speaking**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

### **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

### **MAT 110 - College Algebra**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

### **PSY 103 - Human Relations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

**PSY 201 - General Psychology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

**Required Major Courses****EEM 117 - AC/DC Circuits I****Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**EEM 201 - Electronic Devices 1****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**EEM 231 - Digital Circuits I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

**EEM 241 - Microprocessors I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

## **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

Credits 16

## **Required Coursework in Electronics**

### **AVT 102 - Introduction to Avionics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

This course presents an introduction to the major phases of avionics from navigation, communication, and surveillance to sophisticated systems using state-of-the-art sensors and computations. Basic procedures and practices are also introduced, in addition to relevant abbreviations and acronyms.

### **AVT 105 - Aircraft Electricity for Avionics**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection and extinguishing systems and anti-skid brakes.

### **AVT 160 - Aircraft Radar Systems**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.

### **AVT 165 - Avionics General Regulations**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.



## **AVT 170 - Avionics Program and Test Review**

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100, ENG 100, MAT 102, AVT 102

This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination & NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) written exam.

## **EEM 244 - Computer Servicing Troubleshooting**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

## **EEM 274 - Technical/Systems Troubleshooting**

### **Lec. 4 Lab. 0 Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

## **IST 103 - Security Awareness**

### **Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100 or instructor approval.

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.

## **IST 162 - Intro to Workstation Networking Administration**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

## **IST 163 - Intro to Server Networking Configuration Admin**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software.

Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **IST 166 - Network Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

Credits 30

Elective: Credits 3

## Sample Curriculum - Industrial Electronics Technology - Avionics Pathway

Please see your advisor for possible course substitutions.

First Year - Fall Semester

### EEM 117 - AC/DC Circuits I

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### EEM 231 - Digital Circuits I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

### EEM 241 - Microprocessors I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

### ENG 101 - English Composition I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Credits 13**

## **First Year - Spring Semester**

### **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

### **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

### **IST 103 - Security Awareness**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100 or instructor approval.

This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.

### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 13

Second Year - Fall Semester

### **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

### **IST 163 - Intro to Server Networking Configuration Admin**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software.

Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

### **EEM 274 - Technical/Systems Troubleshooting**

**Lec. 4 Lab. 0 Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

### **AVT 102 - Introduction to Avionics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 102, RDG 100.

This course presents an introduction to the major phases of avionics from navigation, communication, and surveillance to sophisticated systems using state-of-the-art sensors and computations. Basic procedures and practices are also introduced, in addition to relevant abbreviations and acronyms.

Credits 13

Second Year - Spring Semester

### **AVT 105 - Aircraft Electricity for Avionics**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course is a study of the operation and maintenance of various electrically operated aircraft systems. Topics include batteries, generators, alternators, inverters, DC and AC motors, position indicating and warning systems, fire detection and extinguishing systems and anti-skid brakes.

**AVT 160 - Aircraft Radar Systems****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course will apply the principles of pulse and microwave circuits typically applied to search and weather radar. Students will learn to operate and maintain weather radar and radar altimeter systems. Topics include timing, transmitter, modulator, receiver, signal processing and display circuits.

**IST 166 - Network Fundamentals****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

- Humanities Elective

Credits 13

**Second Year - Summer Semester****AVT 165 - Avionics General Regulations****Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): AVT 102, ENG 100, MAT 102, RDG 100.

This course introduces FAA and FCC regulations that pertain to avionics technicians and the maintenance of aircraft and avionics components. Topics also include technical standard orders, manufacturers' maintenance and parts manuals, service letters, bulletins and instructions.

**AVT 170 - Avionics Program and Test Review****Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): RDG 100, ENG 100, MAT 102, AVT 102

This course prepares students for the Federal Communications Commission (FCC) General Radio-Telephone License Examination & NCATT (National Center for Aviation Technician Training) AET (Aircraft Electronics Technician) written exam.

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Elective

Credits 12

## **Industrial Electronics Technology - Biomedical Equipment Pathway (AAS)**

**Degree:** Associate in Applied Science

**Major:** Electronics Technology - Biomedical Equipment Pathway

**Minimum Credits Required for Graduation:** 64

**Program Description:** Biomedical equipment technicians work on medical equipment such as defibrillators, heart monitors, medical imaging equipment (x-rays, CAT scanners, and ultrasound equipment), and are employed to work in a hospital or medical center environment.

Students applying to the Industrial Electronics Technology - Biomedical Equipment Pathway (EEM.BIO) associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM.BIO associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the program until all requirements are met.

## **General Education Requirements**

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**SPC 205 - Public Speaking****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Humanities Elective

Select one of the following:

**MAT 160 - Math for Business and Finance****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

**MAT 110 - College Algebra****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102, RDG 100.

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.

Select one of the following:

**PSY 103 - Human Relations****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

**PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 15

## Required Major Courses

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

### **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

### **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

### **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

### **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output



standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

Credits 16

## Required Coursework in Electronics

### **BMT 220 - Bio-Instrumentation I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): EEM 117, EEM 201, EEM 231, EEM 241, EEM 243, RDG 100 or instructor approval.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100.

This course covers cardiovascular measurements, blood pressure measurement, measurements of heart sound, measurement of physical variable, and characteristics of the various analog-to-digital and digital-to-analog techniques.

### **BMT 230 - Bio-Instrumentation II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BMT 220.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment.

### **BMT 233 - Medical Equipment and Repair**

**Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment.

### **BMT 235 - Cooperative/Internship in Biomedical Equipment Repair**

**Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): EEM 244, IST 162, IST 163, RDG 100 or instructor approval.

Corequisite(s): BMT 220, BMT 230, BMT 233.

The cooperative/internship is designed to provide job success skills and on the job work experience in local biomedical/electronics industries. The course emphasizes time management and problem resolution in biomedical equipment repair environment.

### **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

## **IST 162 - Intro to Workstation Networking Administration**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

## **IST 163 - Intro to Server Networking Configuration Admin**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **IST 166 - Network Fundamentals**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

Select one of the following:

## **BIO 112 - Basic Anatomy and Physiology**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **EEM 274 - Technical/Systems Troubleshooting**

### **Lec. 4 Lab. 0 Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

Credits 30

*\*Pre-Requisites: BMT 220 must have the following pre-requisites completed: EEM 117, EEM 231, EEM 201, EEM 241 and EEM 243 or permission of instructor.*

*~Corequisites: EEM 244, IST 162, IST 164 and IST 166*

## **Elective: Credits 3**

### **Sample Curriculum - Electronics Technology - Biomedical Equipment Repair Pathway**

**Please see your advisor for possible course substitutions.**

#### **First Year - Fall Semester**

##### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

##### **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

##### **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

##### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

**Credits 13**

## First Year - Spring Semester

### **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

### **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

### **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

### **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Credits 12

## Second Year - Fall Semester

### **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

## **IST 163 - Intro to Server Networking Configuration Admin**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software.

Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **BMT 220 - Bio-Instrumentation I**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): EEM 117, EEM 201, EEM 231, EEM 241, EEM 243, RDG 100 or instructor approval.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100.

This course covers cardiovascular measurements, blood pressure measurement, measurements of heart sound, measurement of physical variable, and characteristics of the various analog-to-digital and digital-to-analog techniques.

Select one of the following:

## **BIO 112 - Basic Anatomy and Physiology**

### **Lec. 3 Lab. 3 Cr. 4**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): MAT 102.

This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.

## **EEM 274 - Technical/Systems Troubleshooting**

### **Lec. 4 Lab. 0 Cr. 4**

This course is the study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems.

Credits 14

Second Year - Spring Semester

## **BMT 230 - Bio-Instrumentation II**

### **Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BMT 220.

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment.

## **BMT 233 - Medical Equipment and Repair**

### **Lec. 3 Lab. 0 Cr. 3**

Corequisite(s): EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment.

## **IST 166 - Network Fundamentals**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams.

- Humanities Elective

Credits 13

## **Second Year - Summer Semester**

## **BMT 235 - Cooperative/Internship in Biomedical Equipment Repair**

### **Lec. 1 Lab. 6 Cr. 3**

Prerequisite(s): EEM 244, IST 162, IST 163, RDG 100 or instructor approval.

Corequisite(s): BMT 220, BMT 230, BMT 233.

The cooperative/internship is designed to provide job success skills and on the job work experience in local biomedical/electronics industries. The course emphasizes time management and problem resolution in biomedical equipment repair environment.

## **PSY 103 - Human Relations**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

## **SPC 205 - Public Speaking**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

Corequisite(s): ENG 101.

This course is an introduction to principles of public speaking with application of speaking skills.

- Elective

Credits 12

## Certificate in Applied Science

### A+ Computer Servicing Certificate

**Program Description:** The A+ Computer certificate program is the first step into a career in computer repair, computer networking, and computer system engineering. The A+ Computer certificate gives students the opportunity to acquire the knowledge to be a computer hardware technician. Additionally, it also provides the prerequisite skills required for training in the Microsoft Certified Systems Engineer certificate. Contact an instructor for further details on classes.

### Required Certificate Courses

#### EEM 117 - AC/DC Circuits I

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

#### EEM 201 - Electronic Devices 1

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

#### EEM 231 - Digital Circuits I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

#### EEM 241 - Microprocessors I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

## **EEM 243 - Introduction to Computer Servicing**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, EEM 231, EEM 241, RDG 100 or instructor approval.

This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation.

## **EEM 244 - Computer Servicing Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 243, RDG 100 or instructor approval.

This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.

Credits 19

# **Architectural Design Technician I Certificate**

**Program Description:** The Architectural Design Technician I certificate program is designed to introduce students to the Architectural field of Engineering. Fundamental concepts of design and construction techniques in residential and light commercial buildings are learned. Students learn the aesthetic aspect of architectural styles from prehistoric times to present and gain proficiency in print reading, building codes, estimating and take off.

## **Required Certificate Courses**

### **AET 101 - Building Systems I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

### **AET 202 - History of Architecture**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.



## **BCT 112 - Construction Print Reading**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

## **BCT 131 - Estimating/Quantity Take Off**

**Lec. 2 Lab. 0 Cr. 2**

This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

## **BCT 221 - Construction Building Codes**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

Credits 13

# **Architectural Design Technician II Certificate**

**Program Description:** The Architectural Design Technician II certificate program is designed to provide students with advanced skills of designing and drawing residential and light commercial buildings in 3-Dimensions. Specialized 3-Dimension software will be presented. Students learn how to subdivide a given square footage of a proposed building into residential components for best functional utilization. The program also helps students develop a portfolio with projects from architectural, mechanical, HVAC, electrical, other residential and light commercial design components.

## **Required Certificate Courses**

### **AET 101 - Building Systems I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

### **AET 124 - Residential Design I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of residential components, such as Site/ House Interface and dining areas, kitchens bedrooms, and baths, and how the function and form the entire residence.

## **AET 202 - History of Architecture**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

## **AET 221 - Architectural Computer Graphics II**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course includes a study of CAD commands with architectural applications and routines. A complete set of working drawings of a residential or commercial building using the computer as a drafting tool is produced.

## **AET 231 - Architectural Computer Graphics III**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course covers advanced CAD applications. A complete set of construction documents for a residential or commercial building, including a specification outline, is produced and presented.

Credits 17

## **Basic Audio-Video Production Technician Certificate**

**Program Description:** The Basic Audio-Video Production Technician certificate program provides and expands the skills needed for audio/video production used in digital production for radio, TV, large scale digital storage, or Internet presentations. Students will develop skills via course work and intern/supervised work situations. Graduates of this certificate will work in audio and video production as it applies to radio, TV, Internet or mass storage technology.

### **Required Certificate Courses**

#### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

#### **EEM 201 - Electronic Devices 1**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100 or instructor approval.

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.

**EEM 231 - Digital Circuits I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

**IST 162 - Intro to Workstation Networking Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

**MAP 101 - Audio Techniques I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

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.

**MAP 110 - Editing I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic digital editing. Logical sequencing, technical correctness and creative story telling will be emphasized.

**MAP 122 - Field Production 1****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course introduces the setup, operation, and application of video equipment for field production.

Credits 25

## Basic Construction Technician Certificate

**Program Description:** The Basic Construction Technician certificate program supplies the fundamental skills for entering the new and renovating construction industry. Basic construction information, hand-on operation of hand and power tools, print reading, materials used in residential construction and an overview on how residential structures are built and included. Emphasis is placed on "green" building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

### Required Certificate Courses

#### **BCT 105 - Tools Usage and Safety**

**Lec. 2 Lab. 0 Cr. 2**

This course covers tool skills and their safe use in construction.

#### **BCT 112 - Construction Print Reading**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

#### **BCT 224 - Building Materials**

**Lec. 3 Lab. 0 Cr. 3**

Residential building materials are discussed and studied. The appropriate uses of sawn lumber and engineered lumber for strength are included in the course work. The selection of veneer and sheathing products are reviewed.

#### **BCT 240 - Green Residential Construction Overview**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the techniques and methods of construction and methods of residential projects. This course includes the interactions between carpenters, plumbers, and electricians.

Credits 10

## Basic Design Technician Certificate

**Program Description:** The Basic Design Technician certificate program is designed to introduce students to the computer aided design and drafting techniques and how those techniques can be used to generate engineering drawings. Completion of this certificate will ensure proficiency in the latest AutoCAD design software. Topics covered within this certificate include

introduction to engineering design and graphics, basic and intermediate CAD techniques and advanced 3-Dimensional computer aided drafting.

## Required Certificate Courses

### **EGT 109 - Introduction to Engineering/Design Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

### **EGT 151 - Introduction to CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

### **EGT 152 - Fundamentals of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 151 or instructor approval.

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills require using AutoCAD software.

### **EGT 252 - Advanced CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course covers advanced concepts of the CAD software and its applications. Topics such as creating 3-D wire framed construction, shading techniques, user coordinate systems and computer animations using the AutoCAD software are covered.

Credits 12

## **Basic Industrial Systems Technology Certificate**

**Program Description:** The Basic Industrial Systems Technology certificate program provides students with basic skills in maintenance procedures, industrial electricity, commercial and industrial wiring, bench work for assembling and disassembling basic maintenance items. The student will have fundamental knowledge of industrial systems and their operations.

## Required Certificate Courses

## **IMT 101 - Introduction to Industrial Maintenance**

**Lec. 2 Lab. 0 Cr. 2**

This course is an introduction to Industrial Maintenance.

## **IMT 102 - Industrial Safety**

**Lec. 2 Lab. 0 Cr. 2**

This course covers safety awareness and practices found in industry.

## **IMT 103 - Precision Measuring Instruments**

**Lec. 2 Lab. 0 Cr. 2**

This course covers the use of various precision measuring instruments commonly used in industry.

## **IMT 104 - Schematics**

**Lec. 2 Lab. 0 Lec. 2**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

## **IMT 130 - Fluid Power**

**Lec. 5 Lab. 0 Cr. 5**

This course covers the basic principles of hydraulics and pneumatics, including the installation, maintenance, troubleshooting and repair of various systems.

## **IMT 140 - Industrial Electricity**

**Lec. 5 Lab. 0 Cr. 5**

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

## **IMT 233 - Programmable Logic Controllers**

**Lec. 3 Lab. 0 Cr. 3**

This is the study of programmable logic controllers. Students will learn how to state the characteristics of different types of memory and count and convert between number systems

(Note: Course is aligned with NCCER module 32508).

**Credits 21**

# Civil Design Technician Certificate

**Program Description:** Civil Design Technician certificate program provides knowledge for students to work in land surveying and civil applications. Topics covered include basics of land surveying, map topography, plat preparation and civil project designing. Students will learn to operate surveying equipment and complete drawing projects using concepts related to linear and angular measurements, map projections, data capture and land development. Portfolio development is also on part of this certificate.

## Required Certificate Courses

### EGR 285 - Engineering Surveying I

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 110, EGT 109, MAT 102, or instructor approval.

This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

### EGR 295 - Engineering Surveying Lab I

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): EGR 286 or instructor approval.

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

### EGT 105 - Basic Civil Drafting

**Lec. 2 Lab. 0 Cr. 2**

This course covers the application of drawing techniques to structures, map topography, and other civil applications.

### EGT 257 - Advanced Civil CAD

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This is an advanced CAD course for the Civil add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments using the new commands and features.

### EGT 258 - Applications of CAD

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers how CAD is used within the different drafting and design fields. This course is project oriented. Students will complete CAD projects for the Architectural, Civil, Mechanical, HVAC, and Electrical fields.

Credits 12

## Civil Engineering Management Certificate

**Program Description:** The Civil Engineering Management certificate is designed to provide training in civil engineering construction management and construction management software. In addition, this certificate holder will have had the technical training to perform a number of jobs in civil construction projects. Inspectors, assistant superintendents, and material testing and acceptance technicians are all potential job functions.

### Required Certificate Courses

#### **CET 120 - Construction Materials**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 032, RDG 100, or instructor approval.

This course includes a study of basic materials used in construction, including research of building product specifications.

#### **CET 230 - Construction Management**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102 and RDG 100 or instructor approval.

This course covers the study of management of construction firms or jobs, including one or more of the following areas: bidding process, contracts, payments, job costs, labor costs, and labor relations.

#### **CET 242 - Concrete Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CET 120, EGR 194, or instructor approval.

This course covers the design of concrete structural members according to the ACI codes, quality control of concrete and structural inspection.

#### **CET 244 - Structural Steel Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 194, PHY 201 or CHM 110, or instructor approval.

This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.

#### **CET 251 - Highway Design**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CET 215, CET 218, ENG 260.



Corequisite(s): EGR 286 or instructor approval.  
This course covers a study of the design and construction of a highway.

## **IST 150 - Project Mgt. Essentials for IT Professionals**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam

Credits 18

## **Commercial Refrigeration Certificate**

**Program Description:** The Commercial Refrigeration certificate program prepares students to service, troubleshoot, and repair commercial refrigeration equipment.

### **Required Certificate Courses**

#### **ACR 102 - Tools & Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

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

#### **ACR 107 - Wiring Diagrams**

**Lec. 2 Lab. 0 Cr. 2**

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

#### **ACR 108 - Refrigeration Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

#### **ACR 131 - Commercial Refrigeration**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 108, ACR 140, and ACR 231 or instructor approval.

This course is a study of maintenance and repair of commercial refrigeration systems.

**ACR 140 - Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.

**ACR 160 - Service Customer Relations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

**ACR 206 - Advanced Electricity for HVAC/R**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACR 140.

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

**ACR 231 - Advanced Refrigeration**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 108 or permission from instructor.

This course is an in-depth study of commercial and industrial refrigeration equipment as typically found in the college service area. Includes advanced servicing techniques and the exploration of "unique" refrigeration systems.

**ACR 240 - Advanced Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ACR 140 or instructor approval

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

Select one course from the following:

**ACR 251 - Supervised Cooperative Work Experience in HVAC**

**Lec 0 Lab. 16 Cr. 4**

Prerequisite(s): Instructor approval.

This course includes supervised work experience at an approved site in accordance with specific documented requirements.

## **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

Credits 31

## **Designing HVAC Systems Certificate**

**Program Description:** The Designing HVAC Systems certificate program prepares students to design air conditioning systems. This includes equipment selection and duct design.

### **Required Certificate Courses**

#### **ACR 108 - Refrigeration Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

#### **ACR 110 - Heating Fundamentals**

**Lec. 4 Lab. 0 Cr. 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.

#### **ACR 118 - Air Conditioning Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.

#### **ACR 160 - Service Customer Relations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

#### **ACR 221 - Residential Load Calculations**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of heat losses/gains in residential structures. Methods for determining heat loss/gain are included along with building load requirements.

**ACR 224 - Codes and Ordinances****Lec. 2 Lab. 0 Cr. 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 250 - Duct Fabrication****Lec. 3 Lab. 0 Cr. 3**

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

Credits 20

## Digital Home Technology Integration Certificate

The Digital Home Technology Integration certificate program will be developed to provide technical education for students preparing for a career in installing wiring of computer networks, audio systems, video/surveillance systems, anti-theft systems, and remote control devices. The DHTI installer must be familiar with handling and installing various types of cabling and using the tools associated with installation. While learning the hands-on components of the trade the students will also be preparing for the Digital Home Technology Integration Examination.

### Required Certificate Courses

**EEM 117 - AC/DC Circuits I****Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

**EEM 170 - Electrical Installation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100, EEM 105 or EEM 117, or instructor approval

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring.

**EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

**EEM 233 - Digital Home Technology Integration Exam Prep****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 117, RDG 100, or instructor approval.

This course is a preparation course for commercial certification examinations in Digital Home Technology Integration.

**IST 263 - Designing Windows Network Security****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

Select one of the following:

**BCT 255 - Construction Internship****Lec. 3 Lab. 3 Cr. 3**

This course is designed to provide job success skills and on the job work experience in the field of construction. This course will include 40 hours of on-the-job work experience. This course will substitute for either BCT 230 or BCT 250.

**EEM 241 - Microprocessors I****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

Credits 19

**Engineering Surveying Certificate**

**Program Description:** Engineering Surveying certificate holders will be able to demonstrate skills that will allow them to perform the high level tasks on a survey crew, such as instrument person, rod person, or crew chief.

**Required Certificate Courses**

## **EGR 285 - Engineering Surveying I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 110, EGT 109, MAT 102, or instructor approval.

This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

## **EGR 286 - Engineering Surveying II**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGR 285 or instructor approval.

Corequisite(s): MAT 111 or instructor approval.

This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

## **EGR 295 - Engineering Surveying Lab I**

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): EGR 286 or instructor approval.

This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat.

Vertical control includes the performance of a level loop.

## **EGR 296 - Engineering Surveying Lab II**

**Lec. 1 Lab. 0 Cr. 1**

Corequisite(s): EGR 286 or instructor approval.

This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

Credits 8

## **Finishing Electrician Certificate**

**Program Description:** The Finishing Electrician Certificate is the advance continuation of electrician education. The Finishing Electrician is responsible for completing the residential wiring process by install all outlets, switches, and fixtures after wall and ceiling construction has been completed. The Finishing Electrician will also supply education in installing appliances such as electric stoves, water heaters, and heating/cooling devices. The certificate also includes the National Electrical Code Journeyman's license preparation course. Students pursuing the Finishing Electrician Certificate should have completed the Rough-In Electrician Certificate

## **Required Certificate Courses**

## **BCT 139 - Advanced Residential Wiring**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 171 or Instructor Approval.

This course is the study and application of residential wiring including wire size, circuits, components and testing.

## **BCT 141 - Fixtures and Installation**

**Lec. 3 Lab. 0 Cr. 3**

This course is the study and application of planning and installing fixtures and devices.

## **EEM 140 - National Electrical Code**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Instructor approval.

This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association.

Credits 9

## **Foundations/Framing/Renovations Certificate**

**Program Description:** The Foundations/Framing/Renovations certificate program is the study of foundations and framing techniques used in residential construction, as well as the techniques used in renovating and remodeling existing residential structures. Emphasis is placed on "green" building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

## **Required Certificate Courses**

### **BCT 208 - Framing/Roofing**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the principles and hands-on experience in constructing framing and roof structures.

### **BCT 210 - Interior/Exterior Installations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the installation of materials used in siding and wall covering. Techniques are presented by hands-on activities in siding, paneling, drywall, and alternative materials used in a green construction environment.

### **BCT 244 - Site Layout / Foundation Types**

**Lec. 3 Lab. 0 Cr. 3**

The course covers the layout of building corners and elevations. Appropriate tools are used in the training. The class covers site selection criteria and optimal building locations to control passive energy sources. A survey of foundation types and the study of construction techniques are included.

Credits 9

## Green Residential Construction Management Certificate

**Program Description:** The Green Residential Construction Management Certificate covers all phases of management from site layout to finishing construction. Areas covered are bidding, contracts, specifications, estimating, print reading, and building codes. Special emphasis on environmental resistant construction codes is provided. Project management software applications are used to organize all projects as well as business applications. Emphasis is placed on "green" building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

### Required Certificate Courses

#### BCT 112 - Construction Print Reading

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

#### BCT 131 - Estimating/Quantity Take Off

**Lec. 2 Lab. 0 Cr. 2**

This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.

#### BCT 221 - Construction Building Codes

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.

#### IST 150 - Project Mgt. Essentials for IT Professionals

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam



## **MAT 160 - Math for Business and Finance**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 102.

This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications.

Select two of the following

## **BCT 230 - Bidding/Contracts/Specifications**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

Course includes: Procedures for project cost control and systematic methods of handling changes, claims, and disputes for both general and subcontracting. Construction accounting and administrative issues associated with the job performance are covered. A practical approach to legal issues is emphasized.

## **BCT 250 - Environmental Resistant Construction Codes**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or Instructor Approval.

This course emphasizes the use of prescriptive design techniques for minimizing damage to buildings from environmental hazards. Prescriptive design tools to handle the issues of flooding, high wind, and earthquake hazards are studied.

## **BCT 255 - Construction Internship**

**Lec. 3 Lab. 3 Cr. 3**

This course is designed to provide job success skills and on the job work experience in the field of construction. This course will include 40 hours of on-the-job work experience. This course will substitute for either BCT 230 or BCT 250.

Credits 19

## **Heat Pump Certificate**

**Program Description:** The Heat Pump certificate program prepares students to service, troubleshoot, repair, and install electric heat pumps.

Required Certificate Courses

## **ACR 102 - Tools & Service Techniques**

**Lec. 3 Lab. 0 Cr. 3**

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

## **ACR 107 - Wiring Diagrams**

**Lec. 2 Lab. 0 Cr. 2**

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

## **ACR 108 - Refrigeration Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.

## **ACR 110 - Heating Fundamentals**

**Lec. 4 Lab. 0 Cr. 4**

This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.

## **ACR 118 - Air Conditioning Fundamentals**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.

## **ACR 140 - Automatic Controls**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.

## **ACR 160 - Service Customer Relations**

**Lec. 3 Lab. 0 Cr. 3**

This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

## **ACR 206 - Advanced Electricity for HVAC/R**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACR 140.

This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

## **ACR 210 - Heat Pumps**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACR 102, ACR 107, ACR 108, and ACR 140 or instructor approval.

This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance.

## **ACR 250 - Duct Fabrication**

**Lec. 3 Lab. 0 Cr. 3**

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

Select one course from the following:

## **ACR 251 - Supervised Cooperative Work Experience in HVAC**

**Lec 0 Lab. 16 Cr. 4**

Prerequisite(s): Instructor approval.

This course includes supervised work experience at an approved site in accordance with specific documented requirements.

## **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

Credits 34

## **Highway Engineering Certificate**

**Program Description:** The Skills acquired by obtaining the Highway Engineering Certificate include stormwater estimation and design, soil classification and testing, and highway design and construction. The certificate indicates readiness to perform as material testing technicians, civil engineering assistants, construction inspectors, and similar positions.

Required Certificate Courses

### **CET 215 - Soil Mechanics Fundamentals**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): MAT 102 or instructor approval.

Corequisite(s): CET 120 or instructor approval.

This course is an introduction to soils and their engineering properties, including classification and foundations.

**CET 218 - Hydraulics****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 101, MAT 110, or instructor approval.

This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.

**CET 251 - Highway Design****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CET 215, CET 218, ENG 260.

Corequisite(s): EGR 286 or instructor approval.

This course covers a study of the design and construction of a highway.

Credits 8

**Indoor Environment Quality Certificate**

**Program Description:** The Indoor Environment Quality certificate program is a study of indoor air quality issues in residential construction. Coursework will include training on the selection of materials for insulation and air sealing of a building envelope/interior spaces. The installation of insulation materials used current practices in energy management alternative energy sources and energy auditing techniques are explored. "Green" building techniques with LEED principles is also emphasized.

**Required Certificate Courses****BCT 241 - Green Materials****Lec. 3 Lab. 0 Cr. 3**

This course will cover the management of materials on a residential construction project. The course will also include the selection of materials for recycled content and low volatile organic content. Indoor air quality issues arising from construction and building commissioning are discussed.

**BCT 242 - Insulations****Lec. 3 Lab. 0 Cr. 3**

This course will address the alternatives available in insulation selection as well as installation techniques. The concepts of heat flow will be discussed. An overview of alternative construction techniques such as Passive Houses will be discussed as well as strategies for adapting the techniques for residential construction in the southeast.

## **BCT 243 - Energy Efficiency & Weatherization**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): BCT 105 or instructor approval.

This course is an overview of the alternatives available in high efficiency mechanical systems for existing residential structures. Included are strategies for increasing building envelope effectiveness. Envelope testing and energy auditing techniques are used.

Credits 9

## **Introduction to Engineering Design Certificate**

**Program Description:** The Introduction to Engineering Design Certificate Program is designed to provide students with knowledge and skills required to perform mechanical design and drafting tasks in the industry. Students will learn basic engineering design and drafting techniques, and will be able to create parametric modeling and detailed drawings as per industry standards. Topics include engineering graphics, two-and-three dimensional CAD, rapid prototyping, and digital circuits.

### **Required Certificate Courses**

#### **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

#### **EGT 109 - Introduction to Engineering/Design Graphics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

#### **EGT 110 - Engineering Graphics I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.

#### **EGT 151 - Introduction to CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

**EGT 152 - Fundamentals of CAD****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 151 or instructor approval.

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills require using AutoCAD software.

**EGT 251 - Principles of CAD****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course includes the additional use of CAD software for production of technical drawings and related documentation.

**EGT 282 - Rapid Prototyping I****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.

**EGT 245 - Principles of Parametric CAD****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

Credits 26

## **Mechanical Design Technician Certificate**

**Program Description:** Mechanical Design Technician certificate program is introduced to prepare workforce for design and manufacturing industries. This program will help students develop their basic and advanced engineering graphic skills to produce technical drawings. 3-Dimensional object based and state-of-the-art parametric design concepts are introduced for designing machineries and their components. Additive and subtractive 3-D modeling concepts using solid modeling software will be applied for product development and techniques of rapid prototyping are introduced. Students will demonstrate their machine design skills by producing models of working prototypes and develop a portfolio to share with prospective employers.

### **Required Certificate Courses**

## **EGT 110 - Engineering Graphics I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.

## **EGT 210 - Engineering Graphics III**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): EGT 110 or instructor approval.

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

## **EGT 245 - Principles of Parametric CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.

## **EGT 251 - Principles of CAD**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EGT 152 or instructor approval.

This course includes the additional use of CAD software for production of technical drawings and related documentation.

## **EGT 282 - Rapid Prototyping I**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.

Credits 18

## **Network Administrator Certificate**

**Program Description:** The Network Administrator certificate program is designed for persons wanting the skills needed to install, maintain, and repair local area (LAN) networks in residential, business, government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Administrator (MCSA) certificate.

### **Required Certificate Courses**

## **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

## **EEM 231 - Digital Circuits I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices.

## **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

## **EEM 275 - Technical Troubleshooting**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): EEM 201, RDG 100 or instructor approval.

This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.

## **IST 162 - Intro to Workstation Networking Administration**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

## **IST 163 - Intro to Server Networking Configuration Admin**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **IST 164 - Implementing Windows Network Infrastructure Services**



**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

**IST 165 - Implementing and Administering Windows Directing Services****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

**IST 263 - Designing Windows Network Security****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

Credits 28

## Network Engineer Certificate

**Program Description:** The Network Engineer certificate program is designed for persons wanting the skills needed to design, install, maintain, and repair local area (LAN) network in residential, business, government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Engineer (MCSE) certificate. More emphasis is spent on designing and security systems than in the MCSA certificate.

### Required Certificate Courses

**IST 162 - Intro to Workstation Networking Administration****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

**IST 163 - Intro to Server Networking Configuration Admin****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and

configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced.

## **IST 164 - Implementing Windows Network Infrastructure Services**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

## **IST 165 - Implementing and Administering Windows Directing Services**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163, RDG 100 or instructor approval.

This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

## **IST 201 - Cisco Internetworking Concepts**

### **Lec. 3 Lab. 0 Cr. 3**

This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, IP addressing, and network standards

## **IST 263 - Designing Windows Network Security**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): IST 162, IST 163

This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.

## **CPT 212 - Visual Basic Programming**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, MAT 101, RDG 100.

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.

## **CPT 240 - Internet Programming with Database**

### **Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): CPT 172, CPT 212.

This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content.

## **EEM 241 - Microprocessors I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100 or instructor approval.

This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.

Credits 27

## **Plumbing Certificate**

**Program Description:** The Plumbing certificate program is designed to provide the student with skills in the basic operation of residential plumbing, looking specifically at the areas of water distribution and sewer collection. Topics of study include water recovery systems, rain water harvesting and gray water strategies. Emphasis is placed on "green" building techniques outlined by the Leadership in Energy and Environmental Design (LEED) principles.

### **Required Certificate Courses**

#### **BCT 112 - Construction Print Reading**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

#### **BCT 159 - Plumbing Installations and Repairs**

**Lec. 3 Lab. 0 Cr. 3**

This course provides all the hands-on operations used in plumbing and residential structure. Instruction includes water and sewer systems and works with various plastic and metal tubing and piping.

#### **BCT 245 - Green Plumbing Concepts**

**Lec. 3 Lab. 0 Cr. 3**

This course covers the basic design of plumbing a residential structure through the deployment and implementation of green construction elements. It also exposes the student to water recover systems, rainwater recover systems, and gray water systems in a residential setting.

Credits 8

## **Rough-In Electrician Certificate**

**Program Description:** The Rough-In Electrician certificate program provides educational training for rough-in electricians who would be able to come to a new or existing structure, interpret electrical floor plans, drill holes, run and cut wire, and install boxes and fixtures. The rough-in electrician will have a working knowledge of the National Electrical Code that applies to the actions listed. They will have had training in hand and power tools associated with the operations listed.

## Required Certificate Courses

### **BCT 112 - Construction Print Reading**

**Lec. 2 Lab. 0 Cr. 2**

This course is a study of residential and light commercial prints.

### **EEM 105 - Basic Electricity**

**Lec. 2 Lab. 0 Cr. 2**

This course is a survey of basic electrical principles, circuits and measurements.

### **EEM 171 - Electrical Installation/Electrical Code**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of electrical wiring techniques commonly used in commercial, industrial, and residential applications. Emphasis will be placed on compliance with the national electrical code.

Credits 8

## Solar Photovoltaic Technician Certificate

**Program Description:** This certificate program will train students to install, maintain, and repair solar photovoltaic systems. Students will have substantial knowledge of solar technologies and electrical installations equivalent to a master electrician. Students will qualify for and succeed on the NABCEP Entry Level Exam (North American Board of Certified Energy Providers). Students will perform at the Installer Certification level.

## Required Certificate Courses

### **EEM 117 - AC/DC Circuits I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

## **EEM 171 - Electrical Installation/Electrical Code**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): RDG 100 or instructor approval.

This course is a study of electrical wiring techniques commonly used in commercial, industrial, and residential applications. Emphasis will be placed on compliance with the national electrical code.

## **SOL 120 - Basic Solar Energy Technology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course is a study of the fundamental concepts of solar energy and systems, site assessment, electrical and thermal energy, energy storage, return on investment, and licensing requirements.

## **SOL 201 - Solar Photovoltaic Systems**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BCT 105, EEM 105, EEM 171, SOL 120.

Corequisite(s): EEM 117 and EEM 140 or instructor approval.

This course studies the installation and connections of solar photovoltaic (PV) components in residential or light commercial field applications.

## **SOL 220 - Solar Photovoltaic Design and Installation**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SOL 201 or instructor approval.

This course is a study of solar photovoltaic (PV) specific design, code compliance, sizing calculations, cost analysis, inverter applications, safety issues, and associated component selections.

Credits 19

## **Solar Thermal Technician Certificate**

**Program Description:** This certificate program will train students to design, install, maintain, and repair solar thermal systems. Students will train in both solar thermal technologies and plumbing in building construction technologies. This certificate program will enhance a student's skill set above the basic plumbing certificate.

### **Required Certificate Courses**

**BCT 105 - Tools Usage and Safety**

**Lec. 2 Lab. 0 Cr. 2**

This course covers tool skills and their safe use in construction.

**BCT 159 - Plumbing Installations and Repairs****Lec. 3 Lab. 0 Cr. 3**

This course provides all the hands-on operations used in plumbing and residential structure. Instruction includes water and sewer systems and works with various plastic and metal tubing and piping.

**SOL 120 - Basic Solar Energy Technology****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): RDG 100.

This course is a study of the fundamental concepts of solar energy and systems, site assessment, electrical and thermal energy, energy storage, return on investment, and licensing requirements.

**SOL 202 - Solar Thermal Systems****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): BCT 105, BCT 159, BCT 245, SOL 120 or instructor approval.

This course is a study of entry-level solar thermal concepts to include solar panel types and methods, as well as pump controls, sizing, connections, and installation.

**SOL 230 - Solar Thermal Design And Installation****Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): SOL 202 or instructor approval.

This course is a study of solar thermal specific design, cost analysis, and installation requirements.

Credits 19

**Diploma in Applied Science****Cosmetology**

**Diploma:** Applied Science

**Major:** Cosmetology

**Minimum Credits Required for Graduation:** 54

**Program Description:** The Cosmetology (COS) diploma program prepares students for entry-level positions in salons. Hair, skin and nail care theories are studied to develop an understanding of the procedures used within the industry. Students entering the Cosmetology Diploma program must send an official copy of their high school transcripts to the Office of Admissions. The transcript must show the student has completed the tenth grade of high school. Students will not be permitted to register for the

Cosmetology program until the Office of Admissions has the transcript on record. Students will be required to take the Accuplacer test for academic skills evaluation and placement in English, Psychology and Mathematics. In order to take Cosmetology courses a student must be accepted into the Cosmetology Program by completing ENG 100, RDG 100, and MAT 032 or Accuplacer test placement for ENG 101, BUS 140, PSY 201 or by instructor approval.

## General Education Requirements

### **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

### **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Select one of the following:

### **PSY 103 - Human Relations**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.

### **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 9

## Required Major Courses

### **COS 106 - Facials and Make-Up**

**Lec. 3 Lab. 0 Cr. 3**

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety. Includes massage, lashes and brows.

### **COS 108 - Nail Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

### **COS 112 - Shampoo and Rinses**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

### **COS 116 - Hair Styling I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of the fundamentals of hair design including principles, techniques, safety precautions, and chemistry. Emphasis is on hair design, curl types and the creation of special styling effects.

### **COS 206 - Chemical Hair Waving**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. It includes product classification, scalp and hair analysis and problem recognition.

### **COS 210 - Hair Coloring**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the science and art of coloring the hair including methods, procedures, safety precautions, and chemistry. The course includes an introduction to chemistry as it applies to hair coloring.

Credits 20

## Required Related Courses



## **COS 101 - Fundamentals of Cosmetology**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon including hair-style, type of dress and style of make-up.

## **COS 102 - Sanitation Procedures**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the various methods of sanitation used in the salon with emphasis on the importance of sanitation and sterilization in the practice of cosmetology.

## **COS 110 - Scalp and Hair Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp with emphasis on preserving the health and beauty of the scalp and hair.

## **COS 114 - Hair Shaping**

**Lec. 4 Lab. 0 Cr. 4**

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

## **COS 120 - Mannequin Practice**

**Lec. 3 Lab. 0 Cr. 3**

This course covers cosmetology applications including hair shaping, chemical waving, hair styling, and hair coloring.

## **COS 201 - Salon Management**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of salon management including rules, regulations, and codes governing the practice of cosmetology. The course covers a variety of salon ownership models along with salon financial and operating characteristics.

## **COS 208 - Chemical Hair Relaxing**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of chemically relaxing the basic structure of hair including product, chemistry, and safety. The course emphasizes the removal of curl from overly curly hair by the use of chemical agents.

## **COS 212 - Hair Lightening**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the lightening of hair including methods, procedures, safety precautions, chemistry, corrective measures, purpose and effects.

Credits 25

## Sample Curriculum - Cosmetology

Please see your advisor for possible course substitutions.

### First Year - Fall Semester

#### **COS 101 - Fundamentals of Cosmetology**

**Lec. 3 Lab. 0 Cr. 3**

This course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon including hair-style, type of dress and style of make-up.

#### **COS 106 - Facials and Make-Up**

**Lec. 3 Lab. 0 Cr. 3**

This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety. Includes massage, lashes and brows.

#### **COS 110 - Scalp and Hair Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp with emphasis on preserving the health and beauty of the scalp and hair.

#### **COS 114 - Hair Shaping**

**Lec. 4 Lab. 0 Cr. 4**

This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.

#### **COS 116 - Hair Styling I**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of the fundamentals of hair design including principles, techniques, safety precautions, and chemistry. Emphasis is on hair design, curl types and the creation of special styling effects.

## **PSY 201 - General Psychology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 20

## **First Year - Spring Semester**

### **COS 201 - Salon Management**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of salon management including rules, regulations, and codes governing the practice of cosmetology. The course covers a variety of salon ownership models along with salon financial and operating characteristics.

### **COS 206 - Chemical Hair Waving**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. It includes product classification, scalp and hair analysis and problem recognition.

### **COS 208 - Chemical Hair Relaxing**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of methods of chemically relaxing the basic structure of hair including product, chemistry, and safety. The course emphasizes the removal of curl from overly curly hair by the use of chemical agents.

### **COS 210 - Hair Coloring**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the science and art of coloring the hair including methods, procedures, safety precautions, and chemistry. The course includes an introduction to chemistry as it applies to hair coloring.

### **COS 212 - Hair Lightening**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the lightening of hair including methods, procedures, safety precautions, chemistry, corrective measures, purpose and effects.

## **ENG 101 - English Composition I**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): ENG 100, RDG 100.

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.

Credits 18

First Year - Summer Semester

## **BUS 140 - Business Mathematics**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): MAT 032 , RDG 100.

This course provides applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices.

## **COS 102 - Sanitation Procedures**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of the various methods of sanitation used in the salon with emphasis on the importance of sanitation and sterilization in the practice of cosmetology.

## **COS 108 - Nail Care**

**Lec. 3 Lab. 0 Cr. 3**

This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

## **COS 112 - Shampoo and Rinses**

**Lec. 4 Lab. 0 Cr. 4**

This course is a study of procedures and safety precautions in the application of shampoo and rinses.

## **COS 120 - Mannequin Practice**

**Lec. 3 Lab. 0 Cr. 3**

This course covers cosmetology applications including hair shaping, chemical waving, hair styling, and hair coloring.

Credits 16

## **Aviation Technology**

## **Aviation Technology**

### **Certificate in Applied Science**

### **Aviation Maintenance**

This certificate program is designed for individuals with extensive aviation maintenance experience who have attained a signed 8610-2 from an FAA inspector. The courses are a combination of on-line, classroom and practical application instruction that will fully prepare the student for attainment of their FAA Mechanic's License.

### **Program Notation**

Students may register in this program starting Summer 2016 semester or Fall 2016 semester when accreditation is complete.

### **Required Certificate Courses**

#### **ACM 270 - Advanced General A&P Technology**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course will prepare students who have extensive airframe or powerplant experience and authorization from the FAA to take the FAA written, oral, and practical general examinations. (This course is not FAA Part 147 approved.)

#### **ACM 271 - Advanced Airframe A&P Technology**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 270.

This advanced survey course is designed for the student who has extensive airframe repair experience. Material is presented to prepare the student to take the FAA Advanced Airframe exam. (This course is not FAA Part 147 approved.)

#### **ACM 272 - Advanced Powerplant A&P Technology**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 270.

This advanced survey course is designed for the student who has extensive powerplant repair experience. Material is presented to prepare the student to take the FAA Advanced Powerplant exam. (This course is not FAA Part 147 approved.)

**AMF 103 - Introduction to Aviation****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course introduces the student to the history and background of aviation, the role of the Federal Aviation Administration (FAA) in aviation, the nomenclature of aircraft, and safety. (This course is not FAA Part 147 approved.)

**AMF 109 - Aircraft Materials and Hand Tools****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course is the study of the identification and selection of materials used in aircraft construction; aircraft hardware; the use of hand tools, including precision measuring tools; and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)

Credits 17

**Aviation Structural Mechanic**

The Aviation Structural Mechanic Certificate provides individuals who possess hands-on aviation experience with the knowledge and skills needed to work in today's aerospace manufacturing industry. The student will learn through both on-line classes as well as through practical application.

**Program Notation**

Students may register in this program starting Summer 2016 semester or Fall 2016 semester when accreditation is complete.

**Required Certificate Courses****ACM 102 - Aviation Sciences****Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): Instructor approval.

This course is the study of the fundamentals of simple machine, heat dynamics, theory of flight and geometrical concepts as established for aviation applications.

**ACM 110 - Aircraft Drawings**

**Lec. 1 Lab. 0 Cr. 1**

Prerequisite(s): Instructor approval.

This course covers skills required to use drawings, identify symbols and schematic layouts, sketch repairs and alterations made to aircraft, and interpret graphs and charts.

**ACM 130 - Sheet Metal Layout and Repair**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): Instructor approval.

This course covers the principles of sheet metal layout, bending, rivet installations, structural inspection, and repair methods for aircraft.

**ACM 135 - Sheet Metal & Non-Metal Structures**

**Lec. 4 Lab. 0 Cr. 4**

Prerequisite(s): ACM 110, ACM 130.

This course covers the principles of sheet metal layout, bending, rivet installation, structural inspection, and repair methods. Composite construction, honeycomb, plastic laminates, fiberglass, and thermoplastics for aircraft applications are also included in the course.

**AMF 109 - Aircraft Materials and Hand Tools**

**Lec. 3 Lab. 0 Cr. 3**

Prerequisite(s): FAA 8610-2 and instructor permission.

This course is the study of the identification and selection of materials used in aircraft construction; aircraft hardware; the use of hand tools, including precision measuring tools; and testing methods used in the aerospace industry. (This course is not FAA Part 147 approved.)

**AMF 110 - Corrosion Control and Sealing Applications**

**Lec. 2 Lab. 0 Cr. 2**

Prerequisite(s): ACM 110.

This course addresses the selection of corrosion-resistant materials, application of corrosion inhibitors and application of aerospace sealants. (This course is not FAA Part 147 approved.)

**Credits 17**