14
15

CATALOG
STUDENT HANDBOOK

**TCL**
It's Working.

www.tcl.edu

# Technical College
## of the Lowcountry

The Technical College of the Lowcountry is a member of:
American Association of Community Colleges (AACC)
American Council on Education (ACE)
Servicemembers Opportunity College (SOC)
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

## 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, full-time, 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

## 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.

## Affirmative Action/Equal Employment Opportunity

The College will make all decisions regarding recruitment, hiring, training, promotions an 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: Dean of Students, 843-525-8219 and Vice President for Administrative Services, 843-525-8333.

## Catalog Rights

This catalog is intended for information 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 Center is located in Bluffton. Our third location, the Hampton H. Mungin Center, is located in Varnville. Each location provides inviting and 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

Enrollment Services........................................ 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.................................................... 843-525-8224
Career & Transfer Services ............................ 843-525-8224
Cashier........................................................... 843-525-8233
Continuing Education &
      Workforce Development ...................... 843-525-8205
Cosmetology Appointments............................ 843-525-8298
Dean of Students ........................................... 843-525-8219
Disabled Student Services.............................. 843-525-8353
Distance Education......................................... 843-470-8406
ECCO/Dual Enrollment ................................... 843-470-8405
Educational Talent Search ............................. 843-525-8331
Federal Programs .......................................... 843-525-8242
Financial Aid ................................................. 843-470-5961
Help Desk/Student Email/Web Advisor ........... 843-525-8344
Information .................................................... 843-525-8211
Learning Resources Ctr/Library...................... 843-525-8304
Military Coordinator ...................................... 843-470-8405
       MCAS ................................................. 843-228-7494
       MCRD.................................................. 843-228-2659
Human Resources .......................................... 843-525-8253
PILAU ............................................................ 843-470-6040
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................................................ 843-525-8344
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 - Student Affairs...................... 843-525-8215
Vice President - Administrative Services......... 843-525-8249

# 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

## 1.800.768.8252
## www.tcl.edu

# Academic Calendar 2014 - 2015

| Fall 2014 | Fall | Fall I | Fall III | Fall II |
|---|---|---|---|---|
| Registration | March 31 - Aug 15 | March 31 - Aug 15 | March 31 - Sept 10 | March 31 - Oct 8 |
| Priority Financial Aid Processing Deadline for FAFSA Submission | May 30 | May 30 | June 27 | August 1 |
| Priority Financial Aid Processing Deadline for File Completion | June 27 | June 27 | July 25 | August 29 |
| Student Loan Application Deadline | June 27 | June 27 | July 25 | August 29 |
| Tuition Payment Deadline | August 15 | August 15 | September 10 | October 8 |
| Last Day to Register/Add Classes | August 15 | August 15 | September 10 | October 8 |
| Classes Begin | August 21 | August 21 | September 18 | October 16 |
| Section Swap & Drop* | August 21-27 | August 21-25 | September 18-22 | October 16-20 |
| Labor Day - College Closed | September 1 | | | |
| Graduation Application Deadline | October 1 | | | |
| Election Day - College Closed | November 4 | | | |
| Thanksgiving Holiday - No Classes | November 26 | | | |
| Thanksgiving Break - College Closed | November 27-28 | | | |
| Classes End | December 10 | October 15 | December 10 | December 10 |
| Final Exams | December 11-17 | October 9-15 | December 11-17 | December 11-17 |

| Spring 2015 | Spring | Spring I | Spring III | Spring II |
|---|---|---|---|---|
| Registration | Oct 13, 2014 - Jan 7 | Oct 13, 2014 - Jan 7 | Oct 13, 2014 - Feb 4 | Oct 13, 2014-Mar 11 |
| Priority Financial Aid Processing Deadline for FAFSA Submission | Nov 3, 2014 | Nov 3, 2014 | Dec 12, 2014 | Jan 30, 2015 |
| Priority Financial Aid Processing Deadline for File Completion | Nov 28, 2014 | Nov 28, 2014 | Jan 9, 2015 | Feb 20, 2015 |
| Student Loan Application Deadline | Nov 28, 2014 | Nov 28, 2014 | Jan 9, 2015 | Feb 20, 2015 |
| Tuition Payment Deadline | January 7 | January 7 | February 4 | March 11 |
| Last Day to Register/Add Classes | January 7 | January 7 | February 4 | March 11 |
| Classes Begin | January 12 | January 12 | February 9 | March 16 |
| Section Swap & Drop* | Jan 12-16 | Jan 12-14 | Feb 9-11 | March 16-18 |
| Martin Luther King Jr. Day - College Closed | January 19 | | | |
| Spring Break - No Classes | March 9-14 | | | |
| Classes End | May 4 | March 6 | May 1 | May 1 |
| Final Exams | May 5-11 | March 2-6 | May 5-11 | May 5-11 |
| Graduation | May 15 | | | |

| Summer 2015 | Summer | Summer I - 10 Week | Summer II - 7 Week |
|---|---|---|---|
| Registration | March 30 - May 19 | March 30 - May 19 | March 30 - June 5 |
| Priority Financial Aid Processing Deadline for FAFSA Submission | March 20 | March 20 | March 20 |
| Priority Financial Aid Processing Deadline for File Completion | April 17 | April 17 | April 17 |
| Student Loan Deadline | April 17 | April 17 | April 17 |
| Registration Deadline | May 19 | May 19 | June 5 |
| Tuition Payment Deadline | May 19 | May 19 | June 5 |
| Classes Begin | May 26 | May 26 | June 15 |
| Section Swap & Drop* | May 26-28 | May 26-28 | June 15-17 |
| Memorial Day - College Closed | May 25 | May 25 | May 25 |
| Graduation Application Deadline | June 1 | June 1 | June 1 |
| Independence Day Holiday - College Closed | July 3 | July 3 | July 3 |
| Classes End | July 31 | July 31 | July 31 |
| Final Exams | August 3-4 | August 3-4 | August 3-4 |

# Table of Contents

**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**
Technical College of the Lowcountry's main campus in Beaufort, situated on 49 acres of waterfront property, is comprised of seventeen major buildings hosting state-of-the-art technologies.  A variety of courses are offered by 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.

**Technical College of the Lowcountry – Main Campus (Beaufort) Directory**

| **Building 1 - Owen Hall** | |
| --- | --- |
| **ECCO - Early College Credit Opportunities/Dual Enrollment**<br>843-470-8405 | An applicant who is a junior or senior 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 guidance counselor of the school or agency where the applicant is attending.<br><br>Applications and more information can be found at *www.tcl.edu/ecco.* |
| **Help Desk**<br>**Testing Center**<br>843-525-8344<br>helpdesk@tcl.edu | Students may contact the Help Desk concerning WebAdvisor and student email account issues.<br><br>The Help Desk/Testing Center is closed on official holidays recognized by the college.<br><br>Contact the Help Desk/Testing Center for a current schedule.<br><br>The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (COMPASS), specialized tests such as the nursing entrance test, CLEP, Pearson VUE, as well as tests associated with online or web-enhanced courses. |

**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

---

## Building 2 – Coleman Hall

**Admissions Office**
843-470-8405

The Admissions Office is responsible for all college recruitment and community outreach. The Admissions Office is also responsible for ordering and processing JST & SMART transcripts; and will be the main point of contact for all military students on campus. Appointments for campus tours can also be requested through this office.

**Dean of Students**
843-525-8219

The Dean of 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.

**ECCO - Early College Credit Opportunities/Dual Enrollment**
843-470-8405

An applicant who is a junior or senior 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 guidance counselor of the school or agency where the applicant is attending.

Applications and more information can be found at *www.tcl.edu/ecco.*

**Enrollment Services Office**
843-525-8207

The Enrollment Services Office is responsible for all intake functions of the College. This includes the Admission application, transcripts receipt, residency, new student intake, and international student requirements.

**Enrollment Services Center**
843-525-8207   or
1-855-509-6579

Located in the Lobby of Coleman Hall (building 2 on the Beaufort campus). The Counter is staffed from 8:00 to 5:30 Monday through Thursday and 8:00 to 4:30 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, admission's application and requirements, and campus security, just to name a few of the items available.

Our general information phone number is 525-8211 or visit us at www.tcl.edu. Application for college admission may be completed online (www.tcl.edu/apply), 24/7 at the students 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.

**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.

**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.

**PILAU**
843-470-6040

The PILAU program (Promoting Integrity, Leadership, Academics, and cultural Understanding) is a program designed to help improve the educational outcomes of African-American male students enrolled at the Technical College of the Lowcountry. The services offered through PILAU will assist in the development of leadership skills, enhancement of self esteem and pride, provide academic support through tutorial assistance, and cultivate the understanding of the local Gullah heritage.

**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.

**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.

**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.

**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 and Cultural Understanding).

**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.

**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.

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

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 and are also placed on students' TCL e-mail account for review.

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 or call (843) 525-8224.

**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.

**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

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 of 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, PILAU, 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 and houses classrooms for Early Care and Education.

**Early Care and Education**
843-525-8328
kflick@tcl.edu

Classrooms for Early Care and Education.

**Tutoring Center / Math Lab**
www.tcl.edu/tutoring

Located in Building 9, Room 101, a math lab is available in addition to one-on-one tutoring as well as online tutoring. Visit the Tutoring Center webpage to view hours of availability, tutors' schedules, and to make an appointment.

Free skill building workshops are offered throughout the semester.

Visit *libguides.tcl.edu/workshops* for the schedule, locations, and online registration.

---

**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)
843-812-4115 (NR cell)
843-470-6006 (NR office)

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**

**Tutoring Center /
Reading/Writing Lab**
www.tcl.edu/tutoring

Located in Building 12, Room 215, a reading/writing lab is available in addition to one-on-one tutoring in a variety of subjects. Visit the Tutoring Center webpage to view hours of availability, tutors' schedules, and to make an appointment.

Free skill building workshops are offered throughout the semester.

Visit *libguides.tcl.edu/workshops* for the schedule, locations, and online registration.

**Auditorium**
843-525-8249

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

**Board Room**
843-525-8249

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

**Campus Life**
843-525-8224

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 843-525-8224.

**Online Learning Center**
Room 204
843-525-8236

The Director of On-Line Learning provides support to instructors who teach through technology in the form of web-based, computer-based, and virtual-based classroom opportunities.

**Learning
Resources Center**
843-525-8304

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, 160 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 100,000 e-books.

**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.

**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.

---

**Building 14**

**Business/Industrial Technology Division Office**
843-525-8241
industrial@tcl.edu
business@tcl.edu

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

---

**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**

**Continuing Education and Workforce Development**
843-525-8205
CEWD@tcl.edu

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.

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

**TCL - New River, Bluffton, SC**
843-470-6000

See the map at 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 off must complete and submit an application for Admissions. Go to 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** . 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 or toll free at 1.855.509.6579.

### Step 3: Gather the Following Documentation
Please go to **www.tcl.edu/documentation** to see a complete list of documentation you are required to submit regarding Citizenship, Residency, and Transcripts.

### Step 4: Contact or Meet With Enrollment Services
Take your documentation to Enrollment Services in building 2, Coleman Hall at the Beaufort Campus or at the New River Campus. If you cannot make it in right away, please call Enrollment Services at 843.525.8207. Even if you don't have everything together, go ahead and contact or meet with Enrollment Services. They will then help you determine whether the Placement Test is needed. If a placement test is not needed, Enrollment Services will provide you with your advisor's information so that you can be advised to register for classes.

### Step 5. Schedule and Take Placement Test, If Needed
If Enrollment Services advises you to take the Placement Test, please schedule a placement test by contacting the **Testing Center** at 843-525-8344. Allow yourself at least 2 hours to take all 3 parts of the COMPASS test. When you have completed the test, you will immediately be referred back to Enrollment Services, who will then provide you with your advisor's information.

### Step 6: 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 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 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. 2- Coleman Hall, 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** 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. Remember that receipt? This is where you need to present it to the Student Records Office to get your student ID. Have your vehicle registration information available for your parking decal.

### Step 11: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus **Bookstore**. Make sure you have your class schedule and student ID with you. That's in MacLean Hall, Bldg. 12. Books for classes at the New River Campus can be purchased at the New River Campus. Refer to www.tcl.edu/bookstore for details concerning current textbooks, return policy, and store hours.

# 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**. *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 or toll free at 1.855.509.6579

### Step 2: Meet with your Advisor & Register for Classes
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**.

### Step 3: Print Schedule and Fee Statement
Once registered for classes, you'll need to print your schedule and fee statement from **WebAdvisor**.

### Step 4: Pay Tuition and Fees
Take your completed course schedule and fee statement to the Cashier in Bldg 2- Coleman Hall, 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** for online payment options and more information.

### Step 5: Purchase Books
You can purchase your books and necessary supplies at the Beaufort campus **Bookstore**. Make sure you have your class schedule and student ID with you. That's in MacLean Hall, Bldg. 12. Refer to www.tcl.edu/bookstore for details concerning current textbooks, return policy, and store hours.

**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 Enrollment Services representative.

A completed online application may be submitted at www.tcl.edu/apply

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

For <u>most</u> 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 Enrollment Services office for review. Students are encouraged to submit all transcripts early to allow time for processing.
4. Submit Residency and Citizenship documentation, to the Enrollment Services office prior to registering for classes.
5. 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*. |
| **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 Enrollment Services 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 Enrollment Services Office at 843-525-8208.

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)
- 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 Service Members Opportunity College (SOC) Consortium and 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. TCL is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military servicemembers and their families. 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 of 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 Enrollment Services 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. It is strongly recommended that a transient form is obtained from the home nor SC Lottery Tuition Assistance institution. |
| **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 in which such evidence is presented to the College's Enrollment Services Office.
- 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 Enrollment Services 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 Enrollment Services 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. **Students applying for financial aid or veteran's education benefits must submit all college transcripts for review.**

## 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

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 COMPASS (Computer Adaptive Placement Assessment and Support System). COMPASS 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 he 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 English 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/COMPASS 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 843-525-8344. 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 843 525-8344 or Student Services at the New River campus 843 470-6002.
- Students currently enrolled 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 Enrollment Services 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 course schedule booklet. 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 Course Schedule is printed each semester or can be found at the college website 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 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 using the 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).
- 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.

- 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 – Enrollment Services, 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.  Failure to make these important changes may cause the student to experience difficulties in transactions with the Business Office, Admissions, Enrollment Services, 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 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 may be removed (deregistered) from the class roster for those classes and he/she must reregister or risk being permanently removed from the 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 and proof of personal health/medical insurance 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 printed in the 2014-2015 TCL Catalog on the website in the 2014-2015 Academic Calendar (pg. 7).

|  | 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.  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.**

**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. 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 is to support the college's Mission and Core Values by providing students and their family's financial assistance programs that provide the maximum student support 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 accepted at the college and wanting to be considered for financial aid eligibility, including all scholarships, grants and loans, must complete the Free Application for Federal Student Aid (FAFSA).

The FAFSA must be completed each year, following January 1st. Complex federal regulations, forms and procedures necessitate allowing time for all forms to be processed. The FAFSA should be completed prior to the academic semester for which financial aid is requested to ensure that the student is considered for the maximum amount of assistance available. Deadlines apply, please check the TCL website, www.tcl.edu, for current semester deadlines and to ensure you have submitted your information/request in a timely manner.

**Students must complete the FAFSA online at www.fafsa.ed.gov.**

**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 available at www.fafsa.ed.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 individual wishing to complete the FAFSA application.**

**TCL's school code is 009910.**

**Most Commonly Needed Information to Complete the 2014-2015 Financial Aid Process:**
- All 2013 W2 1099 Statements, Federal Income Tax forms transcripts from the IRS (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 (e.g., registrars certificate of attendance)
- Statement of unemployment benefits
- Proof of child support paid
- Proof of SNAP benefits

Financial assistance awards are used to pay student account balances. Any remaining awards will be disbursed according to a schedule provided by the Business Office and in accordance with Federal Title IV regulations. Students are responsible for payment of funds owed to the College if financial assistance funds are not received as anticipated or if student is registered for classes not in their major or not otherwise covered as outlined by the funds in which they have applied.

Financial aid packages composed of grants, scholarships, loans, and work study employment can assist students in reaching their educational goals at TCL. Determination of eligibility through needs analysis must be completed before financial aid can be awarded. The College participates in the following programs.

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

**Eligibility Criteria**

To be eligible for federally funded programs, the student must:

- Be a U.S. citizen or eligible non-citizen.
- Be admitted or enrolled in an eligible program.
- Maintain satisfactory academic progress as defined by the institution.
- 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**

The Title IV Federal Programs listed below, provide financial assistance to post-secondary 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 when requesting funding.

Grants may be awarded if you show financial need based on the Free Application for Federal Student Aid (FAFSA). The grants listed here 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**

This is a need–based federal grant program for students who are seeking their first undergraduate degree and whose Estimated Family Contribution (EFC) ranges from $0 to $5,157. The annual award amount is determined by your EFC and enrollment status. The maximum scheduled award is $5,730.

Students who establish eligibility and have not exceeded their life time eligibility limits will be funded. All documents needed to establish eligibility must be received prior to the published financial aid deadlines to ensure payment prior to payment deadlines. Students who have not completed documentation prior to the payment deadline should make alternative payment arrangements for the current semester. Students may submit paperwork through the last date of enrollment, or June 30 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 will change if any criteria used to determine your eligibility, such as program of study, degree status, satisfactory progress, and income or family information changes. You may receive coverage only for courses that are required for your program of study and a maximum of 30 credit hours of required college–preparatory coursework. Actual 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 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.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

This is a need–based federal grant awarded to undergraduates seeking a first undergraduate degree in an eligible program who have exceptional financial need. The award amount at TCL varies by enrollment and allocation. Priority is given to students with an Estimated Family Contribution (EFC) of "0" giving first consideration to students with an automatic zero as determined by the federal government. Limited funding is available in this program and funding is awarded on a first come–first served basis. Recipients are chosen based on EFC and application date, and funds are usually not available to late applicants. Initial awards are estimated based on the results of the FAFSA and assume a full time enrollment. Estimates may change if any criteria used to determine your eligibility, such as program of study, degree status, satisfactory progress, and income or family contribution changes. Actual payment will not be determined until after the add/drop period has ended and classes have begun. The amount actually paid to you from the FSEOG will be prorated if you enroll for fewer than 12 credit hours in a given term. You must attend all of your classes 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 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 to apply for Work Study Jobs will be available through email notification through the students' email account and requires the completion of an in-house application for the work study program. If selected for a position, your supervisor will have you notify the Career and Transfer Services coordinator 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 so you can complete your payroll paperwork.

### How will I receive payment for my Federal Work Study Award?
Federal Work Study is an opportunity to work and build work experience. You will be paid by the TCL Payroll Department twice a month based on the time sheet you and your supervisor turn in to Financial Aid. 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 Campus Life Manager 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). Applicants must first apply for grants by completing their FAFSA. 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 REPAID. To receive any loan, you must first apply for all types of federal financial aid by completing the FAFSA. You must also enroll in at least 6 credit hours required for your program of study each term. Please note: TCL reserves the right to refuse to certify additional student loans if there is any indication you may be unwilling to repay your loan, if you have high existing loan balances or if you have ever defaulted on a prior student loan that you did not repay in full. If any of these conditions may apply to you, you should meet with a member of the TCL Financial Aid office for an in–person advising session about your loan status.

**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 repay 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 credits 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 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 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.

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 six years (150 percent of 4 years = 6 years). If you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years).

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.

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; however you must first establish eligibility for need–based financial aid by completing 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 per term. Dependent students with less than 30 credits toward their current program at the time of application may borrow up to $4,000 per year in combined subsidized and unsubsidized loans, not to exceed the cost of education less other financial aid. Independent students and students whose parents are denied a Parent PLUS Loan, may borrow an additional $4,000, not to exceed the cost of education less other financial aid.

**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 for a Federal Pell Grant by completing all application steps listed earlier in this publication. A separate in-house Loan Certification Request packet, Entrance Counseling and Master Promissory Note (MPN) are required. The instructions on applying for a Federal Direct Loan are located at http://www.tcl.edu/financial-aid/forms. All certification requests must be made by the established deadline for each academic term. Loan certification requests will not be certified after the priority deadline published for each given term.

Complete an in-house loan certification request at www.tcl.edu/financial-aid/forms
Complete Master promissory note at www.studentloans.gov add TCL School Code: 009910
Complete Entrance Counseling at www.studentloans.gov add TCL School Code: 009910

**Important: Deadlines for completing requests for loan funds are strictly adhered to. Please check the TCL website for current semester deadlines.**

**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.
2. We encourage you to have a completed financial aid services file, including the FAFSA, at the Technical College of the Lowcountry using our **School Code of 009910**. This will provide 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.

The Technical College of the Lowcountry offers an option for students to defer their tuition and fees past the payment deadline date. The payment option 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, but 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.

**Federal Student Aid Payment Authorization Instructions**
You must have a completed payment authorization on file to charge books and supplies. The Bookstore will have information about the amount of financial aid you have available for books and will allow you to charge your bookstore purchase against the expected financial aid. Changes to a student's enrollment status may reduce funding available to the bookstore for book and supply charges. Students are expected to report any changes to their schedule after courses have begun but financial eligibility has not yet been adjusted. Students are responsible for all bookstore charges made during the adjustment period of Financial Aid.

## 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 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.

To maintain continued eligibility for 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.

### 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
- 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.

### South Carolina Need-Based Grant
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 to be eligible, a student must:
- 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 Foundation Student Assistance
Technical College of the Lowcountry Foundation Inc. awards assistance to a number of deserving students each year. See the TCL Foundation Office for application deadlines. To apply for TCL Foundation assistance:
- Complete and submit a FAFSA.
- Complete and submit a TCL Foundation Student Assistance Application.
- Submit two recommendation forms.
- Submit an essay demonstrating financial need.
- Students in the Nursing Program must submit letter of acceptance from the Nursing Program.
- The TCL Foundation Office reviews the application, recommendation forms and other documentation in addition to information provided by the Financial Aid office. Recipients are notified by the Foundation Office.
- To qualify for funds, applicants must register for a minimum of six credit hours each semester and maintain a minimum 2.5 GPA.

### B3  Building A Better Beaufort Scholarship
The "B3 Scholarship" will ensure that any Beaufort County School District graduate who meets certain academic eligibility criteria will be guaranteed at least two free years of college tuition at the Technical College of the Lowcountry. The first scholarships will be awarded to students graduating in the Class of 2014.

*What is the goal of the scholarship?*
Beyond the value of providing two years of free tuition, the scholarship will encourage students to work harder in high school secure in the knowledge that a lack of family financial resources will not keep them from attending college. From an economic development perspective, the county will be able to attract businesses by developing a better-educated workforce.

*What is the value of the scholarship?*
The B3 can be used to enroll in an one-year occupational, two-year technical or college transfer program at the Technical College of the Lowcountry. The scholarship will cover the remaining tuition costs of attending TCL after all other available scholarship, lottery and financial aid funds have been secured for each student. The initial award must be used during the fall or spring semester following high school graduation.

*How do students apply?*
A separate application is not required. Complete the TCL Admission Process by the required deadlines, submit the FAFSA and submit an official high school transcript. The B3 scholarship is designed to fill in any financial gaps not filled by those scholarship funds. Other financial aid must be considered first, including federal Title IV, LIFE, SC Needs Based Grant and Lottery Tuition Assistance Deadline.

*What are the scholarship's academic eligibility criteria?*
- Applicants must graduate from a Beaufort County School District High School (beginning with the June 2014 graduating class).
- The scholarship can be used to enroll in a one-year occupations, two-year technical or college transfer program at the Technical College of the Lowcountry.
- The student must have a minimum 3.0 high school GPA.
- The student must successfully meet TCL's entry requirements, including South Carolina residency, U.S. citizenship and placement scores for college courses.
- The student must maintain a minimum course load of six credit hours per semester.
- The student must maintain TCL's minimum GPA requirements.
- Funding is available for two years from the date of high school graduation (summer semesters are included if part of a specific program).
- The student must complete a Free Application for Federal Student Aid FAFSA.

## 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 and provides assistance to those qualified for benefits.

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).

No benefits will be paid for a class or a degree that is not authorized and approved by the Veterans Administration. For more information, contact the TCL Veterans Services Office on the Beaufort campus in Building 2, Coleman Hall at 843- 470-5961. 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 to the VA Office, which delays payments from the Veteran Affairs Administration.**

Admission requirements are the same as those for other students. The Veterans Administration is responsible for determining eligibility 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 Veterans Administration pays only for the minimum number of semester hours. Semester hour requirements vary during summer term.

### Advance Payment Policy for Veterans

Students eligible for Veterans Administration 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 Veterans Administration, 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 Veterans Administration.

### 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 Veterans Administration 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 chapter of benefits is for service members and veterans who served at least 90 days on active duty excluding training after September 10th 2001. You can 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 at. 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

**Tuition and fees are paid directly to the school** and will not surpass the
schools in state tuition rate which is $186.00 per credit hour. Note that the tuition that the
VA covers will not cover out of state tuition so it is very important to get classified as an in state resident through the school or you could financially be responsible for the remaining balance per credit hour even if you are classified at a 100% for Chapter 33 benefits.

### Yellow Ribbon Benefits

The Technical College of the Lowcountry has voluntarily entered into an agreement with the VA to fund uncovered charges as the result of the Veteran being classified as out of state. This program is known as the Yellow Ribbon Program. The VA matches each dollar of unmet charges and the Technical College of the Lowcountry agrees to contribute funding up to one-half the total cost of the unmet tuition and fees. Yellow Ribbon Benefits are available for Chapter 33 students who are classified as out of state students, are considered full-time and tuition and fees are not covered by the Chapter 33 benefits due to their out-of-state status.

**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. That rate is $1,329.00 and is calculated not by your zip code but the schools. 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 not within the control of TCL.

**Books and Supplies Stipend is paid directly to the student** and maxes out at $1,000.00 per school year. This is calculated according to your percentage and caps off at 24 credit hours, no matter how those credits are organized through the school year.

### Applying for Benefits

Now that you are ready to attend the Technical College of the Lowcountry (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 22-1990 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. Applications are available at TCL through the Financial Aid and Veterans Education Benefits office. 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 in 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 Veteran's Affairs Office at the Technical College of the Lowcountry's primary goal is to set up each student's benefits as soon as possible, so that everyone can be compensated for their hard work and dedication to our country.

**Requirements to be certified at TCL**
**New Students**
- Certificate of Eligibility OR
- 22-1990 Application
- (VONAPP)

**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 at any of our campuses after you have registered for classes, prior to 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 the Technical College of the Lowcountry. This deferment will allow you a 60 day extension for payment of your tuition and fees. Chapter 33 recipients are still eligible to apply for Financial Aid through the Free Application for Federal Student Aid (www.fafsa.ed.gov). In fact, we strongly encourage that you apply in the event that you need additional financial assistance while at the Technical College of the Lowcountry.

Applying for Financial Aid can also serve as a backup for payment at the college in the odd event that your benefits are delayed. **All Credit hour Programs at the Technical College of the Lowcountry 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 make sure you 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 your trying to use your benefits. If you have any questions regarding these matters, you may contact the VA at 1-888-442-4551.

**Applying for Benefits**
Now that you are ready to attend the Technical College of the Lowcountry there are a few steps that need to get accomplish to 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. The reason this is so important is because it can speed up the process of getting your Letter of Eligibility sent to your address and your being able to use benefits.

Applications are available at TCL through the Financial Aid and Veterans Education Benefits office. 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 letter of eligibility you are highly encouraged to stop in with your 22-1990 application and your DD-214 member 4 so that we can start the process of certification for you. Just know that even though we can certify your enrollment that does not mean the VA can 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 here 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 at TCL
### New Students
- Certificate of Eligibility OR
- 22-1990 Application
- (VONAPP)

### 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 to ask for one.

Note that while using this benefit your tuition is due by the school's scheduled due date. If tuition is not paid by that scheduled payment deadline date your classes will be dropped. You may also apply for Financial Aid to assist in this matter even though you are using Chapter 30 benefits. If approved for financial aid it could 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 that will need to be used to verify your enrollment here 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 or you can call the voice response system at 1-877-823-2378 if you don't have access to the internet.

## Chapter 35 - Survivors & Dependents Assistance
This chapter of benefits 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 a 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 Technical College of the Lowcountry 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.

Applications are available at TCL through the Financial Aid and Veterans Education Benefits office. 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 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.

The primary goal of the Veterans Affairs Office at the Technical College of the Lowcountry is to set up each student's benefits as soon as possible, so everyone can be compensated for their hard work and dedication to our country.

**Requirements to be certified at the Technical College of the Lowcountry**
**New Students**

- Certificate of Eligibility OR
- 22-1990 Application
- (VONAPP)

**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 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, your classes will be dropped.

Chapter 35 recipients are still eligible to apply for Financial Aid through the Free Application for Federal Student Aid (www.fafsa.ed.gov). In fact, we strongly encourage that you apply in the event that you need additional financial assistance while at the Technical College of the Lowcountry. 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 chapter of benefits 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 could call the VA to possibly get an extension by calling 1-888-442-4551.

## Applying for Benefits

Now that you are ready to attend the Technical College of the Lowcountry 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 22-1990 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 TCL.

Applications are available at TCL through the Financial Aid and Veterans Education Benefits office. Please be aware that if you fill them out on campus, they are sent via US Postal service and it can delay your approval.

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.

The primary goal of the Veterans Affairs Office at the Technical College of the Lowcountry is to set up each student's benefits as soon as possible, so everyone can be compensated for their hard work and dedication to our country.

### Requirements to be certified at the Technical College of the Lowcountry
**New Students**
- Certificate of Eligibility OR
- 22-1990 Application
- (VONAPP)
- 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 any of our campuses 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, your classes will be dropped.
- Chapter 1606 recipients are still eligible to apply for financial aid through the Free Application for Federal Student Aid (www.fafsa.ed.gov). In fact, we strongly encourage that 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 that will need to be used to verify your enrollment here 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 or you can call the voice response system at 1-877-823-2378 if you don't have access to the internet.

## 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 Benefits

Now that you are ready to attend Technical College of the Lowcountry 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 22-1990 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. Applications are available at TCL through the Financial Aid and Veterans Education Benefits office. 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 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. The Veteran's Affairs Office at the Technical College of the Lowcountry's primary goal is to set up each student's benefits as soon as possible, so that everyone can be compensated for their hard work and dedication to our country.

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

- Certificate of Eligibility OR
- 22-1990 Application
- (VONAPP)

**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 at any of our campuses 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, your classes will be dropped.

Chapter 1607 recipients are still eligible to apply for financial aid through the Free Application for Federal Student Aid (www.fafsa.ed.gov). In fact, we strongly encourage you apply in the event that you need additional financial assistance while at the Technical College of the Lowcountry. 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 that will need to be used to verify your enrollment here 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 or you can call 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 2014-2015 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 | 3,864 | 4,464 | 8,616 |
| Books & Supplies | 1,240 | 1,240 | 1,240 |
| Room & Board | 7,200 | 7,200 | 7,200 |
| Transportation & Personal Expenses | 1,200 | 1,200 | 1,600 |
| Total 9 Months Budget | 13,504 *** | 14,104 *** | 18,656 *** |

* It is very important to note that the average expenses are estimated based on local cost of living information for use in calculating financial aid eligibility. Individual expenses will 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 test fees, courses having high fees, program specific 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. Review The Technical College of the Lowcountry's Information for Residency Classification.

***This cost of attendance is subject to revision after the publication of the 2014-2015 catalog. Please check online at http://www.tcl.edu/financial-aid for updates and additions to the Cost of Attendance information related to financial aid.

**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 your 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. The Technical College of the Lowcountry's Tuition and Fee Schedule.

**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 pizza. 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 The Technical College of the Lowcountry 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 The Technical College of the Lowcountry, your COA will represent the average tuition and fees for a student.

**Books and Supplies – Indirect Cost**
This expense covers your course materials. At The Technical College of the Lowcountry, 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 Technical College of the Lowcountry prior to the start of the semester.

**Room and Board – Indirect Cost**
The Technical College of the Lowcountry 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. For example, full-time students pursuing an associate degree may receive financial assistance for up to two years and one semester. Students required to take Developmental Education courses will be allowed a maximum of one year and one semester to complete the courses before entering their program of study.

### Standards of Satisfactory Academic Progress for Recipients of Financial Aid
Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility Federal regulations (34 CFR 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than college Academic Standards, Warning, Probation, and Suspension. Federal regulations state that Satisfactory Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. The student must meet all the minimum standards in order to receive financial aid. Satisfactory Academic Progress is reviewed at the end each Spring term, all aid awarded during the next term is tentative until the SAP review is complete.

### I. Evaluation of Financial Aid Eligibility
Standards of Satisfactory Academic Progress (SAP) are applied at the end of every semester to determine eligibility for the next term. SAP standards are calculated using the cumulative GPA and cumulative completion rate. Students must maintain an overall GPA of 2.0 or higher, and a completion rate of 67% or more.

- Students will be placed on financial aid suspension if they have not met the standards of satisfactory academic progress. Students will be ineligible for aid during the suspension. Students will need to raise their GPA and/or completion rate to meet the minimum SAP requirements to regain financial aid eligibility. You may appeal financial aid suspension, please see a Financial Aid representative for more details.
- The evaluation period will be based on attendance in all prior semester(s) and will include all classes attempted whether federal aid was received or not. The initial evaluation at the Technical College of the Lowcountry will be based on all previous institutions attended once the transcripts are received, evaluated, and posted to the student's record. SAP will be reviewed at the end of each semester and transcripts from all previously attended colleges must be submitted to the Enrollment Services office. Students who fail to submit transcripts from previously attended colleges will be considered as not making satisfactory academic progress and will be suspended from receiving financial aid. The student's cumulative GPA and completion ratio must meet the minimum standards or the student will be placed on suspension.
- Credits evaluated will include credits attempted at the TCL, transfer credits accepted by TCL, and courses funded through consortium agreement.
- Students who do not meet the Standards of Satisfactory Academic Progress will be notified through the my.tcl.edu student email account.

- Students not meeting federal financial aid satisfactory academic progress will be suspended from receiving any additional Title IV funding and will have an opportunity to appeal.
- Students must meet the federal standards of satisfactory academic progress before any additional Title IV funding will be disbursed.
- Students who have submitted an appeal and find they meet the requirements will be placed on Financial Aid Termination.

## II. Eligibility – Financial Aid
### A. Students must meet the following criteria:
1. Students must complete all courses with a passing grade for 67% of all credits attempted.
2. Students must maintain a TCL GPA requirement of 2.0; only courses taken at TCL.
3. Students must complete their program of study within the 150% timeframe of their degree or eligible certificate program. For example, if a program is 60 credit hours then the student must complete all required coursework within 90 credit hours. This includes repeated grades and college preparatory coursework.

*Note: Grades of F, I, W, WP, WF, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.*

## III. Maximum Timeframe Eligibility – For Financial Aid
Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and therefore, are ineligible for financial aid funds.

## IV. Repeated, Audited, Consortium, Remedial Courses, Enrollment
Financial aid eligibility will include repeated courses which were not successfully completed. Students who are on their third attempt of a class must pay the full cost of tuition and the hours will be deducted when calculating enrollment status, i.e. full-time, three quarters time, half-time and less than half time, for the purposes of financial aid.

- Financial aid eligibility will include repeating a course one time if the student earned prior credit for the course with a grade of a "D". All classes taken must be counted as attempted classes regardless of academic forgiveness.
- Audited courses, continuing education, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
- Courses funded through a consortium agreement are included in determining academic progress.
- All attempted remedial credits will be included when evaluating SAP. (A maximum of 30 remedial credit hours, excluding ESL courses may be funded.)
- Enrollment in any part of term will be considered in the respective fall, spring, or summer term to be evaluated for SAP in the annual calculation.

## VI. Reinstatement of Financial Aid Eligibility
- A student who has lost financial aid eligibility may be reinstated; upon approval of an appeals, or after the student has taken classes to meet
  the minimum requirements of an overall and TCL GPA of 2.0 and a cumulative completion rate of 67% of all credit hours being evaluated. Title IV funding will not be provided until the student has met the minimum requirements of an overall GPA and TCL GPA of 2.0 GPA and a cumulative completion rate of 67%.
- All classes including those taken at other institutions will be taken into consideration for reinstatement purposes.
- A student must be able to complete his or her degree or certificate within the 150% timeframe.
- It is the student's responsibility to notify the Financial Aid office when this condition has been met.
- Students who exhaust the 150% timeframe and have failed to meet the 2.0 GPA requirement cannot be reinstated for financial aid at the Technical College of the Lowcountry.
- For more information about the appeal process and to access the form, visit the Financial Aid website, or visit the office to speak with a Financial Aid Representative.

## 67% Completion Chart for Successful Progression toward a Degree or Eligible Certificate.
The chart below demonstrates 67% for attempted hours in a semester. The left hand column is the attempted hours and the corresponding number in the right column is the number of hours you must successfully complete with a 2.0 GPA to maintain Satisfactory Academic Progress. For example, if you register for 14 credit hours, you must complete 10 credit hours with a 2.0 GPA or higher to meet the satisfactory academic progress requirements for the semester. Both the 2.0 GPA and completion rate of 67% applies to both the semester and cumulative credit hour on your transcript.

| Credit Hours Attempted | Earned Hours Need (Passed with GPA of 2.0 or higher) | Credit Hours Attempted | Earned Hours Need (Passed with GPA of 2.0 or higher) |
|---|---|---|---|
| 30 | 21 | 15 | 11 |
| 29 | 20 | 14 | 10 |
| 28 | 19 | 13 | 9 |
| 27 | 19 | 12 | 9 |
| 26 | 18 | 11 | 8 |
| 25 | 17 | 10 | 7 |
| 24 | 17 | 9 | 7 |
| 23 | 16 | 8 | 6 |
| 22 | 15 | 7 | 5 |
| 21 | 15 | 6 | 5 |
| 20 | 14 | 5 | 4 |
| 19 | 13 | 4 | 3 |
| 18 | 13 | 3 | 3 |
| 17 | 12 | 2 | 2 |
| 16 | 11 | 1 | 1 |

## Academic Progress and Loss of Financial Assistance

Technical College of the Lowcountry is required by federal and state regulations to define and enforce standards of Satisfactory Academic Progress (SAP). Students who withdraw from all courses after the add/drop period will be placed on financial assistance warning. Students who withdraw from all courses after the drop/swap period a second time in the same academic year will be subject to loss of financial assistance.

Students are not eligible for financial assistance for courses which have been attempted and/or failed twice.
A course completed with a grade of "C" or better **may not be repeated**. Students receiving financial assistance will be permitted to change their curriculum once without loss of funding.
Students will not be eligible to receive financial assistance for courses taken outside their program of study with the exception of required electives or up to two additional electives approved by an instructional Division Dean.
Students will lose financial aid eligibility for classes for which they register, but never attend; or for which they have excessive absences.

## Academic Progress
### 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 and Unsatisfactory Progress

Each student receiving Veterans Administration educational benefits will receive a copy of the standards of satisfactory academic progress 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.

# College Costs

# 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 2014 Fall semester, rates per semester hour are $161 for residents in the TCL Service Area,  which consists of Beaufort, Colleton, Hampton, and Jasper. For the 2014 Fall semester, rates per semester hour are $186 for Non-Service Area, $359 for Out-of-State students, and $394 per semester hour for international students. **Tuition rates are subject to change. Check 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 ADMISSION, ASSESSMENT & REGISTRATION section of the catalog on page 16 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 | $5 | Due when requested |
| Testing Fees | | |
| CLEP/Dantes | $25 | Due prior to test |
| | | |
| Program Specific Fees | | |
| Background Check | $15 | Early Care & Education, Criminal Justice |
| Microsoft Exam Fee | $60 | Industrial Technology |
| Background and Drug Screen Fee | $62 | Health Science Applicants |
| Nursing Malpractice Insurance | $15 | All Health Sciences Programs |
| Nursing Testing Fees | $600 | Nursing |
| Rad Tech Badge | $107 | Radiologic Technology |
| Rad Tech Insurance | $15 | Radiologic Technology |
| Rad Tech Examination Fee | $167 | Radiologic Technology |
| Rad Tech Testing Review Fee | $80 | |
| Surgical Tech Badge | $103 | Surgical Technology |
| Surgical Tech Progress Assess Exam | $40 | Surgical Technology |
| Surgical Cert. Practice Exam | $80 | Surgical Technology |
| Surgical Cert. Test | $190 | Surgical Technology |
| TEAS | $60 | 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. *http://www.tcl.edu/wp-content/uploads/2012/03/Course-Fees-List.pdf*

**\*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.**

**Average Total Costs**

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

**2014 Fall Semester (without Lottery Tuition)**

| | |
|---|---|
| Tuition (assuming 12 credit hours) | $1,932 |
| Registration & Capital fees | $98 |
| | |
| Total (Approximate)* | $2,030 |

*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 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 and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The cost of books is not included in registration or other fees. 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.

- The Bookstore refund policies have been established to provide students with services at the lowest possible cost.
- 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 at the Beaufort Campus only. For further information concerning our return policy, please refer to www.tcl.edu/bookstore
- 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.
- All refunds are given based on the outlined criteria and at the discretion of the TCL Bookstore manager.
- Students using Title IV funds to purchase books must complete a Title IV authorization with the Business Office.

## Textbook Buyback

The Bookstore offers to buy back books at the end of each semester to be used in subsequent semesters when possible. 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 Division requires the media to be available to the student)
- The textbook is consumable.

## 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 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 $5 fee is charged for each transcript. 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. 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) 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 of 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 "W" automatically after one semester (See "W") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester. The Incomplete grade deadline is the midpoint of the next regular semester. |
| 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 or transitional courses numbered less than 101 will not be creditable towards a diploma, degree or certificate and will not generate points for use in GPA calculation. While the transcript enumerates the student's complete academic record, including all courses attempted, the most recent grade earned in a course is used to calculate a student's grade point 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 or they may submit a written request to the Student Records Office to receive an official copy for a fee. 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 (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 |
| GPA: Total Number of Quality Points ÷ Credit Hours    $34 \div 13 = 2.62$ | | | |

### 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. 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, 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.

### 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 and are not used in computing a student's grade point 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 on pg. 25, 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.

### 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

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, *regardless of the mode of delivery.* This applies to online/web based, blended/mixed mode and live broadcast classes. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory hours for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.

If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

If a student fails to e-mail his/her instructor using the @my.tcl.edu student email account requesting to be dropped from the course and if the student has never attended the 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 to pay all fess associated with the course.

## 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 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 withdrawl.

## 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, local radio and television stations will announce information concerning the cancellation of classes. A notice will be posted on the website at www.tcl.edu as well. All students are strongly encouraged to register their cell phones with TCL's TextAlerts to receive immediate notification of emergency events via text messaging on your cell phone. Students can complete the simple form on the TCL website, TextAlert section.

### 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 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.

### 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 COMPASS 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 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. 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.

## 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 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.

**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. Under FERPA, 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.

    a. The college defines Directory Information as:  name, county of residence, dates of attendance, academic credentials received (degree, certificate, diploma), enrollment status (full-time/part-time), and academic awards received (Phi Theta Kappa, honor lists, etc.)

    b. 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.

- 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 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
Washington, DC  20202

**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:**

The Technical College of the Lowcountry has developed learning outcomes to ensure that associate degree graduates are able to:

*Possess a proficiency in communication skills*
- Formulate a thesis
- Organize complex ideas
- Support ideas with appropriate evidence
- Communicate in grammatically correct English

*Demonstrate the ability to reason critically, carefully, and analytically*
- Identifying and evaluating the components of a problem
- Appropriately use information
- Evaluating hypotheses and interpreting results

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.

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

## 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, pages 166-173.

## Help Desk

Students may contact the Help Desk concerning WebAdvisor and student email account issues at 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 "W" automatically after one semester (See "W") if course requirements are not satisfactorily completed. It is the responsibility of the student to make arrangements to complete the course requirements before the midpoint of the next regular semester. The Incomplete grade deadline is the midpoint of the next regular semester.

## 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.

## 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 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 printed in the 2014-2015 TCL catalog on the website in the 2014-2015 Academic Calendar (pg. 7).

## Section Swap Period

**Actual Section Swap dates for each semester are printed in the 2014-2015 TCL Catalog on the website in the 2014-2015 Academic Calendar (pg. 7).**

|  | 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 |

## Testing Center

The Testing Center provides services for students to complete a variety of tests including, but not limited to, placement testing (COMPASS), 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 or call the Testing Center at 843-525-8344 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.sctracorg.  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 must submit a written request for the transcript to the Business Office and pay all applicable fees. 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

Students may withdraw from a course after the "Section Swap & Drop" period and prior to the first day of the final exam period. A grade of "W", "WP", or "WF" is assigned based on the student's academic standing at the time of withdrawal. A "WF" is computed in the GPA the same as an "F."

Students who withdraw during the refund period will receive a tuition refund in accordance with the refund schedule. However, students are still responsible to pay all fees for the course regardless of when they withdraw. To withdraw from a course students should send the instructor an e-mail from their TCL student e-mail account (@my.tcl.edu) requesting to be withdrawn from the course. Students should contact Financial Aid before withdrawing from a course to determine any impact on their aid.

## Withdrawal from a Course – Instructor Initiated

 If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

## 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.

# Programs of Study

# TCL Programs of Study

Associate in Arts
- Associate in Arts Transfer Block — Associate Degree
- Arts, Humanities, Social Science — Associate Degree
- Early Childhood, Elementary, Special Ed — 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
- Civil Engineering Technology — Associate Degree
- 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
- Correctional Training — Certificate
- Law Enforcement Training — Certificate
- Computer Forensics — Certificate
- Correctional Office Administration — Certificate
- Criminal Justice & Law — Certificate
- Crime Scene Investigation — Certificate
- Law Enforcement Psychology — 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
- General Business – Law Enforcement/Security 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 Engineer — Certificate
- A+ Computer Servicing — 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 Heath Studies — Certificate
- Massage Therapy — Certificate
- Computed Tomography — Certificate

APPLIED SCIENCE - PARALEGAL
- Paralegal — Associate Degree
- Paralegal Specialist — Certificate

## 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

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.

| Course | | Credits | Course | | Credits |
|--------|--|---------|--------|--|---------|
| ART 101 | Art History & Appreciation | 3 | HIS 101 | Western Civilization to 1689 | 3 |
| ART 105 | Film as Art | 3 | HIS 102 | Western Civilization Post 1689 | 3 |
| ENG 201 | American Literature I | 3 | HIS 201 | American History Discovery to 1877 | 3 |
| ENG 202 | American Literature II | 3 | HIS 202 | American History 1877 to Present | 3 |
| ENG 203 | American Literature Survey | 3 | MUS 105 | Music Appreciation | 3 |
| ENG 205 | English Literature I | 3 | PHI 101 | Introduction to Philosophy | 3 |
| ENG 206 | English Literature II | 3 | PHI 106 | Logic II Inductive Reasoning | 3 |
| ENG 208 | World Literature I | 3 | PHI 110 | Ethics | 3 |
| ENG 209 | World Literature II | 3 | PHI 115 | Contemporary Moral Issues | 3 |
| ENG 214 | Fiction | 3 | SPC 210 | Oral Interpretation of Literature | 3 |
| ENG 218 | Drama | 3 | THE 101 | Introduction to Theatre | 3 |
| ENG 222 | Poetry | 3 | | | |
| ENG 230 | Women in Literature | 3 | | | |
| ENG 236 | African American Literature | 3 | | | |

## 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 and also the Commission on Higher Education's website under Institutional Transfer Guide at 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) 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 and also the Commission on Higher Education's website under Institutional Transfer Guide at 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)

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). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies -- including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.

**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.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 Credits | HIS | 102 | Western Civilization Post 1689 | 3 Credits |
| ACC | 102 | Accounting Principles II | 3 Credits | HIS | 201 | Amer. History Discovery to 1877 | 3 Credits |
| ANT | 101 | General Anthropology | 3 Credits | HIS | 202 | Amer. History 1877 to Present | 3 Credits |
| ART | 101 | Art History & Appreciation | 3 Credits | MAT | 110 | College Algebra | 3 Credits |
| ART | 105 | Film as Art | 3 Credits | MAT | 111 | College Trigonometry | 3 Credits |
| AST | 101 | Solar System Astronomy | 4 Credits | MAT | 120 | Probability and Statistics | 3 Credits |
| AST | 102 | Stellar Astronomy | 4 Credits | MAT | 122 | Finite College Math | 3 Credits |
| BIO | 101 | Biological Science I | 4 Credits | MAT | 130 | Elementary Calculus | 3 Credits |
| BIO | 102 | Biological Science II | 4 Credits | MAT | 140 | Analytical Geo & Calc I | 4 Credits |
| BIO | 210 | Anatomy & Physiology I | 4 Credits | MAT | 141 | Analytical Geo & Calc II | 4 Credits |
| BIO | 211 | Anatomy & Physiology II | 4 Credits | MAT | 240 | Analytical Geo & Calc III | 4 Credits |
| BIO | 225 | Microbiology | 4 Credits | MAT | 242 | Differential Equations | 4 Credits |
| CHM | 110 | College Chemistry I | 4 Credits | MUS | 105 | Music Appreciation | 3 Credits |
| CHM | 111 | College Chemistry II | 4 Credits | PHI | 101 | Introduction to Philosophy | 3 Credits |
| CHM | 112 | College Chemistry II | 4 Credits | PHI | 105 | Introduction to Logic | 3 Credits |
| CHM | 211 | Organic Chemistry I | 4 Credits | PHI | 106 | Logic II Inductive Reasoning | 3 Credits |
| CHM | 212 | Organic Chemistry II | 4 Credits | PHI | 110 | Ethics | 3 Credits |
| ECO | 210 | Macroeconomics | 3 Credits | PHI | 115 | Contemporary Moral Issues | 3 Credits |
| ECO | 211 | Microeconomics | 3 Credits | PHY | 201 | Physics I | 4 Credits |
| ENG | 101 | English Composition I | 3 Credits | PHY | 202 | Physics II | 4 Credits |
| ENG | 102 | English Composition II | 3 Credits | PHY | 221 | University Physics I | 4 Credits |
| ENG | 201 | American Literature I | 3 Credits | PHY | 222 | University Physics II | 4 Credits |
| ENG | 202 | American Literature II | 3 Credits | PHY | 223 | University Physics III | 4 Credits |
| ENG | 203 | American Literature Survey | 3 Credits | PSC | 201 | American Government | 3 Credits |
| ENG | 205 | English Literature I | 3 Credits | PSC | 215 | State and Local Government | 3 Credits |
| ENG | 206 | English Literature II | 3 Credits | PSY | 201 | General Psychology | 3 Credits |
| ENG | 208 | World Literature I | 3 Credits | PSY | 203 | Human Growth & Development | 3 Credits |
| ENG | 209 | World Literature II | 3 Credits | PSY | 208 | Human Sexuality | 3 Credits |
| ENG | 214 | Fiction | 3 Credits | PSY | 212 | Abnormal Psychology | 3 Credits |
| ENG | 218 | Drama | 3 Credits | SOC | 101 | Introduction to Sociology | 3 Credits |
| ENG | 222 | Poetry | 3 Credits | SOC | 102 | Marriage and the Family | 3 Credits |
| ENG | 230 | Women in Literature | 3 Credits | SOC | 205 | Social Problems | 3 Credits |
| ENG | 236 | African American Literature | 3 Credits | SOC | 206 | Social Psychology | 3 Credits |
| ENG | 260 | Adv. Technical Communications | 3 Credits | SOC | 210 | Juvenile Delinquency | 3 Credits |
| FRE | 101 | Elementary French I | 4 Credits | SOC | 220 | Sociology of the Family | 3 Credits |
| FRE | 102 | Elementary French II | 4 Credits | SOC | 235 | Thanatology | 3 Credits |
| FRE | 201 | Intermediate French I | 3 Credits | SPA | 101 | Elementary Spanish I | 4 Credits |
| FRE | 202 | Intermediate French II | 3 Credits | SPA | 102 | Elementary Spanish II | 4 Credits |
| GER | 101 | Elementary German I | 4 Credits | SPA | 201 | Intermediate Spanish I | 3 Credits |
| GER | 102 | Elementary German II | 4 Credits | SPA | 202 | Intermediate Spanish II | 3 Credits |
| GEO | 101 | Intro to Geography | 3 Credits | SPC | 205 | Public Speaking | 3 Credits |
| GEO | 102 | Regional World Geography | 3 Credits | SPC | 210 | Oral Interpretation of Literature | 3 Credits |
| HIS | 101 | Western Civilization to 1689 | 3 Credits | THE | 101 | Intro to Theatre | 3 Credits |

**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**.

# 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 and he/she must re-register or risk being permanently removed from the 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 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 withdrawl. 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.

# Notes

# Notes

# Academic Divisions

# Arts and Sciences Division

**Associate in Arts**
- Associate in Arts Transfer Block      Associate Degree
- Arts, Humanities, Social Science      Associate Degree
- Early Childhood, Elementary, Special Ed      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

## 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.**

| Revised October 29, 2014 | Associate of Arts | | Arts, Humanities & Social Sciences Transfer Block | | General Education & Business Transfer Block | | Early Childhood, Elementary & Special Education Transfer Block | |
|---|---|---|---|---|---|---|---|---|
| A) 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. | 15 | SPA 101 | 4 | SPA 101, SPA 102 | 8 | ART 101 | 3 |
| | | | | | | | MUS 105 | 3 |
| | | | Select one of the following: ART 101, ART 108, MUS 105, THE 101 | 3 | Select two of the following: ART 101 ENG 205, ENG 206 HIS 101, HIS 102 (Complete sequence) | 6 | HIS 102 | 3 |
| | | | Select one of the following: ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 PHI 101, PHI 110 | 3 | | | Select one of the following: ENG 208 ENG 209 | 3 |
| | | | Select 5-7 credits from the transfer list | 5-7 | Select 3 credits from the transfer list | 3 | Select 3 credits from transfer list | 3 |
| B) Required Related (29-30) credit hours) | PSY 201 | 3 | MAT 120 | 3 | ACC 101 | 3 | BIO 101 | 4 |
| | PSC 201 | 3 | SPA 102 | 4 | ACC 102 | 3 | ECO 210 | 3 |
| | ECO 210 | 3 | | | BIO 101 | 4 | PSC 201 | 3 |
| | | | Select one of the following: | | ECO 210 | 3 | | |
| | Select one of the following: | | CPT 101 | 3 | ECO 211 | 3 | Select one of the following: | |
| | CPT 101 | 3 | CPT 170 | | Select one of the following: | | MAT 120 | 3/4 |
| | CPT 170 | | | | MAT 120 | 3/4 | MAT 130 | |
| | | | Select one of the following: | | MAT 130 | | MAT 140 | |
| | Select one of the following: | | MAT 130, MAT 140, | 3/4 | MAT 140 | | | |
| | Higher Math | 3/4 | MAT 141 | | Select one of the following: | | Select one of the following: | |
| | Lab Science | | | | PSY 201 | 3 | PSY 201 | 3 |
| | | | Select three of the following: | | SOC 101 | | SOC 101 | |
| | Select 15 credits from the transfer list | 15 | PSY 201 | 3 | PSC 201 | | | |
| | | | SOC 101 | 3 | Select one of the following: | | Select one of the following: | |
| | | | PSC 201 | 3 | CPT 101 | 3 | CPT 101 | 3 |
| | | | ECO 210 | | CPT 170 | 4 | CPT 170 | |
| | | | ECO 211 | | Select one of the following: | | Select one of the following: | |
| | | | | | BIO 102 | | CHM 105 | 4 |
| | | | Select one of the following: sequences | | CHM 105 | | CHM 110 | |
| | | | BIO 101, BIO 102 | | CHM 110 | | | |
| | | | CHM 110, 111 | | CHM 111 | | Select 7-9 credits from transfer list | 7-9 |
| | | | PHY 201, 202 | 8 | PHY 201 | | | |
| C) General Education (15 credit hours) | ENG 101 | 3 | ENG 101 | 3 | ENG 101 | 3 | ENG 101 | 3 |
| | ENG 102 | 3 | ENG 102 | 3 | ENG 102 | 3 | ENG 102 | 3 |
| | SPC 205 | 3 | SPC 205 | 3 | SPC 205 | 3 | SPC 205 | 3 |
| | MAT 110 | 3 | MAT 110 | 3 | MAT 110 | 3 | MAT 110 | 3 |
| | | | | | | | HIS 101 | 3 |
| | Select one of the following: | | Select one of the following: | | Select one of the following: | | | |
| | HIS 101 | 3 | HIS 101 | 3 | HIS 101 | 3 | | |
| | HIS 102 | | HIS 102 | | HIS 102 | | | |
| Total Hours Required For Graduation | | 60-61 | | 60-63 | | 61-62 | | 60-63 |

---

**SAMPLE CURRICULUM\* – Associate in Arts**
**Please see your advisor for possible course substitutions.**

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1689 | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PSC | 201 | American Government | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Major Elective ** | 3 | 0 | 3 |
| *** | *** | Major Elective ** | 3 | 0 | 3 |
| *** | *** | Required Elective ++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics* | 3 | 0 | 3 |
| *** | *** | Major Elective** | 3 | 0 | 3 |
| *** | *** | Required Elective ++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| *** | *** | Major Elective ** | 3 | 0 | 3 |
| *** | *** | Major Elective ** | 3 | 0 | 3 |
| *** | *** | Required Elective ++ | 3 | 0 | 3 |
| *** | *** | Required Elective ++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for 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 Page 67 for List of Approved Courses.

## SAMPLE CURRICULUM* – Arts, Humanities & Social Sciences Transfer Block
**Please see your advisor for possible course substitutions.**

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 101 | Biological Science I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1869 | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| SPA | 101 | Elementary Spanish I | 4 | 0 | 4 |
| | | | | Credits | 17 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MAT | 130 | Elementary Calculus | 3 | 0 | 3 |
| PSC | 201 | American Government | 3 | 0 | 3 |
| PHI | 101 | Introduction to Philosophy | 3 | 0 | 3 |
| *** | *** | Major Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 102 | Biological Science II | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 4 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| SPA | 102 | Elementary Spanish II | 4 | 0 | 4 |
| | | | | Credits | 17 |

| Second Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 101 | Art Appreciation | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Major Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*
*++ See Page 67 for List of Approved Courses.*

## SAMPLE CURRICULUM – General Education & Business Transfer Block
**Please see your advisor for possible course substitutions.**

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 101 | Biological Science I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1689* | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| SPA | 101 | Elementary Spanish I* | 4 | 0 | 4 |
| | | | | Credits | 17 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| MAT | 130 | Elementary Calculus* | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| *** | *** | Major Elective++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 102 | Biological Science II | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| HIS | 102 | Western Civilization Post 1869* | 3 | 0 | 3 |
| SPA | 102 | Elementary Spanish II* | 4 | 0 | 4 |
| | | | | Credits | 17 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| ART | 101 | Art Appreciation* | 3 | 0 | 3 |
| ECO | 211 | Microeconomics | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*
*++ See Page 67 for List of Approved Courses.*

## SAMPLE CURRICULUM - Early Childhood, Elementary & Special Education Transfer Block
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 101 | Biological Science I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1869 | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| *** | *** | Major Elective++ | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CHM | 105 | General Organic & Biochemistry | 3 | 3 | 4 |
| MAT | 130 | Elementary Calculus* | 3 | 0 | 3 |
| MUS | 105 | Music Appreciation | 3 | 0 | 3 |
| PSC | 201 | American Government | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 16 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| HIS | 102 | Western Civilization Post 1869 | 3 | 0 | 3 |
| PSY | 201 | General Psychology* | 3 | 0 | 3 |
| *** | *** | Required Elective** | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 101 | Art History & Appreciation | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| ENG | 208 | World Literature I* | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 15 |

*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*
*++ See Page 67 for List of Approved Courses.*

**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.**

| Revised October 29, 2014 | Associate in Science | | SCIENCE AND MATH TRANSFER BLOCK | | ENGINEERING TRANSFER BLOCK | |
|---|---|---|---|---|---|---|
| A) Required Major (20 credit hours) | Lab Science Sequence I<br>Lab Science Sequence II<br><br>*Select 12 credits from the transfer list from the following areas:*<br><br>Biology, Chemistry, Physics, Mathematics | 4<br>4<br><br><br><br>12 | CHM 110<br>CHM 111<br>MAT 140<br>MAT 141<br>PHY 201 | 4<br>4<br>4<br>4<br>4 | CHM 110<br>CHM 111<br>MAT 140<br>MAT 141<br>PHY 201 | 4<br>4<br>4<br>4<br>4 |
| B) Required Related (25-27 credit hours) | *Select one of the following:*<br>ART 101<br>MUS 105<br>THE 101<br>*Select two of the following:*<br>PSY 201<br>ECO 210<br>PSC 201<br>*Select one of the following:*<br>CPT 101<br>CPT 170<br><br>*Select 13-15 credits from the transfer list* | 3<br><br><br>3<br>3<br><br>3<br><br><br>13-15 | PHY 202<br>SPA 101<br>SPA 102<br>*Select one of the following:*<br>ART 101<br>MUS 105<br>THE 101<br>*Select two of the following:*<br>PSY 201 or higher<br>SOC 101 or higher<br>ECO 210<br>ECO 211<br>PSC 201<br>PSC 215<br>*Select one of the following:*<br>CPT 101<br>CPT 170<br>*Select one English Literature course from the transfer list* | 4<br>4<br>4<br><br>3<br><br><br>3<br>3<br><br><br><br><br>3<br><br><br>3 | *Select one of the following:*<br>ART 101<br>MUS 105<br>THE 101<br>*Select two of the following:*<br>PSY 201<br>ECO 210<br>PSC 201<br>*Select one of the following:*<br>CPT 101<br>CPT 170<br>*Select one of the following:*<br>ENG 205<br>ENG 206<br>ENG 208<br>ENG 209<br>*Select one EGR Course*<br><br>*Select 7-9 credits from transfer list* | 3<br><br><br>3<br>3<br><br>3<br><br>3<br><br><br><br><br>3<br><br>7-9 |
| C) General Education (15 credit hours) | ENG 101<br>ENG 102<br>MAT 110<br>SPC 205<br>*Select one of the following:*<br>HIS 101<br>HIS 102 | 3<br>3<br>3<br>3<br><br>3 | ENG 101<br>ENG 102<br>MAT 110<br>SPC 205<br>*Select one of the following:*<br>HIS 101<br>HIS 102 | 3<br>3<br>3<br>3<br><br>3 | ENG 101<br>ENG 102<br>MAT 110<br>SPC 205<br>HIS 101 | 3<br>3<br>3<br>3<br>3 |
| Total Hours Required For Graduation | | 60-62 | | 62 | | 60-62 |

## SAMPLE CURRICULUM - Associate in Science
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 101 | Biological Science I* | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1689* | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| PSY | 201 | General Psychology* | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECO | 210 | Macroeconomics* | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics* | 3 | 0 | 3 |
| MAT | 122 | Finite Math* | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 4 | 0 | 4 |
| | | | | Credits | 16 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 101 | Art Appreciation* | 3 | 0 | 3 |
| BIO | 102 | Biological Science II* | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MAT | 111 | College Trigonometry* | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| MAT | 130 | Elementary Calculus* | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 12 |

*\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*

*++ See Page 67 for List of Approved Courses.*

---

## SAMPLE CURRICULUM - Science and Math Transfer Block
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CHM | 110 | College Chemistry I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| GER | 101 | Elementary German I* | 4 | 0 | 4 |
| HIS | 101 | Western Civilization to 1689* | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | | Credits | 17 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 101 | Art Appreciation* | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics* | 3 | 0 | 3 |
| MAT | 140 | Analytical Geo & Calc I• | 4 | 0 | 4 |
| PHY | 221 | University Physics I | 4 | 0 | 4 |
| | | | | Credits | 14 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CHM | 111 | College Chemistry II* | 3 | 3 | 4 |
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| GER | 102 | Elementary German II* | 4 | 0 | 4 |
| PSY | 201 | General Psychology* | 3 | 0 | 3 |
| | | | | Credits | 17 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 205 | American Literature I* | 3 | 0 | 3 |
| MAT | 141 | Analytical Geo & Calc II• | 4 | 0 | 4 |
| PHY | 222 | University Physics II | 4 | 0 | 4 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | | Credits | 14 |

*\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*

*• Prerequisites must be met before enrollment.*

---

## SAMPLE CURRICULUM - Engineering Transfer Block
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CHM | 110 | College Chemistry I | 3 | 3 | 4 |
| CPT | 101 | Introduction to Computers* | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1689 | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 101 | Art Appreciation* | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics* | 3 | 0 | 3 |
| MAT | 140 | Analytical Geo & Calc I• | 4 | 0 | 4 |
| PHY | 221 | University Physics I | 4 | 0 | 4 |
| | | | | Credits | 14 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CHM | 111 | College Chemistry II | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| PSY | 201 | General Psychology* | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 208 | World Literature I* | 3 | 0 | 3 |
| MAT | 141 | Analytical Geo & Calc II• | 4 | 0 | 4 |
| *** | *** | EGR Elective | 3 | 0 | 3 |
| *** | *** | Required Elective++ | 4 | 0 | 4 |
| | | | | Credits | 14 |

*\* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*

*• Prerequisites must be met before enrollment.*

*++ See Page 67 for List of Approved Courses.*

## ARTS and SCIENCES CERTIFICATES

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

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ART | 107 | History of Early Western Art | 3 | 0 | 3 |
| ART | 108 | History of Western Art | 3 | 0 | 3 |
| ART | 111 | Basic Drawing I | 3 | 0 | 3 |
| ART | 205 | Survey of Materials | 3 | 0 | 3 |
| ART | 211 | Introduction to Painting | 3 | 0 | 3 |
| ART | 212 | Introduction to Watercolor | 3 | 0 | 3 |
| | | | | Credits | 18 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| HIS | 101 | Western Civilization to 1689 | 3 | 0 | 3 |
| HIS | 102 | Western Civilization Post 1689 | 3 | 0 | 3 |
| | | | | Credits | 18 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 111 | College Trigonometry | 3 | 0 | 3 |
| *** | *** | Suggested Elective* | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| ENG | 201 | American Literature I | 3 | 0 | 3 |
| ENG | 205 | English Literature I | 3 | 0 | 3 |
| | | | | Credits | 18 |

*See College Transfer Course List on Page 66.*

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AGR | 202 | Soils | 3 | 3 | 4 |
| AGR | 204 | Introduction to Plant Sciences | 2.5 | 1.5 | 3 |
| AGR | 205 | Pest Management | 2.5 | 1.5 | 3 |
| BIO | 101 | Biological Science I | 3 | 3 | 4 |
| CWE | 114 | Cooperative Work Experience | 0 | 20 | 4 |
| Select four courses from the following: | | | | | |
| BIO | 101 | Biological Service | 3 | 3 | 4 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BTN | 103 | Introduction to Biotechnology & Lab I | 3 | 3 | 4 |
| CHM | 110 | College Chemistry I | 3 | 3 | 4 |
| HRT | 104 | Landscape Design and Implementation | 2 | 3 | 3 |
| HRT | 241 | Turf Management | 2 | 3 | 3 |
| | | | Credits | 27-29 | |

## INTRODUCTION TO BIOTECHNOLOGY

**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 mays use this certificate as a bridge to more advanced study at 2-year and 4-year institutions.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 101 | Biological Science I | 3 | 3 | 4 |
| BTN | 103 | Intro to Biotechnology & Laboratory Rotation I | 3 | 3 | 4 |
| CHM | 110 | College Chemistry I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| Select one of the following: | | | | | |
| CPT | 101 | Intro to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| | | | Credits | 21 | |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| HIS | 101 | Western Civilization to 1689+ | 3 | 0 | 3 |
| HIS | 102 | Western Civilization Post 1689+ | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 111 | College Trigonometry | 3 | 0 | 3 |
| *** | *** | Suggested Elective* | 3 | 0 | 3 |
| *** | *** | Suggested Elective* | 3 | 0 | 3 |
| | | | | Credits | 24 |

| *Suggested Electives | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Computer Applications | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| ENG | 201 | American Literature I | 3 | 0 | 3 |
| ENG | 202 | American Literature II | 3 | 0 | 3 |
| ENG | 205 | English Literature I | 3 | 0 | 3 |
| ENG | 206 | English Literature II | 3 | 0 | 3 |
| ENG | 208 | World Literature I | 3 | 0 | 3 |
| ENG | 209 | World Literature II | 3 | 0 | 3 |
| PSC | 201 | American Government | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| SOC | 101 | Introduction to Sociology | 3 | 0 | 3 |

*+ HIS 201 US History Discovery to 1877 & HIS 202 US History 1877 to Present may be substituted for HIS 101 & HIS 102.*

# NOTES

# Business Technologies Division

**APPLIED SCIENCE - ADMINISTRATIVE OFFICE TECHNOLOGY**
- Administrative Office Technology  Associate Degree
- Administrative Support  Diploma
- Advanced Healthcare Case Management  Certificate
- Medical Office Assistant  Certificate
- Office Apps for Business & Industry  Certificate


**APPLIED SCIENCE - COMPUTER TECHNOLOGY**
- Computer Technology  Associate Degree
- Computer Applications  Certificate
- Database  Certificate
- Help Desk Management  Certificate
- Network Administrator  Certificate
- Programming  Certificate
- Webmaster  Certificate
- Database/Reports for Electronic Health Records  Certificate
- Networking for Electronic Health Records  Certificate


**APPLIED SCIENCE - CRIMINAL JUSTICE TECHNOLOGY**
- Criminal Justice Technology  Associate Degree
- Criminal Justice Technology – Transfer  Associate Degree
- Computer Forensics  Certificate
- Correctional Office Administration  Certificate
- Correctional Training  Certificate
- Crime Scene Investigation  Certificate
- Criminal Justice & Law  Certificate
- Law Enforcement Psychology  Certificate
- Law Enforcement Training  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
- General Business – Golf Management  Associate Degree
- Gen Business – Hospitality/Tourism Mgt  Associate Degree
- General Business – Fire Service Mgt.  Associate Degree
- General Business – Law Enforcement/Security Mgt.  Associate Degree
- Accounting  Certificate
- Culinary Arts Technology – NEW  Certificate
- Entrepreneurship/Small Business  Certificate
- Hospitality Management  Certificate


**APPLIED SCIENCE - PARALEGAL**
- Paralegal  Associate Degree
- Paralegal Specialist  Certificate

# Administrative Office Technology

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 105 | Keyboarding | 3 | 0 | 3 |
| AOT | 110 | Document Formatting* | 3 | 0 | 3 |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| AOT | 161 | Records Management | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 180 | Customer Service* | 3 | 0 | 3 |
| AOT | 239 | Computerized Office Accounting | 3 | 0 | 3 |
| AOT | 254 | Office Simulation | 0 | 9 | 3 |
| AOT | 261 | Office Spreadsheet Applications*** | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications* | 3 | 0 | 3 |
| | | | | Credits | 33 |

\* Can substitute CPT 118 Professional Practices in Info. Tech
\*\* Can substitute CPT 101 Intro to Computers
\*\*\* Can substitute CPT 174 Microcomputer Spreadsheets

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|

Students, with the advice and consent of their advisor, must also complete three semester credit hours from the following offerings:

| | | | | | |
|---|---|---|---|---|---|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| AOT | 212 | Medical Document Production | 3 | 0 | 3 |
| AOT | 220 | Medical Office Admin. Procedures | 4 | 0 | 4 |
| AOT | 265 | Office Desktop Publishing | 3 | 0 | 3 |
| IST | 215 | Health Information Networking | 3 | 0 | 3 |
| IST | 225 | Internet Communications | 3 | 0 | 3 |
| IST | 281 | Presentation Graphics | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics | 3 | 0 | 3 |

| AOT Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|

Additionally, students, with the advice and consent of their advisor, must complete **15 semester hours** from the following offerings.

**Correctional Office Administration**

| | | | | | |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law 1 | 3 | 0 | 3 |
| CRJ | 130 | Police Administration | 3 | 0 | 3 |
| CRJ | 135 | Correctional Administration | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |

**Legal Office Administration**

| | | | | | |
|---|---|---|---|---|---|
| BUS | 123 | Business Law II | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics | 3 | 0 | 3 |
| LEG | 213 | Family Law | 3 | 0 | 3 |
| LEG | 232 | Law Office Management | 3 | 0 | 3 |

**Medical Office Administration**

| | | | | | |
|---|---|---|---|---|---|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| AOT | 164 | Medical Information Processing | 3 | 0 | 3 |
| AOT | 252 | Medical Systems & Procedures | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics | 3 | 0 | 3 |

Office Applications

| AOT | 265 | Office Database Applications | 3 | 0 | 3 |
|-----|-----|------------------------------|---|---|---|
| CPT | 172 | Microcomputer Database | 3 | 0 | 3 |
| CPT | 257 | Operating Systems | 3 | 0 | 3 |
| IST | 225 | Internet Communications | 3 | 0 | 3 |
| IST | 281 | Presentation Graphics | 3 | 0 | 3 |

General Education Requirements

| ENG | 101 | English Composition I | 3 | 0 | 3 |
|-----|-----|------------------------|---|---|---|
| MAT | 160 | Math for Business and Finance | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

Select one of the following:

| ENG | 102 | English Composition II | 3 | 0 | 3 |
|-----|-----|-------------------------|---|---|---|
| ENG | 260 | Adv. Technical Communications | 3 | 0 | 3 |

---

**SAMPLE CURRICULUM - Administrative Office Technology**
**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

| | | | Lec | Lab | Cr |
|-----|-----|------|-----|-----|----|
| AOT | 105 | Keyboarding | 3 | 0 | 3 |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| ENG | 101 | English Composition | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| | | | | Credits | 15 |

**First Year - Spring Semester**

| | | | Lec | Lab | Cr |
|-----|-----|------|-----|-----|----|
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 239 | Computerize Office Accounting | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | AOT Elective | 3 | 0 | 3 |
| | | | | Credits | 18 |

**Second Year - Fall Semester**

| | | | Lec | Lab | Cr |
|-----|-----|------|-----|-----|----|
| AOT | 161 | Records Management | 3 | 0 | 3 |
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| *** | *** | AOT Elective | 3 | 0 | 3 |
| *** | *** | AOT Elective | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|-----|-----|------|-----|-----|----|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| ENG | 260 | Adv. Technical Communications | 3 | 0 | 3 |
| | | | | Credits | 18 |

**Second Year - Spring Semester**

| | | | Lec | Lab | Cr |
|-----|-----|------|-----|-----|----|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| AOT | 261 | Office Spreadsheet Application | 3 | 0 | 3 |
| AOT | 254 | Office Simulation | 3 | 0 | 3 |
| AOT | 265 | Office Desktop Publishing | 3 | 0 | 3 |
| *** | *** | AOT Elective | 3 | 0 | 3 |
| *** | *** | AOT Elective | 3 | 0 | 3 |
| | | | | Credits | 18 |

# Administrative Office Technology

**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.

### Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 105 | Keyboarding | 3 | 0 | 3 |
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 261 | Office Spreadsheet Applications | 3 | 0 | 3 |
| | | | | Credits | 15 |

### Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications* | 3 | 0 | 3 |
| AOT | 161 | Records Management | 3 | 0 | 3 |
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| AOT | 254 | Office Simulation | 3 | 0 | 3 |
| | | | | Credits | 15 |

\* Can substitute CPT 118 Professional Practices
\*\* 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:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| AOT | 196 | Office Confidentiality & Security | 3 | 0 | 3 |
| AOT | 265 | Desktop Publishing | 3 | 0 | 3 |
| CPT | 172 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| IST | 220 | Data Communications | 3 | 0 | 3 |
| IST | 281 | Presentation Graphics | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics | 3 | 0 | 3 |
| | | | | Credits | 3 |

### General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |

### Select one of the following:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| | | | | Credits | 12 |

---

### SAMPLE CURRICULUM - Administrative Support

**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 105 | Keyboarding | 3 | 0 | 3 |
| AOT | 137 | Office Accounting | 3 | 0 | 3 |
| AOT | 161 | Records Management | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| --- | --- | AOT Required Elective | 3 | 0 | 3 |
| | | | | Credits | 18 |

**First Year - Spring Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 254 | Office Simulation | 3 | 0 | 3 |
| AOT | 261 | Office Spreadsheet Applications | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 15 |

**First Year - Summer Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 180 | Customer Service | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| --- | --- | General Education Elective | 3 | 0 | 3 |
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| | OR | OR | | | |
| MAT | 160 | Math for Business and Finance | 3 | 0 | 3 |
| | | | | Credits | 12 |

## ADMINISTRATIVE OFFICE TECHNOLOGY CERTIFICATES

**Certificates:** Advanced Healthcare Case Management, Medical Office Assistant, Office Applications for Business & Industry.

### 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.

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 105 | Keyboarding | 3 | 0 | 3 |
| AOT | 115 | Medical Office Terminology | 3 | 0 | 3 |
| AOT | 135 | Data Entry | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 234 | Admin. Office Communications | 3 | 0 | 3 |
| AOT | 254 | Office Simulation | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| MKT | 135 | Customer Service Techniques | 3 | 0 | 3 |
| | | | | Credits | 24 |

### 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** | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AHS | 102 | Medical Office Terminology | 3 | 0 | 3 |
| AOT | 110 | Document Formatting | 3 | 0 | 3 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 220 | Medical Office Admin. Procedures | 4 | 0 | 4 |
| AOT | 252 | Medical Systems and Procedures | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law and Ethics | 3 | 0 | 3 |
| | | | | Credits | 28 |

### 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** | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 265 | Office Desktop Publishing | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications* | 3 | 0 | 3 |
| CPT | 172 | Microcomputer Database | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| IST | 225 | Internet Communications | 3 | 0 | 3 |
| IST | 281 | Presentation Graphics | 3 | 0 | 3 |
| | | | | Credits | 21 |

*\* CPT 101 Introduction to Computers can be substituted for CPT 170.*

# COMPUTER TECHNOLOGY

**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. Prerequisites:  ENG 100, RDG 100, MATH 102, and CPT 101.

| REQUIRED MAJOR COURSES | Lec | Lab | Cr |
|---|---|---|---|
| CPT 118 Professional Practices in Information Technology | 3 | 0 | 3 |
| CPT 168 Programming Logic and Design | 3 | 0 | 3 |
| CPT 172 Microcomputer Database | 3 | 0 | 3 |
| CPT 212 Visual Basic Programming | 3 | 0 | 3 |
| CPT 242 Database | 3 | 0 | 3 |
| CPT 257 Operating Systems | 3 | 0 | 3 |
| CPT 264 Systems and Procedures | 3 | 0 | 3 |
| IST 220 Data Communications | 3 | 0 | 3 |
| IST 225 Internet Communications | 3 | 0 | 3 |
| IST 226 Internet Programming | 3 | 0 | 3 |
| IST 266 Internet/Firewall Security | 3 | 0 | 3 |
| | | Credits | 33 |

**COMPUTER REQUIRED RELATED ELECTIVES** (Select Any Three Elective Courses)
Prerequisites for all electives: CPT 101 or CPT 170, and ENG 100, RDG 100, and MATH 102.

| | Lec | Lab | Cr |
|---|---|---|---|
| CPT 174 Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT 207 Complex Computer Applications | 3 | 0 | 3 |
| CPT 213 Advanced Visual Basic Programming | 3 | 0 | 3 |
| CPT 232 C++ Programming I | 3 | 0 | 3 |
| CPT 233 C++ Programming II | 3 | 0 | 3 |
| CPT 236 Introduction to JAVA | 3 | 0 | 3 |
| CPT 237 Advanced JAVA Programming | 3 | 0 | 3 |
| CPT 238 Internet Scripting | 3 | 0 | 3 |
| CPT 240 Internet Programming w/Database | 3 | 0 | 3 |
| CPT 260 Fund. of Operating Systems and Web Servers | 3 | 0 | 3 |
| CPT 267 Technical Support Concepts | 3 | 0 | 3 |
| CPT 268 Computer End User Support | 3 | 0 | 3 |
| HIM 110 Health Information Science I | 3 | 0 | 3 |
| HIM 266 Computers in Healthcare | 3 | 0 | 3 |
| IST 150 Project Management Essentials for IT Professionals | 3 | 0 | 3 |
| IST 162 Intro to Workstation Networking Administration | 3 | 0 | 3 |
| IST 163 Intro to Server Networking Configuration Admin. | 3 | 0 | 3 |
| IST 166 Network Fundamentals | 3 | 0 | 3 |
| IST 215 Health Information Networking | 3 | 0 | 3 |
| IST 236 Mobile and Wireless Applications | 3 | 0 | 3 |
| IST 237 Intermediate Web Design | 3 | 0 | 3 |
| IST 238 Advanced Tools for Website Design | 3 | 0 | 3 |
| | | Credits | 9 |

**REQUIRED RELATED BUSINESS ELECTIVES**

| Choose One of the Following Courses | Lec | Lab | Cr |
|---|---|---|---|
| ACC 101 Accounting Principles I | 3 | 0 | 3 |
| BAF 101 Personal Finance | 3 | 0 | 3 |
| ECO 210 Macroeconomics | 3 | 0 | 3 |
| | | Credits | 3 |

| General Education Requirements | Lec | Lab | Cr |
|---|---|---|---|
| ENG 101 English Composition I | 3 | 0 | 3 |
| PSY 201 General Psychology | 3 | 0 | 3 |
| SPC 205 Public Speaking | 3 | 0 | 3 |
| *** *** Humanities Elective | 3 | 0 | 3 |
| Select one of the following: | | | |
| MAT 110 College Algebra | 3 | 0 | 3 |
| MAT 120 Probability and Statistics | 3 | 0 | 3 |
| | | Credits | 15 |
| | Total Credits | | 60 |

**SAMPLE CURRICULUM – Computer Technology**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | Lec | Lab | Cr |
|---|---|---|---|
| CPT 168 Programming Logic and Design | 3 | 0 | 3 |
| CPT 172 Microcomputer Database | 3 | 0 | 3 |
| ENG 101 English Composition I | 3 | 0 | 3 |
| SPC 205 Public Speaking | 3 | 0 | 3 |
| *** *** Humanities Elective | 3 | 0 | 3 |
| | | Credits | 15 |

| First Year - Spring Semester | | | |
|---|---|---|---|
| CPT 212 Visual Basic Programming | 3 | 0 | 3 |
| IST 225 Internet Communications | 3 | 0 | 3 |
| PSY 201 General Psychology | 3 | 0 | 3 |
| Select on of the following: | | | |
| MAT 110 College Algebra | 3 | 0 | 3 |
| MAT 120 Probability and Statistics | 3 | 0 | 3 |
| | | Credits | 12 |

| First Year - Summer Semester | | | |
|---|---|---|---|
| CPT 118 Professional Practices in Info. Tech. | 3 | 0 | 3 |
| *** *** Computer Elective | 3 | 0 | 3 |
| | | Credits | 6 |

| Second Year - Fall Semester | | | |
|---|---|---|---|
| IST 220 Data Communications | 3 | 0 | 3 |
| CPT 242 Database | 3 | 0 | 3 |
| IST 226 Internet Programming | 3 | 0 | 3 |
| *** *** Computer Elective | 3 | 0 | 3 |
| *** *** Required Business Elective | 3 | 0 | 3 |
| | | Credits | 15 |

| Second Year - Spring Semester | | | |
|---|---|---|---|
| CPT 257 Operating Systems | 3 | 0 | 3 |
| CPT 264 Systems and Procedures | 3 | 0 | 3 |
| IST 266 Internet/Firewall Security | 3 | 0 | 3 |
| *** *** Computer Elective | 3 | 0 | 3 |
| | | Credits | 12 |

# Computer Technology Certificates

Certificates are available in Programming, Help Desk Management, Database, Webmaster, and Computer Applications.
Prerequisites for All Certificates: CPT 101 or CPT 170, and ENG 100, RDG 100, and MATH 102.

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| CPT 212 Visual Basic Programming | 3 | 3 | 3 |
| CPT 232 C++ Programming I | 3 | 0 | 3 |
| CPT 236 Intro to JAVA Programming | 3 | 0 | 3 |
| CPT 240 Internet Programming w/Databases | 3 | 0 | 3 |
| CPT 238 Internet Scripting | 3 | 0 | 3 |
| IST 226 Internet Programming | 3 | 0 | 3 |
| Select one of the following: | | | |
| CPT 233 C++ Programming II | 3 | 0 | 3 |
| CPT 213 Advanced Visual Basic Programming | 3 | 0 | 3 |

Credits 21

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| CPT 118 Professional Practices in Information Tech. | 3 | 0 | 3 |
| CPT 267 Technical Support Concepts | 3 | 0 | 3 |
| CPT 268 Computer End-User Support | 3 | 0 | 3 |
| IST 162 Intro to Workstation Networking Admin. | 3 | 0 | 3 |
| IST 225 Internet Communications | 3 | 0 | 3 |
| IST 236 Mobile & Wireless Applications | 3 | 0 | 3 |
| IST 266 Internet/Firewall Security | 3 | 0 | 3 |

Credits 21

## DATABASE CERTIFICATE

Program Description: The Database Certificate will provide the student with basic database concepts and hands-on training.

| Required Certificate Courses | Lec | Lab | Cr |
|---|---|---|---|
| CPT 172 Microcomputer Database | 3 | 3 | 3 |
| CPT 207 Complex Computer Applications | 3 | 0 | 3 |
| CPT 212 Visual Basic Programming I | 3 | 3 | 3 |
| CPT 213 Advanced Visual Basic Programming | 3 | 0 | 3 |
| CPT 240 Internet Programming w/Database | 3 | 0 | 3 |
| CPT 242 Database | 3 | 0 | 3 |

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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessor I | 3 | 0 | 3 |
| EEM | 275 | Technical Troubleshooting | 3 | 0 | 3 |
| IST | 162 | Intro. to Workstation Networking Admin. | 3 | 0 | 3 |
| IST | 163 | Introduction to Server Networking | 3 | 0 | 3 |
| IST | 164 | Implementing Windows Network Infrastructure | 3 | 0 | 3 |
| IST | 165 | Design of Directory Service Infrastructure | 3 | 0 | 3 |
| IST | 263 | Design Network Security | 3 | 0 | 3 |

Credits 28

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| CPT 240 Internet Programming w/Databases | 3 | 0 | 3 |
| CPT 260 Fund. of Operating Systems & Web Servers | 3 | 0 | 3 |
| IST 225 Internet Communications | 3 | 0 | 3 |
| IST 226 Internet Programming | 3 | 0 | 3 |
| IST 237 Intermediate Web Design | 3 | 0 | 3 |
| IST 238 Advanced Tools for Website Design | 3 | 0 | 3 |
| IST 266 Internet/Firewall Security | 3 | 0 | 3 |
| | | Credits | 21 |

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| CPT 172 Microcomputer Database | 3 | 0 | 3 |
| CPT 174 Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT 207 Complex Computer Applications | 3 | 0 | 3 |
| CPT 212 Visual Basic Programming | 3 | 0 | 3 |
| CPT 240 Internet Programming w/Database | 3 | 0 | 3 |
| IST 150 Intro. to Project Management for IT Professionals | 3 | 0 | 3 |
| IST 225 Internet Communications | 3 | 0 | 3 |
| IST 237 Intermediate Website Design | 3 | 0 | 3 |
| | | Credits | 24 |

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| AHS 102 Medical Terminology | 3 | 0 | 3 |
| AHS 205 Ethics and Law for Allied Health Professions | 3 | 0 | 3 |
| CPT 172 Microcomputer Database | 3 | 0 | 3 |
| CPT 207 Complex Computer Applications | 3 | 0 | 3 |
| CPT 240 Internet Programming With Database | 3 | 0 | 3 |
| CPT 268 Computer End-User Support | 3 | 0 | 3 |
| HIM 110 Health Information Science I | 3 | 0 | 3 |
| HIM 266 Computers in Healthcare | 3 | 0 | 3 |
| IST 220 Data Communications | 3 | 0 | 3 |
| IST 236 Mobile and Wireless Applications | 3 | 0 | 3 |
| IST 266 Internet and Firewall Security | 3 | 0 | 3 |
| | | Credits | 33 |

## 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 | Lec | Lab | Cr |
|---|---|---|---|
| AHS 102 Medical Terminology | 3 | 0 | 3 |
| AHS 205 Ethics and Law for Allied Health Professions | 3 | 0 | 3 |
| CPT 268 Computer End-User Support | 3 | 0 | 3 |
| HIM 110 Health Information Science I | 3 | 0 | 3 |
| HIM 266 Computers in Healthcare | 3 | 0 | 3 |
| IST 162 Intro to Workstation Networking Administration | 3 | 0 | 3 |
| IST 163 Intro to Server Networking Configuration Admin. | 3 | 0 | 3 |
| IST 166 Network Fundamentals | 3 | 0 | 3 |
| IST 220 Data Communications | 3 | 0 | 3 |
| IST 236 Mobile and Wireless Applications | 3 | 0 | 3 |
| IST 266 Internet and Firewall Security | 3 | 0 | 3 |
| | | Credits | 33 |

# CRIMINAL JUSTICE TECHNOLOGY

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| CRJ | 130 | Police Administration | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 126 | Criminal Justice Research Methods | 3 | 0 | 3 |
| CRJ | 140 | Criminal Justice Report Writing | 3 | 0 | 3 |
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| CRJ | 260 | Seminar in Criminal Justice | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| | | | | Credits | 21 |

## CRJ Related Courses

Additionally, students, with the advice and consent of their advisor, must complete 6 credit hours from the following offerings:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 102 | Introduction to Security | 3 | 0 | 3 |
| CRJ | 135 | Correctional Administration | 3 | 0 | 3 |
| CRJ | 141 | Forensic & Investigative Writing | 3 | 0 | 3 |
| CRJ | 150 | Interviewing & Counseling | 3 | 0 | 3 |
| CRJ | 202 | Criminalistics | 3 | 0 | 3 |
| CRJ | 218 | Crisis Intervention | 3 | 0 | 3 |
| CRJ | 224 | Police-Community Relations | 3 | 0 | 3 |
| CRJ | 230 | Criminal Investigation I | 3 | 0 | 3 |
| CRJ | 233 | Cyber Crimes & The Law | 3 | 0 | 3 |
| CRJ | 238 | Industrial and Retail Security | 3 | 0 | 3 |
| CRJ | 239 | Terrorism & Homeland Security | 3 | 0 | 3 |
| CRJ | 240 | Correctional Treatment | 3 | 0 | 3 |
| CRJ | 244 | Probation, Pardon, & Parole | 3 | 0 | 3 |
| CRJ | 246 | Special Problems in Criminal Justice | 3 | 0 | 3 |
| | | | | Credits | 6 |

| General Education Requirement | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 18 |

**Electives**      Credits 3

**SAMPLE CURRICULUM - Criminal Justice Technology**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Intro to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| CRJ | 130 | Police Administration | 3 | 0 | 3 |
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | CRJ Related Course | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | CRJ Related Course | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 140 | Criminal Justice Report Writing | 3 | 0 | 3 |
| ENG | 160 | Technical Communications | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 260 | Seminar in Criminal Justice | 3 | 0 | 3 |
| *** | *** | Humanities Course | 3 | 0 | 3 |
| *** | *** | CRJ Related Elective | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

## CRIMINAL JUSTICE TECHNOLOGY

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| CRJ | 130 | Police Administration | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 126 | Criminal Justice Methods | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| CRJ | 260 | Seminar in Criminal Justice | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| | | | | Credits | 12 |

**Transfer Pathway Courses**          **Credits   15-16**
Students, with the advice and consent of advisor, must complete at least one course from each of the following areas: Computer Technology, Social Science, Government, History, Science.

**Electives**                         **Credits  3**

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 18 |

---

**SAMPLE CURRICULUM - Criminal Justice Technology Transfer Pathway**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| *** | *** | Transfer Pathway Course | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| CRJ | 130 | Police Administration | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Transfer Pathway Course | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Transfer Pathway Course | 3 | 0 | 3 |
| *** | *** | Transfer Pathway Course | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 260 | Seminar in Criminal Justice | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| *** | *** | Transfer Pathway Course | 3 | 0 | 3 |
| *** | *** | Elective Course | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| | | | | Credits | 15 |

Business Technologies Division

# CRIMINAL JUSTICE TECHNOLOGY CERTIFICATES

**Certificates:** Criminal Justice and Law, Crime Scene Investigation, Computer Forensics, Correctional Office Administration, Correctional Training, Law Enforcement Psychology, and Law Enforcement Training.

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law | 3 | 0 | 3 |
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law & Ethics | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 115 | Criminal Law | 3 | 0 | 3 |
| LEG | 231 | Criminal Law | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| | | | | Credits | 18 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 141 | Forensic & Investigative Writing and Documentation | 3 | 0 | 3 |
| CRJ | 200 | Basic Latent Print Development and Collection Techniques | 3 | 0 | 3 |
| CRJ | 207 | Crime Scene Investigation Workshop | 3 | 0 | 3 |
| CRJ | 202 | Criminalistics | 3 | 0 | 3 |
| CRJ | 217 | Crime Scene Investigations for Major Incidents & Mass Crimes | 3 | 0 | 3 |
| CRJ | 225 | Impression Evidence | 3 | 0 | 3 |
| CRJ | 226 | Advanced Bloodstain & Firearm Pattern Evidence Analysis | 3 | 0 | 3 |
| CRJ | 230 | Criminal Investigation I | 3 | 0 | 3 |
| CRJ | 235 | Practical Crime Scene Investigation | 3 | 0 | 3 |
| CRJ | 262 | Criminal Justice Workshop | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 220 | Judicial Process | 3 | 0 | 3 |
| CRJ | 236 | Criminal Evidence | 3 | 0 | 3 |
| | | | | Credits | 31 |

## 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 | | Lec | Lab | Cr |
|---|---|---|---|---|
| IST 263 | Design Networking Security | 3 | 0 | 3 |
| IST 266 | Internet Firewall Security | 3 | 0 | 3 |
| IST 268 | Computer Forensics | 3 | 0 | 3 |
| IST 269 | Digital Forensics | 3 | 0 | 3 |
| | | | Credits | 12 |

## CORRECTIONAL OFFICE ADMINISTRATION CERTIFICATE

**Program Description:** The Correctional Office Administration certificate program prepares workers to fill positions in the administrative offices of federal, state, and local correctional institutions.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AOT | 101 | Introduction to Keyboarding | 2 | 0 | 2 |
| AOT | 106 | Keyboarding Lab I | 1 | 0 | 1 |
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| AOT | 234 | Administrative Office Communications | 3 | 0 | 3 |
| AOT | 261 | Office Spreadsheet Applications | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| | | | | Credits | 18 |

## CORRECTIONAL TRAINING CERTIFICATE

**Program Description:** The Correctional Training certificate program prepares students for promotional and career opportunities in law enforcement at the federal, state, and local levels.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 135 | Correctional Administration | 3 | 0 | 3 |
| CRJ | 218 | Crisis Intervention | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| | | | | Credits | 18 |

## LAW ENFORCEMENT PSYCHOLOGY CERTIFICATE

**Program Description:** The Law Enforcement Psychology certificate program is designed for individuals who are currently experienced law enforcement and corrections officers who wish to obtain more understanding of the reasons that individuals behave as they do, and how behavior can be modified or controlled with emphasis on crisis situations.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 145 | Juvenile Delinquency | 3 | 0 | 3 |
| CRJ | 218 | Crisis Intervention | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| PSY | 212 | Abnormal Psychology | 3 | 0 | 3 |
| PSY | 225 | Social Psychology | 3 | 0 | 3 |
| | | | | Credits | 18 |

## LAW ENFORCEMENT TRAINING CERTIFICATE

**Program Description:** The Law Enforcement Training certificate program prepares students for promotional and career opportunities in law enforcement at the federal, state, and local levels.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 115 | Criminal Law I | 3 | 0 | 3 |
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 150 | Interviewing & Counseling | 3 | 0 | 3 |
| CRJ | 218 | Crisis Intervention | 3 | 0 | 3 |
| CRJ | 222 | Ethics in Criminal Justice | 3 | 0 | 3 |
| | | | | Credits | 18 |

Business Technologies Division

# EARLY CARE AND EDUCATION

**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 day care setting. This degree is not transferable to a four-year teacher education program. 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 College Algebra (MAT 110) or Probability and Statistics (MAT 120) 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 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 a SLED criminal background check prior to acceptance into the program.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development I | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Management | 3 | 0 | 3 |
| ECD | 107 | Exceptional Child | 3 | 0 | 3 |
| ECD | 135 | Health, Safety, & Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| ECD | 243 | Supervised Field Experience I | 1 | 6 | 3 |
| | | | | Credits | 21 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 106 | Observation of Young Children | 2.5 | 1.5 | 3 |
| ECD | 108 | Family & Community Relations | 3 | 0 | 3 |
| ECD | 109 | Administration & Supervision | 3 | 0 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 132 | Creative Experiences | 2.5 | 1.5 | 3 |
| ECD | 133 | Science & Math Concepts | 3 | 0 | 3 |
| ECD | 201 | Principles of Ethics & Leadership | 3 | 0 | 3 |
| ECD | 237 | Methods & Materials | 2.5 | 1.5 | 3 |
| Select one of the following: | | | | | |
| ECD | 252 | Diversity Issues in Early Care and Ed | 3 | 0 | 3 |
| SAC | 101 | Best Practices in School-Aged & Youth Care Skills | 3 | 0 | 3 |
| | | | | Credits | 27 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| Select one of the following: | | | | | |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| Select one of the following: | | | | | |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| | | | | Credits | 15 |

### First Year - Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Mgmt | 3 | 0 | 3 |
| ECD | 135 | Health, Safety & Nutrition | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 15 |

### First Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 106 | Observation of Young Children | 2.5 | 1.5 | 3 |
| ECD | 107 | Exceptional Child | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| Select one of the following: | | | | | |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability Statistics | 3 | 0 | 3 |
| | | | | Credits | 15 |

### First Year – Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 108 | Family & Community Relations | 3 | 0 | 3 |
| ECD | 109 | Administration & Supervision | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

### Second Year - Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 132 | Creative Experiences | 2.5 | 1.5 | 3 |
| ECD | 201 | Principles of Ethics & Principles | 3 | 0 | 3 |
| ECD | 237 | Methods & Materials | 2.5 | 1.5 | 3 |
| Select one of the following: | | | | | |
| ECD | 252 | Diversity Issues in Early Care and Ed | 3 | 0 | 3 |
| SAC | 101 | Best Practices in School-Age and Youth Care Skills | 3 | 0 | 3 |
| | | | | Credits | 12 |

### Second Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 133 | Science & Math Concepts | 3 | 0 | 3 |
| ECD | 243 | Supervised Field Experience | 1 | 6 | 3 |
| | | | | Credits | 9 |

*Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.*

## EARLY CARE AND EDUCATION 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.

### Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development I | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Management | 3 | 0 | 3 |
| ECD | 135 | Health, Safety, & Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| | | | | Credits | 15 |

### Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 107 | Exceptional Children | 3 | 0 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 132 | Creative Experiences | 2 | 3 | 3 |
| ECD | 133 | Science & Math Concepts | 2.5 | 1.5 | 3 |
| ECD | 201 | Principles of Ethics & Leadership | 3 | 0 | 3 |
| ECD | 237 | Methods and Materials | 2.5 | 1.5 | 3 |
| ECD | 243 | Supervised Field Experience I | 1 | 6 | 3 |
| | | | | Credits | 21 |

### General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 9 |

Business Technologies Division

**SAMPLE CURRICULUM - Early Childhood Development**
**Please see your advisor for possible course substitutions.**

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Mgmt | 3 | 0 | 3 |
| ECD | 135 | Health, Safety & Nutrition | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| ECD | 107 | Exceptional Children | 3 | 0 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 133 | Math & Science Concepts | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| | | | | Credits | 15 |

| First Year – Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 132 | Creative Experiences | 2.5 | 1.5 | 3 |
| ECD | 201 | Principles of Ethics & Leadership | 3 | 0 | 3 |
| ECD | 237 | Methods & Materials | 2.5 | 1.5 | 3 |
| ECD | 243 | Supervised Field Experience | 1 | 6 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 15 |

## EARLY CARE AND EDUCATION CERTIFICATES

**Certificates:** Child Care Management, Early Childhood Development, and Infant/Toddler Care.

## CHILD CARE MANAGEMENT CERTIFICATE

**Program Description:** The Child Care Management certificate program will prepare the graduate to develop further skills in a day 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 day 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| ECD | 102 | Growth & Development I | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Management | 3 | 0 | 3 |
| ECD | 106 | Observation of Young Children | 2.5 | 1.5 | 3 |
| ECD | 107 | Exceptional Children | 3 | 0 | 3 |
| ECD | 108 | Family & Community Relations | 3 | 0 | 3 |
| ECD | 109 | Administration & Supervision | 3 | 0 | 3 |
| ECD | 135 | Health, Safety, & Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| ECD | 237 | Methods & Materials | 2.5 | 1.5 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 36 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development I | 2.5 | 1.5 | 3 |
| ECD | 105 | Guidance & Classroom Management | 3 | 0 | 3 |
| ECD | 107 | Exceptional Children | 3 | 0 | 3 |
| ECD | 131 | Language Arts | 3 | 0 | 3 |
| ECD | 132 | Creative Experiences | 2.5 | 1.5 | 3 |
| ECD | 133 | Science & Math Concepts | 3 | 0 | 3 |
| ECD | 135 | Health, Safety and Nutrition | 3 | 0 | 3 |
| ECD | 203 | Growth & Development II | 2.5 | 1.5 | 3 |
| | | | | Credits | 27 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECD | 101 | Introduction to Early Childhood | 3 | 0 | 3 |
| ECD | 102 | Growth & Development I | 2.5 | 1.5 | 3 |
| ECD | 200 | Curriculum Issues | 3 | 0 | 3 |
| ECD | 205 | Socialization & Group Care | 3 | 0 | 3 |
| ECD | 207 | Infants & Toddlers with Special Needs | 3 | 0 | 3 |
| ECD | 251 | Supervised Field Experiences in Infant/Toddler Environment | 1 | 6 | 3 |
| | | | | Credits | 18 |

# GENERAL BUSINESS

**Degree:** Associate in Applied Science
**Major:** General Business
**Minimum Credits Required for Graduation:** 66

**Program Description:** The General Business (GNB) 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 Culinary Arts, Hospitality, Golf Instruction Management, Law Enforcement/Security Management, or Fire Service Administration. Additional certificates can be obtained in Accounting, Hospitality Management, and Entrepreneurship/Small Business.

**Required Major Courses**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 15 |

**Required Related Courses**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| BAF | 101 | Personal Finance | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| | | | | 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:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 124 | Individual Tax Procedures | 3 | 0 | 3 |
| ACC | 150 | Payroll Accounting | 3 | 0 | 3 |
| ACC | 230 | Cost Accounting I | 3 | 0 | 3 |
| ACC | 240 | Computerized Accounting | 3 | 0 | 3 |
| BUS | 110 | Entrepreneurship | 3 | 0 | 3 |
| BUS | 123 | Business Law II | 3 | 0 | 3 |
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| BUS | 210 | Intro to E-Commerce | 3 | 0 | 3 |
| BUS | 250 | Intro to International Business | 3 | 0 | 3 |
| BUS | 268 | Special Projects in Business | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
| CPT | 179 | Microcomputer Word Processing | 3 | 0 | 3 |
| ECO | 211 | Microeconomics | 3 | 0 | 3 |
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| MGT | 201 | Human Resources Management | 3 | 0 | 3 |
| MGT | 270 | Managerial Communications | 3 | 0 | 3 |
| MKT | 110 | Retailing | 3 | 0 | 3 |
| MKT | 135 | Customer Service Techniques | 3 | 0 | 3 |
| | | | | Credits | 12 |

**Electives** Credits 6

**General Education Requirements**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 122 | Finite College Math | 3 | 0 | 3 |
| | | | | Credits | 18 |

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| *** | *** | General Business Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 122 | Finite College Math | 3 | 0 | 3 |
| | | | | Credits | 18 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| *** | *** | General Business Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BAF | 101 | Personal Finance | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | General Business Elective | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| *** | *** | General Business Elective | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | Credits | 18 |

# GENERAL BUSINESS - CAREER PATHWAY IN FIRE SERVICE ADMINISTRATION

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| MGT | 270 | Managerial Communications | 3 | 0 | 3 |
| | | | | Credits | 12 |

**Fire Service Electives**      Credits 15

A total of at least 15 semester credits must be taken from a national or South Carolina Fire Academy Open-Learning Program College.

**Electives**      Credits 6

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 122 | Finite College Math | 3 | 0 | 3 |
| | | | | Credits | 18 |

**Electives - 6 Credits**

## GENERAL BUSINESS - CAREER PATHWAY IN GOLF MANAGEMENT

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BAF | 101 | Personal Finance | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 131 | Entrepreneurial Leadership | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| HOS | 141 | Resort Development & Management | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| MKT | 110 | Retailing | 3 | 0 | 3 |
| MKT | 135 | Customer Service Techniques | 3 | 0 | 3 |
| | | | | Credits | 27 |

| Professional Golf Management Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PRM | 161 | Rules of Golf | 3 | 0 | 3 |
| PRM | 162 | Golf Tournament Operations | 3 | 0 | 3 |
| | | | | Credits | 6 |

Business Technologies Division

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | | Credits | 18 |

---

**SAMPLE CURRICULUM - General Business-Career Pathway in Golf Management**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PRM | 161 | Rules of Golf | 3 | 0 | 3 |
| PRM | 162 | Golf Tournament Operations | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Stats | 3 | 0 | 3 |
| | | | | Credits | 18 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| BUS | 131 | Entrepreneurial Leadership | 3 | 0 | 3 |
| | | | | Credits | 18 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| MKT | 135 | Customer Service Technology | 3 | 0 | 3 |
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BAF | 101 | Personal Finance | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| HOS | 141 | Resort Development & Management | 3 | 0 | 3 |
| MKT | 110 | Retailing | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

---

# GENERAL BUSINESS - CAREER PATHWAY IN HOSPITALITY/TOURISM MANAGEMENT

**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, hospitality law, marketing, and human resource development. Students are prepared for entry-level jobs and those with experience can expect to fill supervisory positions.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 15 |

**Hospitality/Tourism Management Electives**
Students, with the advice and consent of their advisor, must complete 30 semester credit hours from the following elective coursework:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 268 | Special Projects in Business | 3 | 0 | 3 |
| CUL | 101 | Principles of Food Production I | 3 | 0 | 3 |
| CUL | 102 | Principles of Food Production II | 3 | 0 | 3 |
| CUL | 103 | Nutrition | 3 | 0 | 3 |
| CUL | 277 | SCWE in Culinary Arts | 3 | 0 | 3 |

| CPT | 174 | Microcomputer Spreadsheets | 3 | 0 | 3 |
|---|---|---|---|---|---|
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| HOS | 141 | Resort Development & Management | 3 | 0 | 3 |
| HOS | 150 | Hotel Management | 3 | 0 | 3 |
| HOS | 255 | Food Service Management | 3 | 0 | 3 |
| HOS | 256 | Hospitality Management Concepts | 3 | 0 | 3 |
| HOS | 258 | Convention Management | 3 | 0 | 3 |
| HOS | 266 | Destination Tour Management | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| MGT | 270 | Managerial Communications | 3 | 0 | 3 |
| MKT | 135 | Customer Service Techniques | 3 | 0 | 3 |
| | | | | **Credits** | **30** |

**Electives**        Credits 3

**General Education Requirements**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 122 | Finite College Math | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | | **Credits** | **18** |

---

**SAMPLE CURRICULUM - General Business-Career Pathway in Hospitality/Tourism Management**
**Please see your advisor for possible course substitutions.**

**First Year - Fall Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| *** | *** | Hosp/Tourism Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tourism Mgt. Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| MAT | 122 | Finite College Math | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| | | | | **Credits** | **18** |

**First Year - Spring Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| *** | *** | Hosp/Tourism Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tourism Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | **Credits** | **18** |

**Second Year - Fall Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| | | | | **Credits** | **15** |

**Second Year - Spring Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Hosp/Tour Mgt. Elective | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | **Credits** | **15** |

# GENERAL BUSINESS – CAREER PATHWAY IN LAW ENFORCEMENT/SECURITY MANAGEMENT

**Degree:** Associate in Applied Science
**Major:** General Business
**Minimum Credits Required for Graduation:** 63

**Program Description:** The General Business (GNB) associate degree pathway in Law Enforcement/Security Management is designed to encourage interest in the community for advancement in the growing fields of Law Enforcement and Security.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| MGT | 101 | Principles of Management | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 101 | Intro to Business | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| | | | | Credits | 9 |

| Law Enforcement/Security Electives* | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CRJ | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CRJ | 120 | Constitutional Law | 3 | 0 | 3 |
| CRJ | 125 | Criminology | 3 | 0 | 3 |
| CRJ | 242 | Correctional Systems | 3 | 0 | 3 |
| LEG | 231 | Criminal Law | 3 | 0 | 3 |
| | | | | Credits | 15 |

*A maximum of 15 credits may be exempted with documentation of successful completion with a grade of "C" or higher of evaluated Criminal Justice Academy and National or South Carolina Law Enforcement courses.*

| Electives: | | | | Credits | 6 |
|---|---|---|---|---|---|

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 18 |

## GENERAL BUSINESS CERTIFICATES

**Certificates:** Accounting, Entrepreneurship/Small Business Operations, Hospitality Management, and Culinary Arts.

### 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. *Prerequisite: MAT 102, RDG 100.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| ACC | 102 | Accounting Principles II | 3 | 0 | 3 |
| ACC | 124 | Individual Tax Procedures | 3 | 0 | 3 |
| ACC | 150 | Payroll Accounting | 3 | 0 | 3 |
| ACC | 230 | Cost Accounting I | 3 | 0 | 3 |
| ACC | 240 | Computerized Accounting | 3 | 0 | 3 |
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| | | | | Credits | 21 |

### CULINARY ARTS TECHNOLOGY

**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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CUL | 101 | Principles of Food Production I | 3 | 0 | 3 |
| CUL | 102 | Principles of Food Production II | 3 | 0 | 3 |
| CUL | 103 | Nutrition | 3 | 0 | 3 |
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| CUL | 277 | SCWE in Culinary Arts | 1 | 9 | 3 |
| | | | | Credits | 18 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| ACC | 240 | Computerized Accounting | 3 | 0 | 3 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| BUS | 110 | Entrepreneurship | 3 | 0 | 3 |
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| MGT | 120 | Small Business Management | 3 | 0 | 3 |
| MGT | 150 | Fundamentals of Supervision | 3 | 0 | 3 |
| MKT | 101 | Marketing | 3 | 0 | 3 |
| | | | | Credits | 24 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| HOS | 140 | The Hospitality Industry | 3 | 0 | 3 |
| HOS | 141 | Resort Development & Management | 3 | 0 | 3 |
| HOS | 150 | Hotel Management | 3 | 0 | 3 |
| HOS | 255 | Food Service Management | 3 | 0 | 3 |
| HOS | 258 | Convention Management | 3 | 0 | 3 |
| HOS | 266 | Destination Tour Management | 3 | 0 | 3 |
| | | | | Credits | 21 |

# PARALEGAL *(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.*

## Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| LEG | 120 | Torts | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law & Ethics | 3 | 0 | 3 |
| LEG | 213 | Family Law | 3 | 0 | 3 |
| LEG | 214 | Property Law | 3 | 0 | 3 |
| LEG | 233 | Wills, Trusts & Probate | 3 | 0 | 3 |
| | | | | Credits | 18 |

## Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| LEG | 132 | Legal Bibliography | 3 | 0 | 3 |
| LEG | 201 | Civil Litigation | 3 | 0 | 3 |
| LEG | 231 | Criminal Law | 3 | 0 | 3 |
| LEG | 242 | Law Practice Workshop | 3 | 0 | 3 |
| LEG | 244 | Special Projects for Paralegals | 3 | 0 | 3 |
| LEG | 250 | Internship for Paralegals | 1 | 6 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| LEG | 234 | Title Examination Procedures I | 3 | 0 | 3 |
| BUS | 123 | Business Law II | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| AOT | 163 | Information Processing | 3 | 0 | 3 |
| CPT | 179 | Microcomputer Word Processing | 3 | 0 | 3 |
| | | | | Credits | 27 |

## Required Related Elective Course

Students, with the advice and consent of their advisor, must complete 3 semester hours from the following:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACC | 101 | Accounting Principles I | 3 | 0 | 3 |
| BAF | 101 | Personal Finance | 3 | 0 | 3 |
| ECO | 210 | Macroeconomics | 3 | 0 | 3 |
| ECO | 211 | Microeconomics | 3 | 0 | 3 |
| MGT | 101 | Principals of Management | 3 | 0 | 3 |
| LEG | 232 | Law Office Management | 3 | 0 | 3 |
| | | | | Credits | 3 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| **Select one of the following:** | | | | | |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 18 |

**Elective**                                    Credits  3

## Course Prerequisites

LEG 120 Torts—ENG 101 and LEG 135, or approval*

LEG 132 Legal Bibliography—ENG 101, LEG 120, LEG 213, LEG 214, and LEG 233 or approval*

LEG 135 Introduction to Law & Ethics—ENG 101 or approval*

LEG 201 Civil Litigation—ENG 101 and LEG 135 or approval*

LEG 213 Family Law—ENG 101 and LEG 135 or approval*

LEG 214 Property Law—ENG 101 and LEG 135 or approval*

LEG 231 Criminal Law—ENG 101 and LEG 135 or approval*

LEG 233 Wills, Trusts, & Probate—ENG 101 and LEG 135 or approval*

LEG 234 Title Exam Procedures I—ENG 101 and LEG 135 or approval*

LEG 242 Law Practice Workshop or approval*—LEG 120, LEG 213, LEG 214, and LEG 233 or approval*

LEG 244 Special Projects for Paralegals—LEG 120, LEG 213, LEG 214, and LEG 233 or approval*

*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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 121 | Business Law I | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| LEG | 135 | Intro to Law & Ethics | 3 | 0 | 3 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| LEG | 120 | Torts | 3 | 0 | 3 |
| LEG | 213 | Family Law | 3 | 0 | 3 |
| LEG | 214 | Property Law | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

| First Year - Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| LEG | 231 | Criminal Law | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| AOT | 163 | Word Processing | 3 | 0 | 3 |
| CPT | 179 | Micro Word Processing | 3 | 0 | 3 |
| | | | | Credits | 12 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| LEG | 132 | Legal Bibliography | 3 | 0 | 3 |
| LEG | 201 | Civil Litigation | 3 | 0 | 3 |
| LEG | 233 | Wills, Trusts & Probate | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| BUS | 123 | Business Law II | 3 | 0 | 3 |
| LEG | 234 | Title Exam Procedures | 3 | 0 | 3 |
| | | | | Credits | 15 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| LEG | 242 | Law Practice Workshop | 3 | 0 | 3 |
| LEG | 244 | Sp Projects for Paralegals | 3 | 0 | 3 |
| LEG | 250 | Internship for Paralegals | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 12 |

Business Technologies Division

# PARALEGAL CERTIFICATE
**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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| LEG | 120 | Torts | 3 | 0 | 3 |
| LEG | 132 | Legal Bibliography | 3 | 0 | 3 |
| LEG | 135 | Introduction to Law & Ethics | 3 | 0 | 3 |
| LEG | 201 | Civil Litigation | 3 | 0 | 3 |
| LEG | 213 | Family Law | 3 | 0 | 3 |
| LEG | 214 | Property Law | 3 | 0 | 3 |
| LEG | 231 | Criminal Law | 3 | 0 | 3 |
| LEG | 233 | Wills, Trusts & Probate | 3 | 0 | 3 |
| LEG | 242 | Law Practice Workshop | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| LEG | 234 | Title Examination Procedures I | 3 | 0 | 3 |
| BUS | 123 | Business Law II | 3 | 0 | 3 |
| | | | | Credits | 30 |

# 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
- 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 231 Criminal Law
- MKT 135 Customer Service Techniques

### for this REQUIRED course.

- AOT 239 Computerized Office Accounting
- MKT 135 Customer Service Techniques
- 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
- CRJ 115 Criminal Law I
- AOT 180 Customer Service

# NOTES

# Health Sciences Division

**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 Heath Studies          Certificate
- Massage Therapy          Certificate
- Computed Tomography          Certificate

# 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. Students can review program requirements and expectations at TCL.edu

## 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. COMPASS 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
    3. Obtain the Heath Sciences Program Application from the Health Sciences office.
    4. Complete the application, sign the Statement of Understanding and submit no earlier than 6 months prior to desired semester of entry and 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, program admission requirements, Health Sciences Program application, Statement of Understanding, 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. 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
    OR
    2. Score at least a 57 (adjusted individual total score) on the TEAS V and complete the following courses: BIO 210, BIO 211, BIO 225, PSY 201, PSY 203, 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-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.
    OR
    4. Applicants with two or more failures (D, F, WF) in Nursing 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-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 GPA $\geq$ 2.75. Math courses must be completed within the last five years. Biology courses must be completed within 18 months from the date of application.
      c. Wait a minimum of two academic years from time of second failure to apply.

    **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. Score at least a 63 (adjusted individual total score) on the TEAS V and:
   a. Minimum TCL GPA of 2.5, or 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

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 110, ENG 101 and 3 hours of an approved humanities course with a total GPA $\geq$ 2.75 at the 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 general education courses (BIO 210, BIO 211, ENG 101, MAT 110, PSY 201) within the last five years must:
   a. Score at least a 63 (adjusted individual total score) on the TEAS V
   b. Complete the following courses: BIO 210, BIO 211, PSY 201, ENG 101, MAT 110, and 3 hours of an approved humanities course with a total TCL GPA $\geq$ 2.75.
   Math and biology must have been completed within the last five years.

OR

4. Applicants with two or more failures (D, F, and WF) in Radiology Technology 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-Radiologic Technology courses in the program of study (BIO 210, BIO 211, ENG 101, MAT 110, PSY 201, and 3 hours of an approved humanities course) with a GPA $\geq$ 2.75. Math courses must be completed within the last five years. Biology course must be taken within 18 months of the date of application.
   c. Wait a minimum of two academic years from the time of second failure to apply.

**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 date

OR

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. 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

2. 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

3. 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.

OR

4. Applicants with two or more failures (D, F, WF) in Surgical Technology courses have one opportunity for admission. Applicant must:
   a. Score at least a 64 (adjusted individual total score) on the TEAS V
   b. Complete all non-Surgical courses in the program of study (AHS 103, BIO 112, ENG 101, PSY 201, & CPT 101 or CPT 170) with a total TCL GPA $\geq$ 2.75. Biology courses must be completed within 18 months of the date of application.
   c. Wait a minimum of two academic years from time of second failure to apply.

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 ≥ 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.
   e. I will be required to submit a $25 nonrefundable fee to secure my place in the program.

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) (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.

**Health Sciences Division**

## ALLIED HEALTH
**Certificate:** Applied Science
**Major:** Pre-Allied Health Studies
**Minimum Credits for Graduation:** 25

### PRE-ALLIED HEALTH STUDIES CERTIFICATE
**Program Description:** The Pre-Allied Health Studies certificate program provides students interested in allied health careers with academic skills and prerequisite instruction to meet admission criteria and ensure opportunity for transfer of appropriate courses into applicable allied health certificate and diploma programs.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| AHS | 119 | Health Careers | 3 | 0 | 3 |

| Select ten credits from the following: | | | | | |
|---|---|---|---|---|---|
| AHS | 102 | Medical Terminology | 3 | 0 | 3 |
| AHS | 103 | Bio Medical Terminology | 2 | 0 | 2 |
| AHS | 106 | Cardiopulmonary Resuscitation | .5 | 1.5 | 1 |
| AHS | 205 | Ethics & Law for Allied Health Pro. | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy & Physiology | 3 | 3 | 4 |
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| --- | --- | Humanities Elective | 3 | 0 | 3 |

| Select one of the following: | | | | | |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| MAT | 110 | Introduction to Computers | 3 | 0 | 3 |
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| | | | | Credits | 25 |

## MASSAGE THERAPY
**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 my 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.

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 112 | Basic Anatomy & Physiology | 3 | 3 | 4 |
| MTH | 120 | Introduction to Massage | 3 | 3 | 4 |
| MTH | 121 | Principles of Massage I | 3 | 3 | 4 |
| MTH | 122 | Principles of Massage II | 3 | 3 | 4 |
| MTH | 123 | Massage Clinical I | 1 | 6 | 3 |
| MTH | 124 | Massage Business Application | 3 | 0 | 3 |
| MTH | 126 | Pathology for Massage Therapy | 1.5 | 1.5 | 2 |
| MTH | 132 | Massage Therapy Seminar | 1 | 0 | 1 |
| MTH | 133 | Massage Clinical II | 1 | 3 | 2 |
| MTH | 135 | Massage Practicum | 1 | 3 | 2 |
| MTH | 137 | Anatomy Physiology for Massage Therapy | 1 | 3 | 2 |
| | | | | Credits | 31 |

---

**SAMPLE CURRICULUM – Massage Therapy**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 112 | Basic Anatomy & Physiology | 3 | 3 | 4 |
| MTH | 120 | Introduction to Massage | 3 | 3 | 4 |
| MTH | 121 | Principles of Massage I | 3 | 3 | 4 |
| | | | | Credits | 12 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MTH | 122 | Principles of Massage II | 3 | 3 | 4 |
| MTH | 123 | Massage Clinical I | 1 | 6 | 3 |
| MTH | 126 | Pathology for Massage Therapy | 1.5 | 1.5 | 2 |
| MTH | 132 | Massage Therapy Seminar | 1 | 0 | 1 |
| MTH | 137 | Anatomy Physiology for Massage Therapy | 1 | 3 | 2 |
| | | | | Credits | 12 |

| First Year - Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MTH | 124 | Massage Business Application | 3 | 0 | 3 |
| MTH | 133 | Massage Clinical II | 1 | 3 | 2 |
| MTH | 135 | Massage Practicum | 1 | 3 | 2 |
| | | | | Credits | 7 |

# NURSING
## ASSOCIATE DEGREE NURSING (ADN) OPTION

**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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 102 | Basic Nursing Skills | 2 | 6 | 4 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| NUR | 134 | Beginning Nursing Skills | 2.5 | 7.5 | 5 |
| NUR | 155 | Contemporary Nursing Practice I | 4 | 6 | 6 |
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| NUR | 162 | Psychiatric & Mental Health Nursing | 2 | 3 | 3 |
| | | | | Credits | 23 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy and Physiology I | 3 | 3 | 4 |
| BIO | 211 | Anatomy and Physiology II | 3 | 3 | 4 |
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 265 | Nursing Concepts/Clinical Pract. II | 4 | 6 | 6 |
| NUR | 274 | Issues in Nursing Practice | 2.5 | 1.5 | 3 |
| NUR | 275 | Contemporary Nursing Practice III | 2.5 | 10.5 | 6 |
| | | | | Credits | 30 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

---

**SAMPLE CURRICULUM - Nursing (ADN) Option – Fall Entry**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy and Physiology I | 3 | 3 | 4 |
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| NUR | 134 | Beginning Nursing Skills** | 2.5 | 7.5 | 5 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 17 |

*\* Fall I*
*\*\* Fall II*

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| NUR | 155 | Contemporary Nursing Practice I | 4 | 6 | 6 |
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| | | | | Credits | 17 |

| First Year - Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 7 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| NUR | 162 | Psychiatric & Mental Health Nursing | 2 | 3 | 3 |
| NUR | 265 | Nursing Concepts/Clinical Pract. II | 4 | 6 | 6 |
| | | | | Credits | 12 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 274 | Issues in Nursing Practice | 2.5 | 1.5 | 3 |
| NUR | 275 | Contemp. Nursing Practice III | 2.5 | 10.5 | 6 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

**SAMPLE CURRICULUM - Nursing (ADN) Option – Spring Entry**
**Please see your advisor for possible course substitutions.**

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 134 | Beginning Nursing Skills** | 2.5 | 7.5 | 5 |
| NUR | 105 | Pharmacology for Nurses** | .5 | 1.5 | 1 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 17 |

*\* Spring I*
*\*\* Spring II*

| First Year – Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 7 |

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 225 | Microbiology | 3 | 3 | 4 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| NUR | 155 | Contemp. Nursing Practice I | 3 | 6 | 6 |
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| | | | | Credits | 17 |

| Second Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| NUR | 162 | Psychiatric & Mental Health Nursing | 2 | 3 | 3 |
| NUR | 265 | Nursing Concepts/Clinical Pract. II | 4 | 6 | 6 |
| | | | | Credits | 12 |

| Second Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 274 | Issues in Nursing Practice | 2.5 | 1.5 | 3 |
| NUR | 275 | Contemp. Nursing Practice III | 2.5 | 10.5 | 6 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

*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.*

## PRACTICAL NURSING PROGRAM (PN) OPTION
**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.

### Required Major Courses - 21 Credits

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| NUR | 134 | Beginning Nursing Skills* | 2.5 | 7.5 | 5 |
| NUR | 155 | Contemporary Nursing Practice I | 4 | 6 | 6 |
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| NUR | 166 | Issues in Practical Nursing | 1 | 0 | 1 |
| | | | | Credits | 21 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| NUR | 167 | Organizational Strategies for the PN | 1.5 | 7.5 | 4 |
| | | | | Credits | 12 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| | | | | Credits | 9 |

## SAMPLE CURRICULUM - Practical Nursing (PN) Option
**Please see your advisor for possible course substitutions.**

### First Year - First Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| NUR | 134 | Beginning Nursing Skills* | 2.5 | 7.5 | 5 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| | | | | Credits | 17 |

*\* Fall I*
*\*\* Fall II*

### First Year - Second Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 155 | Cont. Nursing Practice I | 4 | 6 | 6 |
| NUR | 158 | Health Promo for Families I | 3 | 3 | 4 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| | | | | Credits | 17 |

### First Year - Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 166 | Issues in Practical Nursing | 1 | 0 | 1 |
| NUR | 167 | Organizat'l Strategies for the PN | 1.5 | 7.5 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 8 |

---

## SAMPLE CURRICULUM – Nursing (ADN) Flex Option – *Fall Entry*

### First Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy and Physiology I | 2.5 | 3 | 4 |
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 134 | Beginning Nursing Skills** | 2.5 | 7.5 | 5 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 17 |

*\* Fall I / \*\* Fall II*

### First Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 2.5 | 3 | 4 |
| NUR | 155 | Contemporary Nursing Practice I | 4 | 6 | 6 |
| PSY | 203 | Human Growth & Development | 3 | 0 | 3 |
| | | | | Credits | 13 |

### First Year - Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| BIO | 225 | Microbiology | 2.5 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 11 |

### Second Year - Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| NUR | 162 | Psychiatric & Mental Health Nursing | 2 | 3 | 3 |
| | | | | Credits | 6 |

### Second Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 265 | Nursing Concepts & Clinical Pract | 4 | 6 | 6 |
| | | | | Credits | 9 |

### Terminal Semester - Fall

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 274 | Issues in Nursing Practice | 2.5 | 1.5 | 3 |
| NUR | 275 | Contemp. Nursing Practice III | 2.5 | 10.5 | 6 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

---

## SAMPLE CURRICULUM – Nursing (ADN) Flex Option – *Spring Entry*

### First Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy & Physiology I | 2.5 | 3 | 4 |
| NUR | 102 | Basic Nursing Skills* | 2 | 6 | 4 |
| NUR | 134 | Beginning Nursing Skills** | 2.5 | 7.5 | 5 |
| NUR | 105 | Pharmacology for Nurses | .5 | 1.5 | 1 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 17 |

*\* Spring I / \*\* Spring II*

### First Year – Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 2.5 | 3 | 4 |
| PSY | 203 | Human Growth & Dvpmt. | 3 | 0 | 3 |
| | | | | Credits | 7 |

### First Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 155 | Contemp. Nursing Practice I | 3 | 6 | 6 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 9 |

### Second Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 158 | Health Promotion for Families I | 3 | 3 | 4 |
| BIO | 225 | Microbiology | 2.5 | 3 | 4 |
| | | | | Credits | 8 |

### Second Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 120 | Probability & Statistics | 3 | 0 | 3 |
| NUR | 162 | Psychiatric & Mental Health Nursing | 2 | 3 | 3 |
| | | | | Credits | 6 |

### Terminal Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| NUR | 265 | Nursing Concepts & Clinical Pract | 4 | 6 | 6 |
| | | | | Credits | 9 |

### Terminal Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| NUR | 274 | Issues in Nursing Practice | 2.5 | 1.5 | 3 |
| NUR | 275 | Contemp. Nursing Practice III | 2.5 | 10.5 | 6 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

## 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.

## PHYSICAL THERAPIST ASSISTANT PROGRAM

**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.

### Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PTH | 101 | Physical Therapy Professional Preparation | 1 | 3 | 2 |
| PTH | 115 | Pathology for PTA | 3 | 0 | 3 |
| PTH | 202 | Physical Therapy Modalities | 3 | 3 | 4 |
| PTH | 205 | Physical Therapy Functional Anatomy | 3 | 3 | 4 |
| PTH | 228 | Manual Therapy Techniques | 1 | 3 | 2 |
| PTH | 235 | Interpersonal Dynamics | 2 | 0 | 2 |
| PTH | 240 | Therapeutic Exercise/Application | 4 | 3 | 5 |
| PTH | 242 | Orthopedic Management | 4 | 0 | 4 |
| PTH | 246 | Neuromuscular Rehabilitation | 3 | 6 | 5 |
| PTH | 252 | Clinical Practice | 0 | 6 | 2 |
| PTH | 253 | Clinical Practice II | 0 | 9 | 3 |
| PTH | 266 | Physical Therapy Practicum I | 0 | 18 | 6 |
| PTH | 270 | Special Topics in Physical Therapy | 3 | 0 | 3 |
| PTH | 275 | Advanced Professional Preparation | 1 | 0 | 1 |
| | | | | **Credits** | **46** |

### Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy and Physiology I | 3 | 3 | 4 |
| BIO | 211 | Anatomy and Physiology II | 3 | 3 | 4 |
| | | | | **Credits** | **8** |

### General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | **Credits** | **15** |

---

**Sample Curriculum – Physical Therapist Assistant**
**Please see your advisor for possible course substitutions.**

### First Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy and Physiology I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| MAT | 120 | Probability and Statistics | 3 | 0 | 3 |
| PTH | 101 | Physical Therapy Professional Prep | 1 | 3 | 2 |
| | | | | **Credits** | **15** |

### First Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy and Physiology | 3 | 3 | 4 |
| ENG | 102 | English Composition II | 3 | 0 | 3 |
| PTH | 202 | Physical Therapy Modalities | 3 | 3 | 4 |
| PTH | 205 | Physical Therapy Functional Anatomy | 3 | 3 | 4 |
| | | | | **Credits** | **15** |

### First Year – Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PTH | 240 | Therapeutic Exercises/Application | 4 | 3 | 5 |
| PTH | 242 | Orthopedic Management | 4 | 0 | 4 |
| PTH | 252 | Clinical Practice | 0 | 6 | 2 |
| | | | | **Credits** | **11** |

### Second Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PTH | 115 | Pathology for PTA | 3 | 0 | 3 |
| PTH | 228 | Manual Therapy Techniques | 1 | 3 | 2 |
| PTH | 235 | Interpersonal Dynamics | 2 | 0 | 2 |
| PTH | 246 | Neuromuscular Rehabilitation | 3 | 6 | 5 |
| PTH | 253 | Clinical Practice II | 0 | 9 | 3 |
| | | | | **Credits** | **15** |

### Second Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PTH | 266 | Physical Therapy Practicum I | 0 | 18 | 6 |
| PTH | 270 | Special Topics in Physical Therapy | 3 | 0 | 3 |
| PTH | 275 | Advanced Professional Preparation | 1 | 0 | 1 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | **Credits** | **13** |

# RADIOLOGIC TECHNOLOGY

**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).

## Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 110 | Radiographic Imaging I | 3 | 0 | 3 |
| RAD | 115 | Radiographic Imaging II | 2 | 3 | 3 |
| RAD | 130 | Radiographic Procedures I | 2 | 3 | 3 |
| RAD | 136 | Radiographic Procedures II | 2 | 3 | 3 |
| RAD | 150 | Clinical Applications I | 0 | 12 | 4 |
| RAD | 201 | Radiation Biology | 2 | 0 | 2 |
| RAD | 210 | Radiographic Imaging III | 3 | 0 | 3 |
| | | | | Credits | 21 |

## Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| RAD | 101 | Introduction to Radiography | 2 | 0 | 2 |
| RAD | 103 | Intro to Computed Tomography | 2 | 0 | 2 |
| RAD | 155 | Applied Radiography I | 0 | 15 | 5 |
| RAD | 165 | Applied Radiography II | 0 | 15 | 5 |
| RAD | 176 | Applied Radiography III | 0 | 18 | 6 |
| RAD | 205 | Radiographic Pathology | 2 | 0 | 2 |
| RAD | 230 | Radiographic Procedures III | 2 | 3 | 3 |
| RAD | 236 | Radiography Seminar II | 1 | 3 | 2 |
| RAD | 256 | Advanced Radiography I | 0 | 18 | 6 |
| RAD | 276 | Advanced Radiography III | 0 | 18 | 6 |
| | | | | Credits | 43 |

## General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Approved Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 16 |

## SAMPLE CURRICULUM - Radiologic Technology
**Please see your advisor for possible course substitutions.**

### First Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 210 | Anatomy & Physiology I | 3 | 3 | 4 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| RAD | 101 | Introduction to Radiography | 1 | 3 | 2 |
| RAD | 130 | Radiographic Procedures I | 2 | 3 | 3 |
| RAD | 150 | Clinical Applications | 0 | 12 | 4 |
| | | | | Credits | 16 |

### First Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BIO | 211 | Anatomy & Physiology II | 3 | 3 | 4 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| RAD | 110 | Radiographic Imaging I | 3 | 0 | 3 |
| RAD | 136 | Radiographic Procedures II | 2 | 3 | 3 |
| RAD | 155 | Applied Radiography I | 0 | 15 | 5 |
| | | | | Credits | 18 |

### First Year – Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 165 | Applied Radiography II | 0 | 15 | 5 |
| RAD | 230 | Radiographic Procedures III | 3 | 3 | 3 |
| | | | | Credits | 8 |

### Second Year – Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 115 | Radiographic Imaging II | 2 | 3 | 3 |
| RAD | 176 | Applied Radiography III | 0 | 18 | 6 |
| RAD | 201 | Radiation Biology | 2 | 0 | 2 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 14 |

### Second Year – Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 103 | Intro to Computed Tomography | 2 | 0 | 2 |
| RAD | 205 | Radiography Pathology | 2 | 0 | 2 |
| RAD | 210 | Radiographic Imaging III | 3 | 0 | 3 |
| RAD | 256 | Advanced Radiography I | 0 | 18 | 6 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 16 |

### Second Year – Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 236 | Radiography Seminar II | 1 | 3 | 2 |
| RAD | 276 | Advanced Radiography III | 0 | 18 | 6 |
| | | | | Credits | 8 |

# COMPUTED TOMOGRAPHY

**Certificate: Applied Science**
**Major: Computed Tomography**
**Minimum Credits for Graduation: 18**

**Program Description:** The Computed Tomography certificate program provides students with the required knowledge and practical training for entry-level positions as Technologists working in diagnostic imaging centers, hospitals, and private physicians offices. The program will prepare students seeking certification through examination by the American Registry of Radiologic Technologies. Prerequisite: Be a registered technologist (ARRT), radiation therapist (ARRT), or registered nuclear medicine technologist (ARRT or NMTCB) in good standing.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| RAD | 103 | Intro. To Computed Technology | 2 | 0 | 2 |
| RAD | 131 | C.T. of the Head and Spine | 1 | 0 | 1 |
| RAD | 132 | C.T. of the Neck, Thorax, Abdomen | 1 | 0 | 1 |
| RAD | 133 | C.T. of the Extremities | 1 | 0 | 1 |
| RAD | 142 | C.T. Clinical Practicum | 0 | 15 | 5 |
| RAD | 145 | C.T. Physics and Instrumentation | 3 | 0 | 3 |
| RAD | 280 | Advanced Imaging I | 1 | 3 | 2 |
| RAD | 281 | Advanced Imaging II | 1 | 3 | 2 |
| RAD | 285 | Special Topics in C.T. | 1 | 0 | 1 |
| | | | | Credits | 18 |

**Suggested Sequence of Courses**

| Fall Semester | | Lec | Lab | Cr |
|---|---|---|---|---|
| RAD 103 | Intro to Computed Tomography | 2 | 0 | 2 |
| RAD 131Fa1 | C.T. of the Head and Spine | 1 | 0 | 1 |
| RAD 132Fa2 | C.T. of the Neck, Thorax, Abdomen | 1 | 0 | 1 |
| RAD 280Fa1 | Advanced Imaging I | 1 | 3 | 2 |
| RAD 281Fa2 | Advanced Imaging II | 1 | 3 | 2 |
| | | | Credits | 8 |

| Fall Semester | | Lec | Lab | Cr |
|---|---|---|---|---|
| RAD 133 | C.T. of the Extremities | 1 | 0 | 1 |
| RAD 142 | C.T. Clinical Practicum | 0 | 15 | 5 |
| RAD 145 | C.T. Physics and Instrumentation | 3 | 0 | 3 |
| RAD 285 | Special Topics in C.T. | 1 | 0 | 1 |
| | | | Credits | 10 |

# SURGICAL TECHNOLOGY

**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

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| SUR | 101 | Introduction to Surgical Technology | 3 | 6 | 5 |
| SUR | 103 | Surgical Procedures I* | 2 | 6 | 4 |
| SUR | 104 | Surgical Procedures II* | 2 | 6 | 4 |
| SUR | 106 | Advanced Surgical Procedures | 2 | 0 | 2 |
| SUR | 110 | Introduction to Surgical Practicum | 1 | 12 | 5 |
| SUR | 112 | Surgical Practicum I | 2 | 6 | 4 |
| SUR | 113 | Advanced Surgical Practicum | 4 | 6 | 6 |
| | | | | Credits | 30 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AHS | 103 | Biomedical Terminology | 2 | 0 | 2 |
| AHS | 121 | Basic Pharmacology | 2 | 0 | 2 |
| AHS | 130 | Surgical Environment for Health Professionals | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy/Physiology | 3 | 3 | 4 |
| | | | | Credits | 11 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CPT | 101 | Introduction to Computers | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| | | | | Credits | 9 |

---

**SAMPLE CURRICULUM - Surgical Technology**
**Please see your advisor for possible course substitutions.**

| First Year – Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AHS | 130 | Procedures and Practices in the OR | 3 | 0 | 3 |
| BIO | 112 | Basic Anatomy and Physiology | 3 | 3 | 4 |
| AHS | 103 | Biomedical Terminology | 2 | 0 | 2 |
| SUR | 101 | Intro to Surgical Technology (Fall I) | 3 | 6 | 5 |
| SUR | 110 | Intro to Surgical Practicum (Fall II) | 1 | 12 | 5 |
| Select one of the following: | | | | | |
| CPT | 101 | Introduction to Computer | 3 | 0 | 3 |
| CPT | 170 | Microcomputer Applications | 3 | 0 | 3 |
| | | | | Credits | 22 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AHS | 121 | Basic Pharmacology | 2 | 0 | 2 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SUR | 103 | Surgical Procedures I (Spring I) | 2 | 6 | 4 |
| SUR | 104 | Surgical Procedures II (Spring II) | 2 | 6 | 4 |
| SUR | 106 | Advanced Surgical Procedures | 1 | 3 | 2 |
| | | | | Credits | 18 |

| First Year – Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| SUR | 112 | Surgical Practicum I (Summer) | 2 | 6 | 4 |
| SUR | 113 | Advan Surgical Practicum (Summer) | 4 | 6 | 6 |
| | | | | Credits | 10 |

# Industrial Technologies Division

**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

**APPLIED SCIENCE - COMPUTER ASSISTED DESIGN (CAD)**
- Architectural Design Technician I      Certificate
- Architectural Design Technician II      Certificate
- Basic Design Technician      Certificate
- Civil Design Technician      Certificate
- Mechanical Design Technician      Certificate
- Introduction to Engineering Design      Certificate

**APPLIED SCIENCE - CIVIL ENGINEERING TECHNOLOGY**
- Civil Engineering Technology      Associate Degree
- Engineering Surveying      Certificate
- Civil Engineering Management      Certificate
- Highway Engineering      Certificate

**APPLIED SCIENCE - COSMETOLOGY**
- Cosmetology      Diploma

**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
- Digital Home Technology Integration      Certificate
- Basic Audio-Video Production Tech      Certificate
- Network Administrator      Certificate
- Network Engineer      Certificate
- A+ Computer Servicing      Certificate

**APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY**
- Basic Industrial Systems Technology      Certificate

# 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, Alternative Energy.

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 105 | Tools Usage and Safety | 2 | 0 | 2 |
| BCT | 112 | Construction Print Reading | 2 | 0 | 2 |
| BCT | 224 | Building Materials | 3 | 0 | 3 |
| BCT | 240 | Green Residential Const. Overview | 3 | 0 | 3 |
| | | | | Credits | 10 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 139 | Advanced Residential Wiring | 3 | 0 | 3 |
| BCT | 141 | Fixtures and Installation | 3 | 0 | 3 |
| EEM | 140 | National Electrical Code | 3 | 0 | 3 |
| | | | | 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 208 | Framing/Roofing | 3 | 0 | 3 |
| BCT | 210 | Interior/Exterior Installation | 3 | 0 | 3 |
| BCT | 244 | Site Layout/Foundation Types | 3 | 0 | 3 |
| | | | | 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 112 | Construction Print Reading | 2 | 0 | 2 |
| BCT | 131 | Estimating/Quantity Take Off | 2 | 0 | 2 |
| BCT | 221 | Construction Building Codes | 3 | 0 | 3 |
| IST | 150 | Project Mgt. Essentials for IT Professionals | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |

| Select two of the following | | | | | |
|---|---|---|---|---|---|
| BCT | 230 | Bidding/Contracts/Specification | 3 | 0 | 3 |
| BCT | 250 | Environmental Resistant Const. Codes | 3 | 0 | 3 |
| BCT | 255 | Construction Internship | 3 | 0 | 3 |
| | | | | Credits | 19 |

Industrial Technologies Division

## INDOOR ENVIRONMENTAL 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 241 | Green Materials | 3 | 0 | 3 |
| BCT | 242 | Insulations | 3 | 0 | 3 |
| BCT | 243 | Energy Efficiency & Weatherization | 3 | 0 | 3 |
| | | | Credits | | 9 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BCT | 112 | Construction Print Reading | 2 | 0 | 2 |
| BCT | 159 | Plumbing Installations and Repairs | 3 | 0 | 3 |
| BCT | 245 | Green Plumbing Concepts | 3 | 0 | 3 |
| | | | 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 | Lec | Lab | Cr |
|---|---|---|---|
| BCT 112 Construction Print Reading | 2 | 0 | 2 |
| EEM 105 Basic Electricity | 2 | 0 | 2 |
| EEM 171 Electrical Installation/Electrical Codes | 4 | 0 | 4 |
| | Credits | | 8 |

## SOLAR PHOTOVOLTAIC TECHNICIAN

**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 | Lec | Lab | Cr |
|---|---|---|---|
| EEM 117 AC/DC Circuits | 4 | 0 | 4 |
| EEM 171 Electrical Installation/Electrical Codes | 4 | 0 | 4 |
| SOL 120 Basic Solar Energy Technology | 3 | 0 | 3 |
| SOL 201 Solar Photovoltaic Systems | 4 | 0 | 4 |
| SOL 220 Solar Photovoltaic Design & Installation | 4 | 0 | 4 |
| | Credits | | 19 |

## SOLAR THERMAL TECHNICIAN

**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 | Lec | Lab | Cr |
|---|---|---|---|
| BCT 105 Tools Usage and Safety | 2 | 0 | 2 |
| BCT 159 Plumbing Installations and Repairs | 3 | 0 | 3 |
| SOL 120 Basic Solar Energy Technology | 3 | 0 | 3 |
| SOL 202 Solar Thermal Systems | 3 | 3 | 4 |
| SOL 230 Solar Thermal Design & Installation | 3 | 3 | 4 |
| | Credits | | 19 |

# 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:** Basic Design Technician, Architectural Design Technician I, Architectural Design Technician II, Civil Design Technician, and Mechanical Design Technician, and Introduction to Engineering Design.

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EGT | 109 | Intro to Engineering Graphics | 3 | 0 | 3 |
| EGT | 151 | Intro to CAD | 3 | 0 | 3 |
| EGT | 152 | Fundamentals of CAD | 3 | 0 | 3 |
| EGT | 252 | Advanced CAD | 3 | 0 | 3 |
| | | | | Credits | 12 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AET | 101 | Building Systems I | 3 | 0 | 3 |
| AET | 202 | History of Architecture | 3 | 0 | 3 |
| BCT | 112 | Construction Print Reading | 2 | 0 | 2 |
| BCT | 131 | Estimating/Quantity Take Off | 2 | 0 | 2 |
| BCT | 221 | Construction Building Codes | 3 | 0 | 3 |
| | | | | 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AET | 101 | Building Systems I | 3 | 0 | 3 |
| AET | 124 | Residential Design I | 3 | 0 | 3 |
| AET | 202 | History of Architecture | 3 | 0 | 3 |
| AET | 221 | Architectural Computer Graphics II | 4 | 0 | 4 |
| AET | 231 | Architectural Computer Graphics III | 4 | 0 | 4 |
| | | | | Credits | 17 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EGR | 285 | Engineering Surveying I | 3 | 0 | 3 |
| EGR | 295 | Engineering Surveying Lab I | 0 | 1 | 1 |
| EGT | 105 | Basic Civil Drafting | 2 | 0 | 2 |
| EGT | 257 | Advanced Civil CAD | 3 | 0 | 3 |
| EGT | 258 | Applications of CAD | 3 | 0 | 3 |
| | | | | Credits | 12 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EGT | 110 | Engineering Graphics I | 4 | 0 | 4 |
| EGT | 210 | Engineering Graphics III | 4 | 0 | 4 |
| EGT | 245 | Principles of Parametric CAD | 3 | 0 | 3 |
| EGT | 251 | Principles of CAD | 3 | 0 | 3 |
| EGT | 282 | Rapid Prototyping I | 4 | 0 | 4 |
| | | | | Credits | 18 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EGT | 109 | Intro. Engineering Design Graphics | 3 | 0 | 3 |
| EGT | 110 | Engineering Graphics I | 4 | 0 | 4 |
| EGT | 151 | Introduction to CAD | 3 | 0 | 3 |
| EGT | 152 | Fundamentals of CAD | 3 | 0 | 3 |
| EGT | 251 | Principles of CAD | 3 | 0 | 3 |
| EGT | 282 | Rapid Prototyping I | 4 | 0 | 4 |
| EGT | 245 | Principles of Parametric CAD | 3 | 0 | 3 |
| | | | | Credits | 26 |

# CIVIL ENGINEERING TECHNOLOGY

**Degree:** Associate in Applied Science
**Major:** Civil Engineering Technology
**Minimum Credits for Graduation:** 63

**Program Description:** The Civil Engineering Technology (CET) associate degree program prepares students to perform at the technician level in Civil Engineering. Students are provided training in design, drafting, surveying and construction techniques. CET graduates' employment opportunities include surveying firms, engineering consultants, materials testing firms, state and federal governments, construction companies, and highway departments. Typically, graduates obtain jobs working as members of survey teams, in computer aided drafting and design, or as assistant engineers in the design of steel and concrete structures or working under the supervision of engineers as land developers, building inspectors, and construction superintendent trainees, soil and concrete testing technicians, highways, storm/sewage drainage technicians, and water supply systems technicians.

**Students applying to the Civil Engineering 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 CET associate degree program 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).
- 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 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 CET program until all requirements are met.

## Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CET | 120 | Construction Materials | 3 | 0 | 3 |
| EGR | 110 | Intro to Computer Environment | 3 | 0 | 3 |
| EGR | 194 | Statics & Strength of Materials | 4 | 0 | 4 |
| EGR | 285 | Engineering Survey I | 3 | 0 | 3 |
| EGT | 109 | Intro to Engineering/Design Graphics | 3 | 0 | 3 |
| | | | | Credits | 16 |

## Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CET | 215 | Soil Mechanics Fundamentals | 2 | 0 | 2 |
| CET | 218 | Hydraulics | 3 | 0 | 3 |
| CET | 242 | Concrete Design | 3 | 0 | 3 |
| CET | 244 | Structural Steel Design | 3 | 0 | 3 |
| CET | 246 | Environmental Systems Technology | 3 | 0 | 3 |
| CET | 251 | Highway Design | 3 | 0 | 3 |
| EGR | 286 | Engineering Surveying II | 3 | 0 | 3 |
| EGR | 295 | Engineering Surveying Lab I | 0 | 3 | 1 |
| EGR | 296 | Engineering Surveying Lab II | 0 | 3 | 1 |
| ENG | 260 | Advanced Technical Communications | 3 | 0 | 3 |
| MAT | 111 | College Trigonometry | 3 | 0 | 3 |
| Select one of the following: | | | | | |
| CHM | 110 | College Chemistry I | 4 | 0 | 4 |
| PHY | 201 | Physics I | 4 | 0 | 4 |
| | | | | Credits | 32 |

## General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 15 |

# CIVIL ENGINEERING TECHNOLOGY CERTIFICATES
**Certificates: Engineering Surveying, Civil Engineering Management, Highway Engineering**

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EGR | 285 | Engineering Surveying I | 3 | 0 | 3 |
| EGR | 286 | Engineering Surveying II | 3 | 0 | 3 |
| EGR | 295 | Engineering Surveying Lab I | 1 | 0 | 1 |
| EGR | 296 | Engineering Surveying Lab II | 1 | 0 | 1 |
| | | | | Credits | 8 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CET | 120 | Construction Materials | 3 | 0 | 3 |
| CET | 230 | Construction Management | 3 | 0 | 3 |
| CET | 242 | Concrete Design | 3 | 0 | 3 |
| CET | 244 | Structural Steel Design | 3 | 0 | 3 |
| CET | 251 | Highway Design | 3 | 0 | 3 |
| IST | 150 | Project Mgt Essentials for IT Professionals | 3 | 0 | 3 |
| | | | | Credits | 18 |

### 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| CET | 215 | Soils Mechanics Fundamentals | 2 | 0 | 2 |
| CET | 218 | Hydraulics | 3 | 0 | 3 |
| CET | 251 | Highway Design | 3 | 0 | 3 |
| | | | | Credits | 8 |

# 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 COMPASS/ASSET academic skills evaluation for 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 COMPASS placement for ENG 101, BUS 140, PSY 201 or by instructor approval.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| COS | 106 | Facials & Makeup | 2 | 3 | 3 |
| COS | 108 | Nail Care | 2 | 3 | 3 |
| COS | 112 | Shampoo & Rinses | 3 | 3 | 4 |
| COS | 116 | Hair Styling I | 1 | 9 | 4 |
| COS | 206 | Chemical Hair Waving | 1 | 6 | 3 |
| COS | 210 | Hair Coloring | 1 | 6 | 3 |
| | | | | Credits | 20 |

| Required Related Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| COS | 101 | Fundamentals of Cosmetology | 0.5 | 7.5 | 3 |
| COS | 102 | Sanitation Procedures | 2 | 3 | 3 |
| COS | 110 | Scalp & Hair Care | 1.5 | 4.5 | 3 |
| COS | 114 | Hair Shaping | 2 | 6 | 4 |
| COS | 120 | Mannequin Practice | 2 | 3 | 3 |
| COS | 201 | Salon Management | 0.5 | 7.5 | 3 |
| COS | 208 | Chemical Hair Relaxing | 0.5 | 7.5 | 3 |
| COS | 212 | Hair Lightening | 1 | 6 | 3 |
| | | | | Credits | 25 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PSY | 103 | Human Relations | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 9 |

---

**SAMPLE CURRICULUM - Cosmetology**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| COS | 101 | Fundamentals of Cosmetology | 0.5 | 7.5 | 3 |
| COS | 106 | Facials & Makeup | 2 | 3 | 3 |
| COS | 110 | Scalp and Hair Care | 1.5 | 4.5 | 3 |
| COS | 114 | Hair Shaping | 2 | 6 | 4 |
| COS | 116 | Hair Styling I | 1 | 9 | 4 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 20 |

| First Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| COS | 201 | Salon Management | 0.5 | 7.5 | 3 |
| COS | 206 | Chemical Hair Waving | 1 | 6 | 3 |
| COS | 208 | Chemical Hair Relaxing | 0.5 | 7.5 | 3 |
| COS | 210 | Hair Coloring | 1 | 6 | 3 |
| COS | 212 | Hair Lightening | 1 | 6 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 18 |

| First Year - Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BUS | 140 | Business Mathematics | 3 | 0 | 3 |
| COS | 102 | Sanitation Procedures | 2 | 3 | 3 |
| COS | 108 | Nail Care | 2 | 3 | 3 |
| COS | 112 | Shampoo & Rinses | 3 | 3 | 4 |
| COS | 120 | Mannequin Practice | 2 | 3 | 3 |
| | | | | Credits | 16 |

Industrial Technologies Division

# GENERAL TECHNOLOGY

**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**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 102 | Tools & Service Techniques | 3 | 0 | 3 |
| ACR | 240 | Advanced Automatic Controls | 3 | 0 | 3 |
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EGT | 109 | Intro to Engineering Design/Graphics | 3 | 0 | 3 |

**Select one course from the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 102 | Intermediate Algebra | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| | | | | **Credits** | **16** |

**First Year - Spring Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 108 | Refrigeration Fundamentals | 3 | 0 | 3 |
| ACR | 131 | Commercial Refrigeration | 3 | 0 | 3 |
| ACR | 250 | Duct Fabrication | 3 | 0 | 3 |
| EGT | 151 | Introduction to CAD | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | **Credits** | **15** |

**Second Year - Fall Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 118 | Air Conditioning Fundamentals | 3 | 0 | 3 |
| ACR | 160 | Service Customer Relations | 3 | 0 | 3 |
| ACR | 210 | Heat Pumps | 4 | 0 | 4 |
| EGT | 152 | Fundamentals of CAD | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | **Credits** | **19** |

**Second Year - Spring Semester**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 110 | Heating Fundamentals | 4 | 0 | 4 |
| ACR | 140 | Automatic Controls | 3 | 0 | 3 |
| EGT | 252 | Advanced CAD | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | **Credits** | **16** |

# HEATING, VENTILATION AND AIR CONDITIONING (HVAC)
## HVAC CERTIFICATES
**Certificates:** Commercial Refrigeration, Designing HVAC Systems, and Heat Pump.

### COMMERCIAL REFRIGERATION CERTIFICATE
**Program Description:** The Commercial Refrigeration certificate program prepares students to service, troubleshoot, and repair commercial refrigeration equipment.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 102 | Tools & Service Techniques | 3 | 0 | 3 |
| ACR | 107 | Wiring Diagrams | 2 | 0 | 2 |
| ACR | 108 | Refrigeration Fundamentals | 3 | 0 | 3 |
| ACR | 131 | Commercial Refrigeration | 4 | 0 | 4 |
| ACR | 140 | Automatic Controls | 3 | 0 | 3 |
| ACR | 160 | Service Customer Relations | 3 | 0 | 3 |
| ACR | 206 | Advanced Electricity for HVAC/R | 2 | 0 | 2 |
| ACR | 231 | Advanced Refrigeration | 4 | 0 | 4 |
| ACR | 240 | Advanced Automatic Controls | 3 | 0 | 3 |

**Select one course from the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 251 | Supervised Coop Work Exp. in HVAC | 0 | 16 | 4 |
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| | | | | 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 108 | Refrigeration Fundamentals | 3 | 0 | 3 |
| ACR | 110 | Heating Fundamentals | 4 | 0 | 4 |
| ACR | 118 | Air Conditioning Fundamentals | 3 | 0 | 3 |
| ACR | 160 | Service Customer Relations | 3 | 0 | 3 |
| ACR | 221 | Residential Load Calculations | 2 | 0 | 2 |
| ACR | 224 | Codes & Ordinances | 2 | 0 | 2 |
| ACR | 250 | Duct Fabrication | 3 | 0 | 3 |
| | | | | Credits | 20 |

### HEAT PUMP CERTIFICATE
**Program Description:** The Heat Pump certificate program prepares students to service, troubleshoot, repair, and install electric heat pumps.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 102 | Tools & Service Techniques | 3 | 0 | 3 |
| ACR | 107 | Wiring Diagrams | 2 | 0 | 2 |
| ACR | 108 | Refrigeration Fundamentals | 3 | 0 | 3 |
| ACR | 110 | Heating Fundamentals | 4 | 0 | 4 |
| ACR | 118 | Air Conditioning Fundamentals | 3 | 0 | 3 |
| ACR | 140 | Automatic Controls | 3 | 0 | 3 |
| ACR | 160 | Service Customer Relations | 3 | 0 | 3 |
| ACR | 206 | Advanced Electricity for HVAC/R | 2 | 0 | 2 |
| ACR | 210 | Heat Pumps | 4 | 0 | 4 |
| ACR | 250 | Duct Fabrication | 3 | 0 | 3 |

**Select one course from the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ACR | 251 | Supervised Coop Work Exp. in HVAC | 0 | 16 | 4 |
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| | | | | Credits | 34 |

Industrial Technologies Division

# APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

**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.

## Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| EEM | 243 | Introduction to Computer Servicing | 3 | 0 | 3 |
| | | | | Credits | 16 |

## Required Related Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 244 | Computer Servicing Troubleshooting | 3 | 0 | 3 |
| EEM | 261 | Electronic Communications | 3 | 0 | 3 |
| EEM | 275 | Technical Troubleshooting | 3 | 0 | 3 |
| IST | 162 | Intro to Workstation Networking Admin. | 3 | 0 | 3 |
| IST | 163 | Intro to Server Networking Config. Admin. | 3 | 0 | 3 |
| IST | 164 | Implementing Network Infrastructure Service | 3 | 0 | 3 |
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |
| IST | 263 | Designing Network Security | 3 | 0 | 3 |

## Select two Electronics Courses from the following:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 170 | Electrical Installation | 3 | 0 | 3 |
| EEM | 233 | Digital Home Technology Integration | 3 | 0 | 3 |
| EEM | 265 | FCC General License Preparations | 3 | 0 | 3 |
| EEM | 280 | Alternative Energy Issues | 3 | 0 | 3 |
| EEM | 281 | Mechanical/Solid-State Generators | 3 | 0 | 3 |
| IST | 165 | Design of Directory Svcs Infrastructure | 3 | 0 | 3 |
| RTV | 101 | Audio Technologies | 3 | 0 | 3 |
| RTV | 113 | Video Editing | 3 | 0 | 3 |
| | | | | Credits | 30 |

## General Education Requirements

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

## Select one of the following:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |

## Select one of the following:

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PSY | 103 | Human Relations | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 15 |

**Elective** Credits 3

### First Year - Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 13 |

### First Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 243 | Intro to Computer Servicing | 3 | 0 | 3 |
| IST | 162 | Intro to Workstation Ntwrk Admin | 3 | 0 | 3 |
| MAT | 160 | Math for Bus and Fin | 3 | 0 | 3 |
| | | | | Credits | 12 |

### Second Year - Fall Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| --- | --- | Electronics Course | 3 | 0 | 3 |
| EEM | 244 | Computer Servicing Troubleshooting | 3 | 0 | 3 |
| EEM | 261 | Electronic Communications | 3 | 0 | 3 |
| IST | 163 | Intro to Srvr Ntwrk Config Admin | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 15 |

### Second Year - Spring Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| IST | 164 | Implementing Ntwrk Infrastr Svc | 3 | 0 | 3 |
| EEM | 275 | Technical Troubleshooting | 3 | 0 | 3 |
| --- | --- | Electronics Course | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| | | | | Credits | 12 |

### Second Year - Summer Semester

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |
| IST | 263 | Designing Windows Network Sec. | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| *** | *** | Open Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

## APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY

**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.

### Required Major Courses

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| EEM | 243 | Introduction to Computer Servicing | 3 | 0 | 3 |
| | | | | Credits | 16 |

### Required Coursework in Electronics

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| BMT | 220 | Bio-Instrumentation I*~ | 4 | 0 | 4 |
| BMT | 230 | Bio-Instrumentation II~ | 4 | 0 | 4 |
| BMT | 233 | Medical Equipment & Repair~ | 3 | 0 | 3 |
| BMT | 235 | Coop/Internship in Biomedical Equipment | 1 | 6 | 3 |
| EEM | 244 | Computer Servicing Troubleshooting | 3 | 0 | 3 |
| IST | 162 | Intro to Workstation Networking Admin. | 3 | 0 | 3 |

| IST | 163 | Intro to Srvr Ntwrk Config Admin | 3 | 0 | 3 |
|-----|-----|---------------------------------|---|---|---|
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |

**Select one of the following:**

| BIO | 112 | Basic Anatomy and Physiology | 3 | 3 | 4 |
|-----|-----|------------------------------|---|---|---|
| EEM | 274 | Technical/Systems Troubleshooting | 4 | 0 | 4 |

Credits 30

| **General Education Requirements** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
|-----|-----|-----------------------------|---|---|---|
| MAT | 110 | College Algebra | 3 | 0 | 3 |

**Select one of the following:**

| PSY | 103 | Human Relations | 3 | 0 | 3 |
|-----|-----|-----------------|---|---|---|
| PSY | 201 | General Psychology | 3 | 0 | 3 |

Credits 15

**Elective**                                               Credits 3

*\*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*

---

**SAMPLE CURRICULUM - Electronics Technology – Biomedical Equipment Repair Pathway**
**Please see your advisor for possible course substitutions.**

| **First Year - Fall Semester** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 13 |

| **First Year – Spring Semester** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 243 | Intro to Computer Servicing | 3 | 0 | 3 |
| IST | 162 | Intro to Wrkstat Ntwrk Admin | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| | | | | Credits | 12 |

| **Second Year - Fall Semester** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| EEM | 244 | Computer Svcs Troubleshtg | 3 | 0 | 3 |
| IST | 163 | Intro to Server Network Config Admin | 3 | 0 | 3 |
| BMT | 220 | Bio-Instrumentation I | 4 | 0 | 4 |
| Select one of the following: | | | | | |
| BIO | 112 | Basic Anatomy & Physiology | 3 | 3 | 4 |
| EEM | 274 | Technical Systems/Troubleshooting | 4 | 0 | 4 |
| | | | | Credits | 14 |

| **Second Year - Spring Semester** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| BMT | 230 | Bio-Instrumentation II | 4 | 0 | 4 |
| BMT | 233 | Medical Equipment & Repair | 3 | 0 | 3 |
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 13 |

| **Second Year – Summer Semester** | | | **Lec** | **Lab** | **Cr** |
|-----|-----|-----|---|---|---|
| BMT | 235 | COOP/Intern in Bio-med Equip | 1 | 6 | 3 |
| PSY | 103 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

---

# APPLIED SCIENCE - ELECTRONICS TECHNOLOGY-AVIONICS PATHWAY

**Degree:** Associate in Applied Science
**Major:** Electronics Technology – Avionics Pathway
**Minimum Credits Required for Graduation:** 64

**Program Description:** The Associate in Applied Science, 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.

| Required Major Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| EEM | 243 | Introduction to Computer Servicing | 3 | 0 | 3 |
| | | | | Credits | 16 |

| Required Coursework in Electronics | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AVT | 102 | Introduction to Avionics | 3 | 0 | 3 |
| AVT | 105 | Aircraft Electricity for Avionics | 4 | 0 | 4 |
| AVT | 160 | Aircraft Radar Systems | 3 | 0 | 3 |
| AVT | 165 | Avionics General Regulations | 2 | 0 | 2 |
| AVT | 170 | Avionics Program and Test Review | 1 | 0 | 1 |
| EEM | 224 | Computer Servicing Troubleshooting | 3 | 0 | 3 |
| EEM | 274 | Technical/Systems Troubleshooting | 4 | 0 | 4 |
| IST | 103 | Security Awareness | 1 | 0 | 1 |
| IST | 162 | Intro to Workstation Networking Admin | 3 | 0 | 3 |
| IST | 163 | Intro to Server Network Config Admin | 3 | 0 | 3 |
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |
| | | | | Credits | 30 |

| General Education Requirements | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| MAT | 110 | College Algebra | 3 | 0 | 3 |

**Select one of the following:**

| | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| PSY | 103 | Human Relations | 3 | 0 | 3 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| | | | | Credits | 15 |
| Elective | | | | Credits | 3 |

---

**SAMPLE CURRICULUM - Electronics Technology – Biomedical Equipment Repair Pathway**
**Please see your advisor for possible course substitutions.**

| First Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessors | 3 | 0 | 3 |
| ENG | 101 | English Composition I | 3 | 0 | 3 |
| | | | | Credits | 13 |

| First Year – Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 243 | Intro to Computer Servicing | 3 | 0 | 3 |
| IST | 103 | Security Awareness | 3 | 0 | 3 |
| IST | 162 | Intro to Wrkstat Ntwrk Admin | 3 | 0 | 3 |
| MAT | 160 | Math for Business & Finance | 3 | 0 | 3 |
| | | | | Credits | 13 |

| Second Year - Fall Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 244 | Computer Svcs Troubleshtg | 3 | 0 | 3 |
| IST | 163 | Intro to Server Network Config Admin | 3 | 0 | 3 |
| EEM | 274 | Technical Systems/Troubleshooting | 4 | 0 | 4 |
| AVT | 102 | Introduction to Avionics | 3 | 0 | 3 |
| | | | | Credits | 13 |

| Second Year - Spring Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AVT | 105 | Aircraft Electricity for Avionics | 4 | 0 | 4 |
| AVT | 160 | Aircraft Radar Systems | 3 | 0 | 3 |
| IST | 166 | Network Fundamentals | 3 | 0 | 3 |
| *** | *** | Humanities Elective | 3 | 0 | 3 |
| | | | | Credits | 13 |

| Second Year – Summer Semester | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| AVT | 165 | Avionics General Regulations | 2 | 0 | 2 |
| AVT | 170 | Avionics Program and Test Review | 1 | 0 | 1 |
| PSY | 201 | General Psychology | 3 | 0 | 3 |
| SPC | 205 | Public Speaking | 3 | 0 | 3 |
| *** | *** | Elective | 3 | 0 | 3 |
| | | | | Credits | 12 |

# APPLIED SCIENCE - INDUSTRIAL ELECTRONICS TECHNOLOGY CERTIFICATES

**Certificates:** A+ Computer Servicing, Basic Audio-Video Production, Digital Home Technology Integration, 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/COMPASS 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.

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 201 | Electronic Devices I | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessor | 3 | 0 | 3 |
| EEM | 243 | Introduction to Computer Servicing | 3 | 0 | 3 |
| EEM | 244 | Computer Servicing Troubleshooting | 3 | 0 | 3 |
| | | | | Credits | 19 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits | 4 | 0 | 4 |
| EEM | 201 | Electronics Devices | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits | 3 | 0 | 3 |
| IST | 162 | Intro to Workstation Networking Admin | 3 | 0 | 3 |
| IST | 163 | Intro to Server Networking Config Admin | 3 | 0 | 3 |
| RTV | 101 | Audio Techniques | 3 | 0 | 3 |
| RTV | 103 | Field Operations | 3 | 0 | 3 |
| RTV | 113 | Video Editing | 3 | 0 | 3 |
| | | | | Credits | 25 |

## 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 170 | Electrical Installation | 3 | 0 | 3 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 233 | Digital Home Tech. Integ. Exam Prep | 3 | 0 | 3 |
| IST | 263 | Designing Network Security | 3 | 0 | 3 |

**Select one of the following:**

| | | | | | |
|---|---|---|---|---|---|
| BCT | 255 | Construction Mgt | 3 | 0 | 3 |
| EEM | 241 | Microprocessors I | 3 | 0 | 3 |
| | | | | Credits | 19 |

# 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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| EEM | 117 | AC/DC Circuits I | 4 | 0 | 4 |
| EEM | 231 | Digital Circuits I | 3 | 0 | 3 |
| EEM | 241 | Microprocessor I | 3 | 0 | 3 |
| EEM | 275 | Technical Troubleshooting | 3 | 0 | 3 |
| IST | 162 | Intro. to Workstation Networking Admin. | 3 | 0 | 3 |
| IST | 163 | Introduction to Server Networking | 3 | 0 | 3 |
| IST | 164 | Implementing Windows Network Infrastructure | 3 | 0 | 3 |
| IST | 165 | Design of Directory Service Infrastructure | 3 | 0 | 3 |
| IST | 263 | Design Network Security | 3 | 0 | 3 |

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 | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| IST | 162 | Intro. to Workstation Networking Admin | 3 | 0 | 3 |
| IST | 163 | Introduction to Server Networking | 3 | 0 | 3 |
| IST | 164 | Implementing Windows Network Infrastructure | 3 | 0 | 3 |
| IST | 165 | Implementing Windows Directory Service | 3 | 0 | 3 |
| IST | 201 | Cisco Internetworking Configuration | 3 | 0 | 3 |
| IST | 263 | Designing Network Security | 3 | 0 | 3 |
| CPT | 212 | Visual Basic Programming | 3 | 0 | 3 |
| CPT | 240 | Internet Programming with Database | 3 | 0 | 3 |
| EEM | 241 | Microprocessor | 3 | 0 | 3 |

Credits 27

# APPLIED SCIENCE - INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE

**Certificate:** Basic Industrial Systems Technology

# 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 dissembling basic maintenance items. The student will have fundamental knowledge of industrial systems and their operations.

| Required Certificate Courses | | | Lec | Lab | Cr |
|---|---|---|---|---|---|
| IMT | 101 | Intro to Industrial Maintenance | 2 | 0 | 2 |
| IMT | 102 | Industrial Safety | 2 | 0 | 2 |
| IMT | 103 | Precision Measuring Instruments | 2 | 0 | 2 |
| IMT | 130 | Fluid Power | 5 | 0 | 5 |
| IMT | 140 | Industrial Electricity | 5 | 0 | 5 |
| IMT | 233 | Programmable Logic Controllers | 3 | 0 | 3 |

Credits 19

# COURSE SUBSTITUTION LIST

## Course substitutions will use for EQUIVALENT or HIGHER LEVEL courses.

| ONLY this course can be substituted | for this REQUIRED course. |
|---|---|
| • ACC 240 Computerized Accounting | • AOT 239 Computerized Office Accounting |
| • AOT 180 Customer Service | • MKT 135 Customer Service Techniques |
| • BUS 123 Business Law II | • LEG 234 Title Examination Procedures I |
| • CPT 101 Introduction to Computers | • CPT 170 Microcomputer Applications |
| • CPT 101 Introduction to Computers | • EGR 110 Intro. to Computer Environment |
| • CPT 118 Prof. Practices Information Tech. | • AOT 180 Customer Service |
| • CPT 172 Microcomputer Database | • AOT 263 Office Database Applications |
| • CPT 174 Microcomputer Spreadsheets | • AOT 261 Office Spreadsheet Applications |
| • CPT 179 Microcomputer Word Processing | • AOT 163 Word Processing |
| • CRJ 115 Criminal Law I | • LEG 231 Criminal Law |
| • CRJ 236 Criminal Evidence | • CRJ 220 The Judicial Process |
| • EEM 170 Electrical Installation | • EEM 171 Electrical Installation/Elec. Code |
| • EEM 171 Electrical Installation/Elec. Code | • EEM 170 Electrical Installation |
| • EEM 243 Intro. to Computer Servicing | • CPT 268 Computer End-User Support |
| • EGT 110 Engineering Graphics I | • EGT 109 Intro. to Eng./Design Graphics |
| • IST 164 Implementing Windows Network Infrastructure Services | • CPT 260 Fundamentals of Operating Systems and Web Servers |
| • LEG 231 Criminal Law | • CRJ 115 Criminal Law I |
| • MKT 135 Customer Service Techniques | • AOT 180 Customer Service |

# NOTES

# Course Descriptions

- Successful completion of any course requires a grade of "C" or better.
- Non-degree credit is institutional credit and is used to determine student credit hour load and for billing purposes only. This credit cannot apply to any degree, diploma, or certificate.
- Please see your advisor for possible course substitutions.

### ACC 101 Accounting Principles I
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: MAT 102, RDG 100.

### ACC 102 Accounting Principles II
**Lec. 3          Lab. 0          Cr. 3**
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis, and financial statement analysis.
Prerequisite: ACC 101.

### ACC 124 Individual Tax Procedures
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ENG 100, MAT 102, RDG 100.

### ACC 150 Payroll Accounting
**Lec. 3          Lab. 0          Cr. 3**
This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.
Prerequisite: ENG 100 and MAT 102 or eligibility for MAT 110.

### ACC 230 Cost Accounting I
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ACC 102.

### ACC 240 Computerized Accounting
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents.
Prerequisite: ACC 101, CPT 170 or instructor approval.

### 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 for 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**
This course is a study of maintenance and repair of commercial refrigeration systems.
Prerequisite: ACR 102, ACR 108, ACR 140, and ACR 231 or instructor approval.

### 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**
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.
Prerequisite: ACR 140.

### ACR 210 Heat Pumps
**Lec. 4          Lab. 0          Cr. 4**
This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance.
Prerequisite: ACR 102, ACR 107, ACR 108, and ACR 140 or instructor approval.

### 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**
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.
Prerequisite: ACR 108 or permission from instructor.

### ACR 240 Advanced Automatic Controls
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration.
Prerequisite: ACR 140 or instructor approval

### 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**
This course includes supervised work experience at an approved site in accordance with specific documented requirements.
Prerequisite: Instructor approval.

## AET 101 Building Systems I
**Lec. 3     Lab. 0     Cr. 3**
This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.
Prerequisite: RDG 100 or instructor approval.

## AET 124 Residential Design I
**Lec. 3     Lab. 0     Cr. 3**
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.
Prerequisite: RDG 100 or instructor approval.

## AET 202 History of Architecture
**Lec. 3     Lab. 0     Cr. 3**
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.
Prerequisite: RDG 100 or instructor approval.

## AET 221 Architectural Computer Graphics II
**Lec. 4     Lab. 0     Cr. 4**
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.
Prerequisite: RDG 100 or instructor approval.

## AET 231 Architectural Computer Graphics III
**Lec. 4     Lab. 0     Cr. 4**
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.
Prerequisite: RDG 100 or instructor approval.

## AGR 202 Soils
**Lec. 4     Lab. 0     Cr. 4**
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.
Prerequisite:  CHM 110 or CHM 105
Prerequisite/Corequisite:  BIO 101

## AGR 204 Introduction to Plant Sciences
**Lec. 3     Lab. 0     Cr. 3**
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.
Prerequisite:  CHM 110 or CHM 105
Prerequisite/Corequisite:  BIO 101

## AGR 205 Pest Management
**Lec. 3     Lab. 0     Cr. 3**
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.
Prerequisite:  CHM 110 or CHM 105
Prerequisite/Corequisite:  BIO 101

## AHS 102 Medical Terminology
**Lec. 3     Lab. 0     Cr. 3**
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.
Prerequisites: ENG 100 and RDG 100.

## AHS 103 Bio-Medical Vocabulary
**Lec. 2     Lab. 0     Cr. 2**
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.
Prerequisite: ENG 100, RDG 100.

## 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**
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.
Prerequisite: ENG 100, RDG 100.

## AHS 121 Basic Pharmacology
**Lec. 2     Lab. 0     Cr. 2**
This course covers the natures of drugs, their actions in the body and side effects.
Prerequisite: AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.
Corequisite: ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.

## AHS 130 Surgical Environment for Health Professionals
**Lec. 3     Lab. 0     Cr. 3**
This course offers a comprehensive introduction to the surgical team, basic instruction in the protocols of the operating room and aseptic techniques.
Prerequisite: Acceptance into Surgical Technology Program.
Corequisite: AHS 103, CPT 101 or CPT 170, BIO 112, SUR 101, and SUR 110

## AHS 161 Introduction to Health Careers
**Lec. 1     Lab. 0     Cr. 1**
This course introduces the student to a variety of health careers.
Prerequisite: RDG 100.

## AHS 205 Ethics and Law for Allied Health Professions
**Lec. 3     Lab. 0     Cr. 3**
This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.
Prerequisite: RDG 100.

## ANT 101 General Anthropology
**Lec. 3     Lab. 0     Cr. 3**
This course is the study physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human palentology, human variation, archeology, and ethnology.
Prerequisite: ENG 100, RDG 100.

## AOT 105 Keyboarding
**Lec. 3     Lab. 0     Cr. 3**
This course focuses on the mastery of keyboarding and formatting principles. Prerequisite: Prior keyboarding experience.
Corequisite: ENG 100.

## AOT 110 Document Formatting
**Lec. 3     Lab. 0     Cr. 3**
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies.
Prerequisite: AOT 105 or instructor approval.

**AOT 137 Office Accounting**
Lec. 3          Lab. 0          Cr. 3
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office. Prerequisite: MAT 160.

**AOT 161 Records Management**
Lec. 3          Lab. 0          Cr. 3
This course emphasizes information management functions and various types of information systems, technology, and procedures. Prerequisite: ENG 100.

**AOT 163 Word Processing**
Lec. 3          Lab. 0          Cr. 3
This course introduces the concepts of word processing. Prerequisite: AOT 105 or instructor approval.

**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
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. Prerequisite: ENG 100.

**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
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. Prerequisite: CPT 101 or 170, ENG 100, MAT 101, RDG 100.

**AOT 239 Computerized Office Accounting**
Lec. 3          Lab. 0          Cr. 3
This course covers specialized accounting functions performed on a computer. Prerequisite: AOT 137.

**AOT 252 Medical Systems and Procedures**
Lec. 3          Lab. 0          Cr. 3
This course emphasizes development of proficiency in integrating skills commonly performed in medical offices. Prerequisite: AOT 105, AOT 163 or CPT 170 or instructor approval.

**AOT 254 Office Simulation**
Lec. 3          Lab. 0          Cr. 3
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment. Prerequisite: AOT 163 or CPT 170.

**AOT 261 Office Spreadsheet Applications**
Lec. 3          Lab. 0          Cr. 3
This course introduces the concepts of spreadsheets for information management in an office environment. Prerequisite: CPT 170.

**AOT 265 Office Desktop Publishing**
Lec. 3          Lab. 0          Cr. 3
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisite: AOT 163 or CPT 170.

**ART 101 Art History and Appreciation**
Lec. 3          Lab. 0          Cr. 3
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. Prerequisite: ENG 101.

**ART 105 Film as Art**
Lec. 3          Lab. 0          Cr. 3
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. Prerequisite: ENG 101.

**ART 107 History of Early Western Art**
Lec. 3          Lab. 0          Cr. 3
This course is a visual and historical survey of Western Art from the Paleolithic age to the Renaissance. The techniques, forms, and expressive content of painting, sculpture, and architecture are studied within the context of the cultural environment which produced them. Prerequisite: ENG 101.

**ART 108 History of Western Art**
Lec. 3          Lab. 0          Cr. 3
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. Prerequisite: ENG 101.

**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.

### AVT 102 Introduction to Avionics
**Lec. 3          Lab. 0          Cr. 3**

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.
Prerequisites: RDG 100, ENG 100, and MAT 102.

### AVT 105 Aircraft Electricity for Avionics
**Lec. 4          Lab. 0          Cr. 4**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 120 Aviation Electronic Communications
**Lec. 4          Lab. 0          Cr. 4**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 140 Avionics Standard Practices
**Lec. 3          Lab. 0          Cr. 3**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 150 Aircraft Navigation Systems
**Lec. 3          Lab. 0          Cr. 3**

This course covers the theory and maintenance of airborne Very High Frequency (VHF) navigation equipment, including VHF Omni-directional Range (VOR) receivers, instrument landing system (ILS) equipment, long-range navigation systems, inertial navigation systems and Global Positioning Systems.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 155 Aircraft Pulse Systems
**Lec. 3          Lab. 0          Cr. 3**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 160 Aircraft Radar Systems
**Lec. 3          Lab. 0          Cr. 3**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 165 Avionics General Regulations
**Lec. 2          Lab. 0          Cr. 2**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### AVT 170 Avionics Program and Test Review
**Lec. 1          Lab. 0          Cr. 1**

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.
Prerequisites: RDG, 100, ENG 100, MAT 102, AVT 102

### BAF 101 Personal Finance
**Lec. 3          Lab. 0          Cr. 3**

This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.
Prerequisite: ENG 100 and MAT 102.

### 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**

This course is the study and application of residential wiring including wire size, circuits, components and testing.
Prerequisite: EEM 171 or Instructor Approval.

### 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**

This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.
Prerequisite: RDG 100 or Instructor Approval.

**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
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.
Prerequisite: RDG 100 or Instructor Approval.

**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
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.
Prerequisite: BCT 105 or instructor approval.

**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
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.
Prerequisite: RDG 100 or Instructor Approval.

**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.

**BIO 101 Biological Science I**
Lec. 3          Lab. 3          Cr. 4
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology.
Prerequisites: ENG 100, MAT 102, RDG 100.

**BIO 102 Biological Science II**
Lec. 3          Lab. 3          Cr. 4
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses). Vertebrate animals and vascular plants are emphasized.
Prerequisite: BIO 101.

**BIO 112 Basic Anatomy and Physiology**
Lec. 3          Lab. 3          Cr. 4
This course is a basic integrated study of the structure and function of the human body. Laboratories compliment the material presented in lecture.
Prerequisites: ENG 100, MAT 102, RDG 100.

**BIO 125 Biotechnology Explorations**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisites: BIO 101, ENG 100, MAT 102, RDG 100.

**BIO 210 Anatomy and Physiology I**
Lec. 3          Lab. 3          Cr. 4
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisites: ENG 100, MAT 102, RDG 100, and one of the following: BIO 102, BIO 112 or CHM 105.

**BIO 211 Anatomy and Physiology II**
Lec. 3          Lab. 3          Cr. 4
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied.
Prerequisite: BIO 210.

**BIO 225 Microbiology**
Lec. 3          Lab. 3          Cr. 4
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification.
Prerequisites: BIO 210.

**BIO 238 Musculoskeletal System Anatomy**
Lec. 2        Lab. 3        Cr. 3
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.
Prerequisites: BIO 112.
Corequisites: MTH 122, MTH 123, MTH 126

**BMT 220 Bio-Instrumentation I**
Lec. 4        Lab. 0        Cr. 4
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.
Prerequisites: EEM 117, EEM 201, EEM 231, EEM 241, EEM 243, RDG 100 or instructor approval.
Corequisites: EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100.

**BMT 230 Bio-Instrumentation II**
Lec. 4        Lab. 0        Cr. 4
This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment.
Prerequisite: BMT 220.
Corequisites: EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

**BMT 233 Medical Equipment and Repair**
Lec. 3        Lab. 0        Cr. 3
This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment.
Corequisites: EEM 244, IST 162, IST 163, IST 164, IST 166, RDG 100 or instructor approval.

**BMT 235 Cooperative/Internship
in Biomedical Equipment Repair**
Lec. 1        Lab. 6        Cr. 3
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.
Corequisites: BMT 220, BMT 230, BMT 233.
Prerequisites: EEM 244, IST 162, IST 163, RDG 100 or instructor approval.

**BTN 103 Introduction to Biotechnology
and Laboratory Rotation I**
Lec. 3        Lab. 3        Cr. 4
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.
Prerequisites: BIO 101, ENG 100, MAT 102, RDG 100

**BTN 104 Biotechnology Laboratory Rotation II**
Lec. 3        Lab. 3        Cr. 4
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.
Prerequisites: BTN 103, ENG 100, MAT 102, RDG 100.

**BUS 101 Introduction to Business**
Lec. 3        Lab. 0        Cr. 3
This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, marketed and controlled.
Prerequisite: ENG 100, MAT 102.

**BUS 110 Entrepreneurship**
Lec. 3        Lab. 0        Cr. 3
This course is an introduction to the process of starting a small business, including forms of ownership and management, business feasibility and marketing.
Prerequisite: ENG 100, MAT 102.

**BUS 121 Business Law I**
Lec. 3        Lab. 0        Cr. 3
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.
Prerequisite: ENG 100

**BUS 123 Business Law II**
Lec. 3        Lab. 0        Cr. 3
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.
Prerequisite: BUS 121.

**BUS 131 Entrepreneurial Leadership**
Lec. 3        Lab. 0        Cr. 3
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.
Prerequisite: ENG 100, MAT 102

**BUS 140 Business Mathematics**
Lec. 3        Lab. 0        Cr. 3
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.
Prerequisite: MAT 102.

**BUS 210 Introduction to E-Commerce in Business**
Lec. 3        Lab. 0        Cr. 3
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.
Prerequisite: ENG 100, MAT 102.

**BUS 220 Business Ethics**
Lec. 3        Lab. 0        Cr. 3
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.
Prerequisite: ENG 100, MAT 102.

**BUS 250 Intro to International Business**
Lec. 3        Lab. 0        Cr. 3
This course provides an overview of the issues involved in doing business outside the US including business practices, culture and currency differences.
Prerequisite: ENG 100, MAT 102.

**BUS 268 Special Projects in Business**
Lec. 3      Lab. 0      Cr. 3
This course includes research, reporting, and special activities for successful employment in the business world.
Prerequisite: Instructor approval required.

**CET 120 Construction Materials**
Lec. 3      Lab. 0      Cr. 3
This course includes a study of basic materials used in construction, including research of building product specifications.
Prerequisite: ENG 032, RDG 100, or instructor approval.

**CET 215 Soil Mechanics Fundamentals**
Lec. 2      Lab. 0      Cr. 2
This course is an introduction to soils and their engineering properties, including classification and foundations.
Prerequisite: MAT 102 or instructor approval.
Corequisite: CET 120 or instructor approval.

**CET 218 Hydraulics**
Lec. 3      Lab. 0      Cr. 3
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.
Prerequisite: ENG 101, MAT 110, or instructor approval.

**CET 230 Construction Management**
Lec. 3      Lab. 0      Cr. 3
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.
Prerequisite: MAT 102 and RDG 100 or instructor approval.

**CET 242 Concrete Design**
Lec. 3      Lab. 0      Cr. 3
This course covers the design of concrete structural members according to the ACI codes, quality control of concrete and structural inspection.
Prerequisite: CET 120, EGR 194, or instructor approval.

**CET 244 Structural Steel Design**
Lec. 3      Lab. 0      Cr. 3
This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.
Prerequisite: EGR 194, PHY 201 or CHM 110, or instructor approval.

**CET 246 Environmental Systems Technology**
Lec. 3      Lab. 0      Cr. 3
This course covers a study of the sources, treatment, collection and distribution of water and waste water.
Prerequisite: MAT 102, RDG 100 or instructor approval.

**CET 251 Highway Design**
Lec. 3      Lab. 0      Cr. 3
This course covers a study of the design and construction of a highway.
Prerequisite: ENG 260, CET 215, CET 218.
Corequisite: EGR 286 or instructor approval.

**CGC 110 Electronic Publishing**
Lec. 3      Lab. 0      Cr. 3
This is an introductory course to the fundamentals of electronic publishing.
Prerequisite: CPT 101 or CPT 170.

**CHM 105 General Organic and Biochemistry**
Lec. 3      Lab. 3      Cr. 4
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.
Prerequisite: MAT 102

**CHM 110 College Chemistry I**
Lec. 3      Lab. 3      Cr. 4
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.
Prerequisites: ENG 100, MAT 110, RDG 100, or instructor approval.

**CHM 111 College Chemistry II**
Lec. 3      Lab. 3      Cr. 4
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.
Prerequisite: CHM 110

**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.
*0-level & 100-level classes

**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.

**COL 108 Basic Graphing Calculator Skills**
Lec. 3      Lab. 0      Cr. 3
This course covers the following topics:  understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features, use basic probability and statistics functions, set up matrices, link calculators, use applications and fix errors.

**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.

**CPT 101 Introduction to Computers**
Lec. 3          Lab. 0          Cr. 3
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.
Prerequisite: ENG 032, MAT 032, RDG 100.

**CPT 118 Professional Practices in Information Tech**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 101, ENG 100, MAT 102, RDG 100.

**CPT 168 Programming Logic and Design**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**CPT 170 Microcomputer Applications**
Lec. 3          Lab. 0          Cr. 3
This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.
Prerequisite: ENG 032, MAT 032, RDG 100.

**CPT 172 Microcomputer Database**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**CPT 174 Microcomputer Spreadsheets**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**CPT 179 Microcomputer Word Processing**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 102, ENG 100.

**CPT 186 Visual Basic.net I**
Lec. 3          Lab. 0          Cr. 3
This course introduces the student to development of Visual Basic Windows applications using the Microsoft.net framework.
Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 102, ENG 100.

**CPT 207 Complex Computer Applications**
Lec. 3          Lab. 0          Cr. 3
This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas.
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**CPT 212 Visual Basic Programming**
Lec. 3          Lab. 0          Cr. 3
This course focuses on Windows programming using Visual Basic to create graphical user interfaces.  The course examines forms, controls, graphical controls, loops, control arrays, database and traditional file processing, and application class scheduling.
Prerequisite: CPT 168.

**CPT 213 Advanced Visual Basic Programming**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 212.

**CPT 232 C++ Programming I**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 212.

**CPT 233 C++ Programming II**
Lec. 3          Lab. 0          Cr. 3
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions.
Prerequisite: CPT 232.

**CPT 236 Introduction to JAVA Programming**
Lec. 3          Lab. 0          Cr. 3
This course is an introduction to JAVA programming. Topics will cover JAVA syntax and classes for use in the development of JAVA applications and applets.
Prerequisite: CPT 212.

**CPT 237 Advanced JAVA Programming**
Lec. 3          Lab. 0          Cr. 3
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-reading, swing classes, swing event models, advanced layout managers, the Javabean component model, and network programming and server-side programming.
Prerequisite: CPT 236.

**CPT 238 Internet Scripting**
Lec. 3          Lab. 0          Cr. 3
This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting.
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**CPT 240 Internet Programming with Database**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CPT 212.

**CPT 242 Database**
Lec. 3          Lab. 0          Cr. 3
This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database.
Prerequisite: CPT 172, CPT 212, PSY 201, Humanities Elective.

**CPT 257 Operating Systems**
Lec. 3          Lab. 0          Cr. 3
This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems.
Prerequisite: CPT 242, IST 220, IST 226.

**CPT 260 Fundamentals of Operating Systems and Web Servers**
Lec. 3          Lab. 0          Cr. 3
This course is a study of operating techniques needed for setting up and maintaining web servers.
Prerequisite: CPT 257.

**CPT 264 Systems and Procedures**
Lec. 3          Lab. 0          Cr. 3
This course covers the techniques of system analysis, design, development, and implementation.
Prerequisite: CPT 242, IST 220, IST 226.

**CPT 267 Technical Support Concepts**
Lec. 3          Lab. 0          Cr. 3
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services.
Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 102, ENG 100.

**CPT 268 Computer End-User Support**
Lec. 3          Lab. 0          Cr. 3
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).
Prerequisite: CPT 101 or CPT 170, RDG 100, MAT 102, ENG 100.

**CRJ 101 Introduction to Criminal Justice**
Lec. 3          Lab. 0          Cr. 3
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.
Prerequisite: RDG 100.

**CRJ 102 Introduction to Security**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: CRJ 101, RDG 100.

### CRJ 115 Criminal Law I
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.
Prerequisite: CRJ 101 or LEG 135, ENG 100, RDG 100.

### CRJ 120 Constitutional Law
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.
Prerequisite: CRJ 101, ENG 100, RDG 100.

### CRJ 125 Criminology
**Lec. 3**     **Lab. 0**     **Cr. 3**
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. Prerequisite: CRJ 101, RDG 100.

### CRJ 126 Criminal Justice Research Methods
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisites: CRJ 101, RDG 100

### CRJ 130 Police Administration
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the organization, administration, and management of law enforcement agencies.
Prerequisite: CRJ 101, RDG 100.

### CRJ 135 Correctional Administration
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the structure, organization, and management of adult and juvenile correctional facilities.
Prerequisite: CRJ 101, RDG 100.

### CRJ 140 Criminal Justice Report Writing
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. Prerequisite: CRJ 101, ENG 100, RDG 100.

### CRJ 141 Forensic and Investigative Writing & Documentation
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisite: CRJ 101, CRJ 140, RDG 100.

### CRJ 145 Juvenile Delinquency
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. Prerequisite: CRJ 101, RDG 100.

### CRJ 150 Interviewing and Counseling
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills.
Prerequisite: CRJ 101, RDG 100.

### CRJ 200 Basic Latent Print Development and Collection Techniques
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisite: CRJ 101, RDG 100.

### CRJ 202 Criminalistics
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisite: CRJ 101, CRJ 140, RDG 100.

### CRJ 207 Crime Scene Investigation Workshop
**Lec. 1**     **Lab. 0**     **Cr. 1**
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.
Prerequisite: CRJ 101, RDG 100.

### CRJ 217 Crime Scene Investigations for Major Incidents and Mass Crimes
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisite: CRJ 101, CRJ 230 or CRJ 202.

### CRJ 218 Crisis Intervention
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.
Prerequisite: CRJ 101, RDG 100.

### CRJ 220 Judicial Process
**Lec. 3**     **Lab. 0**     **Cr. 3**
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.
Prerequisite: CRJ 101, CRJ 230, RDG 100.

### CRJ 222 Ethics in Criminal Justice
**Lec. 3**     **Lab. 0**     **Cr. 3**
This course is a study of the application of ethical theories to the criminal justice profession.
Prerequisite: CRJ 101, RDG 100.

## CRJ 224 Police - Community Relations
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.
Prerequisite: CRJ 101, RDG 100.

## CRJ 225 Impression Evidence
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, CRJ 230, RDG 100.

## CRJ 226 Advanced Bloodstain and Firearm Pattern Evidence Analysis
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, CRJ 202 or CRJ 230.

## CRJ 230 Criminal Investigation
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.
Prerequisite: CRJ 101, RDG 100.

## CRJ 233 Cyber Crimes and the Law
**Lec. 3      Lab. 0      Cr. 3**

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 statues, management of electronic evidence and industry best practices for examining computers that might contain crime related information.
Prerequisite: CPT 101, CRJ 101, RDG 100.

## CRJ 235 Practical Crime Scene Investigation
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

## CRJ 236 Criminal Evidence
**Lec. 3      Lab. 0      Cr. 3**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.
Prerequisite: CRJ 101, RDG 100

## CRJ 238 Industrial and Retail Security
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, RDG 100.

## CRJ 239 Terrorism and Homeland Security
**Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of the issues of terrorism and Homeland Security efforts by drawing on several disciplines. An emphasis is placed on problems and countermeasures within an all-hazards approach to protecting people and assets in conjunction with criminal justice agencies.
Prerequisite: CRJ 101, RDG 100.

## CRJ 240 Correctional Treatment
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, RDG 100.

## CRJ 242 Correctional Systems
**Lec. 3      Lab. 0      Cr. 3**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.
Prerequisite: CRJ 101, RDG 100.

## CRJ 244 Probation, Pardon and Parole
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, RDG 100.

## CRJ 246 Special Problems in Criminal Justice
**Lec. 3      Lab. 0      Cr. 3**

In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeless, local concern, legalistic, and or other dynamic factors of such issues.
Prerequisite: CRJ 101, RDG 100.

## CRJ 249 Law Enforcement Leadership
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, RDG 100.

## CRJ 250 Criminal Justice Internship I
**Lec. 3      Lab. 0      Cr. 3**

This course includes practical experience in a criminal justice or private security setting.
Prerequisite: CRJ 101, RDG 100.

## CRJ 260 Seminar in Criminal Justice
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisite: CRJ 101, RDG 100.

**CRJ 262 Criminal Justice Workshop**
Lec. 3          Lab. 0          Cr. 3
This course includes application of substantive knowledge and practical experience in the criminal justice field. Proposed areas are law enforcement, corrections, and the solicitor U.S. attorney's office.
Prerequisite: CRJ 101, CRJ 115, CRJ 141, CRJ 225, CRJ 230, CRJ 236, RDG 100.

**CUL 101 Principles of Food Production I**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100.

**CUL 102 Principles of Food Production II**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100.

**CUL 103 Nutrition**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100.

**CUL 277 SCWE in Culinary Arts**
Lec. 1          Lab. 8          Cr. 3
This course integrates culinary skills at an approved work site related to the culinary industry.
Prerequisite: RDG 100, and instructor approval.

**CWE 114 Cooperative Work Experience I**
Lec. 4          Lab. 0          Cr. 4
This course includes cooperative work experience in an approved setting.
Prerequisites: Completion of all other program requirements

**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
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.
Prerequisites: ECD 101, RDG 100.

**ECD 105 Guidance and Classroom Management**
Lec. 2.5          Lab. 1.5          Cr. 3
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.
Prerequisites: ECD 101, RDG 100.

**ECD 106 Observation of Young Children**
Lec. 2          Lab. 3          Cr. 3
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.
Prerequisites: ECD 101, RDG 100.

**ECD 107 Exceptional Children**
Lec. 3          Lab. 0          Cr. 3
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.
Prerequisites: ECD 102, ECD 203

**ECD 108 Family and Community Relations**
Lec. 3          Lab. 0          Cr. 3
This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.
Prerequisites: ECD 101, RDG 100.

**ECD 109 Administration and Supervision**
Lec. 3          Lab. 0          Cr. 3
This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among public, staff, and parents.
Prerequisites: ECD 101, RDG 100.

**ECD 131 Language Arts**
Lec. 3          Lab. 0          Cr. 3
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and 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.
Prerequisites: ENG 100, ECD 101, RDG 100.

**ECD 132 Creative Experiences**
Lec. 2.5          Lab. 1.5          Cr. 3
In this course the importance of creativity and independence in creative expression are stressed. A variety of age appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.
Prerequisite:  ECD 131 or ECD 133.

**ECD 133 Science & Math Concepts**
Lec. 3          Lab. 0          Cr. 3
This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation developmentally appropriate activities utilizing a variety of methods and materials.
Prerequisites: ECD 101, MAT 102, RDG 100.

**ECD 135 Health, Safety, and Nutrition**
Lec. 3          Lab. 0          Cr. 3
This course covers a review of health/safety practices recommended for child care and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR, and FIRST AID. Guidelines and information on nutrition and developmentally-appropriate activities are also studied in the course.
Prerequisites: ECD 101, RDG 100.

### ECD 200 Curriculum Issues in Infant and Toddler Development
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisites: ECD 101, ECD 102.

### ECD 201 Principles of Ethics & Leadership in Early Care & Education
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisites: ECD 101, ENG 100, RDG 100.

### ECD 203 Growth and Development II
**Lec. 2.5      Lab. 1.5      Cr. 3**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.
Prerequisite: ECD 101, ECD 102

### ECD 205 Socialization and Group Care of Infants and Toddlers
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisites: ECD 101, ECD 102.

### ECD 207 Infants and Toddlers with Special Needs
**Lec. 3      Lab. 0      Cr. 3**

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.
Prerequisites: ECD 101, ECD 102.

### ECD 237 Methods and Materials
**Lec. 2.5      Lab. 1.5      Cr. 3**

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.
Prerequisites: ECD 106, ECD 131, ECD 132, ECD 133.

### ECD 243 Supervised Field Experience I
**Lec. 1      Lab. 6      Cr. 3**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices.
Prerequisites: ECD 106, ECD 237 & instructor approval.

### ECD 251 Supervised Field Experiences in Infant/Toddler Environment
**Lec. 1      Lab. 6      Cr. 3**

This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.
Prerequisites: ECD 102, ECD 200, ECD 205.

### ECD 252 Diversity Issues in Early Care and Education
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisites:  ENG 100 and ECD 101.

### ECO 210 Macroeconomics
**Lec. 3      Lab. 0      Cr. 3**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, the government's role in economic decisions and growth.
Prerequisites: ENG 101, MAT 102.

### ECO 211 Microeconomics
**Lec. 3      Lab. 0      Cr. 3**

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.
Prerequisites: ENG 101, MAT 102.

### 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**

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.
Prerequisite: Instructor approval.

### 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**

This course covers electrical wiring techniques commonly used in commercial, industrial and residential wiring.
Prerequisite: RDG 100, EEM 105 or EEM 117, or instructor approval

### EEM 171 Electrical Installation/Electrical Code
**Lec. 4      Lab. 0      Cr. 4**

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.
Prerequisite: RDG 100 or instructor approval.

### EEM 201 Electronic Devices 1
**Lec. 3      Lab. 0      Cr. 3**

This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications.
Prerequisite: RDG 100, EEM 117 or instructor approval.

**EEM 231 Digital Circuits I**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EEM 233 Digital Home Technology Integration Exam Prep**
Lec. 3          Lab. 0          Cr. 3
This course is a preparation course for commercial certification examinations in Digital Home Technology Integration.
Prerequisite: RDG 100, EEM 117 or instructor approval.

**EEM 241 Microprocessors I**
Lec. 3          Lab. 0          Cr. 3
This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques.
Prerequisite: RDG 100 or instructor approval.

**EEM 243 Introduction to Computer Servicing**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisites: RDG 100, EEM 117, EEM 231, EEM 241, or instructor approval.

**EEM 244 Computer Servicing Troubleshooting**
Lec. 3          Lab. 0          Cr. 3
This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered.
Prerequisite: RDG 100, EEM 243 or instructor approval.

**EEM 261 Electronic Communications**
Lec. 3          Lab. 0          Cr. 3
This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered.
Prerequisite: EEM 201 or instructor approval.

**EEM 265 FCC General License Preparation**
Lec. 3          Lab. 0          Cr. 3
This course covers the materials necessary to prepare for successful completion of the FCC General License examination.
Prerequisite: RDG 100, EEM 261 or instructor approval.

**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
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied.
Prerequisite: RDG 100, EEM 201 or instructor approval.

**EEM 280 Alternative Energy Issues**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EEM 281 Mechanical/Solid-State Energy Generators**
Lec. 3          Lab. 0          Cr. 3
This course will provide detailed operations of generators used in but not limited to solar, wind and tidal generation of electrical power.
Prerequisite: RDG 100 or instructor approval.

**EEM 282 Generator Support Systems**
Lec. 3          Lab. 0          Cr. 3
This course will cover techniques for deploying solar, wind, and tidal generators to buildings, roofs, towers, and docks.
Prerequisite: RDG 100 or instructor approval.

**EEM 283 Generator to Building Integration**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EGR 110 Introduction to Computer Environment**
Lec. 3          Lab. 0          Cr. 3
This course provides an overview of computer hardware, available software, operating systems and applications.
Prerequisite: RDG 100, MAT 102, or instructor approval.

**EGR 194 Statics and Strength of Materials**
Lec. 4          Lab. 0          Cr. 4
This course covers external and internal forces in structures and/ or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.
Corequisite: MAT 111 or instructor approval.

**EGR 285 Engineering Surveying I**
Lec. 3          Lab. 0          Cr. 3
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.
Prerequisite: MAT 102, EGT 109, EGR 110, or instructor approval.

**EGR 286 Engineering Surveying II**
Lec. 3          Lab. 0          Cr. 3
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.
Prerequisite: EGR 285 or instructor approval.
Corequisite: MAT 111 or instructor approval.

**EGR 295 Engineering Surveying Lab I**
Lec. 1          Lab. 0          Cr. 1
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.
Corequisite: EGR 286 or instructor approval.

**EGR 296 Engineering Surveying Lab II**
Lec. 1          Lab. 0          Cr. 1
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.
Corequisite: EGR 286 or instructor approval.

**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
This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.
Prerequisite: RDG 100 or instructor approval.

**EGT 110 Engineering Graphics I**
Lec. 4          Lab. 0          Cr. 4
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.
Prerequisite: RDG 100 or instructor approval.

**EGT 151 Introduction to CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EGT 152 Fundamentals of CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: EGT 151 or instructor approval.

**EGT 210  Engineering Graphics III**
Lec. 4          Lab. 0          Cr. 4
This advanced course in engineering graphics science covers the production of technical working drawings. Prerequisite: EGT 110 or instructor approval.

**EGT 225  Architectural Drawing Applications**
Lec. 4          Lab. 0          Cr. 4
This is an advanced drawing course for architectural applications.
Prerequisite: RDG 100 or instructor approval.

**EGT 245  Principles of Parametric CAD**
Lec. 3          Lab. 0          Cr. 3
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.
Prerequisite: RDG 100 or instructor approval.

**EGT 251 Principles of CAD**
Lec. 3          Lab. 0          Cr. 3
This course includes the additional use of CAD software for production of technical drawings and related documentation.
Prerequisite: EGT 152 or instructor approval.

**EGT 252 Advanced CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: EGT 152 or instructor approval.

**EGT 257 Advanced Civil CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EGT 258 Applications of CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EGT 259 Advanced Architectural CAD**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: RDG 100 or instructor approval.

**EGT 282 Rapid Prototyping I**
Lec. 4          Lab. 0          Cr. 4
This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.
Prerequisite: RDG 100 or instructor approval.

**ENG 012 Developmental English Workshop (non-degree credit)***
Lec. 1          Lab. 0          Cr. 1
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.).
Prerequisite: A minimum writing score of 30 on ASSET or 30 on COMPASS. COL 103 is required with this class.
*These credits do not apply toward graduation.

**ENG 032 Developmental English (non-degree credit)***
Lec. 3          Lab. 0          Cr. 3
Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in this course along with a study of different modes of writing for a variety of rhetorical situations.
Prerequisite: A minimum writing score of 30 on ASSET or 30 on COMPASS. Class must be taken in conjunction with the workshop. COL 103 is required with this class.
*These credits do not apply toward graduation.

**ENG 100 Introduction to Composition (non-degree credit)***
Lec. 3          Lab. 0          Cr. 3
This course is a study of basic writing and different modes of composition and may include a review of usage and grammar.
Prerequisite: ENG 032, ENG 012.
COL 103 is required with this class.

**ENG 101 English Composition I**
Lec. 3          Lab. 0          Cr. 3
This is a college transfer course in which the following topics are presented: a study of composition in conjunction with appropriate literary selections with frequent theme assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.
Prerequisite: ENG 100, RDG 100

**ENG 102 English Composition II**
Lec. 3          Lab. 0          Cr. 3
This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included.
Prerequisite: ENG 101.

**ENG 160 Technical Communications**
Lec. 3          Lab. 0          Cr. 3
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports.
Prerequisites: ENG 100 and word processing skills.

**ENG 201 American Literature I**
Lec. 3          Lab. 0          Cr. 3
This course is a study of American Literature from the colonial period to the Civil War.
Prerequisites: ENG 102.

**ENG 202 American Literature II**
Lec. 3          Lab. 0          Cr. 3
This course is a study of American Literature from the Civil War to the present.
Prerequisite: ENG 102.

**ENG 203 American Literature Survey**
Lec. 3          Lab. 0          Cr. 3
This course is a survey of American Literature: major authors, genres, and periods.
Prerequisite: ENG 102.

**ENG 205 English Literature I**
Lec. 3          Lab. 0          Cr. 3
This is a college transfer course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods.
Prerequisite: ENG 102.

**ENG 206 English Literature II**
Lec. 3          Lab. 0          Cr. 3
This is a college transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods.
Prerequisites: ENG 102.

**ENG 208 World Literature I**
Lec. 3          Lab. 0          Cr. 3
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century.
Prerequisite: ENG 102.

**ENG 209 World Literature II**
Lec. 3          Lab. 0          Cr. 3
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present.
Prerequisite: ENG 102.

**ENG 214 Fiction**
Lec. 3          Lab. 0          Cr. 3
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.
Prerequisite: ENG 102.

**ENG 218 Drama**
Lec. 3          Lab. 0          Cr. 3
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.
Prerequisite: ENG 102.

**ENG 222 Poetry**
Lec. 3          Lab. 0          Cr. 3
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies.
Prerequisite: ENG 102.

**ENG 230 Women in Literature**
Lec. 3          Lab. 0          Cr. 3
This course is a critical study of women's writings examined from historical, social, and psychological points of view.
Prerequisite: ENG 102.

**ENG 236 African American Literature**
Lec. 3          Lab. 0          Cr. 3
This course is a critical study of African American literature examined from historical, social, and psychological perspectives.
Prerequisite: ENG 102.

**ENG 260 Advanced Technical Communications**
Lec. 3          Lab. 0          Cr. 3
This course develops skills in research techniques and increases proficiency in technical communications.
Prerequisite: ENG 101.

**GEO 101 Introduction to Geography**
Lec. 3          Lab. 0          Cr. 3
This course is an introduction to the principles and methods of geographic inquiry.
Prerequisite: ENG 100,RDG 100.

**GEO 102 World Regional Geography**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: ENG 100, RDG 100.

**HIM 110 Health Information Science I**
Lec. 3          Lab. 0          Cr. 3
This course provides an in-depth study of content, storage, retrieval, control, and retention of health information systems.
Prerequisite: CPT 172.

**HIM 266 Computers in Healthcare**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: IST 266.

## HIS 101 Western Civilization to 1689
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition.
Prerequisite: ENG 100, RDG 100.

## HIS 102 Western Civilization Post 1689
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world.
Prerequisite: ENG 100, RDG 100.

## HIS 201 American History: Discovery to 1877
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite: ENG 100, RDG 100.

## HIS 202 American History: 1877 to Present
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.
Prerequisite: ENG 100, RDG 100.

## HIS 226 Black History and Culture of S. Carolina Sea Islands
**Lec. 3　　　Lab. 0　　　Cr. 3**
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.
Prerequisite: ENG 100 and RDG 100.
*Credit does not transfer

## HOS 140 The Hospitality Industry
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.
Prerequisite: RDG 100.

## HOS 141 Resort Development and Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.
Prerequisite: RDG 100.

## HOS 150 Hotel Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.
Prerequisite: RDG 100.

## HOS 255 Food Service Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
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.
Prerequisite: RDG 100.

## HOS 256 Hospitality Management Concepts
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a study of the theory and principles of management as applied to the hospitality industry.
Prerequisite: RDG 100.

## HOS 258 Convention Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.
Prerequisite: RDG 100.

## HOS 262 Hospitality Software Applications
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course includes using microcomputer software in managing various areas of the hospitality industry.
Prerequisite: RDG 100.

## HOS 265 Hotel, Restaurant, and Travel Law
**Lec. 3　　　Lab. 0　　　Cr. 3**
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.
Prerequisite: RDG 100.

## HOS 266 Destination Tour Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
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.
Prerequisite: RDG 100.

## HRT 104 Landscape Planning and Implementation
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a study of landscape design and drafting as well as landscape installation techniques.
Prerequisites:  RDG 100, MAT 102

## HRT 241 Turf Management
**Lec. 3　　　Lab. 0　　　Cr. 3**
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.
Prerequisites:  AGR 202, AGR 204

## 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 106 Fundamentals of Industrial Technology
**Lec. 3　　　Lab. 0　　　Cr. 3**
This course is a study of basic industrial topics, including teamwork, blueprint reading, and problem solving in an integrated format.

**IMT 114 Benchwork and Assembly**
**Lec. 2          Lab. 0          Cr. 2**
This course covers the use of hand and power tools, measuring, and prints associated with tan assembly project.

**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 151 Piping Systems**
**Lec. 3          Lab. 0          Cr. 3**
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

**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).

**IST 103 Security Awareness**
**Lec. 1          Lab. 0          Cr. 1**
This course provides an overview of information security issues including data confidentiality. This course will promote security awareness for organizations and individuals.
Prerequisite: RDG 100 or instructor approval.

**IST 150 Project Mgt. Essentials for IT Professionals**
**Lec. 3          Lab. 0          Cr. 3**
This course is the study of integrated project management for computer technology professionals with emphasis on the methods & software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors. Successful completion of this course prepares students to complete the Microsoft Project Certification Exam
Prerequisite: CPT 101 or CPT 170, ENG 100, MAT 102, RDG 100.

**IST 162 Intro to Workstation Networking Administration**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: RDG 100 or instructor approval.

**IST 163 Intro to Server Networking Configuration Admin**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: RDG 100 or instructor approval.

**IST 164 Implementing Windows Network Infrastructure Services**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**IST 165 Implementing and Administering Windows Directing Services**
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.
Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**IST 166 Network Fundamentals**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: RDG 100, IST 162, IST 163 or instructor approval.

**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**
This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered.
Prerequisite: IST 225, ENG 102, MAT 110 or MAT 120.

**IST 225 Internet Communications**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ENG 101, SPC 205.

**IST 226 Internet Programming**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: CPT 212, ENG 102, MAT 110

**IST 236 Mobile and Wireless Appliances**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: IST 220.

**IST 237 Intermediate Website Design**
Lec. 3          Lab. 0          Cr. 3
This course is a study of server-side (CGI, dynamic HTML), and client-side (JavaScript) dynamic web design, including the incorporation of database applications and content into web pages
Prerequisite: IST 226.

**IST 238 Advanced Tools for Website Design**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: IST 237.

**IST 263 Designing Windows Network Security**
Lec. 3          Lab. 0          Cr. 3
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers.
Prerequisites: IST 162, IST 163

**IST 266 Internet and Firewall Security**
Lec. 3          Lab. 0          Cr. 3
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).
Prerequisite:  CPT 242, IST 220, IST 226.

**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
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.
Prerequisite: CPT 182

**IST 281 Presentation Graphics**
Lec. 3          Lab. 0          Cr. 3
This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam.
Prerequisite: CPT 101 or CPT 170.

**LEG 120 Torts**
Lec. 3          Lab. 0          Cr. 3
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 132 Legal Bibliography**
Lec. 3          Lab. 0          Cr. 3
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.
Prerequisites: ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

**LEG 135 Introduction to Law and Ethics**
Lec. 3          Lab. 0          Cr. 3
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.
Prerequisite: ENG 101 or instructor approval.

**LEG 201 Civil Litigation**
Lec. 3          Lab. 0          Cr. 3
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedure.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 213 Family Law**
Lec. 3          Lab. 0          Cr. 3
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 214 Property Law**
Lec. 3          Lab. 0          Cr. 3
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 231 Criminal Law**
Lec. 3          Lab. 0          Cr. 3
This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**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
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 234 Title Examination Procedures I**
Lec. 3          Lab. 0          Cr. 3
This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices.
Prerequisites: ENG 101 and LEG 135 or instructor approval.

**LEG 242 Law Practice Workshop**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the application of substantive knowledge in a practical situation as a paralegal.
Prerequisites: LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

**LEG 244 Special Projects for Paralegals**
**Lec. 3       Lab. 0       Cr. 3**
This course provides specialized paralegal training with an update on changes in the laws and procedures.
Prerequisites: LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

**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

**MAT 012 DE Mathematics Workshop**
**(non-degree credit)\***
**Lec. 1       Lab. 0       Cr. 1**
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.
Prerequisite: A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Workshops must be taken in conjunction with class.
COL 103 is required with this course
\*These credits do not apply toward graduation.

**MAT 032 Developmental Mathematics**
**(non-degree credit)\***
**Lec. 3       Lab. 0       Cr. 3**
This course includes the study of integers, rational numbers, percents, basic statistics, measurement, geometry, and basic algebra concepts. Application skills are emphasized.
Prerequisite: A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Class must be taken in conjunction with workshops.
COL 103 is required with this course.
\*These credits do not apply toward graduation.

**MAT 101 Beginning Algebra (non-degree credit)\***
**Lec. 3       Lab. 0       Cr. 3**
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.
Prerequisites: MAT 032, RDG 032
\* This course is non-transferable

**MAT 102 Intermediate Algebra**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the study of linear systems and applications; quadratic expressions, equations, functions, and graphs; and rational and radical expressions and functions.
Prerequisites: MAT 101, RDG 032

**MAT 110 College Algebra**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials.
Prerequisite: MAT 102 and Reading COMPASS score greater than 87 or a successful completion (C or better) of RDG 100.

**MAT 111 College Trigonometry**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the following topics: trigonometric functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers, including DeMoivre's Theorem; vectors; conic sections; sequences; and parametric equations.
Prerequisite: MAT 110

**MAT 112 Precalculus**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs, analytic trigonometry, analytic geometry, and applications of trigonometry.
Prerequisite: MAT 110.

**MAT 120 Probability and Statistics**
**Lec. 3       Lab. 0       Cr. 3**
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.
Prerequisite: MAT 102.

**MAT 122 Finite College Math**
**Lec. 3       Lab. 0       Cr. 3**
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.
Prerequisite: MAT 102.

**MAT 130 Elementary Calculus**
**Lec. 3       Lab. 0       Cr. 3**
This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes.
Prerequisite: MAT 110.

**MAT 140 Analytical Geometry and Calculus I**
**Lec. 4       Lab. 0       Cr. 4**
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.
Prerequisites: MAT 110 + MAT 111 or MAT 112.

**MAT 141 Analytical Geometry and Calculus II**
**Lec. 4       Lab. 0       Cr. 4**
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals.
Prerequisite: MAT 140.

## MAT 160 Math for Business and Finance
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisites: MAT 102.

## MAT 240 Analytical Geometry and Calculus III
**Lec. 4          Lab. 0          Cr. 4**
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems.
Prerequisite: MAT 141.

## MAT 242 Differential Equations
**Lec. 4          Lab. 0          Cr. 4**
This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transforms; and numerical methods.
Prerequisite: MAT 240.

## MED 107 Medical Office Management
**Lec. 4          Lab. 0          Cr. 4**
This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.
Prerequisite: CPT 170 or AOT 163.

## MGT 101 Principles of Management
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.
Prerequisite: ENG 100.

## MGT 120 Small Business Management
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisites: ACC 101, BUS 101, MGT 101, MKT 101, or instructor approval.

## MGT 150 Fundamentals of Supervision
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.
Prerequisite: ENG 101, MGT 101

## MGT 201 Human Resources Management
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment; selection and assessment of personnel; and wage, salary, and benefit administration.
Prerequisite: ENG 101, MGT 101

## MGT 230 Managing Information Resources
**Lec. 3          Lab. 0          Cr. 3**
This course is a study of the development, use and management of information resources, and systems in business and industry.
Prerequisite: CPT 101, MGT 101

## MGT 270 Managerial Communications
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ENG 101, MGT 101

## MKT 101 Marketing
**Lec. 3          Lab. 0          Cr. 3**
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.
Prerequisite: ENG 100, MAT 102.

## MKT 110 Retailing
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ENG 100, MAT 102.

## MKT 135 Customer Service Techniques
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: ENG 100.

## MTH 120 Introduction to Massage
**Lec. 3          Lab. 3          Cr. 4**
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced.
Prerequisite: Acceptance into the Massage Therapy program.
Corequisite: MTH 121.

## MTH 121 Principles of Massage I
**Lec. 3          Lab. 3          Cr. 4**
The course is an in-depth study of Swedish massage techniques and applications to a complete body massage.
Prerequisite: Acceptance into the Massage Therapy program.
Corequisite: MTH 120.

## MTH 122 Principles of Massage II
**Lec. 3          Lab. 3          Cr. 4**
This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures.
Prerequisites: MTH 120, MTH 121, BIO 112.
Corequisites: BIO 238, MTH 123, MTH 126

## MTH 123 Massage Clinical I
**Lec. 1          Lab. 6          Cr. 3.**
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.
Prerequisites: BIO 112, MTH 120, MTH 121
Corequisites: BIO 238, MTH 122, MTH 126.

## MTH 124 Massage Business Application
**Lec. 3          Lab. 0          Cr. 3**
This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping.
Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126.
Co requisite: MTH 133, MTH 135

**MTH 126 Pathology for Massage Therapy**
Lec. 1.5        Lab. 1.5        Cr. 2
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.
Prerequisites: BIO 112, MTH 120, MTH 121.
Corequisites: BIO 238, MTH 122, MTH 123.

**MTH 133 Massage Clinical II**
Lec. 1        Lab. 3        Cr. 2
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage using advanced techniques and specialized modalities.
Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126
Corequisites: MTH 124, MTH 135

**MTH 135 Massage Practicum**
Lec. 1        Lab. 3        Cr. 2
This course provides practical experience in all aspects of therapeutic massage application using advanced techniques and specialized modalies in the professional setting. Students observe facility and business operations under supervision of licensed massage therapists and/or licensed medical staff.
Prerequisites: BIO 238, MTH 122, MTH 123, MTH 126.
Corequisites: MTH 124, MTH 133.

**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
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.
Prerequisite: ENG 101.

**NUR 102  Basic Nursing Care Skills.**
Lec. 2        Lab. 6        Cr. 4
This course introduces basic nursing care skills which are applied in long term care.
Prerequisite: 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.
Corequisites: PSY 201, BIO 210, NUR 105.

**NUR 105 Pharmacology for Nurses**
Lec. 0.5        Lab. 1.5        Cr. 1
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.
Prerequisites: Acceptance into the nursing program or advanced placement, Completion of MAT 101 and 102 or COMPASS placement for MAT 120, and completion of RDG 100 or COMPASS reading score of 88 or higher.
Corequisites: BIO 210, NUR 102, NUR 114, PSY 201.

**NUR 134 Beginning Nursing Skills**
Lec. 2.5        Lab. 7.5        Cr. 5
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.
Prerequisite: NUR 102 or NUR 105.
Corequisites: PSY 201, BIO 210.

**NUR 155 Contemporary Nursing Practice I**
Lec. 4        Lab. 6        Cr. 6
This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes.
Prerequisites: NUR 105, NUR 134.
Corequisites: BIO 211, PSY 203.
*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
This course focuses on nursing care of the childbearing and child rearing families experiencing normal developmental changes and common health problems.
Prerequisite: NUR 105, NUR 134.
Corequisite: BIO 211, NUR 155, PSY 203.
*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
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings.  The course includes the study of dynamics of human behavior ranging from normal to extreme.
Prerequisites: NUR 155, BIO 211, ENG 101, PSY 203
Corequisites: BIO 225, NUR 158

**NUR 166 Issues in Practical Nursing**
Lec. 1        Lab. 0        Cr. 1
This course addresses current practice issues for the practical nurse. Prerequisite: BIO 211, PSY 203, NUR 158, NUR 155.
Corequisite: ENG 101, NUR 167.

**NUR 167 Organizational Strategies for the Practical Nurse**
Lec. 1.5        Lab. 7.5        Cr. 4
This course assists the student in development of organizational skills and strategies of delegation in structured care settings.
Prerequisite: BIO 211, PSY 203, NUR 158, NUR 155.
Corequisite: NUR 166, ENG 101.

**NUR 265 Nursing Concepts & Clinical Practice II**
Lec. 4        Lab 6        Cr. 6
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.
Prerequisites: NUR 155, NUR 158, BIO 225, ENG 101,
Corequisites: NUR 162

**NUR 274 Issues in Nursing Practice**
Lec. 2.5        Lab 1.5        Cr. 3
This course addresses current issues in nursing practice.
Prerequisites: MAT 120, NUR 265, NUR 162.
Corequisite: ENG 102, Approved Humanities Elective, NUR 275

**NUR 275 Contemporary Nursing Practice III**
Lec. 2.5        Lab. 10.5        Cr. 6
This course further develops the role of the nurse in delivering care to individuals with complex health issues.
Prerequisites: MAT 120, NUR 265, NUR 162.
Corequisite: ENG 102, Approved Humanities Elective, NUR 274

## PHI 101 Introduction to Philosophy
**Lec. 3    Lab. 0    Cr. 3**

This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields.
Prerequisite: ENG 101.

## PHI 110 Ethics
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning.
Prerequisite: ENG 101.

## PHY 201 Physics I
**Lec. 3    Lab. 3    Cr. 4**

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite: MAT 111.

## PHY 202 Physics II
**Lec. 3    Lab. 3    Cr. 4**

This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics.
Prerequisite: PHY 201

## PSC 201 American Government
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of national governmental institutions with emphasis on the Constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate.
Prerequisite: ENG 101.

## PSC 215 State and Local Government
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government.
Prerequisite: ENG 101.

## PSY 103 Human Relations
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life.
Prerequisite: ENG 100, RDG 100.

## PSY 201 General Psychology
**Lec. 3    Lab. 0    Cr. 3**

This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology.
Prerequisite: ENG 100 and RDG 100.

## PSY 203 Human Growth and Development
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential.
Prerequisite: PSY 201 or instructor approval.

## PSY 208 Human Sexuality
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course.
Prerequisite: PSY 201 or instructor approval.

## PSY 210 Educational Psychology
**Lec. 3    Lab. 0    Cr. 3**

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.
Prerequisite: PSY 201.

## PSY 212 Abnormal Psychology
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures.
Prerequisite: PSY 201 or instructor approval.

## PSY 225 Social Psychology
**Lec. 3    Lab. 0    Cr. 3**

This course is a study of individual behavior as influenced by social roles, group identification, attitudes and values.
Prerequisite: PSY 201 or SOC 101 or instructor approval.

## PTH 101 Physical Therapy Professional Preparation
**Lec. 1    Lab. 3    Cr. 2**

This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation.
Prerequisite: ACCEPTANCE INTO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. Completion of MAT 101 and 102 or COMPASS placement in MAT 120, and completion of RDG 100 or COMPASS reading score of 88.
Corequisites: BIO 210, ENG 101, PSY 201, MAT 120.

## PTH 115 Pathology for PTA
**Lec. 3    Lab. 0    Cr. 3**

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.
Prerequisites: PTH 240, PTH 242, PTH 252.
Corequisite: PTH 235, PTH 228, PTH 246, PTH 253.

## PTH 202 Physical Therapy Modalities
**Lec. 3    Lab. 3    Cr. 4**

This course introduces patient care techniques, including patient preparation, therapeutic hot/cold modalities and electrical stimulation.
Prerequisites: BIO 210, MAT 120, PSY 201, ENG 101, PTH 101.
Corequisites: BIO 211, ENG 102, PTH 205.

## PTH 205 Physical Therapy Functional Anatomy
**Lec. 3    Lab. 3    Cr. 4**

This course introduces the basic concepts and principals of muscles, joints and motion, including traditional testing procedures.
Prerequisites: BIO 210, MAT 120, PSY 201, ENG 101, PTH 101.
Corequisites: BIO 211, ENG 102, PTH 202.

## PTH 228 Manual Therapy Techniques
**Lec. 1    Lab. 3    Cr. 2**

This course introduces principles and basic techniques of manual therapy and wound care.
Prerequisites: PTH 240, PTH 242 PTH 252.
Corequisites: PTH 115, PTH 235, PTH 246, PTH 253.

## PTH 235 Interpersonal Dynamics
**Lec. 2    Lab. 0    Cr. 2**

This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.
Prerequisites: PTH 240, PTH 242, PTH 252.
Corequisites: PTH 115, PTH 228, PTH 246, PTH 253.

## PTH 240 Therapeutic Exercises/Applications
**Lec. 4      Lab. 3      Cr. 5**
This course provides the practical application of therapeutic exercise.
Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.
Corequisites: PTH 242, PTH 252.

## PTH 242 Orthopedic Management
**Lec. 4      Lab. 0      Cr. 4**
This course introduces basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities.
Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.
Corequisites: PTH 240, PTH 252.

## PTH 246 Neuromuscular Rehabilitation
**Lec. 3      Lab. 6      Cr. 5**
This course is a study of therapeutic interventions and rehabilitation management for adult and pediatric patients with neuromuscular conditions.
Prerequisites: PTH 240, PTH 242, PTH 252.
Corequisites: PTH 115, PTH 228, PTH 235, PTH 253.

## PTH 252 Clinical Practice.
**Lec. 0      Lab. 6      Cr. 2**
This course introduces elementary clinical procedures involved in the patient care setting.
Prerequisites: PTH 202, PTH 205, BIO 211, ENG 102.
Corequisites: PTH 240, PTH 242.

## PTH 253 Clinical Practice II
**Lec. 0      Lab. 9      Cr. 3**
This course involves the student's participation in the basic treatment techniques of physical therapy, intensified in both the clinic and classroom setting.
Prerequisites: PTH 240, PTH 242, PTH 252.
Corequisites: PTH 115, PTH 228, PTH 246, PTH 235.

## PTH 266 Physical Therapy Practicum I
**Lec. 0      Lab. 18      Cr. 6**
This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant.
Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246. PTH 253.
Corequisites: PTH 270, PTH 275.

## PTH 270 Special Topics in Physical Therapy
**Lec. 3      Lab. 0      Cr. 3**
This course provides opportunities for specialized study of selected topics in Physical Therapy.
Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246, PTH 253.
Corequisites: PTH 266, PTH 275.

## PTH 275 Advanced Professional Preparation
**Lec. 1      Lab. 0      Cr. 1**
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.
Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246.
Corequisites: PTH 266, PTH 270, PTH 253

## RAD 101 Introduction to Radiography
**Lec. 1      Lab. 3      Cr. 2**
This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection.
Prerequisite: 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.
Corequisites: RAD 130, RAD 150, MAT 110, BIO 210.

## RAD 103 Introduction to Computed Tomography
**Lec. 2      Lab. 0      Cr. 2**
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.
Prerequisite: Acceptance into the program
Corequisites: RAD 131, RAD 132, RAD 280, RAD 281

## RAD 110 Radiographic Imaging I
**Lec. 3      Lab. 0      Cr. 3**
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production.
Prerequisites: BIO 210, MAT 110, RAD 101, RAD 130, RAD 150.
Corequisites: BIO 211, ENG 101, RAD 136, RAD 155

## RAD 115 Radiographic Imaging II
**Lec. 2      Lab. 3      Cr. 3**
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging.
Prerequisite: RAD 165, RAD 110.
Corequisites: RAD 176, RAD 201.

## RAD 130 Radiographic Procedures I
**Lec. 2      Lab. 3      Cr. 3**
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included.
Corequisites: BIO 210, MAT 110, RAD 101, RAD 150.

## RAD 131 Computed Tomography of the Head and Spine
**Lec. 1      Lab. 0      Cr. 1**
This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.
Corequisites: RAD 103, RAD 280.

## RAD 132 Computed Tomography of Neck, Thorax, Abdomen
**Lec. 1      Lab. 0      Cr. 1**
This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.
Prerequisite: RAD 131
Corequisites: RAD 103, RAD 281.

## RAD 133 Computed Tomography of the Extremities
**Lec. 1      Lab. 0      Cr. 1**
This course covers anatomy and pathology review, imaging protocols, case studies, and film critique.
Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.
Corequisites: RAD 142, RAD 145, RAD 285

## RAD 136 Radiographic Procedures II
**Lec. 2      Lab. 3      Cr. 3**
This course is a study of radiographic procedures for visualization of the structures of the body.
Prerequisites: BIO 210, MAT 110, RAD 130, RAD 150.
Corequisites: BIO 211, ENG 101, RAD 110, RAD 155.

## RAD 142 Computed Tomography Clinical Practicum
**Lec. 0      Lab. 15      Cr. 5**
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.
Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.
Corequisites: RAD 133, RAD 145, RAD 285

**RAD 145 Computed Tomography Physics & Instrumentation**
**Lec. 3          Lab. 0          Cr. 3**
This course provides an overview of technology, repair, and practice that is unique to the computed tomography profession.
Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281.
Corequisites: RAD 133, RAD 142, RAD 285

**RAD 150 Clinical Applications**
**Lec. 0          Lab. 12          Cr. 4**
This course includes practice of hands-on clinical skills in hospital/ outpatient environments.
Corequisites: BIO 210, MAT 110, RAD 101, RAD 130.

**RAD 155 Applied Radiography I**
**Lec. 0          Lab. 15          Cr. 5**
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.
Prerequisites: BIO 210, RAD 101, RAD 130, RAD 150.
Corequisites: BIO 211, ENG 101, RAD 110, RAD 136.

**RAD 165 Applied Radiography II**
**Lec. 0          Lab. 15          Cr. 5**
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.
Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.
Corequisites: RAD 230.

**RAD 176 Applied Radiography III**
**Lec. 0          Lab. 18          Cr. 6**
This course includes clinical education needed for building competence in performing radiographic procedures with in the clinical environment.
Prerequisites: RAD 165, RAD 230.
Corequisites: PSY 201, RAD 115, RAD 201.

**RAD 201 Radiation Biology**
**Lec. 2          Lab. 0          Cr. 2**
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.
Prerequisites: RAD 165, RAD 230.
Corequisites: RAD 115, RAD 176, PSY 201.

**RAD 205 Radiographic Pathology**
**Lec. 2          Lab. 0          Cr. 2**
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment.
Prerequisite: RAD 115, RAD 176, RAD 201, PSY 201.
Corequisites: RAD 210, RAD 268.

**RAD 210 Radiographic Imaging III**
**Lec. 3          Lab. 0          Cr. 3**
This course provides a detailed study of advanced methods and concepts of imaging.
Prerequisites: PSY 201, RAD 115, RAD 176, RAD 201.
Corequisites: RAD 205, RAD 268.

**RAD 230 Radiographic Procedures III**
**Lec. 2          Lab. 3          Cr. 3**
This course is a study of special radiographic procedures.
Prerequisites: BIO 211, ENG 101, RAD 110, RAD 136, RAD 155.
Corequisite: RAD 165.

**RAD 236 Radiography Seminar II**
**Lec. 1          Lab. 3          Cr. 2**
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.
Prerequisites: RAD 205, RAD 210, RAD 268
Corequisites: RAD 276

**RAD 256 Advanced Radiography I**
**Lec. 0          Lab. 18          Cr. 6**
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiologic procedures.
Prerequisites: PSY 201, RAD 115, RAD 176, RAD 201
Corequisites: RAD 205, RAD 210

**RAD 276 Advanced Radiography III**
**Lec. 0          Lab. 18          Cr. 6**
This course includes routine and advanced radiographic procedures in the clinical environment.
Prerequisites: RAD 205, RAD 210, RAD 268.
Co requisite: RAD 236.

**RAD 280 Advanced Imaging I**
**Lec. 1          Lab. 3          Cr. 2**
This course provides instruction in the advanced imaging technologies that are unique to the needs of the profession.
Corequisites: RAD 103, RAD 131

**RAD 281 Advanced Imaging II**
**Lec. 1          Lab. 3          Cr. 2**
This course provides advanced instruction in contemporary imaging technologies that are unique to the needs of the profession.
Prerequisite: 280
Corequisites: RAD 103, RAD 132

**RAD 285 Special Topics in Computed Tomography**
**Lec. 1          Lab. 0          Cr. 1**
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. Prerequisites: RAD 103, RAD 131, RAD 132, RAD 280, RAD 281
Corequisites: RAD 133, RAD 142, RAD 145

**RDG 012 Development Reading**
**Workshop (non-degree credit)***
**Lec. 1          Lab. 0          Cr. 1**
This course provides support for mastery of Reading 032 competencies.
Prerequisite: A minimum reading score of 28 on ASSET or 26 on COMPASS. Workshop must be taken in conjunction with class. COL 103 is required with this course.
*These credits do not apply toward graduation.

**RDG 032 Developmental Reading**
**(non-degree credit)***
**Lec. 3          Lab. 0          Cr. 3**
This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.
Prerequisite: A minimum reading score of 28 on ASSET or 26 on COMPASS. Class must be taken in conjunction with workshop. COL 103 is required with this course
*These credits do not apply toward graduation.

**RDG 100 Critical Reading**
**(Non-degree credit)***
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: RDG 032 and RDG 012.*
COL 103 is required with this course.
*These credits do not apply toward graduation.

**RTV 101 Audio Techniques**
**Lec. 3          Lab. 0          Cr. 3**
This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.
Prerequisite: RDG 100 or instructor approval.

**RTV 103 Field Operations**
**Lec. 3          Lab. 0          Cr. 3**
This course introduces the setup, operation, and application of video equipment for field production.
Prerequisite: RDG 100 or instructor approval.

**RTV 113 Video Editing**
**Lec. 3          Lab. 0          Cr. 3**
This course is designed to teach students to edit video using a cuts-only format. Logical sequencing, technical correctness and creative story editing will be emphasized.
Prerequisite: RDG 100 or instructor approval.

**SAC 101 Best Practices in School-Age & Youth Care Skills**
**Lec. 3          Lab. 0          Cr. 3**
This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.
Prerequisite: RDG 100.

**SOC 101 Introduction to Sociology**
**Lec. 3          Lab. 0          Cr. 3**
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions.
Prerequisite: ENG 101.

**SOC 102 Marriage and the Family**
**Lec. 3          Lab. 0          Cr. 3**
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social changes.
Prerequisite: SOC 101.

**SOC 205 Social Problems**
**Lec. 3          Lab. 0          Cr. 3**
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions.
Prerequisite: SOC 101.

**SOC 206 Social Psychology**
**Lec. 3          Lab. 0          Cr. 3**
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).
Prerequisite: SOC 101 or PSY 201.

**SOC 210 Juvenile Delinquency**
**Lec. 3          Lab. 0          Cr. 3**
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior.
Prerequisite: SOC 101.

**SOC 220 Sociology of the Family**
**Lec. 3          Lab. 0          Cr. 3**
This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems.
Prerequisite: SOC 101 or instructor approval.

**SOC 235 Thanatology**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite: SOC 101.

**SOL 120 Basic Solar Energy Technology**
**Lec. 3          Lab. 0          Cr. 3**
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.
Prerequisite:  RDG 100.

**SOL 201 Solar Photovoltaic Systems**
**Lec. 4          Lab. 0          Cr. 4**
This course studies the installation and connections of solar photovoltaic (PV) components in residential or light commercial field applications.
Prerequisites:  BCT 105, EEM 105, EEM 171, SOL 120.
Corequisites:  EEM 177 and EEM 140 or instructor approval.

**SOL 202 Solar Thermal Systems**
**Lec. 4          Lab. 0          Cr. 4**
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.
Prerequisites:  BCT 105, BCT 159, BCT 245, SOL 120 or instructor approval.

**SOL 220 Solar Photovoltaic Design and Installation**
**Lec. 4          Lab. 0          Cr. 4**
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.
Prerequisites:  SOL 201 or instructor approval.

**SOL 230 Solar Thermal Design And Installation**
**Lec. 4          Lab. 0          Cr. 4**
This course is a study of solar thermal specific design, cost analysis, and installation requirements.
Prerequisites:  SOL 202 or instructor approval.

**SPA 101 Elementary Spanish I**
Lec. 4      Lab. 0      Cr. 4
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the hispanic culture.
Prerequisite: ENG 100 and RDG 100.

**SPA 102 Elementary Spanish II**
Lec. 4      Lab. 0      Cr. 4
This course continues development of the basic language skills and the study of the hispanic culture.
Prerequisite: SPA 101.

**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
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose.
Prerequisite: SPA 102.

**SPC 205 Public Speaking**
Lec. 3      Lab. 0      Cr. 3
This course is an introduction to principles of public speaking with application of speaking skills.
Prerequisites: ENG 100, RDG 100.
Corequisite: ENG 101.

**SPC 209 Interpersonal Communication**
Lec. 3      Lab. 0      Cr. 3
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.
Prerequisite: ENG 101 or instructor approval.

**SUR 101 Introduction to Surgical Technology**
Lec. 3      Lab. 6      Cr. 5
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic control, and wound healing.
Prerequisites: Acceptance into the Surgical Technology program.
Co-requisites: AHS 103, AHS 130, BIO 112, and CPT 101 or CPT 170.

**SUR 103 Surgical Procedures I**
Lec. 2      Lab. 6      Cr. 4
This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.
Prerequisites: AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.
Co-requisites: AHS 121, ENG 101, PSY 201, and SUR 106

**SUR 104 Surgical Procedures II**
Lec. 2      Lab. 6      Cr. 4
This course is a study of the various specialties of surgical procedures.
Prerequisites: AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, and SUR 103.
Corequisites: AHS 121, ENG 101, PSY 201, and SUR 106.

**SUR 106 Advanced Surgical Procedures**
Lec. 2      Lab. 0      Cr. 2
This course is a study of advanced surgical procedures.
Prerequisites: AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170, SUR 101, and SUR 110.
Corequisites: AHS 121, ENG 101, PSY 201, SUR 103, and SUR 104.

**SUR 110 Introduction to Surgical Practicum**
Lec. 1      Lab. 12      Cr. 5
This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations.
Prerequisites: Successful completion of SUR 101 (C or higher).
Corequisites: AHS 103, AHS 130, BIO 112, CPT 101 or CPT 170.

**SUR 112 Surgical Practicum I**
Lec. 2      Lab. 6      Cr. 4
This course includes the application of preoperative theory under clinical supervision.
Prerequisites: CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104, and SUR 106.
Corequisites: SUR 113

**SUR 113 Advanced Surgical Practicum**
Lec. 4      Lab. 6      Cr. 6
This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.
Prerequisites: CPT 101 or CPT 170, ENG 101, PSY 201, SUR 103, SUR 104 and SUR 106.

**THE 101 Introduction to Theatre**
Lec. 3      Lab. 0      Cr. 3
This course includes the appreciation and analysis of theatrical literature, history, and production.
Prerequisite: ENG 101.

# Notes

# Student Handbook

## Where Can I Ask About….?

| Topic: | Contact: | Location: | Contact Number: |
|---|---|---|---|
| ADA (Student Disability Act) | Dean of Students | Coleman Hall, Building 2 | 525-8219 |
| Admission | Admissions Office | Coleman Hall, Building 2 | 470-8405 |
| 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/Judicial | Student Affairs | Building 6 | 525-8215 |
| 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 | Enrollment Services | 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 | Coleman Hall, Building 2 | 470-8405 |
| Military Students (Parris Island) | Military Outreach Coordinator | | 228-2659 |
| Military Students (MCAS Beaufort) | Military Outreach Coordinator | | 228-7494 |
| New Student Services | Enrollment Services | Coleman Hall, Building 2 | 525-8207 |
| Orientation | Admissions Manager | Coleman Hall, Building 2 | 470-8405 |
| PILAU Program | Student Services | Coleman Hall, Building 2 | 470-6040 |
| Placement Testing | Testing Center | Building 1 | 525-8319 |
| Probation/Suspension Counseling | Student Affairs | Building 1 | 525-8218 |
| Registration | Student Affairs | Coleman Hall, Building 2 | 525-8272 |
| Scholarships | Financial Aid | Coleman Hall, Building 2 | 470-5961 |
| Services for Disabled Students | Director of Federal Programs | Coleman Hall, Building 2 | 525-8219 |
| Student Organizations/SGA | Student Services | MacLean Hall, Building 12 | 525-8218 |
| Student Support Services (SSS) | SSS Coordinator | Coleman Hall, Building 2 | 470-5957 |
| Student Email | Help Desk | Building 1 | 525-8344 |
| Student Records | Student Records | Coleman Hall, Building 2 | 525-8272 |
| Transcripts | 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 |

# Student Issue Chart | 2014–2015

| Student Issue | First Contact | Building/Room | Next Level | Next Level | Office Of | Executive Official |
|---|---|---|---|---|---|---|
| **Advising** | Faculty Advisor | | Program Dean | | Academic Affairs | V.P. Academic Affairs |
| **Admissions** | Intake Specialist | 2/141 | Enrollment Services Manager | | Student Affairs | V.P. Student Affairs |
| **Bookstore** | Bookstore Associate | 12/102 | Director | | Administrative Services | V.P. Administrative Services |
| **Continuing Education** | Information Desk | 22/106 | Program Coordinator: Industrial Life Enrichment/ Computer Training | Continuing Education | Continuing Education | Dean Kenneth Flick |
| | | | HealthCare | | | Dean Marge Sapp |
| **Discrimination** | | 2/227 | Dean of Students | | Student Affairs | V.P. Student Affairs |
| **Entry Testing/ECCO** | Testing Services | 1/202 | Educational Tech Coordinator | | Student Affairs | V.P. Student Affairs |
| **Faculty Concerns** | Instructor | | Dean | | Academic Affairs | V.P. Academic Affairs |
| **Financial Aid** | Counselor | 2/141 | Assistant Director of Financial Aid | Director of Financial Aid | Student Affairs | V.P. Student Affairs |
| **Graduation** | Student Services Specialist | 2/106 | Registrar | | Student Affairs | V.P. Student Affairs |
| **Harassment** | | 2/227 | Dean of Students | | Student Affairs | V.P. Student Affairs |
| **Library** | Librarian | 12/204 | Director of Library | | Academic Affairs | V.P. Academic Affairs |
| **New Student Orientation** | Admissions Manager | 2/122 | | | Student Affairs | V.P. Student Affairs |
| **Parking** | Campus Security | 11 | Director of Physical Plant | | Administrative Services | V.P. Administrative Services |

| Probation and Suspension | Retention Coordinator | 1/208 | Dean of Students | Student Affairs | V.P. Student Affairs |
|---|---|---|---|---|---|
| Recruitment | Admissions Manager | 2/122 | | Student Affairs | V.P. Student Affairs |
| Refund | Cashier | 2/117 | Fiscal Technician | Administrative Services | V.P. Administrative Services |
| Registration | Records Specialist | 2/106 | Registrar | Student Affairs | V.P. Student Affairs |
| Residency | Admissions Services Manager | 2/141 | Manager Enrollment Services | Student Affairs | V.P. Student Affairs |
| Security | Campus Security Office | 11 | Director Physical Plant | Administrative Services | V.P. Administrative Services |
| Student Accounts | Business Office | 3/124 | Fiscal Technician | Administrative Services | V.P. Administrative Services |
| Student Activities | Campus Life Coordinator | 12/118 | Admissions Manager | Student Affairs | V.P. Student Affairs |
| Student Records | Records Specialist | 2/106 | Registrar | Student Affairs | V.P. Student Affairs |
| Students with Disabilities | Dean of Students | 2/227 | | Student Affairs | V.P. Student Affairs |
| Transcripts | Records Specialist | 2/106 | Registrar | Student Affairs | V.P. Student Affairs |

# Table Of Contents

## 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 polices 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

### 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. 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

Degree-seeking 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 (Career Development) must meet with a counselor for registration assistance.

## Attendance Policy

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, *regardless of the mode of delivery.* This applies to online/web based, blended/mixed mode and live broadcast classes. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory hours for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence.

If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

If a student fails to e-mail the instructor (using the @my.tcl.edu email account) requesting to be dropped from the course and has never attended the 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 to pay all fees associated with the course.

## 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 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.

## 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 and 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 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.

| GPA: Total Number of Quality Points ÷ Credit Hours | | | | |
|---|---|---|---|---|
| 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 |
| GPA: Total Number of Quality Points ÷ Credit Hours    34 ÷ 13 = 2.62 | | | | |

*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. 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, local radio and television stations will announce information concerning the cancellation of classes. Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather. Tracking of any hazardous weather may also be found on the website at www.tcl.edu. With TCL's TextAlerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (www.tcl.edu/text-alert).

## Clubs and Organizations
Student organizations at TCL include the Entrepreneur's Club, Gospel Choir, Nursing Organization, Radiological Technology Organization, Phi Theta Kappa, Writer's Club and the Student Government Association. For further information, contact the Campus Life Manager at 843 525-8218.
- **G.R.I.T.S. - Great Radiographers in the South**. G.R.I.T.S. is an organization for actively enrolled students in TCL's Radiologic Technology Program who wish to promote community involvement and recognition, and competent care for patients seeking medical diagnostic imaging examinations.
  Telephone: 843-470-8397 or 843-525-8218
- **Lambda Nu**. The national honor society for the radiologic and imaging sciences recognizes exemplary scholarship while promoting the profession through research and academic achievement. Students enrolled in the Radiologic Technology program must have a 3.5 GPA (4 pt scale) following four semesters. For information call 470-8397.
- **National Association for the Advancement of Colored People (NAACP) - TCL Chapter.**
- **Operation Military Group.** Provides support to Marines at graduation.
- **Phi Theta Kappa International Honor Society - Alpha Lambda Beta Chapter**. Phi Theta Kappa is the designated official honor society of the two-year colleges by the American Association of Community Colleges and has been since 1929. For further information Telephone: 843-525-8334 or 843-525-8218
- **Rotoract Club.**
- **SGA - Student Government Association**. Do you want to make a difference at TCL and in the community? If yes, we invite you to join the Student Government Association.  Bring your great ideas and become an active member today!
  Telephone: 843-525-8218
- **TCL Future Entrepreneurs Club**. The TCL Entrepreneurship Club is open to any TCL student with an interest in owning or operating a small business.  Members will share information and experiences related to conceiving, financing, opening and managing a small business. Outside speakers and field trips will provide practical information.
  Telephone: 843-525-8218

## 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 Part V - Pg. 204

## 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, pages 166-173.)

## 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), and BlackBoard ID from the Testing Center, Building 1, Beaufort 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.

## Independent Study

See the Academic Regulations section of this catalog.

## Library and Learning Resources Center

The Learning Resources Center (LRC), or Library, is located in Building 12, MacLean Hall on the Beaufort campus and 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 the service area. The LRC houses about 22,000 print volumes, 185 periodical subscriptions, 3000 audiovisual titles, and audiovisual equipment. The LRC employs modern information technologies to provide access to electronic resources, such as a variety of databases, online journals and periodicals, and over 100,000 e-books.  Students working from remote locations or from New River, H.Mungin Center, or Whole Branch Early College High School, may contact the LRC directly to request shipment of materials.  Students may also ask staff members at these locations to arrange for shipment of materials.

## 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 semester's schedule flyer, 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, 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 by 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 Continuing Education and Institutional Advancement 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.

## Student Government and Student Organizations

A. Student Government Association

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.

B. Student Organizations
1. An essential pre-requisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter.
2. The formation of organizations strictly as social clubs should be discouraged.
3. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person from the College's faculty or staff must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

## 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 in the following pages.

## 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/Enrollment Services | Gear-Up |
| Campus Counselor | New Student Advisement/Transfer Information |
| Campus Life | Orientation |
| Career & Transfer Services | PILAU Program |
| Commencement Exercises | Registration |
| Disability Services | Retention |
| Discipline/Judicial Affairs | Student Services (New River) |
| Dual Enrollment/ECCO | Student Awards Ceremony |
| Federal TRIO Programs | Student Records |
| Financial Aid | 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 a written request for the transcript and pay all applicable fees. The student may use a TCL Transcript Request Form, available online or at the Student Records office. 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 Enrollment Service Manager 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. 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 provide tutoring assistance in a variety of college curricula. Students should request assistance as soon as they feel they need additional help. The Tutoring Center has an open-door policy and offers academic guidance and support to all who need it. Hours of the Tutoring Center are posted each semester.

## 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

## 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 printed in the 2014-2015 TCL catalog on the website in the 2014-2015 Academic Calendar (pg. 7).

## Section Swap Period
**Actual Section Swap dates for each semester are printed in the 2014-2015 TCL Catalog on the website in the 2014-2015 Academic Calendar (pg. 7).**

|  | 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 |

## Withdrawal from a Course – Student Initiated

Students may withdraw from a course after the "Section Swap & Drop" period and prior to the first day of the final exam period. A grade of "W", "WP", or "WF" is assigned based on the student's academic standing at the time of withdrawal.   A "WF" is computed in the GPA the same as an "F."

Students who withdraw during the refund period will receive a tuition refund in accordance with refund schedule.  However, students are still responsible to pay all fees for the course regardless of when they withdraw. To withdraw from a course students should send the instructor an e-mail from their TCL student e-mail account (@my.tcl.edu) requesting to be withdrawn from the course. Students should contact Financial Aid before withdrawing from a course to determine any impact on their aid.

## Withdrawal from a Course – Instructor Initiated

 If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

# 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, excluding individual grades
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 including 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 receipts 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 need, 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.

# STUDENT CODE

I. **Purpose**

The Student Code for South Carolina Technical Colleges 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. 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) veterans 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 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.
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.  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.  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. 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 last known address within two 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 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) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
   b) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
   c) Assign a failing grade for the course.
   d) Require the student to withdraw from the course.

3. If the student is found responsible for the academic misconduct, within five 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 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's last known address. 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 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 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 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 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 has been granted.
g) **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 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 hearing, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, 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 instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing 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 nonvoting 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 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 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 hearing.

2) At least seven 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 last known address. 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) A list of all witnesses who might be called to testify.
   f) A statement of the student's procedural rights. These rights follow:

   - 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.
   - The right to present witnesses on one's behalf.
   - The right to know the names of any witnesses who may be called to testify at the hearing.
   - The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
   - 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).
   - The right to hear witnesses on behalf of the person bringing the charges.
   - The right to testify or to refuse to testify without such refusal being detrimental to the student.
   - The right to a fair and impartial decision.
   - 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 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 last known address within two 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 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 inquires as deemed necessary, and render a decision within ten 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 last known address.

## THE STUDENT GRIEVANCE PROCEDURE FOR THE SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM (SCTCS 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. **GRIEVENCE PROCESS**

A. **Filing a Complaint**

This procedure must be initiated by the student within ten 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 ten 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.

B.  **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.

## SEXUAL VIOLENCE OR SEXUAL HARASSMENT

The Student Code for South Carolina Technical Colleges 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.

The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System.  In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services.  It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment.  It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation, unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

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 assault may file a report with the college's Chief Student Services Officer, campus security office, or with the college's Title IX coordinator.  The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings.  Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Reports may also be filed by any other member of the college community.  The student may also file a criminal report regarding the alleged conduct.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE) Student Grievance Procedure (SBTCE Procedure 3-2-106.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

### A.   Preliminary Hearing

Within 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 alleged violator and, if needed, the victim. After discussing the alleged infraction with the accused 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:
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)   **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 clinical settings.
3)   **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.
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 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 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.**

Within 5 instructional weekdays of the preliminary hearing, the Chief Student Services Officer will send a certified letter to the student charged with violating the Student Code and to the victim.  This letter will confirm the date of the preliminary hearing, 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 charged with the violation or the victim 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 instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

### B.   Hearing Committee

1)   The Hearing Committee shall be composed of the following:

a)   Three faculty members appointed by the Chief Academic Officer and approved by the President.
b)   Three student members appointed by the appropriate student governing body and approved by the President.
c)   One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
d)   The Chief Student Services Officer, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

2)   The Hearing Committee shall perform the following functions:

a)   Hear cases of alleged violations of the Code of Student Conduct.
b)   Insure that the student's procedural rights are met.
c)   Make decisions based only on evidence and information presented at the hearing.
d)   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:

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 loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
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 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 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.**

3) **Hearing Committee Procedures**

a) The Chief Student Services Officer 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 hearing.

b) At least seven 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 charged student's last known address and to the victim's last known address. The letter must contain the following information:

1) A statement of the charge(s).
2) A brief description of the incident that led to the charge (s).
3) The name of the person(s) submitting the incident report.
4) The date, time, and place of the scheduled hearing.
5) A list of all witnesses who might be called to testify.
6) A statement of each party's procedural rights. These rights follow:

   a) 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.
   b) The right to present witnesses on one's behalf.
   c) The right to know the names of any witnesses who may be called to testify at the hearing.
   d) The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
   e) The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
   f) The right to know the identity of the person(s) bringing the charge(s).
   g) The right to hear witnesses on behalf of the person bringing the charges.
   h) The right to testify or to refuse to testify without such refusal being detrimental to the student.
   i) The right to a fair and impartial decision.
   j) The right to appeal the Hearing Committee's decision.

c) On written request of the charged student or the victim, 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.

d) The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

4) **Hearing Committee Meetings**
a) 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.
b) 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.
c) 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.

    d)    Witnesses shall be called in one at a time to make a statement and to respond to questions.

    e)    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 as alleged, the members will determine, by majority vote, whether the violation occurred.  If it is determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

        1)    The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two 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 victim 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 victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

C.   **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 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 inquires as deemed necessary, and render a decision within ten 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 last known address.

## 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. Three different reading skills are required. First, students must be good readers--the amount of reading is often doubled in web courses since students must read a text and online material. Second, students must be self-starting readers. All assignments, due-dates, and instructions are available on the web, but students must seek them out. Third, students must be good detail readers and proofreaders. The slightest spelling or syntax error can mean hours of frustration. Failure to read and follow directions can seriously harm student performance. Students may also have bad habits contributing to superficial reading such as "hitting" a page, or "checking it out." Course web pages contain too much information for this—students must go to the page, stop, and read the page with understanding.
4. Online courses tend to require more hours per week than regularly scheduled classes. Faculty can point out that students save some time by eliminating driving, parking, and getting a baby-sitter. But, the time to organize their study, to complete assignments, and to 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.

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
- Broadcast Campus-to-Campus Courses - While technologies used in satellite and two-way video courses make them somewhat different from traditional courses, students do have immediate contact with their instructors.
- Online or Mixed Mode Courses - Students enrolling in their first online or mixed mode course are strongly encouraged to access an orientation to online learning from the College's website or during the priority registration period. The orientation provides students with an understanding of the structure and pace of an online course. The Distance Learning section of the TCL website provides instructions for starting online courses. This section also provides information that helps students assess whether their learning styles are conducive to success in such a course.

### 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 Flyer

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 Schedule of Classes 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 look over 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 – Instructor Initiated

If a student exceeds the 10% limit on absences, the instructor may a) withdraw the student from the class with a grade of "W" or "WP" if the student has been making satisfactory progress or the last day to withdraw with a "W" has not occurred, b) withdraw the student from class with a grade of "WF" if the student had been making unsatisfactory progress and the date is after the last day to withdraw with a "W" or c) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

### 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.

### Is It True That I Have More Freedom in College?

In college there are no bells or announcements to tell you that class is over, but there are still rules you must obey. TCL parking regulations, restrictions on smoking in buildings, class attendance policies, bans on cheating, and confidentiality of records are not to be ignored. At TCL there is zero tolerance for anyone breaking the law by having weapons or any kind of illegal drugs on campus. The College will not hesitate to call in the Police Department if there is a violation with which TCL security officers require assistance. If, on the other hand, you needs a battery jump-started, a locked car opened, or an escort to your car after evening classes, TCL's security officers stand ready to assist in getting help. TCL expects you to be independent and serious in your efforts to receive a college education, but the staff is ready and willing to lend a helping hand.

### Is There Anything Else That Would Be Helpful For Me to Know as a Student?

Just as the race between the tortoise and the hare shows, slow and steady wins the race! It pays for you to start your college career slowly.

You should get used to the time required for college studying and writing assignments by doing well your first semester and adding more classes after that initial success. Ask for help and be assertive.

You should read this TCL Catalog and Student Handbook to be familiar with your new environment and, when questions arise, act quickly to seek help. Many students have come before and are now gainfully employed in jobs that they enjoy. We want you to accomplish your educational goal here at TCL and we stand ready to help you SUCCEED.

# Notes

# Appendix

## 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. 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. Montez C. Martin, Jr.
Member At-Large

Ms. Gwendolyn A. Bright
Member At-Large

Mr. Warren L. Helm
First Congressional District

Mr. Robert E. Barnett
Second Congressional District

Mr. Charles Gilliam Wilson
Third Congressional District

Mr. Stephen J. Burry
Fourth Congressional District

TO BE APPOINTED
Sixth Congressional District

Dr. Robert. A Wilson
Member At-Large

Mr. Bruce Herbert Ellis
Member At-Large

Dr. Mick Zais
SC Superintendent of Education - Ex-Officio Member

Mr. Robert M. Hitt, III
SC Secretary of Commerce - Ex-Officio Member

Dr. James C. Williamson, Ph.D
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 Clementa C. Pinckney
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 Andrew Patrick, Jr.
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 Wiser . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 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
Vice President for Academic Affairs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8244
B.S., Mathematics/Secondary Education, Berry College
M.A.Ed., Curriculum and Instruction, Virginia Polytechnic Institute and State University
Ph.D., Educational Administration, University of South Carolina Columbia

Nancy H. Weber, . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8215
Vice President for Student Affairs
B.A., Biology, Transylvania University
M.S.Ed., Guidance and Counseling, Eastern Illinois University
Certificate of Graduate Study, Higher Education Leadership, University of South Carolina

Louise Mathews . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8294
Executive Director, Institutional Advancement
A.E., English, Georgetown University
M.Ed, Educational Leadership and Cultural Foundations, University of North Carolina at Greensboro

## Faculty

Amason, Vandy - Instructor, Nursing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .843 525-8327
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

Beach, Robert A. - Instructor, Electronics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .843 525-8299
B.S., Electrical Engineering, University of North Florida

Beasley, Sharon - Nursing Program Director. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .843 525-8263
A.D.N., Health Sciences, Technical College of the Lowcountry
B.S.N., Nursing, University of South Carolina
M.S.N., Nursing, Armstrong Atlantic State University
Certificate, Higher Education Leadership, University of South Carolina
Ph.D., Philosophy, University of South Carolina

Bible, Colleen - Instructor, Health Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .843 525-8345
B.S.N., Nursing, Medical University of South Carolina
M.S.N./ED, University of Phoenix

Bishop, J. Sasha – Librarian . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8236
B.A., Liberal Arts, St. John's College
MLIS, Library Information Sciences, University of Pittsburgh, School of Information Sciences

Boniecki, Kelli – Instructor, Early Care and Education . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8307
B.S., Georgia Southern University, Recreation
M.A., University of Phoenix, Education
M.A., University of Phoenix, Education/Early Care Education

Brame, Ben – Instructor, Mathematics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-5950
B.A., Mathematics, East Carolina University
M.A., Mathematics, East Carolina University

Brown, Hal - Instructor, Nursing . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8335
B.S.N., Nursing, Wilmington University
M.S.N., Nursing, Wilmington University

Buss, 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

Buss, Lynda - Instructor, Health Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8389
B.S.N., Nursing, Old Dominion University
M.S.N., Nursing, Charleston Southern University

Chastain, Candice - Instructor, Business/Hospitality . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8278
B.A., International Business, West Virginia University
M.B.A., Business Admin, Charleston Southern University

Conner, Dusty - Instructor, Cosmetology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8313
Gary's Beauty School
South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist

Culbreth, Jennifer - Instructor, Physical Therapy . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-5956
A.H.S., Physical Therapist/Assistant, Trident Technical College
B.S.E.D. - Secondary Education, Social Studies, University of Missouri, Columbia

Daniels, James - Instructor, Mathematics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8332
B.S., Math-Statistics, State University of New York at Stony Brook
M.Ed., Mathematics, The Citadel

DeLoach, Libby - Instructor, Cosmetology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8320
Diploma, Cosmetology, Beaufort Technical College
South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist

Dukes, Laura - Instructor, Paralegal . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8235
B.A., Political Science, University of South Carolina
J.D., Law, University of South Carolina Law School

Eckstrom, Richard, – Instructor, Civil Engineering . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8386
B.S., Cornell University
M.S., Civil Engineering, College of Engineering and Information Technology, University of South Carolina

Eichinger, John – Radiologic Technology Program Director . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8397
B.S., Radiologic Technology, Salem College
M.S., Radiologic Science, Midwestern State University

Fletcher, Wesla - Division Dean, Arts and Sciences . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8343
A.B., Christian Education/Psychology, Pfeiffer University
M.A., Psychology/Ind. Organizational, University of Tulsa
M.Div., Princeton Theological Seminary
Ph.D., Psychology/Ind. Organizational, University of Tulsa

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

Greene, Jennifaye – Program Director, Instructor, Physical Therapist Assistant Program . . . . . . . . . . . . . . . . . . . 843 525-8230
B.A., Psychology, Emory University
M.S. Physical Therapy, University of Miami
Ph.D., Philosophy, University of South Carolina

Halsey, Cindy – Director of Learning Resources . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8396
B.A., Interdisciplinary Studies, University of South Carolina
M.L.I.S., Library Information Sciences, 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

Herkenham, Patricia - Instructor, Accounting . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8325
B.B.A., Personnel/Accounting, University of Hawaii
M.S., Accounting, George Mason University

Hirsch, Shana - Instructor, English .. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8347
B.A., Interdisciplinary Studies, University of South Carolina
M.A., English, University of South Carolina

Hunt, Rosemary - Instructor, Spanish . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8274
B.S., Secondary Education, College of Charleston
M.A., Spanish, California State University

Istoc, Daniel - Instructor, Math . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-6039
B.S., Math/Computer Science, University of Orcada
M.S., Mathematics/Education, University of Orcada

Keevy, Russell - Instructor, English.. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-6022
B.A., English, Eastern Washington University
M.A., English, Eastern Washington University

Kolb, Jeffrey - Instructor, Mechanical Engineering . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8289
B.S., Mechanical Engineering

Lawson, Stephanie – Instructor, Health Sciences. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-5966
A.D.N., Nursing, Technical College of the Lowcountry
M.S.N., Nursing, Medical University of South Carolina

Levicki, Glenn – Instructor, Radiologic Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8402
A.A., General Technology, Eastern Michigan University
B.S., Radiologic Sciences, Midwestern State University
M.S., Radiologic Sciences/Radiologic Administration, Midwestern State University

Locke, Joy - Instructor, Speech . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8225
B.S., Secondary Education - Speech Education, Mississippi State University
M.S., Communication, University of Southern Mississippi

Mauriocourt, Gregory - Instructor, History . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8334
B.A., History, Hiram College
M.A., History, Cleveland State University

McDaniel, Brian . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8235
B.A., Sociology, Furman University
J.D., Law, University of South Carolina

Appendix II

Middleton, Natavia - Instructor, Biology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-5964
B.S., Biology, University of South Carolina
Ph.D., Basic Medical Sciences, University of South Alabama

Moore, Jason - Instructor, Avionics . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-6033
B.S., Aeronautics, Emory-Riddle Aeronautical University

Mullins, Tom - Instructor, Psychology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8306
B.A., Psychology, King College
M.A., Clinical Psychology, Murray State University

Neely, Laurence - Biology Instructor . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-5951
B.S., Biology, College of Charleston
M.A., Education/Biology, The Citadel
M.D., Medical University of South Carolina

Newcomb, Cora - Instructor, Office Systems Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8295
B.S., Business Administration, University of South Carolina
Ed. M., Vocational Education, Temple University
Certificate of Graduate Study, College of Education, Higher Education Leadership, University of South Carolina Columbia

Newsome, Tim - Instructor, Building Construction Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8290
B.S., Business Administration, University of South Carolina

O'Sullivan, Margaret – Program Coordinator, Health Sciences. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8326
Diploma, Massachusetts General Hospital School of Nursing
B.S., Education, Worcester State College
M.S.N., Nursing Education, Marymount University

Ricks, Michael - Instructor, Criminal Justice Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8322
FBI Academy, US Department of Justice, Quantico, Virginia
A.C.J., Criminal Justice, Georgia Military College
B.A., Criminal Justice, University of Southern Mississippi
M.S., Criminal Justice, Virginia Commonwealth University, Monroe Park Campus

Sapp, Marjorie - Division Dean, Health Sciences. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8276
A.D.N., Nursing, Brunswick Junior College
B.S., Nursing, Armstrong State College
M.S.N., Nursing, University of Florida

Simmons, Amanda - Instructor, Health Sciences. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-8410
A.D.N., Nursing, Gardner-Webb University
M.S.N., Gerontology, Medical University of South Carolina

Slyh, Kathleen - Instructor, Health Sciences. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8256
B.S.N., Nursing, University of Cincinnati
M.S.N., Nursing, Indiana State University

Smith, Jean - Instructor, Computer Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 470-6021
B.S., Mathematics, Ohio University
M.S., Computer Science, Rutgers University

Smith, Karen – Instructor, Computer Technology . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 843 525-8323
B.S., Business Education, Trenton State College
M.S., Business Education, Emporia State University

Van Nostran, Denise - Instructor, Massage Therapy ................................................................843 470-6020
Certificate of Therapeutic Massage, Indiana University, Purdue University Indianapolis
B.M., Applied Music, Fontbonne University
M.M., Music, Washington University in St. Louis

Weiss, Heather - Instructor, English ..................................................................................843 525-8206
B.A., English, East Carolina University
M.A., English, East Carolina University

West, Andrea - Instructor, Mathematics ............................................................................843 525-8239
B.A., Business Administration, Columbia College
M.Ed., Secondary Education, University of South Carolina

# TCL Associate Faculty

## Arts & Sciences Division
Stephen Bacon, M.A., B.S.
Raymond Baltz, M.A.Ed., B.A.
Jamie L. Berndt, M.A., B.A.
Stacie M. Brewer, M.A., B.A.
Charles E. Brooks, M.A., B.S.
Samuel Brown, Ph.D., M.A., B.A.
Janna Coronel, M.A., B.A.
Ann Cramer, Ph.D., M.A., B.A.
Andrea Drain, B.A.
Alexandra Edgeworth, M.A., B.A.
John Fakunding, Ph.D., B.A.
Nancy Ficnerski, M.A., B.A.
Courtney Francis, M.S., B.S., A.S.
Andrea Franklin, M.A., B.A.
James German, M.S., B.S.
Debra Henderson, M.S., B.A.
William Henshaw, M.S., B.A.
Marsha Howard, M.P.A., B.A.
George P. Hudson, M.A., B.A.
William G. Hunt, M.A., B.S.
Sally Irvin, M.A., B.A.
Randall James, Ph.D., M.S., B.S.
Jennifer Kassing-Bradley, M.F.A., B.F.A.
Lynne M. Kratochvil, M.Ed., B.S.E.D.
Jeffrey McQuillen, M.A., B.A.
Daniel R. Morgan, M.S., B.S.
Derrick P. Nantz, M.A., B.A.
Carmen A. Patino, M.F.A., B.F.A.
Mindy Ratcliff, M.A., B.A.
Cynthia Rawls, M.A., B.A.
Quin Rawls, M.A.
JoAnn Shippee, M.S., B.A.
Brenda Simon, M.A., A.B.
Ronald Speaks, M.A., B.S.
Abigail Stevens, M.A., B.A.
Shannon Stokes, M.A., M.A.T., B.A.
Elizabeth Trott, M.S., B.S.
Linda Vingelen, Ed.D., M.A., B.A.
Floyd Washburn, M.S., M.S., B.S.
David Whitehouse, M.M., B.M.
Nancy Wolff, A.B.

## Business Technologies Division
Melissa Arce, M.S.
Kristen Axon, M.B.A., B.A.
Kelli Boniecki, M.A., B.S.
Robert Carlin, B.A.
George Chaix, M.C.J., B.S.
Carole Cronan, M.A., B.S., A.C.T
Michael George, M.S., B.A.
Amanda Hayman, M.S., B.S.
Robert Herkenham, M.S., B.S.
Barbara Humphrey, B.S.
David H. Johnson, M.B.A., B.S.
Richard Johnson, M.S., B.S.
Kimberly Jordan, JD, B.A., A.P.S.
Carnell Luckett, M.A., B.S., A.A.
Larry Manning, Ed.D., M.S.
Frank Marcinkoski, M.B.A., B.S.
James Minor, M.B.A., B.A.
Zandra D. Mungin, M.S., B.S.
Joan Petrucci, M.A., B.S.
Daniel Russell, M.S.C.J., B.A.
Alfred Sexton, M.S.C.J., B.S.
Timothy Wogan, J.D., M.A., B.S.
Jarrunis Yates, J.D., B.A.

## Health Sciences Division
Patricia Binns, M.S.N., B.S.N., R.N.
Candy Chappell, B.S.N., R.N.
Aaron Dietz, A.R.T., R.T.
Heather Garrett, B.S.N., A.D.N., R.N.
Jacqueline Gohagan, B.S.N., AA., R.N.
Laura Hawkins, B.S.N., R.N.
Jennifer Holland, B.S.N.
Deanne Johnson, M.S.N., R.N.
Katrina Middleton, B.S.N., R.N.
Karen Lazzo, BSN, RN
Charissa K. Lowe, B.S.N.
Anthony Lowery, B.S.N., R.N.
Mary Kay Paden, M.S.N., R.N.
Diane Razo, M.S.N., B.S.N., R.N.
Alesia Ricks, M.S.N., B.S.N., A.P.R.N
Eileen Stoor, M.S., R.N.
Kathleen Welko, M.N., B.S.N., R.N.

## Industrial Technologies Division
Donovan Diggins, A.D., Carpentry
Dorian Phillips, B.S., A.I.T., A.C.T.
Louis Pinckney, A.H., Horticulture
Scott Grooms, B.A., Communication
Parrish Neville, B.S., Agriculture