

# SUCCESS

*See for yourself*

# INVITING

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### **ACCREDITATION STATEMENT**

Tri-County Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4500, Website: [sacscoc.org](http://sacscoc.org)), to award the associate degree.

### **ADDRESS**

7900 Highway 76  
P.O. Box 587  
Pendleton, South Carolina 29670  
Website: [www.tctc.edu](http://www.tctc.edu)

### **TELEPHONE NUMBERS**

Anderson - Clemson - Pendleton Area ... 864-646-8361  
Toll Free (within the 864 area code) ... 1-866-269-5677  
College Information Center ..... Extension 1500  
College at the Mall ..... 864-224-0453  
TDD/VOICE ..... 1-800-735-2905

### **POLICY ON NONDISCRIMINATION**

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

### **CATALOG DISCLAIMER**

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

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# Notes

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# INFORMATIVE

*See for yourself*



# College Overview

## Message from the President

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

At Tri-County, our students come first. Our “open door” philosophy means we are open to you and committed to your success. Excellent instruction, small class sizes, and a caring, committed faculty and staff are just a few of the reasons students choose Tri-County. We also are affordable. Tri-County is convenient to residents of Anderson, Oconee and Pickens counties, and we are dedicated to bringing college closer to you with our Anderson campus scheduled to open in January 2007. Our students are eligible for a number of federal and state financial aid programs, including State lottery tuition assistance. In addition, our growing number of online courses makes pursuing your education with Tri-County even more convenient and affordable.

As you peruse the pages of this catalog, you will notice that Tri-County’s career programs prepare students for changing technology in the workplace of today and tomorrow. We offer programs in university transfer, business and public services, health education, and industrial and engineering technology. Along with a faculty and staff who are committed to excellence, we have nearly thirty external advisory committees to help us keep our curricula aligned with the changing workplace. These employers play a key role in helping develop our programs. As a result, they seek out and hire Tri-County graduates. Many of our alumni have risen to top management positions with local, national, and international corporations.

No matter your background, you will feel at home at Tri-County. While our average age is 25, our students range in age from the teens to the sixties, and they come from diverse racial, ethnic, economic, and educational backgrounds. Also, if you have never visited the campus or if it has been some time since you were here, I invite you to visit us at your earliest opportunity and *see for yourself* the outstanding facilities, programs, and services we have to offer.

Best wishes as you pursue your educational goals.

Sincerely,



Ronnie L. Booth, Ph.D.  
President



### COLLEGE MISSION

Tri-County Technical College is a public, two-year community college dedicated to serving as a catalyst for the economic and lifelong development of the citizens of Anderson, Oconee, and Pickens counties through outstanding programs and unparalleled service. An open admissions institution with primary focus on teaching and learning, the College serves approximately 6,000 to 7,000 students through both on-campus and distance learning courses. The College grants certificates, diplomas, and associate degrees in technical, career, and transfer programs. The College also offers certificates in continuing education programs.

### COLLEGE VISION

Tri-County Technical College will be *the role model* for community college education through dedication to high standards, a nurturing environment, community alliances, and innovative leadership.

### COLLEGE VALUES

*Integrity*—respect for the dignity, equality, and potential of self and others in personal and professional interactions.

*Responsibility*—accountability in personal, professional, community, and fiscal affairs.

*Accessibility*—equal opportunity to advance professionally and personally in a clean, safe, stimulating, and aesthetically pleasing environment.

*Collaboration*—partnerships among students, faculty, staff, and community to promote open and effective communication, decision-making, and implementation of ideas and processes.

*Learning*—facilitation of intellectual and technical growth through commitment to continuous improvement and innovation.

## INFORMATION CENTER

The Information Center, located in Miller Hall (Ext. 1500), provides information on programs of study, admissions procedures, financial aid, and campus events, as well as general information about the College.

## HOURS OF OPERATION

Standard hours of operation for the College are Monday–Thursday, 8:00 a.m.–5:00 p.m. and Friday, 8:00 a.m.–2:00 p.m. Many offices keep extended hours in the evenings. Interested persons may contact the individual offices for specific hours of operation.

## DEPARTMENT DIRECTORY

A listing of office/department locations and telephone extensions is included in the Department Directory in Appendix 1 on page 123.

## CAMPUS VISITS

The College encourages prospective students to visit the campus and talk with faculty, staff, and students. Individual and group tours of the College are available upon request. Interested persons may contact the Information Center to schedule a visit.

## ACCREDITATION

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Accreditation information for the following individual programs is noted elsewhere in this catalog under the appropriate program heading: Accounting, Electronics Engineering Technology, Expanded Duty Dental Assisting, Management, Medical Laboratory Technology, Medical Assisting, Nursing, Office Systems Technology, Practical Nursing, Respiratory Care, Surgical Technology, and Veterinary Technology.

## INSTITUTIONAL MEMBERSHIPS

American Association of Community Colleges  
American Council on Education  
American Technical Education Association  
Association of Collegiate Business Schools and Programs  
Association of Community College Trustees  
Chambers of Commerce: Anderson, Oconee, Pickens  
Council for Higher Education  
League for Innovation  
National Rehabilitation Association  
Service Members Opportunity College (SOC)  
South Carolina Association of Colleges and Universities  
Southern Association of Colleges and Schools (SACS)

## POLICY ON NONDISCRIMINATION

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

It is the policy of Tri-County Technical College to recruit, hire, train, and promote employees and to provide educational opportunities to students without regard to race, color, religion, sex, qualifying disability, veteran's status, age, or national origin, in compliance with the provisions of the Civil Rights Act of 1964, Title VII of the Equal Employment Opportunity Act of 1972, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Executive Orders 11246 and 11375, Revised Order 4 of the Department of Labor, the South Carolina Human Affairs Law of 1972, the Format Memorandum issued by HEW in August of 1975, and Americans with Disabilities Act of 1990.

Student inquiries regarding compliance may be directed to:

James Williams  
Vice President for Student Affairs  
Anderson Hall, Room 163, Ext. 1552

Employee inquiries may be directed to:

Sharon Colcolough  
Director of Personnel  
Ruby Hicks Hall, Room 103, Ext. 1790

## SERVICES FOR STUDENTS WITH DISABILITIES AND SPECIAL NEEDS

Students with disabilities or special needs who would like information about accommodations should contact Carol Miller, Disabilities Services Coordinator, Miller Hall, Room 184, Ext. 1564.

# Fall 2006 Academic Calendar

## July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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Fall – Career Development Registration.....	20

## August

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First Day of Class (Session D) .....	14
Late Registration Day.....	15
Last day of class (Session D) .....	18
First day of class (Sessions A/B).....	21
Last day to drop/add & request a refund (Session B) .....	23
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## October

Semester break (No Classes) .....	5-6
Spring – Advising for Registration.....	9-27
Last day of class (Session B) .....	13
Exams (Session B).....	16-17
Last day to drop/add & request a refund (Session C) .....	17
First day of class (Session C) .....	18
Spring – Early Registration for Currently Enrolled Students.....	30-Nov. 3

## November

Spring – Advising and Early Registration for New Students (No Classes) .....	8
WFs possible from this date forward (Session C) .....	14
Spring – Transient Student Registration.....	14
Fall Break (No Classes) .....	22
Fall Break (College Closed) .....	23-24

## December

Last day of class (Sessions A/C).....	8
Exams (Session A).....	11-14
Exams (Session C) .....	11
Christmas Holidays (College Closed).....	25-Jan. 2

\*\*Tuition deadline for students who have registered prior to this date. Beginning August 10, tuition must be paid the same day students are registered for classes.

Session A–14 Weeks • Session B–1<sup>st</sup> 7 Weeks • Session C–2<sup>nd</sup> 7 Weeks • Session D–Jumpstart

The Spring 2007 Academic Calendar is available at [www.tctc.edu](http://www.tctc.edu) under the Academic Calendar tab on the homepage.

# Admissions

## ADMISSION REQUIREMENTS

### Admission Policy

The College is an open door admissions institution serving the educational needs of citizens in Anderson, Oconee, and Pickens counties. Open admission is defined as admitting students who can benefit from the available learning opportunities and placing students into specific programs in accordance with program admissions standards.

### General Admission Requirements

To enroll in a degree program, the student must have a high school diploma or GED certificate. Students who wish to be admitted to a degree program but lack a high school diploma or GED certificate must show evidence of other successful experiences that reasonably predict their ability to make satisfactory progress in the program.

### Other Admissions Requirements

In addition to meeting general admission requirements, certain degree programs require students to meet additional program-specific admission criteria. These criteria are explained in the division and/or program section of this Catalog. For example, Health Education students are required to meet specific admission, medical, and curricular requirements as outlined in the Health Education Division section. The Health Education Waiting List procedure also is explained in the Health Education Division section.

## STEPS TO ADMISSION

### Admission to Associate Degree, Diploma or Certificate programs

New students should:

1. Complete the Application for Admission and submit it by mail to the Admissions Office, P.O. Box 587, Pendleton, SC 29670. A \$20 non-refundable application fee is due at the time of application.
2. Submit final, official copies of their high school transcripts or GEDs to the Admissions Office.
3. Take the placement test. It is given in the Assessment Center, Miller Hall, Room 101, on Tuesdays at 9 a.m. and 6 p.m. and the first and third Saturday of each month at 8:30 a.m., except during holiday periods. Walk-ins are welcome on Mondays, Wednesdays, and Thursdays from 8 a.m. until 5 p.m. and Fridays from 8 a.m. until 11 a.m. A picture ID is required. There is no fee for this test.
4. Visit the Admissions Office to meet with a counselor for the Admissions interview.

Transfer students should:

1. Complete the Application for Admission and submit it by mail to the Admissions Office, P.O. Box 587, Pendleton, SC 29670. A \$20 non-refundable application fee is due at the time of application.
2. Submit final, official copies of their high school transcripts or GEDs to the Admissions Office.
3. Request that each previously attended college send official copies of transcript(s) to the Admissions Office. (Note: Transfer students who have completed appropriate college courses in English and math with a grade of "C" or higher may not need to take the placement test.)
4. Visit the Admissions Office to meet with a counselor after transcripts are received.

### Career Development Students

Students who are not seeking a degree, diploma, or certificate may enroll as Career Development students. These students should:

1. Complete the Application for Admission and submit it by mail to the Admissions Office, P.O. Box 587, Pendleton, SC 29670. A \$20 non-refundable application fee is due at the time of application.
2. Contact the Admissions Office to verify that the application has been processed.
3. Register for classes on Career Development Registration Day.

**Note:** Career Development students are not eligible for Financial Aid.

### Re-admission to the College

Returning students who have not attended the College within the past year must complete the Curriculum Status Form available through the Admissions Office.

### Placement Testing

The College's placement tests are the COMPASS or ASSET, which are given in the Assessment Center. Students may choose to take either test. SAT, ACT, or other standardized test scores may not be substituted for the placement test.

### Applications from International Students

International applicants seeking F-1 student visa status must:

1. Complete all admission requirements at least three months prior to the beginning of the term. Transfer students from another college or university in the United States must complete admission requirements at least 30 days before the term begins. F-1 visa students transferring to the College from another college or university must have attended the school from which they are transferring a minimum of one term.

2. Submit a certified English translation of secondary school records, including evidence of graduation. Official English-translated transcripts or mark sheets from any colleges or universities attended also must be submitted.
3. Submit test results from the Test of English as a Foreign Language (TOEFL). A minimum total score of 500 and a score of at least 50 on each of the three sections are required. If the computerized version of the TOEFL is taken, a score of 173 is required. The TOEFL score report must be received from the Educational Testing Service (ETS). For more information on the TOEFL, please visit the ETS website at [www.ets.org/toefl](http://www.ets.org/toefl). Tri-County's code number for submission of scores is 5789. An official report verifying successful completion of an English language institute or program within the United States can be used in lieu of the TOEFL. Students who transfer from other colleges or universities in the United States and have completed appropriate English courses with at least a grade of "C" may be exempt from the TOEFL requirement.
4. Provide a certified bank statement indicating sufficient financial support (minimum of \$15,000 per year) for all academic and living expenses for one year. A notarized affidavit of support from an American citizen claiming financial responsibility can be used in place of the bank statement.
5. Pay a deposit of tuition and fees for two terms to the College's Business Office. Tuition is subject to change without notice.

Once the requirements for admission are met, the student will be issued an I-20 and an acceptance letter.

#### *Additional Requirements for International Students*

Before registering for classes, international students must:

1. Take the College placement test. Students who transfer from other colleges or universities in the United States and have completed appropriate English and math courses with at least a grade of "C" may be exempt from taking the placement test.
2. Make an appointment with the International Student Advisor in the Admissions Office to interpret placement test scores and to ensure all admission requirements are fulfilled.
3. Show proof of a valid passport.

International students must report any address, telephone number, or program changes to the International Student Advisor.

U.S. Immigration and Customs Enforcement provide information about F-1 student visa requirements on their website at [www.ice.gov/graphics/sevis](http://www.ice.gov/graphics/sevis).

### ORIENTATION

Prior to each semester, the College offers new student orientation to facilitate the transition of all students into their chosen academic programs. New student orientation is scheduled on multiple dates at a variety of times to accommodate as many students as possible. For more information, students should contact the Counseling Center at Ext. 1569.

In addition, some departments offer orientation for students enrolled in their programs. Students will be notified of time/dates by the appropriate departments.

### REGISTRATION

Registration dates are listed on the Academic Calendar and printed on pages 10 of this Catalog. Prior to each term, students should complete the registration process as described in the Registration/Schedule Changes section on page 27 of this Catalog.



# Financial Information

## RESIDENCY REQUIREMENTS

Students are required to pay out-of-state tuition if they are not legal residents of the state of South Carolina. Students living in North Carolina or Georgia are eligible for in-state tuition if they work for companies located in South Carolina (verification will be required).

An application for change of residence status from out-of-state to in-state must be approved before the start of each term to qualify for the in-state rate. If the application is approved after the start of a term, the in-state rate will be in effect for the following term. (Legal residence status is determined by regulations issued under S.C. Code of Laws, 1976, Titles 59-112-10 through 59-112-100.) Any questions about residency status should be directed to the Vice President for Student Affairs. Students who falsify residential information will be charged the out-of-state tuition rate, plus interest at a rate of eight percent per annum and a penalty amounting to twenty-five percent of the out-of-state rate for one term. Students will not be allowed to receive transcripts or graduate from the College until these charges have been paid.

## TUITION

Tuition is subject to change without notice. Current tuition rates per semester/term are as follows:

	Full-time	Part-time
Anderson/Oconee/ Pickens Counties	\$1,309	\$109 per credit hour
All Other S.C. Counties	\$1,452	\$121 per credit hour
Out-of-State/ Out-of-Country	\$2,982	\$248.50 per credit hour

### Senior Citizens

The College offers tuition-free courses, both credit and non-credit, on a space-available basis to senior citizens, 60 years of age or older. To be eligible for tuition-free courses, a student must be a legal resident of South Carolina, not be employed full time, and meet all admission requirements. The College may require proof that the student is eligible for tuition-waived status. All students, including senior citizens, will be responsible for purchasing required textbooks and paying material fees. Community and personal interest courses through the Continuing Education Division are not offered on a tuition-free basis.

### Children of Veterans

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

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

Based on the Code of Laws of South Carolina, 1976, Title 59-111-110, the College offers free tuition to children of firemen, law-enforcement officers, organized rescue squad members, and other kinds of public employees who become totally disabled or are killed in the line of duty. The Business Office must receive a letter from the appropriate agency before tuition is waived. Tuition waivers apply only to credit courses.

## SPECIAL FEES

Fees are subject to change without notice. Current fees include:

- Application Fee: \$20
- Exemption Fee: \$25 per course
- Graduation Fee: \$20
- Identification Cards: \$2
- Late Registration Fee: \$10
- Student Activity Fee: \$12 for full-time students and \$1 per credit for part-time students (per term)
- Supply Fee: \$10 when applicable
- Transcript Fee: \$5 per copy
- Technology Fee: \$48 for full-time students and \$4 per credit hour for part-time students (per term)
- Uniform, Equipment, and Insurance Fees: Students who enroll in Expanded Duty Dental Assisting, Medical Laboratory Technology, Nursing, Practical Nursing, Respiratory Care, Surgical Technology, or Veterinary Technology must purchase lab coats and/or uniforms and may be required to pay a liability insurance fee. Certain other majors, such as the Early Childhood Development Program, require the purchase of some equipment/supplies which become the property of the student. Criminal record checks and drug screens also are required for Health Education programs at an additional student cost of \$30.

## PAYMENT OF TUITION AND FEES

### Dishonored (Returned) Checks

A \$25 fee will be assessed for each dishonored (returned) check.

### Debts Owed to the College

Students who owe the College for tuition, books, parking tickets, library fines, or other debts will not receive grades until the bill has been paid. Students owing \$50 or more will not be allowed to register until the bill has been paid. Students owing less than \$50 will be allowed to register but must pay the bill in full by the posted payment deadlines or they will be dropped from all classes.

and must re-register. Students will not be permitted to graduate, receive grades or transcripts, or attend any subsequent terms until all prior debts to the College are paid in full. These debts may date from any time the student was enrolled.

## REFUNDS

It is the responsibility of the student to initiate all action for a schedule change in order to receive a refund, except in the case of cancelled courses. See academic calendar on page 10 for refund deadlines.

### Cancelled Courses

When a course cancellation reduces a student's course load to below full-time status, the student (or sponsor) will receive a 100-percent refund of the difference between the full course load (12 credit hours) and the new course load. If the student was enrolled for less than full-time status, the student (or sponsor) will receive a 100-percent refund for the actual hours cancelled. No action is required by the student to initiate the refund. Students receiving financial aid must contact the Financial Aid Office in order to have their financial aid award adjusted.

### Dropped Courses or Reduction of Credit Hours

1. The refund schedule is as follows:
  - Before or during the drop/add period: 100%
  - After the drop/add period: 0%

The refund will be calculated based upon the difference between full-time status (12 credit hours) and the remaining attempted hours. Refunds for part-time students will be computed based upon the actual number of reduced hours.

Terms of varying lengths will have refund periods that correspond to the drop/add periods. If the drop/add period is equivalent to less than one instructional day, no refund will be granted. The specific drop/add periods for each term are noted on the Academic Calendar on page 10 of this Catalog.

2. To be eligible for a refund, the student must initiate the drop action by dropping the course(s) via their Campus Pipeline account. The request must be made during the refund period. The refund request will be processed within 30 days.
3. An administrative fee of \$15 will be charged when processing all refunds, except in the case of a cancelled course.
4. Students who never attend a class will be administratively dropped.
5. Recipients of Title IV federal financial aid (Pell Grant) who withdraw from all classes prior to com-

pleting 60 percent of the term will have tuition and fee charges refunded to the government in accordance with the statutory repayment policy. In certain instances, this repayment may result in a debt to the college and/or government that the student must repay. Copies of this regulation and related examples are available in the Financial Aid Office.

### Refunds for Veterans Benefits

Tuition charges for Veterans Benefit (GI Bill) recipients who are enrolled in non-degree programs and withdraw from all classes will be refunded in accordance with CFR 12.4255. Copies of this regulation are available in the Financial Aid Office. Requests for exceptions to the published refund policy must be addressed in writing to the Vice President for Student Affairs.

## FINANCIAL AID

The primary purpose of financial aid is to help students in need of financial assistance to attend college. Students should apply for financial aid early since priority deadline dates are established for several types of aid. Exact dates that may be in effect can be obtained from the Financial Aid Office.

### Financial Aid Policies

- A student's financial need is determined by subtracting the expected family contribution (EFC) from the total cost of attending the College. The financial aid awarded a student is not to exceed that total cost and is to be used for legitimate educational purposes.
- Applicants for financial aid should have applied for admission or be enrolled at the College. Those students who receive financial aid must reapply for aid each year. Students who withdraw from all classes for the term must notify the Financial Aid Office.
- The Financial Aid Office reserves the right to review and cancel the award at any time because of changes in a student's financial or academic enrollment status, or if the student fails to perform College work-study duties satisfactorily. Students receiving financial assistance through any of the Title IV Federal Student Aid Programs must be making satisfactory progress toward a degree, diploma, or certificate.

# Financial Information

## TYPES OF FINANCIAL AID

### Pell Grant

Undergraduate students who have not received a bachelor's or professional degree may be considered for the Federal Pell Grant program. The amount of the grant received depends on the student's Expected Family Contribution (EFC) as determined by the U.S. Department of Education through the Free Application for Federal Student Aid (FAFSA) and the student's enrollment status. A FAFSA must be completed for each new academic year. Students are encouraged to apply before May 1 in order to allow processing time for the upcoming academic year.

### Federal Supplemental Educational Opportunity Grant

Federal Supplemental Educational Opportunity Grants (FSEOG) are available to students who have not completed a bachelor's or professional degree. FSEOGs are awarded to exceptionally needy students. Priority is given to students with the lowest EFCs and to students who receive Federal Pell Grants. There is no guarantee that every eligible student will be able to receive an FSEOG award. Funding for this program is limited.

### LIFE Scholarship

LIFE Scholarships are merit-based South Carolina awards recognizing high school and college academic performance. Students who are South Carolina residents and graduate from a South Carolina high school with a 3.0 GPA on the 4.0 uniform grading scale may be eligible for a LIFE Scholarship provided the student enrolls in at least 12.0 credit hours of college-level work in courses at the 100-level or higher. To be LIFE eligible as a continuing college student, the student must earn a minimum of 30 semester hours in college coursework at the 100 course-level or higher per year and maintain a minimum 3.0 GPA. The LIFE Scholarship does not pay for coursework taken during the summer term. An eligible student may receive a LIFE Scholarship for up to two years for an associate degree program and one year for a diploma or certificate program. Transfer students must have earned a minimum 3.0 GPA on a 4.0 grading scale at the end of each academic year when the grades on courses at all colleges attended are calculated into a cumulative GPA.

### Lottery Tuition Assistance

Students wishing to access Lottery Tuition Assistance (LTA) funds for education must first complete the Free Application for Federal Student Aid (FAFSA). South Carolina students who qualify for in-state tuition rates at a technical or public two-year institution may be eligible to receive LTA if this cost is not covered by Federal or other State gift aid. LTA will be credited only to the

cost of tuition. Students must be South Carolina residents and must enroll in at least 6 credit hours each term in an eligible program. Students must maintain a minimum 2.0 cumulative GPA after attempting 24 semester hours in order to continue to receive LTA. Additional information on the S.C. Education Lottery Act is provided on the S.C. Technical College System website at [www.sctechsystem.com](http://www.sctechsystem.com) or upon request at the Financial Aid Office.

### Federal Work-Study

The Federal Work-Study (FWS) program provides part-time employment for students to help meet their educational expenses. The program encourages community service work and work related to a student's program of study. Students who are enrolled at least half-time typically work an average of 15 to 20 hours per week. Student work hours are assigned according to the amount of the total FWS award, class schedule, and academic progress. FWS positions may be on or off campus. The total FWS award depends on the time of application, the level of need, and the availability of funds. Students will be paid by the hour.

### SC Need-Based Grant

South Carolina Need-Based Grants are available to a limited number of students with high financial need, as determined by the student's Expected Family Contribution (EFC) based on financial information provided on the FAFSA. Students must be South Carolina residents to qualify. Funding is limited by the amount of funds allotted to the College each year.

### Federal Family Educational Loan

The College does not participate in the Federal Family Educational Loan programs. Alternative loan programs are available for those who qualify. Additional information on the alternative loan programs can be obtained from the Financial Aid Office.

### Financial Aid During Summer Term

Summer financial aid is available to those who qualify and is awarded separately from Fall and Spring semesters during the regular academic year. Summer funding is limited, and not all funds are available during this period. Awards will not be offered until the student has registered for the summer term. Students who revise their summer enrollment course load must notify the Financial Aid Office.

### TCTC Foundation Scholarships

Tri-County Technical College Foundation scholarships are awarded each year to both new and continuing students. Application deadlines are in March and October. The criteria for scholarships vary, but include academic

achievement, community participation, and financial need. More than 200 scholarships are provided through the Foundation. Application materials and eligibility information are available in the Financial Aid Office and on the College website ([www.tctc.edu](http://www.tctc.edu)).

### **The Workforce Investment Act (WIA)**

The Workforce Investment Act (WIA) provides assistance to individuals seeking employment and training services. Assistance with employment and training expenses may be available to those who meet eligibility requirements of the program. Students interested in applying should contact the College's WIA Office at Ext. 1587.

### **Veterans Educational Benefits**

The College is approved for veterans educational benefits by the South Carolina Commission on Higher Education, the State's approving agency for training veterans and dependents under Title 38 of the U.S. Code, Chapter 30, Montgomery GI Bill; Chapter 31, Disabled Veterans; Chapter 32, VEAP; Chapter 35, children and widows of totally disabled or deceased veterans resulting from service connected conditions; Title 10 of the U.S. Code; Chapter 1606, members of the Selected Reserve.

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

To receive benefits, the veteran must first be admitted into a program of study at the College. The veteran should then report to the Veterans Coordinator in the Financial Aid Office with a copy of their DD214 (if application is based on active duty service) or Notice of Basic Eligibility (if application is based on current Reserve or National Guard service). Children and widows will need specific information on the qualifying veteran and should contact the Veterans Coordinator to determine exactly what is needed.

Veterans also must furnish the Admissions Office with official transcripts from high school and all colleges attended. An evaluation of all college transcripts must be completed by the end of the second term in a new program of study. This evaluation is necessary to determine what credits will count toward graduation in the veteran's program of study and must be reported to Veterans Affairs when enrollment is certified. Benefits may not be certified beyond the second term until this is accomplished, and the veteran is responsible for making sure this process has been completed.

### *Change of Program of Study*

To change programs of study (major), the same admission and evaluation process must be followed and a Change of Program or Place of Training Form (22-1995, or 22-5495 if an eligible dependent) completed with the Veterans Coordinator.

### *Certification of Enrollment*

Certification to Veterans Affairs (VA) for enrollment is only at the request of the veteran. The Veterans Coordinator must review the classes selected at registration each term. The law provides that no payment will be made to an eligible veteran for auditing a course or for taking a course in which the grade assigned is not used in computing graduation requirements. This means that a veteran may not be certified for any course not listed in his/her curriculum as a graduation requirement. If there are electives listed as part of the curriculum, the total number of elective hours designated by the program should not be exceeded, and only electives listed as approved electives or electives approved in writing by his/her department head should be taken.

### *Veterans Change of Enrollment Status*

All recipients of veterans benefits must immediately notify the Veterans Coordinator of any change that may affect their pay status. Such changes include change of program, change of schedule (dropping/adding classes), and change of address. The Veterans Coordinator should be notified of any changes in enrollment.

### *Grading*

The following rules apply to veterans who receive Veterans Benefits:

1. If a student receives an Incomplete ("I") grade for a course, he/she will have 20 days into the succeeding term to complete the course requirements. The instructor may set an earlier deadline for completion of assignments. If the student does not complete the requirements, the "I" automatically defaults to a grade of "F." In the event that a veteran receives an "I" grade at the end of a term, further enrollment in that course cannot be certified to the VA.
2. In all cases, an "F" grade is defined as a punitive grade for purposes of computing eligibility for and receipt of Veterans Benefits.
3. Veterans cannot be certified for an "AU" grade.

### *Conditions for Interruption of Veterans Financial Benefits Due to Unsatisfactory Grades or Progress:*

#### *Traditional College Programs (IHL)*

1. Each veteran certified for benefits will have an evaluation of his/her progress done at the end of each term. If a program GPA of 2.0 is not maintained during any term, the veteran will be placed

## Financial Information

- on “VA Probation” for the following term.
- If a minimum 2.0 program GPA is achieved during the probationary term, “VA Probation” status will be removed.
  - If a minimum 2.0 program GPA is not achieved during the probationary term, termination of the veteran’s benefit certification will result at the end of that term. Certification is suspended until the veteran has been counseled in the Counseling Center on campus. The results of this counseling session will determine if benefits can be certified for his/her present program or if a new program would be in his/her best interest. The veteran is responsible for making the Veterans Coordinator aware of the counseling session and results. If reinstated, the veteran will be returned to “satisfactory” status and his/her progress evaluated in the normal fashion at the end of each term.

### *Approved Continuing Education Programs (NCD)*

- Veterans certified for benefits will have an evaluation of their progress completed at the time attendance is reported by the instructor each week. If the veteran’s progress is not satisfactory, he/she will be placed on “VA Probation” for the following evaluation period.
- If a veteran’s progress is rated as “satisfactory” during a probationary evaluation period, “VA Probation” status will be removed.
- If a veteran’s progress is rated as “non-satisfactory” during the probationary evaluation period, termination of the veteran’s benefit certification will result at the end of that period for “unsatisfactory progress.” Certification is suspended until the veteran has been counseled and a determination made as to whether that program, or another, would be in the veteran’s best interest and would offer the best chance for success.

### *Certification for Online Courses*

In order to meet Veterans Affairs (VA) certification requirements for off-campus courses, such as courses offered via the Internet or other modes of distance learning, the College acknowledges that these courses are part of the College’s approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the South Carolina Commission on Higher Education (state approving agency). The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class.

Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the College requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the College for its resident courses.

- *Verification of Enrollment*

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

Chapter 30 (Montgomery GI Bill for active duty service)

Chapter 1606 (Montgomery GI Bill for selected reserves)

Chapter 35 (GI Bill for eligible dependents—non-degree programs only)

Verification of enrollment can be done either by phone at 877-823-2378 or on the Internet at [www.gibill.va.gov](http://www.gibill.va.gov) (follow the link for WAVE—Web Automated Verification of Enrollment). It is recommended that the phone not be used if a change has been made in the veteran’s enrollment during the preceding month.

- *Direct Deposit for Education Payments*

Students receiving benefits under Chapter 30 and Chapter 1606 can initiate or make changes to their direct deposit by calling 877-838-2778.

## SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

The Higher Education Act of 1965 (as amended) mandates that institutions of higher education establish minimum standards of satisfactory progress for students receiving any federal student aid. To remain eligible for federal aid, a student must maintain the minimum requirements established at that institution. These requirements are in addition to the academic standards required by the College.

### *Academic Standards*

Both qualitative (grades) and quantitative (hours completed of the hours attempted) evaluations are designed to determine if a student is making satisfactory progress. With the exception of a first-time student at the College, a student must have a cumulative grade point average of 2.0 or greater and must also have a completion rate of 67% or greater in order to maintain satisfactory academic progress (the completion rate is calculated by dividing the number of credit hours earned by the number of credit hours attempted).

### *Length of Eligibility*

When evaluating the amount of work a student attempts and completes, it is necessary to establish a maximum number of credit hours that can be attempted in each program. This maximum equates to 150% of the minimum credit hours required to complete the program of study in which the student is enrolled. For example, a student enrolled in a 60-credit-hour program is eligible to receive financial aid until 90-credit-hours are attempted. A student who reaches this point without graduating from the program will no longer be making satisfactory academic progress and financial aid will cease. The Financial Aid Office can answer additional questions regarding the Satisfactory Academic Progress policy.

If a student falls below these criteria, he or she will be placed on financial aid probation for one term. Financial Aid suspension will result if the requirements are not met after the probationary term. Satisfactory Academic Progress is evaluated at the end of each term.

### **EARNED AID POLICY**

The Federal Title IV Earned Aid Policy is based on the Higher Education Reauthorization Act of 1998 and states that students must remain enrolled in college in order to earn the financial aid awarded for that specific term. Withdrawing from college can negatively impact all financial aid eligibility and can cause a student to owe funds back to those federal programs. Students must complete at least 60% of the term to earn financial aid for that term. There are several ways that federal

financial aid eligibility can be affected by withdrawal:

- Students may have to repay some of the financial aid funds received for that term. These programs include the Federal Pell Grant and the Supplemental Educational Opportunity Grant. This may mean balances due by the student to both the College and the Department of Education. Financial Aid will perform the calculation to determine if repayment is required. This calculation cannot be performed while the student is in the office during the withdrawal process because data from other areas of the college must be gathered. Students will be informed by mail in approximately three weeks from the date of the complete withdrawal. Students must have a valid permanent address on file with the Student Records Office. If a student owes a repayment, he/she cannot receive federal financial aid funds at any college until that repayment has been made.
- Students could lose academic eligibility for future financial aid. Students are required to make “satisfactory academic progress” to continue receiving aid. While withdrawals may not hurt a student’s GPA, they can hurt a student’s completion rate. See section titled “Satisfactory Academic Progress for Financial Aid” for additional information.
- Before withdrawing, students should contact the Financial Aid Office in Miller Hall to learn about their options and how withdrawing will affect their financial aid.



# Academic Information

## ACADEMIC YEAR

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

### Time Commitment

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

## ACADEMIC POLICIES

### Academic Honors

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

- Be classified as a degree, diploma, or certificate-seeking student
- Earn at least 12 credit hours in courses numbered 100 or above
- Attain a Grade Point Average of 3.50 – 3.99 for the Dean's List or 4.00 for the President's List
- Obtain a grade of "A" or "B" in courses numbered 100 or below, if grades of A and B are part of the grading system for courses

*Alpha Zeta Beta (AZB):* AZB is the local chapter of Phi Theta Kappa, a national honor fraternity for community and junior college students. To be eligible for membership, students must be enrolled in an associate degree program, have accumulated a minimum of 12 credit hours, and have achieved and maintained a GPA of at least 3.50.

### Attendance Policy

Class attendance is crucial to student success. Therefore, any student who accumulates more absences during the term than the class is scheduled to meet in a two-week period is subject to being withdrawn from the class. The number of allowable absences during the summer term or other sessions of varying length will be 10% of the total number of class meetings. Students who arrive late may, at the discretion of the instructor, be marked absent for that class. Students who continually arrive late to class are subject to being withdrawn from the class. In extenuating circumstances, a student may request re-admittance to class by meeting with the instructor

and explaining the circumstances of the absences. If the instructor agrees to re-admit the student, the student will be informed of the requirements which must be met to successfully complete the course.

### Auditing

A student who wishes to attend credit classes but who does not wish to take examinations or receive a grade or semester hour credits may register as an audit student. An "Audit Registration Form" must be completed and returned to Student Records prior to the last day of the drop/add period. Students may not change status (credit to audit or audit to credit) after the drop/add period for the term. Once the student is registered, the "AU" for audit grade is recorded in the student's record and becomes a final grade.

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

Students who previously audited a course must register and pass the course in order to receive credit for the course. Students may not receive credit by examination for previously audited courses. Exceptions due to extenuating circumstances may be granted by the Vice President for Academic Affairs upon written request of the student. An audited course may not be used to fulfill prerequisite requirements. Participation of audit students in class discussions and examinations is at the discretion of the instructor.

### Classification of Students

- Student—A person registered at the College is considered to be a student only when all fees and tuition are paid. An individual may not attend class until he or she has registered and paid all fees.
- Full-time Student—A student enrolled for 12 or more credit hours in a degree, diploma, or certificate program in a given term. (For Veterans Administration education benefits, different or additional criteria may apply. Contact the Financial Aid Office for additional information.)
- Part-time Student—A student enrolled for fewer than 12 credit hours of coursework in a given term.
- First Year/Freshman—A student who has earned fewer than 30 semester credit hours.
- Second Year/Sophomore—A student who has earned 30 or more semester credit hours.
- Career Development Student (Non-degree Seeking)—A student enrolled in one or more courses who has no immediate intention to transfer into

or graduate from a program at the College. To be classified as a Career Development student, a student must meet one or more of the following criteria: 1) be at least 18 years of age or be a high school graduate or the equivalent; 2) be a high school student, with permission from principal and parents. Exceptions are to be approved by the Vice President for Academic Affairs, the Vice President for Student Affairs, or their designees.

### Course Load

A student's maximum course load is 18 credit hours per term. A student who wishes to take more than 18 credit hours must obtain permission from the department head or dean of the program in which he/she is enrolled. A reduced course load may be suggested to students placed on academic warning or probation. (Students also should refer to the section of this Catalog titled Academic Progress.)

### General Education Course Requirements/ Substitutions

A well-educated person has the ability to communicate effectively, reason quantitatively, think critically, and view society from a global perspective. Such a person finds value and fulfillment in learning opportunities that arise beyond the formal education experience. Such a person uses these opportunities to better understand others, to better understand self in relation to others, to engage in rational decision making, and to appreciate others' contributions in the fields of art and literature. The liberal arts provide the foundation for an education that produces graduates with these abilities.

Students enrolled in programs in the Business and Public Services, Health Education, and Industrial and Engineering Technology divisions who are considering transferring to a senior institution should consult their faculty advisor in making course selections and substitutions. The department head or dean must give final approvals for all course substitutions.

- *English/Speech Requirement:* Students in curricula that list English/Speech requirements may meet these requirements by completing:  
ENG 155 Communications I *and*  
ENG 156 Communications II (if required)  
OR  
ENG 101 English Composition I *and*  
SPC 205 Public Speaking  
NOTE: Both courses are needed for substitution; i.e., there is no one-for-one substitution.

Students who elect to complete ENG 101 and SPC 205 are encouraged to complete ENG 102 as part of their elective hours.

- *Humanities Requirement:* The humanities requirement may be met by completing one of the University Transfer humanities courses. Humanities course areas include foreign languages, history, humanities, any 200 level literature course, music, or philosophy. See the Arts and Sciences Division section for a list of the University Transfer humanities courses. Literature courses are listed in the section under communication and literature courses with an ENG prefix (see page 39).
- *Social Science Requirement:* The social science requirement may be met by completing PSY 120 Organizational Psychology or by completing one of the University Transfer social science courses. Social science course areas include psychology, sociology, economics, geography, and political science. See Arts and Sciences Division section for a list of the University Transfer social science courses.
- *Mathematics Requirement:* Students in curricula that list Mathematics requirements may meet the Mathematics requirements for  
MAT 104 Mathematics Foundations,  
MAT 155 Contemporary Mathematics,  
MAT 181 Integrated Mathematics I, *or*  
MAT 182 Integrated Mathematics II  
by completing  
MAT 109 College Algebra with Modeling *or*  
MAT 110 College Algebra.  
Students who elect to complete MAT 109 or MAT 110 are required to complete MAT 102 Intermediate Algebra or make a satisfactory math placement score.

### Course Waiver

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

### Distance Learning

Distance learning courses follow the same calendar as on-campus courses, including registration, drop/add, and tuition and fee payment dates. Students enrolled in distance learning courses are expected to meet the same

# Academic Information

qualifications as students enrolled in equivalent on-campus courses and to adhere to College policies and procedures. Some distance learning courses may require a few on-campus meetings or supervised tests. Students are responsible for ensuring that they have the computer skills and access to computer or audio/visual equipment required for the courses in which they are enrolled. Although students enrolled in distance learning courses are exempt from the College's classroom attendance policy, students in these courses still are expected to log in, communicate, and participate in courses as directed by their instructor, keep up with assignments, and meet all due dates. Students enrolled in distance learning courses may use all on-campus services.

## Grade Definitions

- A Excellent—"A" is used in GPA calculations, earns credit hours, and carries a value of 4 grade points for each credit hour.
- B Above Average—"B" is used in GPA calculations, earns credit hours, and carries a value of 3 grade points for each credit hour.
- C Average—"C" is used in GPA calculations, earns credit hours, and carries a value of 2 grade points for each credit hour.
- D Below Average—"D" is used in GPA calculations, earns credit hours, and carries a value of 1 grade point for each credit hour.
- F Failure—"F" is used in GPA calculations, earns no credit hours, and carries no grade points for each credit hour attempted. (If the student retakes the course and earns a higher grade, the "F" is negated and the higher grade is used in GPA calculations.)
- I Incomplete—"I" does not affect GPA calculations, earns no credit hours, and generates no grade points. The student will be allowed up to 20 instructional days into the succeeding term to complete the unfinished assignments. The instructor may set an earlier deadline for completion of assignments. If fewer than 20 instructional days are granted, the due date for completion must be stated in writing to the student. "I" defaults to "F" automatically after 20 instructional days into the succeeding term if the requirements for a course grade are not completed within the 20-instructional-day period.
- W Withdrawn—"W" is not used in GPA calculations, earns no credit hours, and generates no grade points. "W" may be given from the end of the drop/add period of a class through the last day of class before examinations. (The time period for awarding "W" grades will be prorated for terms of varying lengths.)
- WF Withdrawn Failing—"WF" is used in GPA calculations, earns no credit hours, and carries no grade

points for each credit hour attempted. (If the student retakes the course and earns a higher grade, the "WF" is negated and the higher grade is used in GPA calculations.)

- S Satisfactory—"S" does not affect GPA calculations and generates no grade points (applies to Comprehensive Studies courses only).
- U Unsatisfactory—"U" does not affect GPA calculations and generates no grade points (applies to Comprehensive Studies courses only).
- AU Audit—"AU" is not used in GPA calculations, earns no credit hours, and generates no grade points. The student is responsible for contracting this grade with the instructor and advising Student Records at the time of registration or within the drop/add period.
- E Exempt—"E" is not used in GPA calculations, earns credit hours, and generates no grade points. An "E" is awarded for courses which students have been permitted to exempt as a result of testing, equivalent work experience, or other educational experience.
- TR Transfer—"TR" is not used in GPA calculations, earns credit hours, and generates no grade points. A "TR" is given for allowable equivalent credits earned at other colleges, universities, or technical schools. (All "TR" grades must be supported by an official transcript of record from a post-secondary institution.)

Developmental courses offered through the Comprehensive Studies Department (those numbered less than 100) generate no credit hours, do not affect the GPA, and do not count toward graduation. Developmental studies courses numbered 100 or above generate credit hours and affect the GPA but do not count toward graduation in any degree, diploma, or certificate program.

Students receiving Veterans Benefits should see the Veterans Educational Benefits section of this Catalog for special rules pertaining to non-punitive grades.

## Grade Discrepancies

A student wishing to protest a course grade must first attempt to resolve any disagreement with the instructor. If the student is unable to reach a satisfactory resolution with the instructor, the student should contact the course department head.

## Grade Point Average Calculation

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

Grade	Grade Points per Credit Hour
A =	4
B =	3
C =	2
D =	1
F =	0
WF =	0

**Sample Calculation:**

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

Course	Credit Hours	Grade	Grade Points/Credit Hour
BIO 101	4.0	B	3
ENG 156	3.0	C	2

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

Course	Credit Hours	Grade Points	Quality Points
BIO 101	4.0	3	= 12.0
ENG 156	3.0	2	= 6.0

Add credit hours; then add quality points

Credit Hours	Quality Points
4.0	12.0
+3.0	+6.0
<hr/>	<hr/>
7.0	18.0

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

18 divided by 7 = 2.57 GPA

### Repeating a Course

When a course is repeated, all grades will be entered on the student's permanent academic record and the highest of the grades will be included in the grade point average. In the case of replicate grades, only one grade will be included in the GPA. Students who plan to transfer should understand that the receiving college may recalculate grade point averages, including repeat grades, according to that college's policies. The Veterans Administration will not pay educational benefits for repeating a course for which the student has previously received graduation credit.

### Standards of Academic Progress

The purpose of having standards of academic progress is to assist students in attaining their educational goals by providing a scale by which to measure progress toward graduation. A semester/term and minimum cumulative grade point average (GPA) of 2.0 is used at each technical college to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

In order to remain in good standing, a student enrolled in classes and pursuing an associate degree, diploma, or

certificate must achieve a minimum grade point average (GPA) each term. The minimum GPA required at the end of the term is dependent upon the student's cumulative earned hours at the beginning of the term, including exempted or transfer hours, as follows:

Cumulative Earned Hours (at beginning of term)	Minimum GPA (at end of term)
0–20	1.5
21–35	1.8
over 35	2.0

### Progression Requirements for Students Receiving Financial Aid

Students receiving financial assistance may have more stringent standards of progression than those listed above. Information can be found in the Standards of Progress for Financial Aid Programs section of this Catalog. Standards of Academic Progress do not apply for the term in which a student is officially designated as having graduated with a degree, diploma, or certificate. The Vice President for Academic Affairs will notify students of the exemption for the term of graduation. Students who register for subsequent terms following graduation will be subject to the Standards of Progress policy and must achieve the minimum required GPA at the end of that term or be placed on Academic Warning for the next term of enrollment.

### Progression Requirements for All Health Education Students

A grade of "C" or greater is needed in all required courses in all health education programs to progress in the programs. A student may repeat a maximum of two major courses. Students should refer to the program information in the Health Education section of this Catalog and see individual program handbooks for additional information.

### Other Progression Requirements

Other programs may have internally- or externally-mandated requirements which must be met. Such requirements are published in this Catalog in the section for those specific academic majors.

### Academic Standing

**Good Standing:** To maintain Good Standing, a student must meet the minimum term GPA requirements as shown in the table above.

**Warning:** A student previously in Good Standing who falls below the minimum term GPA requirements as shown in the table above will be placed on Warning for his/her next term of enrollment.

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*Probation:* A student who has been on Warning for the preceding term and whose term GPA does not meet the minimum requirements as shown in the table above will be placed on Probation for his/her next term of enrollment.

*Suspension:* A student whose term GPA, at the end of the term of probation, does not meet the minimum requirements as shown in the preceding table will be placed on Suspension and will not be permitted to register for the following academic term. A student who returns after one term of absence will remain on Suspension status until his/her next term.

*Second Warning:* A student who has been on Suspension status for the preceding term of enrollment and whose term GPA does not meet the minimum requirements as shown in the preceding table will be placed on Second Warning for his/her next term.

*Second Probation:* A student who has been on Second Warning for the preceding term and whose term GPA does not meet the minimum requirements as shown in the preceding table will be placed on Second Probation for his/her next term of enrollment.

*Second Suspension:* A student who has been on Second Probation for the preceding term and whose term GPA does not meet the minimum requirements as shown in the preceding table will be placed on Second Suspension and may register again only with the approval of an Academic Appeals Committee.

## Determination of Academic Progress

After grades are entered each academic term, the status will be indicated on the computer system, the online transcript, and the official academic transcript. A registration hold will be set when appropriate indicating the type of academic action and preventing the student from registering. The hold will be applied to the term in which the academic action was earned. The Vice President for Academic Affairs will notify by letter each student on academic action of his/her current status and the requirements that must be completed prior to registering for a future term.

*Requirements of Students on Warning:* A student placed on Warning must meet with his/her academic advisor to discuss academic standing. This should be done as soon as possible following notification in order to modify the existing schedule for the term about to start, if appropriate. A hold will be placed on the student's record preventing him/her from participating in early, regular, or late registration for the next term in which he/she intends to enroll, unless approval is obtained from the advisor. After discussion with the student, the advisor

will identify on the Registration Approval Form appropriate courses for the student. The student will submit the completed form to Student Records where staff will release the registration hold and register the student for courses approved by the advisor.

*Requirements of Students on Probation:* If the minimum term GPA is not achieved at the end of a Warning term, the student will be placed on Probation for the following term and a registration hold applied for that term. If the student registered during the early advising period for the term he/she has been placed on Probation, the student will be encouraged to meet with the academic advisor to determine whether any schedule adjustments are needed. If the student did not register early, he/she must meet with an advisor prior to registering. The advisor will discuss with the student his/her academic progress. Students who are placed on Probation will not be allowed to register for future terms until grades for their Probation term have been received.

*Requirements of Students on Suspension:* If the minimum term GPA is not achieved at the end of a Probation term, the student will be placed on Suspension and not allowed to register for the following term. During the registration period for the term following the Suspension term, the student must meet with a counselor in the Counseling Center to discuss his/her academic progress and to identify appropriate actions to improve performance. The counselor will complete the Registration Approval Form and require the student to submit it to his/her faculty advisor. The advisor will identify on the form appropriate courses for which the student should register. The student will submit the completed form to Student Records where staff will release the registration hold and register the student for courses approved by the advisor.

Students who have completed one term's absence on Suspension will continue to be identified as on Suspension status on the term in which they return. They will not be allowed to register for another term until grades from their term of Suspension status have been received.

*Requirements of Students on Second Warning:* If the minimum term GPA is not achieved at the end of a Suspension status term, the student will be placed on Second Warning for the following term. The registration hold, already in effect, will prevent registration. The student must meet with his/her faculty advisor to discuss the factors affecting his/her academic performance. The advisor will identify on the Registration Approval Form appropriate courses for the student. The student will submit the completed form to Student Records where staff will release the registration hold and register the student for courses approved by the advisor. The student will not be allowed to register for future terms until grades for the term of Second Warning have been received.

*Requirements of Students on Second Probation:* If the minimum term GPA requirement has not been achieved at the end of the Second Warning term, the student will be placed on Second Probation. The registration hold on the student's record will remain in effect. The student must meet with his/her faculty advisor, who will discuss the appropriate factors affecting academic performance. The advisor will identify on the Registration Approval Form appropriate courses for the student. The student will submit the completed form to Student Records where staff will release the registration hold and register the student for courses approved by the advisor. The student will not be allowed to register for future terms until grades for the term of Second Probation have been received.

*Requirements of Students on Second Suspension:* If the minimum term GPA requirement has not been achieved at the end of the Second Probation term, the student will be placed on Second Suspension. The student will not be allowed to register again without approval of the Academic Appeals Committee.

### **Academic Appeals Committee and Procedure**

*Purpose:* The purpose of the Academic Appeals Committee is to hear student requests for reactivation after a second suspension.

*Committee:* The Committee will be composed of the following: Vice President for Academic Affairs, Chair; Vice President for Student Affairs; one Dean appointed by the Vice President for Academic Affairs; and three faculty appointed by the Vice President for Academic Affairs. Upon written request of the student, an SGA representative may also serve on the Academic Appeals Committee.

*Appeals Procedure:* At least fourteen (14) calendar days prior to mid-term of the term of Second Suspension, a student desiring to have his/her record reactivated must submit to the Vice President for Academic Affairs a petition for reactivation. The petition must include a complete explanation for the student's poor academic performance. To the extent possible, verifiable documentation should also be included. The student may appear before the Committee when it convenes.

*Decisions:* The Vice President for Academic Affairs will inform the student in writing of the Committee's decision within fourteen (14) calendar days after mid-term of the term of Second Suspension. The Registrar and the student's advisor will also be notified, if the student is allowed to return.

*Appeals to the President:* If the petition is denied, the suspension may be appealed to the President of the

College, whose decision is final. The petition to the President must be submitted within three (3) workdays of receiving the decision of the Academic Appeals Committee. The President will review all related information and will inform the student in writing of the final decision no less than ten (10) workdays prior to the beginning of the term in which the student desires to re-enter. A copy of the President's written decision will be sent to the Vice President for Academic Affairs, who will inform the Registrar and the student's advisor, if the student is allowed to return.

*Subsequent Reactivation:* If after one year of non-enrollment after being placed on Second Suspension the student desires to return, he/she must submit a request in writing to the Vice President for Academic Affairs at least four (4) weeks prior to the beginning of the term in which he/she desires to enroll. The Vice President for Academic Affairs may request a meeting with the student as part of the decision-making process. The Vice President for Academic Affairs will inform the student of his/her decision in writing at least one (1) week prior to the beginning of the term. If the Vice President's decision is to allow the student to return, he/she will inform the Registrar in writing or via email. The Registrar will then reactivate the student, remove the registration hold, and restore the student's record to Good Standing by applying the appropriate code in the computer system to the student's last active term. Students who are reactivated in this manner will not have academic action posted to prior terms, as designated on their transcripts, altered in any way. Furthermore, reactivated students must achieve Good Standing at the end of the term in which they return or they again will be subject to the Standards of Academic Progress.

### **ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING**

The College allows students the opportunity to earn credit through transfer of courses from other post-secondary institutions and through advanced standing opportunities. However, a student must earn a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate through courses taken at the College. Included in the approved coursework for a diploma or degree must be two courses selected from the curriculum major, unless specifically exempted by both the department head and dean.

#### **Transfer Credit**

The College will grant credit for courses taken at any other regionally accredited post-secondary institution provided the student earned a "C" or above in those courses. Transfer credit from a college without regional

# Academic Information

accreditation must be approved by the Vice President for Academic Affairs. Transfer credit will be granted according to the following guidelines:

1. A student's official transcripts from other colleges will be evaluated and credit determined by the appropriate subject department head.
2. Credit will be given for the equivalent College course.
3. If the equivalent College course credits do not exceed the course credits being transferred by more than one-half credit hour, full credit for the College course will be granted. If the College course credits exceed the course credits being transferred by more than one-half credit hour, the student has the option of taking an exemption exam or requesting a course waiver.
4. Exemption credit may be granted for credit a student has earned by exemption exams or other advanced standing procedures at other regionally accredited colleges. The College may request appropriate documentation for evaluation purposes.
5. Elective credit may be granted for courses for which the College does not have an equivalent course, if the credits to be transferred were earned at a regionally accredited college.
6. Transfer credit will be granted for all applicable courses without regard to when the credit was initially earned. (Exceptions: Some curricula may require that credit be earned within a specified period of time. In some technical courses, the student may also be advised to validate competency.)
7. If a student has exempted prerequisite courses and has earned credit for advanced courses at an institution where previously enrolled, the student may request that exemption credit also be granted by the College by providing appropriate documentation. In lieu of appropriate documentation, the student may take an exemption exam (for credit) or request a course waiver (no credit).

While enrolled in a degree, diploma, or certificate program at the College, the student should secure permission from his/her advisor prior to taking courses at other post-secondary institutions for transfer credit.

## Advanced Standing

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

### *Technical Advanced Placement (TAP)*

The College will award credit for specific College courses to area high school students who have successfully completed all procedures outlined in TAP agreements.

TAP is the result of articulation agreements between the College and secondary school faculty. Students taking high school courses, especially in occupational and technical areas, which cover skills and competencies equivalent to content covered in Tri-County courses, may qualify to earn credit for these courses or skip over specific course content or course requirements. Validation guidelines for each articulated course are included in the TAP handbook on the College website ([www.tctc.edu/highschool.html](http://www.tctc.edu/highschool.html)). High school students who would like more information about TAP should contact their guidance counselor or occupational teacher and/or review the TAP information on the College website. TAP credit will be documented on College transcripts as "Technical Advanced Placement" credit.

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

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

### *Advanced Placement Examinations*

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

### *Experiential Learning*

The College recognizes educational experiences in the armed services. In determining credits to be awarded, recommendations provided in the *Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education, are considered. Credit will be recorded on the student's transcript as "Educational Experience."

The College may grant credit for documented work experience. The work experience must be documented in writing from the student's employer. The justification must tie the prior experience to the competencies of the relevant course. The subject-matter department head will (1) determine the relevancy of the documented work experience to a specific course and (2) ensure the work experience does not duplicate credit already awarded or planned for the student's academic program. Elective credit may be awarded at the discretion of the subject-matter department head. Documented work experience credit may be awarded for no more than 25 percent of the credit hours applied toward a degree, diploma, or

certificate. Credit will be recorded on the student's transcript as "Work Experience."

### Other Externally Administered Examinations

Consideration of awarded credit for other externally administered examinations will be based on publications of the American Council on Education (ACE). Credit will be awarded at the discretion of the subject-matter department head based upon examination titles and scores and ACE recommendations. Credit will be recorded on the student's transcript as "Advanced Placement."

#### *Non-Collegiate Organization Training Programs*

Tri-County Technical College recognizes educational experiences in training programs conducted by non-collegiate organizations. In determining credits to be awarded, recommendations provided by the American Council on Education, the Program on Non-collegiate Sponsored Instruction (PONSI), and National PONSI will be considered. A member of the Admissions staff will forward documentation of the training experiences and published recommendations to the subject-matter department head. Elective credit based on non-collegiate organization training programs may be granted at the discretion of the program department head. Credit will be recorded on the student's transcript as "Advanced Placement."

#### *Exemption Credit (College Administered)*

Students who wish to receive course credit without attending classes are required to do the following:

1. Present evidence documenting education or work experience that is similar to the content of a particular course to the appropriate department head.
2. Submit a request for the examination to the appropriate department head who will determine eligibility for the exam.
3. Pay a fee of \$25 for each examination, and present the receipt at the time the exemption exam is administered.
4. Earn a grade of at least a "C" on the examination, as defined in current course syllabi. Credit will be recorded on the student's transcript as "Exemption Exam."

A student may not re-take an exam if a grade of "C" or higher, as outlined in course syllabi, is not attained on the exam. Exceptions due to extenuating circumstances may be granted by the Vice President for Academic Affairs upon receipt of a written request from the student. In no case can the exception be granted more than once for a course. A student who has enrolled in a course (i.e. audited, failed, withdrawn, etc.) will not be permitted to take an exemption examination for that course.

#### *Foreign Language Placement Testing (College Administered)*

Students who wish to exempt one or two prerequisite courses in a foreign language may choose to take a foreign language placement test. The placement test is given at the student's request in the Assessment Center. The College's foreign language faculty will grade each test and will advise students regarding placement. No student can be placed in a higher level foreign language class until the appropriate test has been taken. Students who wish to earn credit for the prerequisite courses must take the appropriate exemption test and pay an exemption fee of \$25 per course.

### CHE State Policies and Procedures

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

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

The chief transfer officer at the College is the Dean of the Arts and Sciences Division. This officer administers the transfer degree programs (Associate of Arts and Associate of Science) and coordinates the advising of transfer students. Students may consult the dean of their programs of study for questions concerning transfer of courses into program curricula. CHE regulations and procedures are listed in Appendix 3.

# Academic Information

## Statewide Articulation Courses

Tri-County Technical College offers 63 of the 86 courses articulated by CHE.

ACC 101	Accounting Principles I	MAT 120	Probability and Statistics
ACC 102	Accounting Principles II	MAT 122	Finite College Math.
ANT 101	General Anthropology	MAT 130	Elementary Calculus
ART 101	Art History and Appre.	MAT 140	Analytical Geometry and Calculus I
BIO 101	Biological Science I	MAT 141	Analytical Geometry and Calculus II
BIO 102	Biological Science II	MAT 240	Analytical Geometry and Calculus III
BIO 210	Anatomy and Phy. I	MAT 242	Differential Equations
BIO 211	Anatomy and Phy. II	MUS 105	Music Appreciation
BIO 225	Microbiology	PHI 101	Intro. to Philosophy
CHM 110	College Chemistry I	PHI 105	Introduction to Logic
CHM 111	College Chemistry II	PHI 110	Ethics
CHM 211	Organic Chemistry I	PHY 201	Physics I
CHM 212	Organic Chemistry II	PHY 202	Physics II
ECO 210	Macroeconomics	PHY 221	University Physics I
ECO 211	Microeconomics	PHY 222	University Physics II
ENG 101	English Composition I	PSC 201	American Government
ENG 102	English Composition II	PSC 215	State and Local Gov.
ENG 201	American Literature I	PSY 201	General Psychology
ENG 202	American Literature II	PSY 203	Human Growth and Development
ENG 205	English Literature I	PSY 212	Abnormal Psychology
ENG 206	English Literature II	SOC 101	Intro. to Sociology
ENG 208	World Literature I	SOC 102	Marriage and the Family
ENG 209	World Literature II	SOC 205	Social Problems
FRE 101	Elementary French I	SPA 101	Elementary Spanish I
FRE 102	Elementary French II	SPA 102	Elementary Spanish II
FRE 201	Intermediate French I	SPA 201	Intermediate Spanish I
FRE 202	Intermediate French II	SPA 202	Intermediate Spanish II
GEO 102	World Geography	SPC 205	Public Speaking
HIS 101	West. Civil. to 1689	SPC 210	Oral Interpretation of Literature
HIS 102	West. Civil. Post 1689		
HIS 201	Am. Hist.: Disc. to 1877		
HIS 202	Am. Hist.: 1877 to Pres.		
MAT 110	College Algebra		
MAT 111	College Trigonometry		

## REGISTRATION/SCHEDULE CHANGES

### Academic Advising

Academic advisement is a shared responsibility of faculty and students. All students enrolled in credit programs are assigned an academic advisor who teaches in the division or department. Students taking credit courses in the Career Development classification (non-degree seeking) may receive academic advising through the Counseling Center. Advisors provide support and assistance to help students reach their educational goals, including course selection and registration, educational planning, information about campus support services, explanation of prerequisite and graduation requirements, and preparation for transfer or successful job placement.

All divisions and departments establish academic requirements that must be met before a degree, diploma, or certificate is granted. Advisors, department heads, and deans are available to help students understand and arrange to meet these requirements, but students are responsible for knowing and fulfilling the requirements. The degree, diploma, or certificate will not be granted if the requirements for graduation are not met. For this reason, students are expected to understand all requirements for their program of study.

### Registration

Registration dates are listed on the Academic Calendar printed on page 10 of this Catalog. Prior to each term, students should complete the following registration process:

**Currently Enrolled Students:** Currently enrolled students may register for courses online via Campus Pipeline after being advised by their academic advisors. Academic advising for course selection is mandatory for all students enrolled in a degree, diploma, or certificate program. Appointments with advisors should be made during the "Advising for Registration Period."

**New Students/Transfer Students:** New students or transfer students must meet with their academic advisors for course selection and registration.

**Returning Students:** Returning students who have not been enrolled since Fall Semester 2001 must meet with their academic advisors for course selection and registration. Returning students who were enrolled Spring Semester 2002 or after may register for courses online via Campus Pipeline after being advised by their academic advisors.

After completing the registration process, students should:

1. Contact the Financial Aid Office to verify financial aid award status, if applicable. (Current students can check the status of their financial aid awards through their Campus Pipeline account.)
2. Pay tuition and fees in the Business Office. No student is officially enrolled until all fees are paid.

### Cancelled Courses

When a course cancellation reduces a student's course load to below full-time status, the student (or sponsor) will receive a 100 percent refund of the difference between the full course load (12 credit hours) and the new course load. If the student was enrolled for less than full-time status, the student (or sponsor) will receive a 100 percent refund for the actual hours cancelled. No action is required by the student to initiate the refund. Students receiving financial aid must contact the Financial Aid Office to have their financial aid awards adjusted.

### Drop/Add Period

Students interested in changing their schedules after classes have started may do so online via Campus Pipeline. Students may change their schedules during the first five instructional days of the term without the dropped course appearing on their transcripts. The drop/add period will be prorated for terms of varying lengths to coincide with the equivalent of the first five instructional days of a term. Students who add courses after the term

begins are responsible for classes missed. Students receiving financial aid must contact the Financial Aid Office to have their financial aid awards adjusted.

There is no drop/add period for “Jumpstart” courses. These courses must be dropped before the class begins, or they will appear on the student’s transcript.

### Withdrawal from a Class

Any student who wishes to withdraw from a class or from the College may do so online via Campus Pipeline. When withdrawing from the College, it is strongly recommended that the student meet with his/her advisor, department head, or a counselor. Additionally, the student is responsible for all transactions, including notification of the Financial Aid Office if financial aid, scholarships, or “VA” educational benefits are received.

## GRADUATION

### Graduation Requirements

To graduate from the College, a student must meet and complete the following requirements:

- Satisfactorily complete the required courses and the number of credit hours specified in a program of study.
- Achieve at least a 2.00 grade point average in the program of study.
- File an “Application for Graduation” with the Registrar and pay the \$20 graduation fee.
- Pay all financial obligations owed to the College.

A student must earn a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate through courses taken at the College. Included in the approved coursework for a diploma or degree must be two courses selected from the curriculum major, unless specifically exempted by both the department head and dean.

### Commencement Ceremonies

Graduation exercises are held at the end of the Spring Semester and the Summer Term each year. All graduating students must apply to graduate. All candidates are encouraged to attend the commencement exercises.

### Graduation Honors

Graduates who have outstanding cumulative grade point averages will be recognized as honor graduates. Honors designations are as follows: 3.50 – 3.74 (with honors); 3.75 – 3.94 (with high honors); and 3.95 – 4.00 (with highest honors).

## STUDENT RECORDS

### Transcripts

College academic transcripts are issued by the Student Records Office. Written permission must be granted by the student before a transcript may be released. To request a transcript in writing or in person, the following is required: student’s full name, social security number, dates of attendance, address where transcript(s) should be sent, if required, and the signature of the student. A \$5 fee will be charged for each transcript.

### Enrollment Verification

In cooperation with the National Student Clearinghouse (NSC), the College provides a free self-service program that allows students to view and print enrollment verifications via Campus Pipeline. Enrollment verifications from the NSC are typically available to students approximately five days after the drop/add period for any given term.

### Change of Major

Enrolled students who want to change academic majors must complete a Curriculum Status Form. These forms are available in the Admissions Office, Student Records, and in all division offices. The form must be signed by the student and submitted to the Admissions Office for a change of major to be processed. If a student wishes to review information regarding the new academic major and to discuss additional preparatory courses that may be required, an appointment may be made with a counselor in the Admissions Office. Students changing to a Health Education major must meet with an Admissions counselor for a change of major to occur. International students on F-1 visas who are changing majors must meet with the International Student Advisor. In addition, students should contact the Financial Aid Office to determine if a change of major could impact eligibility for certain financial aid programs.

### Change of Student Information

Each student is obligated to ensure that his/her current and correct name, address, and telephone number are current and accurate in the official records of the College. Failure to do so can cause delay in the handling of student records and in emergency notification. Currently enrolled students can make local address and telephone number changes through their Campus Pipeline accounts. Name and permanent address changes must be made by contacting the Student Records Office. International students on F-1 visas who are changing their names, addresses, or telephone numbers are required to notify the International Student Advisor immediately.

# Academic Information

## Confidentiality of Student Records

Student academic and educational records are confidential and are maintained by the appropriate record custodian. These records are disclosed with the student's written consent except as defined by the Family Education Rights and Privacy Act of 1974 (FERPA).

Students have a right to inspect their educational records and request a correction of records that may be inaccurate, misleading, or in violation of privacy or other rights. Students may obtain a copy of the College's policy regarding FERPA from the Vice President for Student Affairs or the Dean of Continuing Education. (Students may refer to the Student Code for S.C. Technical Colleges in Appendix 4 for additional information.)

## Release of Student Information

Directory information (or releasable information) is general information that may be released by the institution for any purpose, at its discretion, to anyone without consent of the student. The following is considered directory information at Tri-County Technical College: student name, address, telephone number, email address, birth date, major, participation in officially recognized activities, attendance dates, enrollment status, degrees/awards received, most recent previous school attended, and photographs/electronic images.

Students have the right to withhold disclosure of directory information under the Family Education Rights and

Privacy Act of 1974. To withhold disclosure, written notification must be received in Student Records by the end of the second week of class each term (or first meeting of Continuing Education courses).

## Student Right to Know

In compliance with the Student Right to Know Act, the College makes available its completion and transfer rates to all current and prospective students. Additionally, the College is required to provide information regarding campus public safety policies and report the number of on-campus criminal offenses during the most recent calendar year and the two preceding calendar years. Information regarding completion and transfer rate is available at [www.tctc.edu/visitors\\_media/college\\_information/instdev/IPEDGRAD.htm](http://www.tctc.edu/visitors_media/college_information/instdev/IPEDGRAD.htm). Information regarding on-campus criminal offenses is available at [www.tctc.edu/images/PDFs/SecurityReport.pdf](http://www.tctc.edu/images/PDFs/SecurityReport.pdf).

## English Fluency in Higher Education Act

Students in classes taught by faculty whose first language is other than English have the right to expect the faculty to speak in English that is judged to be reasonably understandable. In the event such is not the case, the student may follow the grievance procedures to file a complaint. Such complaints will be handled according to College policy. Students should contact the Vice President for Academic Affairs to obtain a copy of the policy.



# Academic Support/Counseling Services

## ACADEMIC SUPPORT SERVICES

### Assessment Center

The Assessment Center offers the College's placement tests (ASSET and COMPASS) and make-up tests. Students who wish to take tests are required to present a picture ID and must arrive no later than one hour before the Center is scheduled to close.

### Learning Lab

The Learning Lab is available for students who need tutoring in mathematics or science or who could benefit from using supplementary materials in those disciplines. In addition, computer-aided instruction is available in biology and psychology. Hours of operation are posted in the lab and may vary slightly from term to term.

### Library

The Library contains more than 30,000 books, 170 magazines and journal subscriptions, 15 newspaper subscriptions and an expanding number of audiovisual items in the collection. In addition to the printed resources, the Library owns over 45,000 electronic books and subscribes to more than 50 online databases, the majority of which contain full-text journal, newspaper, and reference articles. Computer workstations are provided to access the Library's online catalog, databases, and course-related Internet research. Students may also use the computers for word processing, accessing on-line classes and campus e-mail. The Library website provides links to general Library information, Information Literacy workshop descriptions and schedules, printable handouts and the most effective electronic resources for many topics. To access Library Lynx, the Library's website, go to [www.sctechsystem.com/tctc/lynx](http://www.sctechsystem.com/tctc/lynx). Most of the Library's resources are available from off-campus with a password, made available to Tri-County Technical College faculty, staff, and students by contacting the circulation desk.

Materials unavailable locally may be borrowed through the interlibrary loan arrangement with libraries throughout the world. Qualified Library staff members offer reference assistance to patrons. Information Literacy workshops provide students with the skills to improve the way they do research and use the Library. Anyone is welcome to use the Library, but registration at the circulation desk is required before books may be borrowed. The Library maintains day and evening hours to ensure that its services are widely available to members of the College community. Reference assistance is available during all operating hours.

### TRiO (Student Support Services) Tutoring Lab

The TRiO (Student Support Services) Tutoring Lab offers individualized and group tutoring to eligible TRiO students in all curriculum courses. Students may

contact the TRiO Office for additional information, including eligibility criteria for tutoring services.

### Writing Center

The Writing Center is a resource for students desiring to improve their writing skills. Tutors are available for individual consultation. Computers, word processing programs, tutorial software, and other reference materials also are available for student use. Hours of operation are posted at the Writing Center and may vary slightly from term to term.

## COUNSELING SERVICES

### Career Services

The Career Services Office offers students and graduates a variety of services, including the following:

- *Career Counseling Services:* Assists students and graduates in understanding their potential, interests, attitudes, aptitudes, and personal values as they apply to career planning. Career information, career assessment, and computerized guidance are available.
- *Job Placement Assistance:* Assists students and graduates in obtaining employment in area businesses and industries. Assistance with interviewing techniques, resume writing, and job-search strategies are provided.
- *Cooperative Education:* Integrates the classroom and the workplace by providing students with classroom training and related work experience through local employers.

### Counseling Center

The Counseling Center offers academic and personal counseling services to prospective and current students. Counseling staff also refer students to resources both on and off campus. Students experiencing difficulties with any aspects of the College experience are encouraged to visit the Counseling Center.

### Gateway to College

The Gateway to College program serves at-risk youth (17–20 years old) who have dropped out of high school. The program enables students to earn a high school diploma (awarded by participating area high schools) while achieving college success. Students simultaneously remediate and accelerate their academic achievement, earning both high school and college credit, up to and including an associate degree, awarded by Tri-County Technical College. All classes are College courses taught by College faculty on Tri-County's campus. Students also receive comprehensive and individualized support services, including academic and career advising, to help ensure their success. All students must meet strict eligibility requirements and live in a participating school

# Counseling Services

district. The first step is attending a Gateway to College orientation. For additional information, call 646-1542.

## Multicultural Student Services

Multicultural Student Services promotes campus-wide initiatives that honor diversity and equality. Support services for students of under-represented populations are available from the point of enrollment to graduation to assist students in adjusting to all aspects of College life, ranging from cultural issues to academic challenges. All students are encouraged to attend events and activities sponsored by Multicultural Student Services.

## Student Disabilities Services

Student Disabilities Services provides services for students who have disabilities or special needs. Students needing assistance in participating in College programs should contact the Disabilities Services Coordinator in the Counseling Center at least 30 days prior to the first day of classes.

## TRiO Programs

TRiO Programs provide academic and motivational support to low-income and first-generation and/or disabled students. Programs include:

- *Educational Talent Search (ETS)*: Educational Talent Search is an outreach program of information, educational guidance counseling, and support for qualified high school students and out-of-school youth who wish to enter a post-secondary institution. Services include academic and personal counseling, college admissions and financial aid

assistance, career guidance, after-school tutoring, study skills assistance, college tours, and more. ETS also serves qualified middle school students by providing services such as tutoring, personal and academic counseling, and cultural and career awareness activities.

- *Upward Bound (UB)*: The Upward Bound program serves high school youth through both academic and summer components. Students receive transportation to the College and instruction in English, Spanish, math, reading, and science. During the summer component, students receive instruction; participate in educational, cultural, and community service activities; and are housed at Clemson University. Participants who are recent high school graduates take part in a summer bridge component and enroll in university transfer courses.
- *Student Support Services (SSS)*: Student Support Services offers services to eligible Tri-County students, including academic, career and personal counseling; tutoring and monitoring academic progress to ensure classes taken will transfer; study skills workshops; financial aid information; supplemental instruction in math courses; referrals to community resources; and opportunities to participate in cultural events. The SSS Transfer Initiative assists associate degree-seeking students in applying for admission and financial aid at four-year colleges. University and college tours are conducted to give students a view of campus life and an opportunity to meet and talk with advisors.



## STUDENT ACTIVITIES

Extracurricular activities are an important part of the overall educational experience and are designed to enhance student learning and engagement. Fall and Spring semesters have time each week designated as the Student Activity Period. Meetings of clubs and other organizations, as well as special events, may be scheduled during this time. Evening activities will be scheduled as appropriate. For more information, students may contact the Counseling Center.

## STUDENT ATHLETICS

The College has two athletic teams: Men's Golf Team and Men's Soccer Team. These teams are sanctioned by the National Junior College Athletic Association (NJCAA) and are open to students who are selected for the teams and meet general eligibility requirements. For more information, including eligibility requirements, students may contact the Student Affairs office.

## STUDENT ORGANIZATIONS

Tri-County Technical College strives to maximize personal growth and development in students by providing a variety of opportunities for involvement, service, and leadership in co-curricular activities. Student organizations and clubs support the academic mission of the College by working to create experiential learning options outside of the classroom and encouraging students to actively participate in the greater educational community. Current clubs and organizations include:

Alpha Zeta Beta  
Criminal Justice Club  
Environmental Club  
Forensics Team  
International Association  
National Association of Veterinary Technicians in America  
SC Society of Clinical Laboratory Science  
Spanish Club  
Student Alumni Association  
Student Democrats  
Student Government Association  
Student Nurses Association

A current listing of all student organizations and detailed information pertaining to each organization is available on the College website.

### Formation of New Student Organizations

All new clubs or organizations must be approved by the Student Government Association and by the College administration. New student campus organizations must enhance the instructional program by providing a vehicle for students with mutual interests to work and

accomplish goals together. The formation of organizations strictly as social clubs will be discouraged.

Students who are interested in establishing a new student organization must submit to the Vice President for Student Affairs, the SGA Advisor, and the president of the Student Government Association the following information:

1. Purpose of the proposed organization
2. Goals and objectives
3. Name of faculty or staff member willing to assume the responsibilities of advisor
4. Proposed organization's constitution
5. Proposed first-year budget

The Student Government Association will review the above information and recommend approval or disapproval to the Vice President for Student Affairs.

### Fund-raising Activities Policy

Any person or organization selling merchandise or raffle tickets, soliciting money or engaging in any other money-making activities on the campus must submit a completed fund-raising application form to the Vice President for Student Affairs three weeks prior to the date of the proposed event. A decision regarding approval or disapproval will be made within one week. If the activity is approved, the sponsoring individual or organization will be responsible for conducting the project in a professional and courteous manner. If the activity is not approved, the Vice President for Student Affairs will inform the applicant of the reason. Money obtained from fund-raising activities must be used to enhance the educational atmosphere by providing a means for students with mutual interests to work and accomplish goals together. Students should contact the Counseling Center for additional information.

### Student Participation in Institutional Decision-Making

Tri-County Technical College values the ideas and opinions of its students and encourages student participation in the governance process of the College by including students in the membership of College committees. The student perspective on College issues is also sought through the Student Government Association, surveys, and student forums during which student issues and concerns are addressed by College administrators.

## STUDENT RESPONSIBILITIES

### Academic Integrity

The College is committed to the promotion of academic integrity among its students. All forms of academic dishonesty will be subject to disciplinary action. Students should refer to the Student Code of Conduct in Appendix 4 for additional information.

# Student Life

## Alcohol and Other Drug Use Policy

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. It is the policy of the College to provide a drug-free, healthful, safe and secure work and educational environment. The Alcohol and Other Drug Use policy may be found in Appendix 1.

## Children on Campus

Children are not permitted to accompany their parents to classes or labs. Children must not be left unattended on campus because of insurance regulations. The College will not accept responsibility for injuries to children who are unsupervised on campus. Parents who continue to violate this regulation will be subject to suspension from the College.

## Dress and Personal Appearance

Appropriate attire is left to the discretion of the individual as long as it is not disruptive to the educational process. In the interest of health and safety, shoes that cover the length of the foot and shirts that cover the chest are required of all students. Some academic programs require specific dress or uniforms consistent with employment practices in the field of study. This information will be included in academic program guides.

## Eating, Drinking, and Musical Devices

Eating and drinking are not permitted in any lab, computer lab, auditorium or library. Eating and drinking are allowed in classrooms at the discretion of the instructor. The cafeteria, student lounge, and canteen area are located in the Student Center. Students are not permitted to play musical devices without headphones inside buildings or on campus.

## Emergencies

Students are strongly encouraged to leave a copy of their class schedules with relatives to save time if an emergency arises. The College does not have an intercom communication system linking all classrooms, laboratories or buildings and does not normally provide a student locator service. In the event of an emergency, the Campus Safety Office should be notified (646-1800).

## Firearms on Campus Policy

Students are not allowed to carry weapons on campus. Under the South Carolina Concealed Weapons Act, carrying concealed weapons on a college campus is not permitted except as noted below. Any student with a firearm in his/her vehicle is subject to applicable state laws.

Students who are salaried law enforcement officers of a municipal, county, state, or federal law enforcement agency are permitted to have a firearm on their persons when on campus and dressed in official uniform. Plain clothes, salaried law enforcement officers are required to wear their firearms in a concealed manner. The possession or use on campus of other dangerous weapons, incendiary devices, or explosives will be handled with criminal proceedings and/or the Student Code of Conduct for the South Carolina Technical College System. (See Appendix 4.)

## First Aid, Health Services, and Student Insurance

As a nonresidential campus, the College expects students to secure medical services through a private physician or medical facility. First aid supplies for minor injuries are available in the Vice President for Student Affairs Office, Admissions Office, Evening Coordinator's Office, and the Continuing Education Division Office. No internal medications (e.g., aspirin) will be administered to students by College employees. In case of a more serious injury, students should contact the Vice President for Student Affairs Office for appropriate processing. All emergency patients are to be transported to an area hospital by local emergency services.

All students enrolled at the College are covered by a student accident insurance program. The cost is included in the cost of tuition. Specific restrictions apply, and benefits are subject to change without notice. This program is subject to cancellation depending upon the availability of coverage at a reasonable cost to the College. Injured students must report accidents within 48 hours to the Vice President for Student Affairs Office in order to receive benefits. For more detailed information about the student accident insurance program, students may contact the Vice President for Student Affairs.

## Identification Cards

Tri-County Technical College Student Identification Cards are mandatory and are required to access the following services: checking out books in the library, using the computer labs, and using financial aid in the bookstore. Student IDs are valid for one academic year and are available to all students through Campus Safety at the beginning of each term. The initial card is free of charge. Replacement cards will cost \$5 each. Prior to each term, Campus Safety will publish the dates, location, and requirements for obtaining student identification cards. Campus Safety is located in the Student Center, Room 151.

## Information and Technology Resources

Information and technology resources such as computers, printers, and Internet access are provided to students to facilitate the accomplishment of their academic

endeavors. Computers are available in the library and in the open computer laboratories. Students should refer to the complete policy on information and technology resources available through Campus Pipeline and the College website. Copies also are available through the Vice President for Academic Affairs.

### **Parking Regulations, Speed Limit, and Traffic Penalties**

As outlined on the College campus map, parking has been designated in various lots for students, visitors, faculty/staff, and handicapped individuals. Any person enrolled in classes is considered a student and may not use “Visitor” parking spaces. Maps are available in the Admissions Office, Campus Safety Office, Information Center, and the Industrial and Business Development Center. The College does not guarantee parking spaces; however, adequate parking areas have been reserved for students. Vehicles are to be parked with the traffic flow in parallel-parking areas in one parking space. Students are to follow general parking courtesy which includes not parking on sidewalks, yellow curbs, lawn or grassed areas, in reserved spaces, crosswalks, driveways or intersections, or in any other loading or “No Parking” zones.

#### *Parking Decals*

Parking decals are required and can be obtained from the Campus Safety Office. To obtain a parking decal, a student must present a valid driver's license, a copy of the vehicle registration, and a printed copy of his/her class schedule. The parking decal is to be displayed according to the directions provided by the Campus Safety Office. Parking decals expire at the end of the Summer term. Students with physical disabilities (permanent or temporary) that restrict physical activity may apply for special parking privileges. Students with State-issued handicapped licenses will be automatically approved. All others must submit a special form completed and signed by a licensed health care provider in order to obtain special parking privileges.

#### *Speed Limit and Traffic Penalties*

Traffic on the road from the corner of Miller Hall to the entrance of Student Parking Area “E” is one way, and the speed limit is 15 mph. The speed limit in all parking lots is 15 mph. The speed limit on Perimeter Road is 20 mph. Violations of traffic and/or parking regulations are subject to a warning, fine, booting, or towing of the vehicle. Parking fines are \$10 and \$25. Booting fines are \$50. Towing cost is at the owner's expense. Towing is the penalty for repeat offenders, for blocking traffic or another vehicle, or for parking in unauthorized parking spaces. All appeals of parking penalties must be made to the Director of Campus Safety within five days of the date of the citation.

### **Photographing Employees, Students, and Related Activities**

The College often photographs its students, faculty and staff for College publications, public relations, marketing, and the website. Anyone who doesn't want his or her photograph/image used for these purposes should file a written request with the Public Relations or Marketing Office.

### **Safety and Security**

Students must observe the safety regulations posted in all instructional shops. In many areas, safety glasses or face shields, shoes and/or other protective clothing are required. Students should see their instructors for a more detailed required equipment listing. In the event of fire, tornado, or other emergency, students should follow exit, evacuation, or other appropriate instructions posted in the classroom, shop, lab, and hallway, or as given by the instructor. Elevators should be avoided in an emergency.

Students must notify the College's Campus Safety Office in the event of any accident, illness, or other incident that occurs on campus, including theft or vandalism. The College is not responsible for any theft or vandalism of personal property anywhere on the College premises. The Tri-County Technical College Annual Campus Security Report required by the Crime Awareness and Campus Security Act of 1990 is available upon request in the Counseling Center, Admissions Office, Library, and on the College website at <http://www.tctc.edu/images/PDFs/SecurityReport.pdf>.

### **Student Code for the SC Technical College System**

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 which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community. By the same token, students also are subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violated both College regulation and the law, the College may take disciplinary action independent of that taken by legal authorities. The Student Code for

# Student Life

the South Carolina Technical Colleges may be found in Appendix 4.

## Student Grievance Procedure for the SC Technical College System

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff. The process by which students may file grievances concerning harassment, discrimination and other matters or appeal academic decisions is outlined in Appendix 6.

## Tobacco Use Policy

The College desires to provide a healthy work environment for its employees and students. Therefore, the use of tobacco products is restricted. Tobacco use is not permitted within the confines of any building, in the area of the College known as the mall (inner campus), or other designated areas.

## OTHER STUDENT SERVICES/ INFORMATION

### Bookstore

The Bookstore carries a complete line of textbooks, supplies, uniforms, and general merchandise. Books can be returned one week from the date purchased or one week from the beginning of the term (Fall, Spring, or Summer), whichever is later. The book must be in the same condition as when purchased (wrapped packages must be in the original package) for a full refund (receipt required). Copies of the refund policy are available in the Bookstore. Students using grants or scholarships to purchase books and supplies may make purchases during the week prior to the first day of classes and during the first week of classes. Used book buy-back occurs at the end of each term. Students must have a picture ID to sell back books. A non-refundable deposit which is applied to the purchase is required on all special orders. Distance learning students enrolled in online classes can make arrangements to have their books shipped to them by contacting the Bookstore.

### Bulletin Boards

Bulletin boards are located on campus to notify students of events and activities. All announcements, notices, and signs are to be posted only on these bulletin boards and not on the doors and walls. All announcements, notices, and signs not related to College activities must be submitted to the Vice President for Student Affairs for approval and posting.

## Cafeteria and Vending Services

A full-service cafeteria is located in the Student Center. Vending services are located on the upper level of the cafeteria.

## Campus Pipeline

Every student is assigned an account for Campus Pipeline (CP), the College's web-based portal for news, academic resources, course registration, final grades, financial aid account information, and other online services. CP is accessible by clicking on the CP logo at the bottom of the home page of the College website. Accounts are assigned to students upon admittance to the college. Once the account has been assigned, it will stay active each term for as long as the student actively uses the account. (Inactivity will result in the account being disabled. Students should contact the Help Desk at 646-1779 to have their account reactivated.)

## Closing of the College and Inclement Weather Policy

In the event inclement weather makes it necessary to cancel classes, the College will record an inclement weather message on the telephone system. Students should call 864-646-8361 or (toll-free within the 864 area code) 1-866-269-5677. When the automated attendant answers, students should press "3" for a recorded message. Closing information also will be posted on Campus Pipeline and on the College website.

## Copying Machines

Copying machines are available in the Library and in the Bookstore. The cost starts at 10 cents per copy. All other copying machines are for faculty and staff use only.

## Lost and Found

Lost and found items should be taken to and/or claimed in the Information Center in Miller Hall.

## Open Computer Labs

The College has two open computer labs located in Pickens Hall and Hayden Abney Fulp Hall.

## Continuing Education



The Continuing Education Division offers technical, management, healthcare, personal interest, and a variety of other programs of interest in the community. For a current schedule of classes, interested persons may contact the Continuing Education Office in the Industrial and Business Development Center or visit the College website at [www.tctc.edu](http://www.tctc.edu) and click on Lifelong Learners.

### Departments:

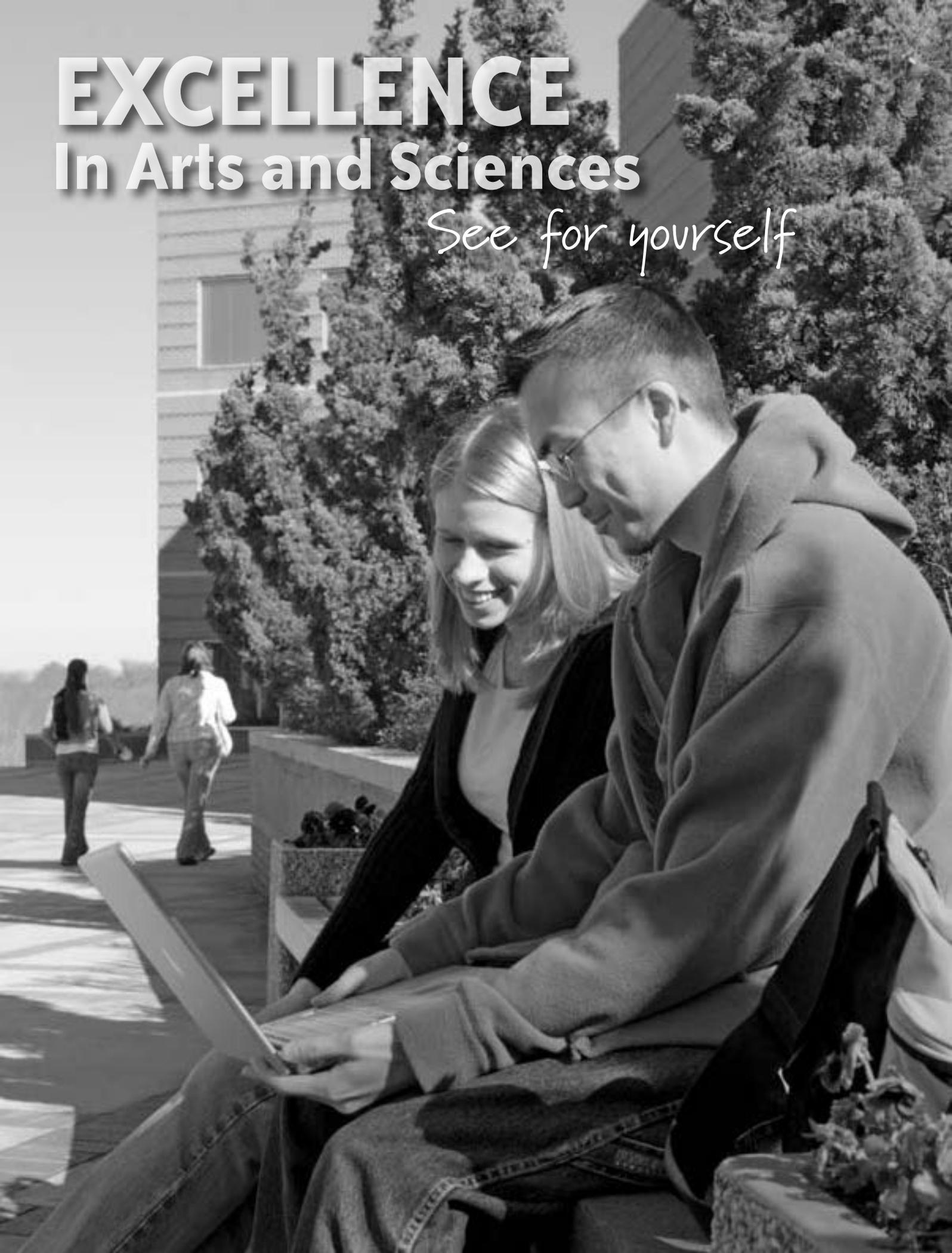
- *Business Training Center (Anderson Mall)*: provides a wide range of microcomputer, office skills, business, photography, and criminal justice programs.
- *Career Development and Personal Interest*: offers a variety of personal interest classes and career certificates in culinary arts, floral design, art, dance, driver education, and more.
- *Health Care*: offers classes and programs to meet the needs of health care professionals and those interested in a health care career or health care topics.
- *World Class Training Center*: provides training and services to manufacturing or service industries, government agencies, and individuals on topics such as supervision, management, team building, specific training to upgrade the technical skills of industrial employees, and more.

Students enrolled in Continuing Education (noncredit) classes are not eligible to receive financial aid, such as the Pell Grant, Stafford Loan, or Lottery Tuition Assistance. However, some loan programs are available for Continuing Education classes. Interested persons should contact the Continuing Education Division for additional information (Industrial and Business Development Center, Ext. 1700).

# EXCELLENCE

## In Arts and Sciences

*See for yourself*



# Arts and Sciences

## PROGRAM INFORMATION

The Arts and Sciences Division is comprised of six departments: Comprehensive Studies, English, Humanities, Mathematics, Science, and Social Sciences. Two associate degrees are offered: Associate in Arts (AA) and Associate in Science (AS). In addition, a General Studies Certificate is offered.

## TRANSFER TO OTHER COLLEGES

Entrance requirements for transfer students vary widely among senior colleges. Many colleges require a grade point average (GPA) of 2.5 at the two-year college. They prefer students whose records reflect work toward a major and are free of grades of W, WF, or F (see Grade Definitions). Students have the responsibility, with the assistance of their academic advisor, to plan their program of study to meet the requirements of the college to which they expect to transfer. Transfer bulletins showing equivalent courses are available in the Arts and Sciences Division Office in Oconee Hall. Courses similar to those offered at public and private senior colleges are usually transferable if a student makes a grade of "C" or higher. Generally, courses taken at Tri-County will not substitute for 300- or 400-level courses required for a major at a senior college.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available. Although major courses start in the Fall Semester, students may enter any term. Full-time day students usually complete degree requirements in four semesters. Part-time students, day or evening, should allow at least eight consecutive terms to earn a degree. Certificate students can complete their requirements in less time depending on how many courses are taken each term. The sequence of courses students take will vary depending upon the college to which they plan to transfer and their major.

Some general guidelines for students include: (1) New students should take any preparatory courses during the first term; (2) First year students should enroll in College Orientation (COL 101), an introduction to college and college survival skills; (3) Students should begin basic courses such as English, mathematics, and science as soon as possible; (4) Students should delay taking a foreign language until the second year unless they have taken a foreign language in high school; (5) Employed students should consider taking a reduced load.

## DEGREE: Associate in Arts

Major: Associate in Arts  
Graduation Credits Required: 60

## DESCRIPTION

The Associate in Arts program is designed for students who plan careers in education, journalism, psychology or another liberal arts field. It is designed to give students the opportunity to complete the first two years of

college work at Tri-County Technical College and then transfer to a four-year institution to complete their bachelor's degree. For maximum transfer of credit, students should work with their academic advisors to review the requirements for their anticipated major at the college to which they plan to transfer and schedule their courses accordingly.

## DEGREE REQUIREMENTS

### General Education: 27 Semester Credit Hours

	<u>Credits</u>
Communication (written and/or oral) and/or literature	9
Humanities and/or social sciences	12
Mathematics and/or natural sciences (laboratory)*	6

\*Approved courses in this area must include a minimum of one course in mathematics.

### Required Program Courses: 15 Semester Credit Hours

	<u>Credits</u>
Communication, humanities, or social sciences	15

### Elective Program Courses or General Electives: 18-24 Semester Credit Hours

These courses must be numbered above 100. Beginning Algebra (MAT 101) does not count toward graduation for any program.

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## DEGREE: Associate in Science

Major: Associate in Science  
Graduation Credits Required: 60

## DESCRIPTION

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

## DEGREE REQUIREMENTS

### General Education: 29 Semester Credit Hours

	<u>Credits</u>
Communication (written and/or oral) and/or literature	9
Humanities and/or social sciences	12
Mathematics and/or natural sciences (laboratory)*	8

\*Approved courses in this area must include a minimum of one course in mathematics.

# Arts and Sciences

**Required Program Courses: 15 Semester Credit Hours**  
Credits

Mathematics and/or natural  
or physical sciences 15

**Elective Program Courses or General Electives and/  
or Other Courses: 16-22 Semester Credit hours**

These courses must be numbered above 100. Beginning Algebra (MAT 101) does not count toward graduation for any program.

**CERTIFICATE: General Studies**

Major: University Transfer  
Graduation Credits Required: 30

**DESCRIPTION**

This program allows students who are undecided as to their final academic and career goals to explore various academic disciplines, while acquiring general education credits in preparation for future studies in the University Transfer program.

**REQUIREMENTS:**

**Required Program Courses: 24 Semester Credit Hours**  
Credits

CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
HIS 102	Western Civilization Post 1689	3
MAT 120	Probability and Statistics	3
PSC 201	American Government	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

**General Electives: 6 Semester Credit Hours**

These courses must be numbered above 100. Beginning Algebra (MAT 101) does not count toward graduation for any program.

**COMMUNICATION AND LITERATURE COURSES INCLUDE:**

English Composition I and II	(ENG 101, 102)
American Literature I and II*	(ENG 201, 202)
English Literature I and II*	(ENG 205, 206)
World Literature I and II*	(ENG 208, 209)
Advanced Technical Communications	(ENG 260)
Public Speaking	(SPC 205)
Interpersonal Communications	(SPC 209)
Interpretation of Literature	(SPC 210)
Voice and Diction	(SPC 215)

\*Courses may be used for a Humanities requirement.

**HUMANITIES COURSES INCLUDE:**

History and Appreciation of Art	(ART 101)
History of Western Art	(ART 108)
Elementary French I and II	(FRE 101, 102)

Intermediate French I and II	(FRE 201, 202)
American History: Discovery–1877	(HIS 201)
American History: 1877–Present	(HIS 202)
Western Civilization to 1689	(HIS 101)
Western Civilization Post 1689	(HIS 102)
Technology and Science	(HSS 205)
Music Appreciation	(MUS 105)
Introduction to Philosophy	(PHI 101)
Introduction to Logic	(PHI 105)
Ethics	(PHI 110)
History of Philosophy	(PHI 201)
Elementary Spanish I and II	(SPA 101, 102)
Intermediate Spanish I and II	(SPA 201, 202)
Conversational Spanish	(SPA 105)
Community Spanish	(SPA 150)
Spanish in a Cross-Cultural Context	(SPA 204)

**MATHEMATICS COURSES INCLUDE:**

College Algebra with Modeling	(MAT 109)
College Algebra	(MAT 110)
College Trigonometry	(MAT 111)
Probability and Statistics	(MAT 120)
Finite College Mathematics	(MAT 122)
Elementary Calculus	(MAT 130)
Analytical Geometry and Calculus I, II, III	(MAT 140, 141, 240)
Mathematics for Elementary Education I and II	(MAT 211, 212)
Geometry	(MAT 215)
Advanced Statistics	(MAT 220)
Basic Multivariable Calculus	(MAT 230)
Differential Equations	(MAT 242)

**NATURAL SCIENCES INCLUDE:**

Biological Science I and II	(BIO 101, 102)
College Chemistry I and II	(CHM 110, 111)
Organic Chemistry I and II	(CHM 211, 212)
Physical Science I and II*	(PHS 101, 102)
Integrated Physics I and II	(PHY 181, 182)
Physics I and II	(PHY 201, 202)
University Physics I and II	(PHY 221, 222)

\*PHS 101 and PHS 102 are for university transfer students planning to transfer and major in Elementary Education and/or Early Childhood Education.

**SOCIAL SCIENCES INCLUDE:**

General Anthropology	(ANT 101)
General Psychology	(PSY 201)
Human Growth and Development	(PSY 203)
Abnormal Psychology	(PSY 212)
Psychology of the Exceptional Child	(PSY 214)
Social Psychology	(PSY 225)
Introduction to Sociology	(SOC 101)
Marriage and the Family	(SOC 102)
Social Problems	(SOC 205)
Macroeconomics and Microeconomics	(ECO 210, 211)
World Geography	(GEO 102)
American Government	(PSC 201)
State and Local Government	(PSC 215)

# Comprehensive Studies

The Comprehensive Studies Department offers courses in Developmental Mathematics, Developmental English, Developmental Reading, and College Skills. The Department also offers Jumpstart courses in math. These Jumpstart courses are intensive one-week review courses offered just before each semester and summer term. All of the courses are designed to effectively and efficiently improve students' ability to succeed in their courses.

Students may be recommended to take Comprehensive Studies Department courses depending on their placement test scores. Or, they may elect to take one or more courses on their own. Many students take the College Skills course because it teaches study and time management skills. Developmental courses are offered in both lecture and individualized formats. Students may enroll in individualized courses until mid-term of each semester. Regardless of when students enroll, their skills will be carefully evaluated and a plan of study will be developed that is customized to their needs. (Students may or may not need all areas of study.) Developmental courses do not earn credit hours and cannot be used to fulfill graduation requirements; however, credits earned in College Skills (COL 103) may be used for elective credit, with the advisor's approval. Eligible veterans may receive VA educational benefits for two semesters of developmental course work. Students receiving Pell grants may enroll for a maximum of 24 hours (equivalent of two terms) of developmental courses.

## Comprehensive Studies Department Includes:

		<u>Credits</u>
COL 103	College Skills	3
ENG 031	Developmental English	3
ENG 032	Developmental English (Basic Writing)	3
MAT 010	Developmental Math (Basics Compressed)	1
MAT 011	Developmental Math (Basics Workshop)	1
MAT 012	Developmental Math Workshop	1
MAT 013	Developmental Math (Compressed)	1
MAT 031	Developmental Math (Basic)	3
MAT 032	Developmental Math (Pre-Algebra)	3
RDG 031	Developmental Reading (Basic)	3
RDG 032	Developmental Reading (Critical Reading)	3

**Note:** Developmental courses (those numbered less than 100) generate no credit hours, do not affect the GPA, and do not count toward graduation. Effective Summer Term 2000, courses numbered 100 generate credit hours and affect the GPA, but do not count toward graduation in any degree, diploma, or certificate program.

## Standards of Progress for Comprehensive Studies Students

When students enroll in the Comprehensive Studies program, their skills are evaluated and study programs are planned for them. Students may take from four months to a year to complete their basic skills improvement.

1. Reasonable progress is determined by the completion of one 0-level course within a maximum of three (3) terms and entry into a higher course level in Comprehensive Studies (i.e., Developmental English is a first course and Basic Writing is a second course; Developmental Math (Basic) is a first course and Developmental Math (Pre-Algebra) is a second course; Developmental Reading is a first course, and Critical Reading is a second course).
2. The total number of credits in which students may enroll in Comprehensive Studies may not exceed 30 semester hours.
3. If students enroll late or withdraw from 0-level courses and the enrollment time is less than, but not including, 50 percent of the term, the term will not be counted as one of the three allowed to complete a 0-level course. If students enroll late or withdraw from 0-level courses and the enrollment time is 50 percent or more, the term will be counted as one of the three allowed to complete a 0-level course.
4. Any exceptions to these guidelines must be evaluated by the Comprehensive Studies Department Head and approved by the Dean of Arts and Sciences and the Vice President for Academic Affairs.



# EXPERTISE In Business and Public Services

*See for yourself*

# Accounting

## PROGRAM INFORMATION

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

The Accounting program offers an associate degree and a certificate. Credit for courses in the certificate also may be applied toward the associate degree.

## SCHEDULING AND ENTRY OPTIONS

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

## PROGRAM ACCREDITATION

This program of study is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211, Telephone: 913-339-9356.

## DEGREE: Associate in Business

Major: Accounting

Graduation Credits Required: 69

## DEGREE REQUIREMENTS

**General Education: 18 Semester Credit Hours**

	<u>Credits</u>	
ECO 210	Macroeconomics OR	
ECO 211	Microeconomics	3
MAT 155	Contemporary Mathematics	3
PSY 120	Organizational Psychology	3
ENG 155	Communications I	3
ENG 156	Communications II	3
	Humanities Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.

**Required Program Courses: 42 Semester Credit Hours**

	<u>Credits</u>	
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
ACC 201	Intermediate Accounting I	3

ACC 202	Intermediate Accounting II	3
ACC 230	Cost Accounting I	3
ACC 231	Cost Accounting II	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
ACC 265	Not-For-Profit Accounting	3
ACC 275	Selected Topics in Accounting	3
BUS 101	Introduction to Business	3
BUS 121	Business Law	3
CPT 170	Microcomputer Applications	3

**Elective Program Courses: 3 Semester Credit Hours**

To be selected from any non-required ACC, BAF, BUS, MGT, or MKT courses.

**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Business

Major: Financial Accounting

Graduation Credits Required: 18

## DESCRIPTION

This certificate is designed for the employed person wishing to learn basic accounting and computer skills or for business students wanting additional credentials in the financial area. Because of prerequisites and course availability, three terms will be required to complete this certificate.

## REQUIREMENTS

**Required Program Courses: 18 Semester Credit Hours**

	<u>Credits</u>	
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ACC 120	Federal Income Tax	3
ACC 240	Computerized Accounting	3
ACC 245	Accounting Applications	3
CPT 170	Microcomputer Applications	3

# Computer and Information Technology

## PROGRAM INFORMATION

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

The Computer Technology program offers an associate degree and two certificates. Credit for CPT and IST courses that are more than five years old must be approved by the department head. Students must earn a grade of "C" or better in all CPT/IST courses used to fulfill graduation requirements.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available. Students may enroll any term. Five terms of full-time course work are usually required to complete the requirements for the degree. Courses can be completed in any order subject to the completion of course prerequisites. Credit for courses in the certificates can also be applied toward the associate degree. General Education course requirements can be completed any time during the program. Students should plan to attend at least one summer term. Evening students should allow several additional terms.

## DEGREE: Associate in Computer Technology

Major: Computer Technology  
Graduation Credits Required: 72

## DESCRIPTION

This degree is designed for the student interested in acquiring the skills to become a computer support specialist, network support technician, applications programmer, website developer, or to prepare for other related careers.

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

	<u>Credits</u>
MAT 155 Contemporary Mathematics	3
ENG 101 English Composition OR	
ENG 155 Communications I	3
SPC 205 Public Speaking OR	
ENG 156 Communications II	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Required Program Courses: 51 Semester Credit Hours**

	<u>Credits</u>
CPT 167 Introduction to Programming Logic	3
CPT 176 Microcomputer Operating Systems	3
CPT 178 Software Applications	3
CPT 208 Special Topics in Computer Technology	3
CPT 212 Visual Basic Programming	3
CPT 232 C++ Programming I	3
CPT 234 C Programming I	3
CPT 242 Database	3
CPT 257 Operating Systems	3
CPT 264 Systems and Procedures	3
CPT 267 Technical Support Concepts	3
CPT 275 Senior Project	3
CPT 285 PC Hardware Concepts	3
CPT 290 Microcomputer Multimedia Concepts and Applications	3
IST 220 Data Communications	3
IST 237 Intermediate Website Design	3
IST 257 LAN Network Server Technologies	3

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Computer Technology

Major: Microcomputer Applications  
Graduation Credits Required: 12

## DESCRIPTION

This program is open to students in any major and is designed for students interested in acquiring the entry-level computer skills needed to proficiently use business application software.

## REQUIREMENTS

**Required Program Courses: 12 Semester Credit Hours**

	<u>Credits</u>
CPT 114 Computers and Programming	3
CPT 170 Microcomputer Applications	3
CPT 270 Advanced Microcomputer Applications	3
IST 225 Internet Communications	3

# Computer Technology

## **CERTIFICATE: Computer Technology**

Major: Hardware Technician

Graduation Credits Required: 12

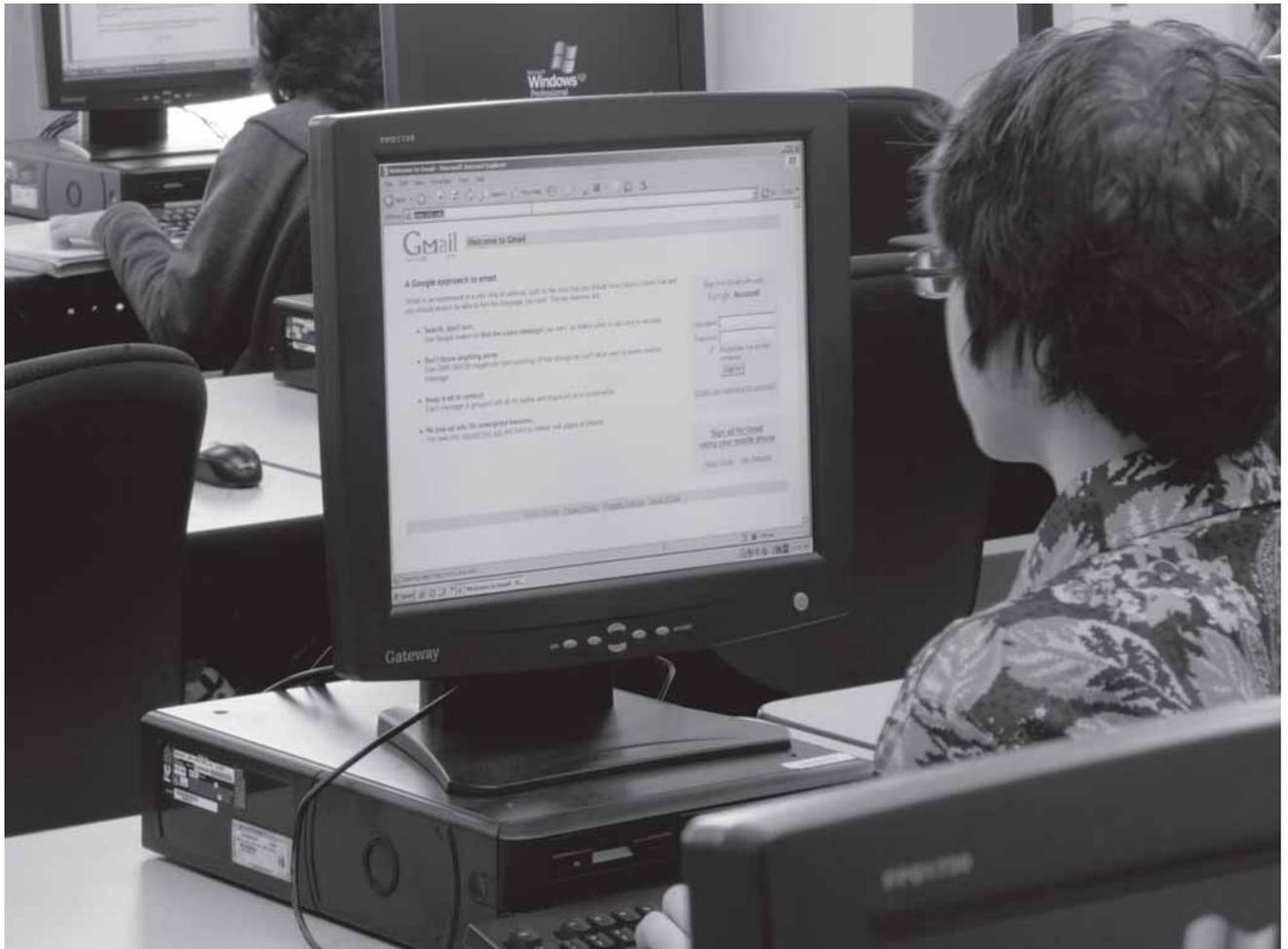
### **DESCRIPTION**

This program is designed for students interested in acquiring hardware and software support skills.

### **REQUIREMENTS**

**Required Program Courses: 12 Semester Credit Hours**

		<u>Credits</u>
CPT 167	Introduction to Programming Logic	3
CPT 170	Microcomputer Applications	
	or OR	3
CPT 178	Software Applications	3
CPT 176	Microcomputer Operating Systems	3
CPT 285	PC Hardware Concepts	3



# Criminal Justice Technology

## PROGRAM INFORMATION

Criminal Justice Technology majors acquire the knowledge and skills needed to become professionals working within the criminal justice system. In addition to practical, theoretical and technical applications of law enforcement, the curriculum provides an overview of courts and corrections services. An examination of the interaction of education and human service agencies with the various components of the criminal justice system is emphasized. Survey courses in the disciplines of psychology, sociology, and political science are important for a broad understanding of the criminal justice system.

The Criminal Justice program offers an associate degree and a certificate. Credit for courses in the certificate also may be applied toward the associate degree.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available, and students may enter any term. Evening students should allow six terms to earn a degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE: Associate in Public Service

Major: Criminal Justice Technology  
Graduation Credits Required: 66

## DEGREE REQUIREMENTS

### General Education: 24 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3
PSC 201 American Government	3
PSC 215 State and Local Government	3
PSY 120 Organizational Psychology	3
SOC 101 Introduction to Sociology	3
Humanities Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

### Required Program Courses: 24 Semester Credit Hours

	<u>Credits</u>
CPT 170 Microcomputer Applications	3
CRJ 101 Introduction to Criminal Justice	3
CRJ 115 Criminal Law I	3
CRJ 116 Criminal Law II	3
CRJ 125 Criminology	3
CRJ 236 Criminal Evidence	3
CRJ 242 Correctional Systems	3
CRJ 260 Seminar in Criminal Justice	3

### Elective Program Courses: 15 Semester Credit Hours

	<u>Credits</u>
CRJ 102 Introduction to Security	3
CRJ 110 Police Patrol	3
CRJ 120 Constitutional Law	3
CRJ 130 Police Administration	3
CRJ 140 Criminal Justice Report Writing	3
CRJ 145 Juvenile Delinquency	3
CRJ 150 Interviewing and Counseling	3
CRJ 201 Fingerprint Science	3
CRJ 202 Criminalistics	3
CRJ 216 Police Supervision	3
CRJ 224 Police Community Relations	3
CRJ 230 Criminal Investigation I	3
CRJ 238 Industrial and Retail Security	3
CRJ 246 Special Problems in Criminal Justice	3
CRJ 250 Criminal Justice Internship I	3

### General Electives: 3 Semester Credit Hours

## CERTIFICATE: Public Service

Major: Law Enforcement and Corrections Services

Graduation Credits Required: 27

## DESCRIPTION

This program is designed for current or prospective law enforcement and/or corrections employees whose job performance could be enhanced by information and understanding gained through the completion of relevant courses in the criminal justice curriculum.

## REQUIREMENTS

### Required Program Courses: 27 Semester Credit Hours

	<u>Credits</u>
CRJ 101 Introduction to Criminal Justice	3
CRJ 115 Criminal Law I	3
CRJ 125 Criminology	3
CRJ 140 Criminal Justice Report Writing	3
CRJ 145 Juvenile Delinquency	3
CRJ 224 Police Community Relations	3
CRJ 230 Criminal Investigation	3
CRJ 242 Correctional Systems	3
CRJ 246 Special Problems in Criminal Justice	3

# Early Childhood Development

## PROGRAM INFORMATION

Early Childhood Development is designed for people entering the field of early childhood education as well as for those already employed in the field who want to improve their job skills. Through coursework and experiences at area child development centers, students obtain a basic understanding of child development and have opportunities to apply this knowledge in practice. Graduates will have the skills necessary to plan and implement developmentally appropriate activities for young children and will be qualified to work in child development and day care centers, as well as family or group day care homes as teachers' assistants, lead teachers, or program directors. Graduates could also become teaching assistants in a public kindergarten or elementary school.

The Early Childhood Development program offers an associate degree, diploma, and three certificate options. Credit for ECD courses that are more than five years old must be approved by the department head. Credit for courses in the certificates can be applied toward the diploma and/or the associate degree. Credit for courses in the diploma can be applied toward the associate degree. A grade of "C" or better is required in all ECD courses used to fulfill graduation requirements.

## SPECIAL ADMISSIONS REQUIREMENTS

Upon completion of the College admissions requirements, the applicant must also complete the following program requirements prior to the first day of lab class. All forms are available from the ECD Program Coordinator.

1. SC Department of Social Services Medical Statement for Child Care Facilities DSS Form 2901 and Health Assessment 2926 check
2. SC Law Enforcement Division (SLED) check
3. Evidence the student is free of communicable tuberculosis (TB test)
4. Tri-County ECD discipline statement, signed
5. Technical standards form, signed

In addition to College tuition and fees, Early Childhood Development students will have additional expenses for professional liability insurance and materials needed for class projects. Contact the program coordinator for additional details.

## SCHEDULING AND ENTRY OPTIONS

Students may enter any term. Day and evening classes are available. Evening students should allow several additional terms to complete degree requirements. Evening students also will need to allow time during the day when labs are required for a course. General Education course requirements can be completed at any

time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE: Associate in Occupational Technology

Major: General Technology  
 Concentration in Early Childhood Development  
 Graduation Credits Required: 66

The purpose of the Associate in Occupational Technology with a major in General Technology is to provide students with the opportunity to pursue and enhance their education in the field of early childhood. General Technology allows the opportunity to combine fundamental general education courses with an early childhood technical specialty and secondary specialty in child care management or infant/toddler to form a degree program. Courses in the technical specialty area must be drawn from technical courses with a major concentration in a diploma program and a minor concentration in another technical program.

## DEGREE REQUIREMENTS

### General Education: 15 Semester Credit Hours

	<u>Credits</u>	
ENG 155	Communications I	3
ENG 156	Communications II	3
MAT 155	Contemporary Mathematics	3
PSY 120	Organizational Psychology	3
	Humanities Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

### Major Concentration Courses: 36 Semester Credit Hours, Early Childhood Development

		<u>Credits</u>
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
ECD 244	Supervised Field Experience II	3

### Minor Concentration Courses: 15 Semester Credit Hours, Child Care Management

		<u>Credits</u>
CPT 170	Microcomputer Applications	3
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3

# Early Childhood Development

ECD 109	Administration and Supervision	3
MGT 120	Small Business Management	3

**Minor Concentration Courses: 15 Semester Credit Hours, Infant/Toddler Specialty**

		<u>Credits</u>
ECD 108	Family and Community Relations	3
ECD 200	Curriculum Issues in Infant/Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers With Special Needs	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3

**General Electives: 0 Semester Credit Hours**

**DIPLOMA: Public Service**

Major: Early Childhood Development  
Graduation Credits Required: 45

**REQUIREMENTS**

**General Education: 9 Semester Credit Hours**

		<u>Credits</u>
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 120	Organizational Psychology	3

**Required Program Courses: 36 Semester Credit Hours**

		<u>Credits</u>
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3
ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
ECD 243	Supervised Field Experience I	3
ECD 244	Supervised Field Experience II	3

**CERTIFICATE: Public Service**

Major: Early Childhood Development  
Graduation Credits Required: 27

**REQUIREMENTS**

**Required Program Courses: 27 Semester Credit Hours**

		<u>Credits</u>
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Management	3

ECD 107	Exceptional Children	3
ECD 131	Language Arts	3
ECD 132	Creative Experiences	3
ECD 133	Science and Math Concepts	3
OR		
SAC 101	Best Practices in School-Age and Youth Care	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3

**CERTIFICATE: Public Service**

Major: Child Care Management  
Graduation Credits Required: 30

**REQUIREMENTS**

**Required Program Courses: 30 Semester Credit Hours**

		<u>Credits</u>
CPT 170	Microcomputer Applications	3
ECD 102	Growth and Development I	3
ECD 105	Guidance-Classroom Mgmt	3
ECD 106	Observation of Young Children	3
ECD 108	Family and Community Relations	3
ECD 109	Administration and Supervision	3
ECD 135	Health, Safety, and Nutrition	3
ECD 203	Growth and Development II	3
ECD 237	Methods and Materials	3
MGT 120	Small Business Management	3

**CERTIFICATE: Public Service**

Major: Infant/Toddler  
Graduation Credits Required: 27

**REQUIREMENTS**

**Required Program Courses: 27 Semester Credit Hours**

		<u>Credits</u>
ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ECD 108	Family and Community Relations	3
ECD 132	Creative Experiences	3
ECD 135	Health, Safety, and Nutrition	3
ECD 200	Curriculum Issues in Infant/Toddler Development	3
ECD 205	Socialization and Group Care of Infants and Toddlers	3
ECD 207	Infants and Toddlers With Special Needs	3
ECD 251	Supervised Field Experiences in Infant/Toddler Environment	3

# Management

## PROGRAM INFORMATION

Successful organizations are operated by good managers. Businesses and industries are expanding in South Carolina, creating excellent opportunities for trained managers in marketing, retail, personnel, administration, finance, supervision, and information management. Management students receive broad training in the major areas of management and are well prepared to provide leadership in the changing workplace. Students will learn techniques for team building, problem-solving, and effective resource utilization.

The Management program offers an associate degree and three certificates. Credit for courses in the certificates also may be applied toward the associate degree.

## SCHEDULING AND ENTRY OPTIONS

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

## PROGRAM ACCREDITATION

This program of study is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211, Telephone: 913-339-9356.

## DEGREE: Associate in Business

Major: Management

Graduation Credits Required: 66

## DEGREE REQUIREMENTS

General Education: 18 Semester Credit Hours

		<u>Credits</u>
ECO 101	Basic Economics	3
ENG 155	Communications I	3
ENG 156	Communications II	3
MAT 155	Contemporary Mathematics	3
PSY 120	Organizational Psychology	3
	Humanities Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

Required Program Courses: 36 Semester Credit Hours

		<u>Credits</u>
ACC 101	Accounting Principles I	3
BAF 101	Personal Finance	3
BAF 260	Financial Management	3

BUS 101	Introduction to Business	3
BUS 121	Business Law I	3
BUS 220	Business Ethics	3
CPT 170	Microcomputer Applications	3
MGT 101	Principles of Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 240	Management Decision Making	3
MKT 101	Marketing	3

Elective Program Courses: 6 Semester Credit Hours

		<u>Credits</u>
ACC 102	Accounting Principles II	3
ACC 245	Accounting Applications	3
BUS 128	Employment Law	3
BUS 135	Wage and Salary Administration	3
BUS 136	Compensation and Benefits Analysis	3
BUS 210	Introduction to E-Commerce	3
BUS 230	Purchasing	3
BUS 260	Insurance Principles	3
BUS 275	Business Internship	3
CPT 270	Advanced Microcomputer Applications	3
MGT 110	Office Management	3
MGT 120	Small Business Management	3
MGT 210	Employee Selection and Retention	3
MGT 235	Production Management	3
MKT 110	Retailing	3
MKT 130	Customer Service Principles	3
MKT 140	E-Marketing	3
MKT 141	Electronic Commerce Strategies	3
MKT 145	Legal Issues in E-Commerce	3
MKT 150	Marketing Applic. for Computers	3
MKT 198	Special Topics in E-Commerce	3
MKT 240	Advertising	3
MKT 250	Consumer Behavior	3

General Electives: 6 Semester Credit Hours

## CERTIFICATE: Business

Major: Marketing

Graduation Credits Required: 12

## DESCRIPTION

This certificate benefits currently enrolled students and also serves as professional development for those seeking employment or those already employed in the business sector.

## REQUIREMENTS

Required Program Courses: 12 Semester Credit Hours

		<u>Credits</u>
BUS 101	Introduction to Business	3
MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 130	Customer Service Principles	3

## CERTIFICATE: Business

Major: Human Resource Specialist  
 Graduation Credits Required: 21

### DESCRIPTION

This certificate offers the knowledge and tools essential for students to establish, improve, and expand skills that are necessary for success in the Human Resource profession. The courses equip students with the knowledge and skills required for recruiting, selecting, orienting, training, and retaining employees, wage and salary administration, compensation and benefits analysis, performance evaluation, ensuring equal employment opportunity laws and regulations are followed, and other human resource related tasks.

### REQUIREMENTS

**Required Program Courses: 21 Semester Credit Hours**

		<u>Credits</u>
BUS 128	Employment Law	3
BUS 135	Wage and Salary Administration	3
BUS 136	Compensation and Benefits Analysis	3
BUS 220	Business Ethics	3
MGT 101	Principles of Management	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3

## CERTIFICATE: Business

Major: Web-Based Business Management  
 Graduation Credits Required: 18

### DESCRIPTION

This certificate offers the tools necessary to excel in the current and future Internet-enabled world. The courses address the evolution of web-based business, how web-based businesses are conducted and managed as well as methods to assess the opportunities, limitations, issues, and risks involved.

### REQUIREMENTS

**Required Program Courses: 18 Semester Credit Hours**

		<u>Credits</u>
BUS 101	Introduction to Business	3
BUS 210	Introduction to E-Commerce in Business	3
MKT 130	Customer Service Principles	3
MKT 140	E-Marketing	3
MKT 141	Electronic Commerce Strategies	3
MKT 150	Marketing Applications for Computers	3



# Office Systems Technology

## PROGRAM INFORMATION

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

The Office Systems Technology program offers an associate degree, diploma, and three certificates. Credit for courses in the certificates can be applied toward the diploma and/or the associate degree. Credit for courses in the diploma can be applied toward the associate degree.

## SCHEDULING AND ENTRY OPTIONS

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

## PROGRAM ACCREDITATION

This program of study is accredited by the Association of Collegiate Business Schools and Programs, 7007 College Boulevard, Suite 420, Overland Park, KS 66211, Telephone: 913-339-9356.

## DEGREE: Associate in Business

Major: Office Systems Technology  
Graduation Credits Required: 66

## DESCRIPTION

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

## DEGREE REQUIREMENTS

General Education: 15 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3

Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

## Required Program Courses: 39 Semester Credit Hours

	<u>Credits</u>
OST 105 Keyboarding	3
OST 110 Document Formatting	3
OST 121 Machine Transcription	3
OST 133 Professional Development	3
OST 137 Office Accounting	3
OST 141 Office Procedures I	3
OST 165 Information Processing Software	3
OST 167 Information Processing Applications	3
OST 251 Administrative Systems & Procedures	3
OST 255 Senior Practicum	3
OST 263 Office Database Applications	3
OST 265 Office Desktop Publishing	3
OST 267 Integrated Information Processing	3

## Elective Program Courses: 6 Semester Credit Hours

	<u>Credits</u>
OST 122 Medical Machine Transcription I	3
OST 123 Legal Machine Transcription I	3
OST 210 Document Production	3
OST 212 Medical Document Production	3
OST 213 Legal Document Production	3
OST 221 Advanced Machine Transcription	3
OST 222 Medical Machine Transcription II	3

## General Electives: 6 Semester Credit Hours

## DIPLOMA: Business

Major: Automated Office  
Graduation Credits Required: 45

## DESCRIPTION

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

## REQUIREMENTS

General Education: 9 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3

## Required Program Courses: 30 Semester Credit Hours

	<u>Credits</u>
OST 105 Keyboarding	3
OST 110 Document Formatting	3
OST 121 Machine Transcription	3
OST 133 Professional Development	3

# Office Systems Technology

OST 137	Office Accounting	3
OST 141	Office Procedures I	3
OST 165	Information Processing Software	3
OST 167	Information Processing Applications	3
OST 265	Office Desktop Publishing	3
OST 267	Integrated Information Processing	3

## Elective Program Courses: 6 Semester Credit Hours

		<u>Credits</u>
OST 122	Medical Machine Transcription I	3
OST 123	Legal Machine Transcription	3
OST 210	Document Production	3
OST 212	Medical Document Production	3
OST 213	Legal Document Production	3
OST 221	Advanced Machine Transcription	3
OST 222	Medical Machine Transcription II	3
OST 251	Admin. Systems and Procedures	3
OST 255	Senior Practicum	3
OST 263	Office Database Applications	3

## CERTIFICATE: Business

Major: Office Support Specialist  
Graduation Credits Required: 33

### DESCRIPTION

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

### REQUIREMENTS

General Education: 3 Semester Credit Hours

		<u>Credits</u>
ENG 155	Communications I	3

## Required Program Courses: 30 Semester Credit Hours

		<u>Credits</u>
OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 133	Professional Development	3
OST 137	Office Accounting	3
OST 141	Office Procedures I	3
OST 165	Information Processing Software	3
OST 167	Information Processing Applications	3
OST 265	Office Desktop Publishing	3
OST 263	Office Database Applications	3
OST 267	Integrated Information Processing	3

## CERTIFICATE: Business

Major: Data Entry Clerk  
Graduation Credits Required: 18

### DESCRIPTION

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

## REQUIREMENTS

Required Program Courses: 18 Semester Credit Hours

		<u>Credits</u>
OST 105	Keyboarding	3
OST 110	Document Formatting	3
OST 133	Professional Development	3
OST 165	Information Processing Software	3
OST 167	Information Processing Applications	3
OST 263	Office Database Applications	3

## CERTIFICATE: Business

Major: Medical Office Specialist  
Graduation Credits Required: 24

### DESCRIPTION

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

### REQUIREMENTS

Required Program Courses: 24 Semester Credit Hours

		<u>Credits</u>
AHS 104	Medical Vocabulary/Anatomy and Physiology	3
OST 122	Medical Machine Transcription I	3
OST 133	Professional Development	3
OST 137	Office Accounting	3
OST 165	Information Processing Software	3
OST 167	Information Processing Applications	3
OST 212	Medical Document Production	3
OST 222	Medical Machine Transcription II	3

# Radio and Television Broadcasting

## PROGRAM INFORMATION

Tri-County Technical College is one of the few colleges in the nation that offers a two-year degree in broadcasting. Students learn the basic skills needed to work in radio, television, and other electronic communications media while developing their own personal talents and styles as communicators. The program provides “hands-on” practice in operating the equipment, which prepares graduates for a variety of entry-level positions in the growing field of mass communications. Jobs in this field include, but are not limited to, audio technician, radio-board operator, disc jockey, videographer, photojournalist, video-editor, videotape operator, web casting, producer and director. Students also learn still and video photography, digital editing, lighting, news writing, copywriting, interview techniques, communication ethics and broadcast regulations.

## SCHEDULING AND ENTRY OPTIONS

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

## DEGREE: Associate in Industrial Technology

Major: Radio and Television Broadcasting  
Graduation Credits Required: 71

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

		<u>Credits</u>
ENG 155	Communications I	3
HSS 105	Technology and Culture	3
MAT 155	Contemporary Mathematics	3
PSY 120	Organizational Psychology	3
SPC 205	Public Speaking	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.

**Required Program Courses: 50 Semester Credit Hours**

		<u>Credits</u>
ARV 121	Design	3
ARV 212	Digital Photography	3
CPT 170	Microcomputer Applications	3
OST 101	Introduction to Keyboarding	2
RTV 103	Field Operations	3
RTV 107	Producing and Directing	3
RTV 110	Writing for Television	3

RTV 111	Radio Studio Techniques I	3
RTV 112	Radio Studio Techniques II	3
RTV 113	Video Editing	3
RTV 121	Introduction to Broadcasting	3
RTV 132	Broadcast Journalism	3
RTV 140	Basic Photography	3
RTV 211	Radio Studio Techniques III	3
RTV 222	Television Studio Techniques	3
RTV 223	Interviewing and Discussion	3
RTV 242	Media Ethics	3

**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Industrial Technology

Major: Digital Production Techniques  
Graduation Credits Required: 24

## DESCRIPTION

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

## REQUIREMENTS

**Required Program Courses: 24 Semester Credit Hours**

		<u>C</u>	<u>L</u>	<u>CR</u>
ARV 121	Design	3	0	3
ARV 212	Digital Photography	2	3	3
CPT 170	Microcomputer Applications	3	0	3
CPT 290	Microcomputer Multimedia Concepts and Applications	3	0	3
RTV 103	Field Operations	2	3	3
RTV 110	Writing for Television	3	0	3
RTV 113	Video Editing	2	3	3
RTV 140	Basic Photography	2	3	3

(C=Class hours, L=Lab hours, CR=Credit hours)

# FULFILLMENT In Health Education

*See for yourself*

Margaret Hudock  
Thomas Laboratory  
RN, BS, CNOR, CST  
Program Head 1973-2001

202D

Biological Laboratory  
Anatomy & Physiology



# Health Education

## Health Education Program Admission Requirements

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

1. Students must complete recommended developmental studies courses based on course placement criteria on either the ASSET or COMPASS.
2. Students must have a cumulative GPA of 2.0 or higher.
3. Students must meet required Technical Standards.
4. Transfer students into associate degree programs must have a GPA of 2.5 on previous college work.
5. Students are required to carry professional liability insurance, which can be obtained through the College.
6. Certain clinical agencies require proof of personal health insurance. This is the sole responsibility of the student. (Student health insurance is offered by the College. Students may obtain further information through the Student Affairs Division.)
7. Pre-Nursing Certificate is an additional admissions option.

## Additional Requirements for ADN Nursing

1. SAT score of Critical Reading (Verbal) 450 or Math 420 with a total of 920. Prior to April 1, 1995, a total of 800 with minimum 370 in one area or ACT of 20.
2. Nursing Entrance Test (NET) with minimum score of 58 percentile
3. Cumulative GPA of 2.5 or higher for entry to clinical portion of program
4. Nursing Preparation Certificate

## Additional Requirements for LPN's transitioning to RN Program

1. Unencumbered LPN license
2. Decision score of 75 or higher on the National League for Nursing Accelerating Challenge Exam I if graduation from LPN school is over 10 years or from a non-NLNAC accredited program.
3. Completion of ENG 101, MAT 120, and BIO 210

## Transfer Students with Prior Nursing Credit

Students wishing to transfer a nursing course to Tri-County Technical College must meet the following criteria:

1. Have a cumulative GPA of 2.5 or greater from previous college.
2. Have a letter of recommendation from the director of the previous school.
3. Provide documentation of eligibility.
4. Complete satisfactorily return demonstration for NUR 111 skills under supervision of Tri-County Technical College faculty.

## Health Education Medical Requirements

Students admitted to health education programs (except Veterinary Technology) must present proof of immunization to measles, mumps, rubella, and varicella (chickenpox). (Health forms are available from the Division Office or Department Head.) All students in health education programs (except Veterinary Technology) must have documentation of Tuberculosis status. Immunization to Hepatitis B is expected and strongly encouraged as a means to avert serious illness and to meet clinical agency requirements. A student who refuses immunization to Hepatitis B is required to sign a declination form, which will be kept in the student's file. Veterinary Technology students are strongly encouraged to obtain immunization to rabies. Students who refuse immunization to rabies are required to sign a declination form that will be kept in the student's file. **Note:** Most Health Education programs require certification or licensure in order to use titles and/or practice the profession. Conviction of a felony or pleading guilty to a felony may make the applicant ineligible for certification or licensure.

Many clinical agencies require State Law Enforcement Division (SLED) and/or Federal Bureau of Investigation (FBI) checks for associate degree and practical nursing students as well as allied health educational programs. The results of the SLED or FBI check and drug screen may determine if a student is eligible to enter clinical agencies. A student must be able to enter and/or remain in all clinical agencies to progress within a program. Inability to progress within a major for this reason will result in administrative withdrawal from the program.

## Health Education Waiting List

All Health Education students are placed into "pre" programs (i.e. Pre-Associate Degree Nursing, Pre-Veterinary Technology, etc.) according to the interest date filed in the Admissions Office by the student. Students may elect to be placed on up to two program lists. The Admissions Office will distribute specific prerequisite program requirements to the student at the time the interest date is established. It is the responsibility of the student, however, to track the progress of his/her program prerequisites. Students should periodically check with their program advisors to ensure that prerequisite changes have not occurred. (Changes in program and curricular requirements can occur from time to time.) Once prerequisites are completed, students should go to the Admissions Office in person and submit a "Notice of Prerequisite Completion" form to Admissions with all required documentation. (The form is available in the Admissions Office.) The date on which this form is completed then becomes the student's "Complete Date" and the student is placed on the "Complete List" for a specific program.

## Health Education

The “Complete Date” indicates that the student is eligible to start the actual program classes with the next available class as long as there is space available. The minimum GPA must be maintained to continue on the “Complete List.” Eligible students will receive a certified deposit letter that officially offers a space in the program class. Failure to notify the Admissions Office of decision to defer OR failure to pay the deposit fee by the specified time will result in removal from the “Complete List.” Upon payment of the nonrefundable deposit, a space will be held for entry into the next program class. The student must continue to retain the **minimum GPA** even though the deposit has been paid. A student may defer one time and is placed at the bottom of the “Complete List” at the time of deferment. A second deferral will result in removal from the “Complete List.” In the event that several students have the same completion

date, the College references the date of interest in the program. The student with the earliest interest date would be placed on the list in the earliest calendar order. A student may be admitted into one particular program and return at a later date and request placement on another list. (This action would result in a change in the student’s “Interest Date” and be reflected as a new admission date.)

If an entrance policy changes for a particular program, the student’s requirements would remain the same unless he/she withdrew from enrollment or is not enrolled for two consecutive terms. If such a withdrawal or non-enrollment occurs, the student is required to meet new entrance policies in the current College catalog. Once a student has accepted a space in a clinical course, the student will be removed from any other “complete list” unless the student notifies the Admissions Office.



# Expanded Duty Dental Assisting

## PROGRAM INFORMATION

Dental Assistants are multi-skilled dental professionals trained to work in many specialty areas of dentistry, including restorative dentistry and preventive oral health care. Students learn the skills necessary to provide patient education, apply pit and fissure sealants, produce intra-oral and extra-oral radiographs, polish teeth and fillings, assist the dentist, prepare dental materials, and manage dental offices.

## SCHEDULING AND ENTRY OPTIONS

The Expanded Duty Dental Assisting program is a full-time day program with courses in the major starting in the Fall Semester. Full-time students can complete the program in two semesters and a Summer Term. General Education courses are offered both day and evening and can be completed at any time before or during the program.

## PROGRAM ACCREDITATION

The Expanded Duty Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (ADA), 211 East Chicago Avenue, Chicago, Illinois 60611-2678, Telephone: 312-440-2500, Fax: 312-440-2915.

## DIPLOMA: Health Science

Major: Expanded Duty Dental Assisting  
Graduation Credits Required: 47

## DIPLOMA REQUIREMENTS

### General Education: 9 Semester Credit Hours

		<u>Credits</u>
ENG 155	Communications I	3
PSY 103	Human Relations	3
MAT 155	Contemporary Mathematics	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

### Required Program Courses: 38 Semester Credit Hours

		<u>Credits</u>
DAT 112	Integrated Human Sciences	4
DAT 113	Dental Materials	4
DAT 115	Ethics and Professionalism	1
DAT 118	Dental Morphology	2
DAT 121	Dental Health Education	2
DAT 122	Dental Office Management	2
DAT 123	Oral Medicine/Oral Biology	3
DAT 127	Dental Radiography	4
DAT 154	Clinical Procedures I	4
DAT 177	Dental Office Experience	7
DAT 185	Dental Specialties	5

### Elective Program Courses: 0 Semester Credit Hours

### General Electives: 0 Semester Credit Hours



# Medical Assisting

## PROGRAM INFORMATION

Medical assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures.

## SCHEDULING AND ENTRY OPTIONS

The Medical Assisting program is a full-time day program with courses in the major starting in the Fall Semester. Full-time students can complete the program in two semesters and a Summer Term. General Education courses are offered both day and evening and can be completed any time before program entry or in Fall Semester upon program entry.

## PROGRAM ACCREDITATION

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, Telephone: 312-553-9355.

## DIPLOMA: Health Science

Major: Medical Assisting  
Graduation Credits Required: 49

### General Education: 12 Semester Credit Hours

		<u>Credits</u>
BIO 110	General Anatomy and Physiology	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

### Required Program Courses: 37 Semester Credit Hours

		<u>Credits</u>
AHS 104	Medical Vocabulary/Anatomy	3
AHS 105	Medical Ethics/Law	2
MED 103	Medical Assisting Introduction	3
MED 104	Medical Assisting Administrative Procedures	4
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 116	Medical Office Lab Procedures II	4
MED 117	Clinical Practice	5
MED 118	Pharmacology for the Medical Assistant	4

### Elective Program Courses: 0 Semester Credit Hours

General Electives: 0 Semester Credit Hours



# Medical Laboratory Technology

## PROGRAM INFORMATION

Medical laboratory tests play an important part in the detection, diagnosis, and treatment of illness and disease. Medical Laboratory Technology (MLT) students learn the methods and procedures used to perform tests analyzing human blood, body fluid, and urine samples. One of the fastest growing sectors of the health care field, this program offers trained technicians excellent employment opportunities. Upon graduation, students will be eligible to take the examination to become registered Medical Laboratory Technologists.

## SCHEDULING AND ENTRY OPTIONS

The Medical Laboratory Technology program is a full-time day program with courses in the major starting in the Fall Semester. Full-time students can complete the program in two years, including one Summer Term. General Education courses are offered both day and evening and can be completed at any time before or during the program. In the second year, MLT students will spend up to 30 hours per week in the laboratory setting of a clinical affiliate to gain clinical experience in the following departments: Clinical Chemistry, Microbiology, Hematology, and Blood Banking.

## PROGRAM ACCREDITATION

This program is accredited by the Committee on Accreditation of Allied Health Education Programs in cooperation with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 West Byrn Mawr Avenue, Suite 670, Chicago, Illinois 60631, Telephone: 773-714-8880, Fax: 773-714-8886.

## DEGREE: Associate in Health Science

Major: Medical Laboratory Technology  
Graduation Credits Required: 81

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

		<u>Credits</u>
ENG 101	English Composition I	3
HSS 105	Technology and Culture	3
MAT 155	Contemporary Math	3
PSY 120	Organizational Psychology	3
SPC 205	Public Speaking	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Required Program Courses: 63 Semester Credit Hours**

		<u>Credits</u>
BIO 112	Anatomy and Physiology	4
MLT 101	Introduction to MLT	2

MLT 105	Medical Microbiology	4
MLT 108	Urinalysis and Body Fluids	3
MLT 110	Hematology	4
MLT 115	Immunology	3
MLT 120	Immunohematology	4
MLT 130	Clinical Chemistry	4
MLT 205	Advanced Microbiology	4
MLT 210	Advanced Hematology	4
MLT 230	Advanced Clinical Chemistry	4
MLT 241	Medical Laboratory Transition	3
MLT 251	Clinical Experience I	5
MLT 252	Clinical Experience II	5
MLT 253	Clinical Experience III	5
MLT 254	Clinical Experience IV	5

**Elective Program Courses: 0 Semester Credit Hours**  
**General Electives: 3 Semester Credit Hours**



## PROGRAM INFORMATION

The Nursing program prepares men and women to function effectively as registered nurses on a health care team. The study of nursing theory is integrated with courses from the humanities, mathematics, biological and behavioral sciences, which support the nursing major.

## SCHEDULING AND ENTRY OPTIONS

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

## PROGRAM ACCREDITATION

The Associate Degree Nursing (ADN) program is approved by the State Board of Nursing for South Carolina and accredited by the National League for Nursing Accreditation Commission. Contact: The National League for Nursing Accreditation Commission, 61 Broadway, 33rd floor, New York, NY 10006. Telephone: 1-800-669-1656, Website: www.nlnac.org

## LPN TO PROFESSOR INITIATIVE

The LPN to Professor Initiative is a grant that allows academically qualified senior associate degree nursing students to “fast track” into Clemson University’s School of Nursing upon graduation and successful completion of the nursing licensure exam. The grant is a cooperative arrangement with the hospitals in Anderson, Pickens and Oconee counties that allows RN students to continue to work full-time while pursuing advanced nursing educational degrees. Interested students may contact the Nursing Department.

## DEGREE: Associate in Health Science

Major: Nursing (ADN)

Graduation Credits Required: 68

## DEGREE REQUIREMENTS

**General Education: 27 Semester Credit Hours**

		<u>Credits</u>
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4

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

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.

**Required Program Courses: 38 Semester Credit Hours**

		<u>Credits</u>
CPT 170	Microcomputer Applications	3
NUR 101	Fundamentals of Nursing	6
NUR 106	Pharmacologic Basics	2
NUR 111	Common Health Problems	6
NUR 210	Complex Health Problems	5
NUR 220	Family Centered Nursing	7
NUR 214	Mental Health Nursing	4
NUR 221	Advanced Nursing Concepts	5

**Elective Program Courses: 3 Semester Credit Hours**

		<u>Credits</u>
NUR 230	Physical Assessment	3
NUR 232	Gerontologic Nursing	3
NUR 274	Issues in Nursing Practice	3

Nursing electives may be taken during the Summer Term and/or during the second year of the program.

**General Electives: 0 Semester Credit Hours**

## LPN TRANSITION TO RN

Applicants who complete the admission procedures and meet the requirements will be accepted as long as space is available. Prerequisite courses of BIO 210, MAT 120 and ENG 101 must be completed prior to entry into NUR 201. Students must complete 68 hours of college credit to graduate.

### LPN to ADN

#### Option 1

#### Direct Transfer

A minimum of 15 semester hours of nursing credit will be awarded without educational mobility testing or validation if the applicant meets the following criteria:

- Graduation from a NLNAC accredited, credit-bearing program
- A current, active SC LPN license
- Completion of ENG 101, MAT 120, and BIO 210 with a grade of “C” or higher
- A GPA of 2.5 or higher
- Successful completion of NUR 201: Transition Nursing

Non-nursing transfer credit:

- General education courses listed in the Statewide Articulation Agreement (as transferable from State

# Nursing

technical colleges to public senior institutions) will be transferred directly.

- General education courses completed from out-of-state institutions may transfer subject to TCTC policies.

## LPN to ADN Articulation

### Option 2

#### Individual Validation

Individual validation of credit awarded will be determined by TCTC if the applicant is a:

- Graduate from a non-NLNAC accredited program, or
- Graduate from a non-credit bearing program  
A minimum of 15 semester hours of nursing credits will be awarded upon completion of validation if the applicant meets the following criteria:
  - A current, active SC LPN license
  - Passage of the National League of Nursing Acceleration Challenge Exam I with a Decision score of 75 or greater
  - Completion of ENG 101, MAT 120, and BIO 210 with a grade of “C” or higher
  - A GPA of 2.5 or higher
  - Successful completion of NUR 201: Transition Nursing

Non-nursing transfer credit:

- General education courses listed in the Statewide Articulation Agreement (as transferable from state technical colleges to public senior institutions) will be transferred directly.
- General education courses completed from out-of-state institutions may transfer subject to TCTC policies.

## LPN Transition to RN DEGREE: Associate in Health Science

Major: Nursing (ADN)

Graduation Credits Required: 68

### DEGREE REQUIREMENTS

General Education: 27 Semester Credit Hours

	<u>Credits</u>
BIO 210 Anatomy and Physiology I	4
BIO 211 Anatomy and Physiology II	4
BIO 225 Microbiology	4
ENG 101 English Composition I	3
MAT 120 Probability and Statistics	3
PSY 201 General Psychology	3
SPC 205 Public Speaking	3
Humanities Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.

**Required Program Courses: 24 Semester Credit Hours (14 hours from articulation agreement\*) = 38 Semester Credit Hours**

	<u>Credits</u>
CPT 170 Microcomputer Applications	3
NUR 210 Complex Health Problems	5
NUR 220 Family Centered Nursing	7
NUR 214 Mental Health Nursing	4
NUR 221 Advanced Nursing Concepts	5

\*Requires “C” or better in NUR 201: Transition Nursing

**Elective Program Courses: 3 Semester Credit Hours**

	<u>Credits</u>
NUR 230 Physical Assessment	3
NUR 232 Gerontologic Nursing	3
NUR 274 Issues in Nursing Practice	3

**General Electives: 0 Semester Credit Hours**

Nursing electives may be taken during the Summer term and/or during the second year of the program.

## CERTIFICATE: Health Science

Major: Nursing Preparation

Graduation Credits Required: 8

### CERTIFICATE REQUIREMENTS

Required Program Courses: 8 Semester Hours

	<u>Credits</u>
AHS 117 Care of Patients	4
AHS 104 Medical Vocabulary	3
NUR 100 Pre-Nursing	1

## PROGRAM INFORMATION

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

## SCHEDULING AND ENTRY OPTIONS

The course of study begins in the Fall Semester. Courses in the major are offered only during the day. Full-time day students usually complete requirements in two semesters and a Summer Term. General Education courses are offered both day and evening and can be taken with Practical Nursing courses or in any term prior to entering the curriculum.

## PROGRAM ACCREDITATION

The Practical Nursing program is approved by the State Board of Nursing for South Carolina and is accredited by the National League for Nursing. The National League for Nursing Accrediting Commission is a resource for general information regarding tuition, fees, and length of program and can be reached at: The National League for Nursing Accrediting Commission, 61 Broadway-33rd floor, New York, NY 10006, Telephone: 1-800-669-1656, Website: [www.nlnac.org](http://www.nlnac.org)

## DIPLOMA: Health Science

Major: Practical Nursing  
Graduation Credits Required: 43

## DIPLOMA REQUIREMENTS

### General Education: 12 Semester Credit Hours

		<u>Credits</u>
BIO 110	General Anatomy and Physiology	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

### Required Program Courses: 31 Semester Credit Hours

		<u>Credits</u>
PNR 110	Fundamentals of Nursing	5
PNR 120	Medical-Surgical Nursing I	5
PNR 122	Pharmacology	3
PNR 130	Medical-Surgical Nursing II	5
PNR 140	Medical-Surgical Nursing III	5
PNR 165	Nursing Care of Family	6
PNR 182	Special Topics in Practical Nursing	2

### Elective Program Courses: 0 Semester Credit Hours

### General Electives: 0 Semester Credit Hours



# Pre-Dental Hygiene

## PROGRAM INFORMATION

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

## SCHEDULING AND ENTRY OPTIONS

The Tri-County Technical College Phase I portion is offered during the day or evening. Students may enroll in any term. Students will be accepted into Phase II (clinical phase) of the program at Greenville Technical College upon completion of required criteria. Greenville Technical College will accept five students from Tri-County Technical College for each fall class. For fall entry into Greenville Technical College, course work at Tri-County should be completed at the end of the spring semester to allow for transfer of grades and records to Greenville Technical College and to accommodate class begin/end dates. It is the student's responsibility to be sure that his/her name has been placed on the class list for the desired entry date into the second phase of the program. There is not a limit on completing the first phase of the program, EXCEPT: BIO 115, 210, 211, 240, and CHM 105 may not be taken more than two years prior to entering the second phase of the program.

## CERTIFICATE: Health Science

Major: Pre-Dental Hygiene

Graduation Credits Required: 36

## CERTIFICATE REQUIREMENTS

Required Program Courses: 36 Semester Credit Hours

		<u>Credits</u>
BIO 115	Basic Microbiology	3
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 240	Nutrition	3
CHM 105	General, Organic and Biochemistry	4
CPT 170	Microcomputer Applications*	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
PHI 110	Ethics**	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3

\*CPT 170 must be completed within five years of entering Phase II.

\*\*SOC 101 and a college transferable humanities course may be substituted.

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.



# Pre-Health Information Management

## PROGRAM INFORMATION

Tri-County Technical College offers the Health Information Management 1+1 program in cooperation with Greenville Technical College. Tri-County offers the Pre-Health Information Management Assistant Certificate as the first phase of the Health Information Management program. The second phase is offered at Greenville Technical College. Completion of both phases (I & II) prepares students to maintain components of health information systems and to analyze and evaluate technical and highly sensitive information in health records. Graduates perform tasks related to the use, analysis, validation, presentation, abstracting, coding, storage, security, retrieval, quality measurement, and control of health care data. They may perform these duties in many diverse health care settings.

## SCHEDULING AND ENTRY OPTIONS

This is a 1+1 program in conjunction with Greenville Technical College. The Tri-County Phase I portion of the program is offered in the day or evening. Students may enroll any term. Students will be accepted into the second phase of the program at Greenville Technical College on a first-come basis after the required criteria have been completed. Greenville Technical College will accept three students from Tri-County Technical College each fall semester. Required course work for the first phase at Tri-County must be completed in the spring semester prior to entry into phase two in the fall semester. It is the student's responsibility to be sure that his/her name has been placed on the class list for the desired entry date into the second phase of the program. There

is no limitation on completing the first phase of the program, EXCEPT: CPT 170 may not be taken more than five years prior to entering the second phase of the program.

## CERTIFICATE: Health Science

Major: Pre-Health Information Management

Graduation Credits Required: 35

## CERTIFICATE REQUIREMENTS

Required Program Courses: 35 Semester Credit Hours

		<u>Credits</u>
AHS 104	Medical Vocabulary/Anatomy and Physiology	3
AHS 147	Clinical Pharmacology*	3
BIO 210	Anatomy/Physiology I	4
BIO 211	Anatomy/Physiology II	4
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra OR	
MAT 120	Probability and Statistics	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Humanities	Elective	3

\*AHS 147 must be taken at Greenville Technical College—not offered at Tri-County Technical College.

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.



# Pre-Nursing

## PROGRAM INFORMATION

This certificate allows students to acquire an orientation to nursing and the ability to acquire general education credits in preparation for admission to Tri-County Technical College clinicals, transfer to other nursing programs, and/or future advanced nursing education. Note: Completion of the pre-nursing certificate alone does not meet the pre-nursing certificate option for admission to the nursing program. Students using the pre-nursing certificate as their admission option must complete all courses in the pre-nursing certificate with a grade of C or better and have a minimum cumulative GPA of 2.5. No more than 50 percent (six courses) of the total number of courses required for the pre-nursing certificate may be repeated and no required course may be repeated more than once to meet this admission option.

## SCHEDULING AND ENTRY OPTIONS

Classes may be offered in the day and/or evening. Students may enter any term. Full-time students can complete the certificate within two terms with intense study schedules. Part-time students can expect at least four terms to earn the certificate.

## CERTIFICATE: Health Science

Major: Pre-Nursing

Graduation Credits Required: 34

## CERTIFICATE REQUIREMENTS

Required Program Courses: 34 Semester Credit Hours

		<u>Credits</u>
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
BIO 240	Nutrition	3
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 120	Probability and Statistics	3
NUR 100	Pre-Nursing (non-degree credit)	1
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	Humanities Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.



# Pre-Occupational Therapy Assistant

## PROGRAM INFORMATION

Tri-County Technical College offers the Pre-Occupational Therapy Assistant program in cooperation with Greenville Technical College. Under the occupational therapist's direction, the occupational therapy assistant (OTA) participates in the development of adaptive skills and performance capacity and is concerned with factors that promote, influence, or enhance performance, as well as those that serve as barriers or impediments to the individual's ability to function. The OTA is employed in a variety of settings, such as nursing homes, hospitals and clinics, rehabilitation facilities, long-term care facilities, extended-care facilities, sheltered workshops, schools and camps, private homes, and communities.

## SCHEDULING AND ENTRY OPTIONS

This is a 1+1 program in cooperation with Greenville Technical College. Tri-County Technical College offers the Pre-Occupational Therapy Assistant Certificate as the first phase of the Occupational Therapy program. The second phase is offered at Greenville Technical College where an Associate Degree in Health Science-Occupational Therapy Assistant is awarded upon successful completion of the program. Students will be accepted into the second phase of the program at Greenville Technical College on a first-come basis after the required criteria have been completed. Greenville Technical College will accept three students from Tri-County Technical College each fall semester. Required course work for the first phase at Tri-County Technical College must be completed in the spring semester prior to entry into phase two in the fall semester. It is the student's responsibility to be sure that his/her name has been placed on the class list for the desired entry date into the second phase of the program. Applicants to Phase II must present evidence of 20 hours of observation in occupational therapy. There is no limitation on completing the first phase of the program, EXCEPT: BIO 210 and 211 may not be taken more than five years prior to entering the second phase of the program.

## CERTIFICATE: Pre-Occupational Therapy Assistant

Major: Pre-Occupational Therapy

Graduation Credits Required: 35

## CERTIFICATE REQUIREMENTS

Required Program Courses: 35 Semester Credit Hours

		<u>Credits</u>
AHS 104	Medical Vocabulary/Anatomy	3
BIO 210	Anatomy/Physiology I	4
BIO 211	Anatomy/Physiology II	4
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
ENG 102	English Composition II	3
MAT 110	College Algebra	3
PHI 105	Introduction to Logic	3
PSY 201	General Psychology	3
PSY 212	Abnormal Psychology	3
SPC 205	Public Speaking	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

# Respiratory Care

## PROGRAM INFORMATION

Respiratory Care is the health care discipline that specializes in the promotion of optimum cardiopulmonary function and is practiced under medical direction across the health care continuum. Respiratory care focuses on the assessment, treatment, management, control, diagnostic evaluation, education, and care of patients with deficiencies and abnormalities of the cardiopulmonary system, as well as on the prevention of the development of these deficiencies. Respiratory care is practiced in acute care hospitals, diagnostic laboratories, rehabilitation and skilled nursing facilities, patients' homes, patient transport systems, physician offices, convalescent and retirement centers, educational institutions, and wellness centers.

## SCHEDULING AND ENTRY OPTIONS

The Respiratory Care program begins in the Fall Semester and consists of four semesters and two summer terms. The majority of classes are available during the day only, with some evening classes to enhance clinical opportunities. General Education courses are offered both day and evening and can be completed at any time before or during the program. Because Respiratory Care courses build on each preceding course and must be taken in sequence, readmission and progression criteria in the program are different from those of the College as a whole.

## PROGRAM ACCREDITATION

The program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, Telephone: 312-553-9355, Fax: 312-553-9616.

## DEGREE: Associate in Health Science

Major: Respiratory Care  
Graduation Credits Required: 84

## DEGREE REQUIREMENTS

**General Education: 26 Semester Credit Hours**

		<u>Credits</u>
BIO 112	Basic Anatomy and Physiology	4
BIO 225	Microbiology	4
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I	3
MAT 110	College Algebra	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
Humanities	Requirement	3

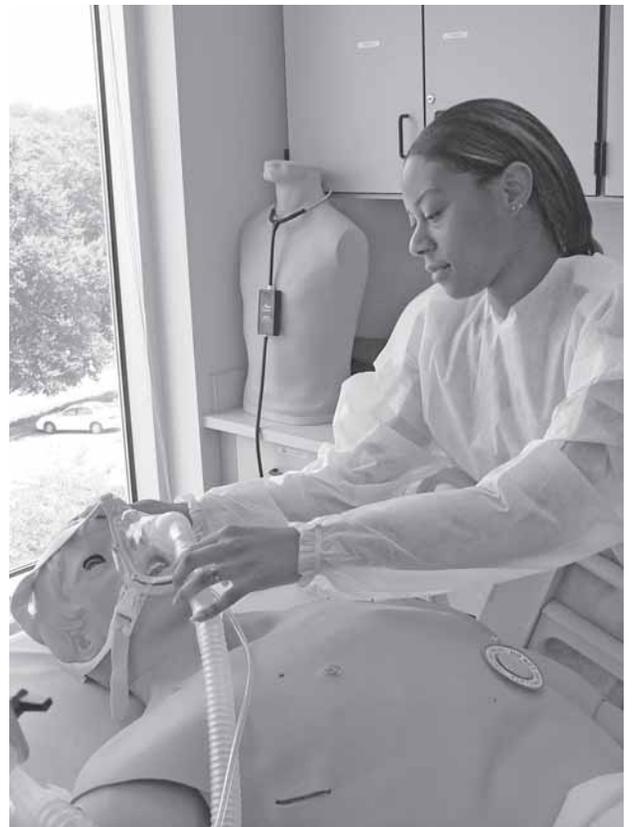
**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Required Program Courses: 58 Semester Credit Hours**

		<u>Credits</u>
NUR 232	Gerontological Nursing	3
RES 101	Introduction to Respiratory Care	3
RES 111	Pathophysiology	2
RES 121	Respiratory Skills I	4
RES 123	Cardiopulmonary Physiology	3
RES 131	Respiratory Skills II	4
RES 141	Respiratory Skills III	3
RES 151	Clinical Applications I	5
RES 152	Clinical Applications II	3
RES 204	Neonatal/Pediatric Care	3
RES 232	Respiratory Therapeutics	2
RES 236	Cardiopulmonary Diagnostics	3
RES 244	Advanced Respiratory Skills I	4
RES 246	Respiratory Pharmacology	2
RES 255	Clinical Practice	5
RES 274	Advanced Clinical Practice	4
RES 277	Advanced Clinical Practice II	5

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 0 Semester Credit Hours**



# Surgical Technology

## PROGRAM INFORMATION

The Surgical Technology program prepares students to perform various duties during surgery by assisting in the maintenance of an aseptic environment through a system of specific techniques and practices. The technologist contributes to overall patient care as part of the surgical team by passing equipment and instruments to the surgeon; assisting the surgeon; selecting instruments for surgical cases; setting up cases; and assisting the circulatory personnel intraoperatively. Surgical Technologists may find employment in hospitals, clinics, or physicians' offices. Hospital employment areas include operating and emergency rooms, labor and delivery, PACU, endoscopy units, central sterile processing areas, and ambulatory surgery centers.

## SCHEDULING AND ENTRY OPTIONS

Courses in the major are offered only during the day and begin in the Fall Semester. Full-time day students complete requirements in three consecutive terms, including the Summer Term. General Education courses are offered both day and evening and can be completed at any time before or during the program.

## PROGRAM ACCREDITATION

Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; Telephone: 312-553-9355, Fax: 312-533-9916.

## DIPLOMA: Health Science

Major: Surgical Technology

Graduation Credits Required: 52

## DIPLOMA REQUIREMENTS

**General Education: 9 Semester Credit Hours**

		<u>Credits</u>
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Required Program Courses: 43 Semester Credit Hours**

		<u>Credits</u>
SUR 101	Introduction to Surgical Technology	5
SUR 102	Applied Surgical Technology	5
SUR 103	Surgical Procedures I	4
SUR 104	Surgical Procedures II	4
SUR 105	Surgical Procedures III	4
SUR 108	Surgical Anatomy I	3
SUR 109	Surgical Anatomy II	3

SUR 111	Basic Surgical Practicum	7
SUR 113	Advanced Surgical Practicum	6
SUR 120	Surgical Seminar	2

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 0 Semester Credit Hours**



# Veterinary Technology

## PROGRAM INFORMATION

Veterinary technicians provide professional and technical support to veterinarians, biomedical researchers, other scientists, and industries. The technician handles many aspects of patient care and laboratory procedures. Upon completion of the program, students are expected to take state and national licensing exams to become Licensed Veterinary Technicians (LVT).

## SCHEDULING AND ENTRY OPTIONS

The two-year program begins in the Fall Semester and includes an externship in the Summer Term between the first and second years. Veterinary Technology courses are offered only during the day. General Education courses are offered both day and evening and can be completed at any time before or during the program.

## PROGRAM ACCREDITATION

The program has full accreditation granted by the American Veterinary Medical Association (AVMA), 1931 N. Meacham Road Suite 100, Schaumburg, Illinois 60173-4360, Telephone: 847-925-8070, Fax: 847-925-1329, and is sanctioned by the South Carolina Association of Veterinarians.

## DEGREE: Associate in Health Science

Major: Veterinary Technology  
Graduation Credits Required: 73

## DEGREE REQUIREMENTS

**General Education: 18 Semester Credit Hours**

		<u>Credits</u>
BIO 115	Basic Microbiology	3
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
SPC 205	Public Speaking	3
	Humanities Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Required Program Courses: 55 Semester Credit Hours**

		<u>Credits</u>
VET 101	Animal Breeds and Husbandry	3
VET 103	Veterinary Medical Terminology	2
VET 104	Veterinary Anatomy and Physiology	3
VET 105	Orientation to Veterinary Technology	1
VET 116	Radiology and Parasitology	3
VET 140	Veterinary Pharmacology	2
VET 142	Veterinary Anesthesia	3
VET 150	Clinical Techniques I	3
VET 152	Clinical Pathology	4

VET 160	Clinical Techniques II	3
VET 170	Externship	6
VET 201	Diseases and Zoonoses	4
VET 215	Laboratory Animal Medicine	2
VET 240	Office Management and Client Education	3
VET 250	Clinical Techniques III	3
VET 260	Clinical Techniques IV	3
VET 270	Advanced Medical Care	3
VET 280	Senior Seminar	1

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 3 Semester Credit Hours**



# ADVANCEMENT In Industrial & Engineering Technology

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# Electronics Engineering Technology

## PROGRAM INFORMATION

The Electronics Engineering Technology program prepares students for a career in electronics, one of the fastest growing areas of advanced technology. Courses cover the broad field of electronics from the fundamentals of circuit and component behavior to the theory and application of microprocessors. The program emphasizes integrated circuits and their use in digital electronic applications, such as computers and control systems. All technical courses include extensive laboratory instruction and hands-on experience in fabricating and troubleshooting electronic circuits using standard test instrumentation. Graduates are qualified to install, test, troubleshoot, and repair electronic equipment, or to work as technicians on a design team. Students should consult the EET department head for transfer options that may exist.

## SCHEDULING AND ENTRY OPTIONS

Program courses (those having an EET prefix) are offered only during the day. General education courses are offered both day and evening. A student taking maximum loads can complete the program in four semesters and two summer terms. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites. Students who are employed more than 15 hours per week should not attempt to take the maximum academic load.

## PROGRAM ACCREDITATION

The EET program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: 410-347-7700.

## DEGREE: Associate in Engineering Technology

Major: Electronics Engineering Technology  
Graduation Credits Required: 78

## DEGREE REQUIREMENTS

General Education: 24 Semester Credit Hours

	<u>Credits</u>
ENG 101 English Composition I	3
ENG 260 Advanced Technical Communications	3
MAT 109 College Algebra with Modeling	3
MAT 130 Elementary Calculus	3
PHY 181 Integrated Physics I*	3
PHY 182 Integrated Physics II*	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

\* These courses form an integrated core and must be taken in two "blocks." The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

### Required Program Courses: 45 Semester Credit Hours

	<u>Credits</u>
EET 113 Electrical Circuits I	4
EET 114 Electrical Circuits II	4
EET 131 Active Devices	4
EET 141 Electronic Circuits	4
EET 145 Digital Circuits	4
EET 210 Digital Integrated Circuits	4
EET 231 Industrial Electronics	4
EET 251 Microprocessor Fundamentals	4
EET 253 Microprocessors	4
EET 256 Systems Operation and Maintenance	4
EGR 112 Engineering Programming	3
EGR 181 Integrated Technology I*	1
EGR 182 Integrated Technology II*	1

\* These courses form an integrated core and must be taken in two "blocks." The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

### Elective Program Courses: 6 Semester Credit Hours

### General Electives: 3 Semester Credit Hours

**Note:** Equivalent or higher-level courses may be substituted for the above with approval from the EET department head. Substitutions for EET courses must contribute to the student's overall knowledge of engineering technology.

# Engineering Graphics Technology

## PROGRAM INFORMATION

Engineering Graphics Technology prepares students to create computer-generated models and engineering documentation (drawings and product analysis) of products and machine parts using computer-aided drafting/design (CAD) and computer-aided manufacturing (CAM) software and equipment. In addition to developing skills in engineering graphics, students increase their knowledge of mathematics, science, and basic engineering principles and communications. This comprehensive program prepares students to work effectively with engineers, highly skilled trades people and other technical professionals typically found on design teams. The program assumes no prior experience in computer-aided drafting/design or computer-aided manufacturing.

The Engineering Graphics Technology program offers the associate degree and one certificate option.

## SCHEDULING AND ENTRY OPTIONS

Program courses are offered during the day and evening. Full-time day students usually complete degree requirements in five terms. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## PROGRAM ACCREDITATION

The EGT program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: 410-347-7700.

## DEGREE: Associate in Engineering Technology

Major: Engineering Graphics Technology  
Graduation Credits Required: 69

## DEGREE REQUIREMENTS

General Education: 24 Semester Credit Hours

		Credits
ENG 101	English Composition I	3
ENG 260	Advanced Technical Communications	3
MAT 109	College Algebra with Modeling	3
MAT 130	Elementary Calculus	3
PHY 181	Integrated Physics I*	3
PHY 182	Integrated Physics II*	3
	Humanities Requirement	3
	Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

\* These courses form an integrated core and must be taken in two blocks. The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

**Required Program Courses: 36 Semester Credit Hours**

		Credits
EGR 181	Integrated Technology I*	1
EGR 182	Integrated Technology II*	1
EGR 194	Static and Strength of Materials	4
EGT 110	Engineering Graphics I	4
EGT 115	Engineering Graphics II	4
EGT 152	Fundamentals of CAD	3
EGT 165	Introduction to CAD/CAM	2
EGT 210	Engineering Graphics III	4
EGT 215	Mechanical Drawing Applications	4
EGT 250	CAD Applications	2
EGT 252	Advanced CAD	3
EGT 255	Applications in Advanced CAD	2
MTT 101	Introduction to Machine Tool	2

\* These courses form an integrated core and must be taken in two blocks. The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

**Elective Program Courses: 3 Semester Credit Hours**

**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Engineering Technology

Major: Computer Aided Design I  
Graduation Credits Required: 16

## DESCRIPTION

The Computer Aided Design I Certificate provides students with an introduction to CAD systems and operations in 2D and 3D design.

## REQUIREMENTS

**Required Program Courses: 16 Semester Credit Hours**

		Credits
EGT 110	Engineering Graphics I	4
EGT 115	Engineering Graphics II	4
EGT 152	Fundamentals of CAD	3
EGT 250	CAD Applications	2
EGT 252	Advanced CAD	3

# General Engineering Technology

## PROGRAM INFORMATION

The General Engineering Technology program provides training in electronics, mechanics and automated systems related to the needs of modern industries and businesses. Students learn how computers and machines are blended together to operate as automated manufacturing systems. Students also learn to program computers, robots, computer numerical control (CNC) machines, programmable controllers, material handling systems, and automated equipment. Graduates will be able to combine their skills and knowledge to solve industrial problems to keep manufacturing companies running at peak performance. Graduates with no prior industrial experience normally start as operators to learn the systems to prepare for technician jobs in the future. GET graduates with previous plant operations experience can be placed as entry-level technicians (automation and electro-mechanical).

## SCHEDULING AND ENTRY OPTIONS

Program courses are offered during the day beginning in the Fall Semester of each year. Entry during any other term will be permitted but may limit the courses that may be available. Courses are offered in the fall, spring and summer terms on a one-time per year basis for most of the required General Engineering Technology courses. General Education course requirements can be completed at any time during the program, with the exception of math and physics. Courses can be completed in any order, subject to the completion of course prerequisites. A student taking maximum loads can complete the program in six terms.

## PROGRAM ACCREDITATION

The General Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, Telephone: 410-347-7700.

## DEGREE: Associate in Engineering Technology

Major: General Engineering Technology  
Graduation Credits Required: 73

## DEGREE REQUIREMENTS

General Education: 24 Semester Credit Hours

		<u>Credits</u>
ENG 101	English Composition I	3
ENG 260	Advanced Technical Communications	3
MAT 109	College Algebra with Modeling	3
MAT 130	Elementary Calculus	3
PHY 181	Integrated Physics I*	3

PHY 182	Integrated Physics II*	3
	Humanities Requirement	3
	Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

\* These courses form an integrated core and must be taken in two blocks. The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

## Required Program Courses: 35 Semester Credit Hours

		<u>Credits</u>
AMT 102	Computer Controlled Machinery	4
EEM 250	Programming Logic Controllers	4
EET 113	Electrical Circuits I	4
EET 114	Electrical Circuits II	4
EET 131	Active Devices	4
EGR 112	Engineering Programming	3
EGR 181	Integrated Technology I*	1
EGR 182	Integrated Technology II*	1
EGR 194	Static and Strength of Materials	4
EGT 151	Introduction to CAD	3
MET 224	Hydraulics and Pneumatics	3

\* These courses form an integrated core and must be taken in two blocks. The 181 courses are all taken during one semester and the 182 courses are taken the next semester.

## Elective Program Courses: 8 Semester Credit Hours

### General Electives: 6 Semester Credit Hours

## CERTIFICATE: General Engineering Technology

Major: Geographic Information Systems - Basic  
Graduation Credits Required: 11

## DESCRIPTION

This is a program to introduce use and modification of Geographic Information systems to facilitate spatial analysis and recording.

## REQUIREMENTS

Required Program Courses: 11 Semester Credit Hours

		<u>Credits</u>
GMT 101	Introduction to Geographic Information Systems	3
GMT 210	Geographic Information Systems/Data Entry/Editing Methods	4
GMT 240	Geographic Information Systems Analysis and Reporting	4

# Heating, Ventilation & Air-Conditioning Technology

## PROGRAM INFORMATION

The Heating, Ventilation, and Air-Conditioning curriculum teaches the basic principles involved in the construction, installation, operation, and maintenance of HVAC equipment. Students work with computerized, automated electronic HVAC equipment and perform heat load calculations, install equipment, and maintain climate-control systems. Students also learn about environmental protection agency laws that affect equipment manufacturing and service. With experience, graduates are able to service a variety of heating, ventilation, and air conditioning systems and maintain other mechanical systems in small businesses and large industrial manufacturing operations. Career opportunities exist in the domestic, commercial, and industrial fields. Graduates can earn their EPA certification as a Type I Technician, Type II Technician, Type III Technician, or Universal Technician.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available, and students may enter any term. For students that work swing shifts, classes may be arranged around their work schedule. (It is recommended that swing shift students follow the evening schedule.) Full-time day students can expect to complete the program in two years. Evening students should allow at least three years to complete the degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE: Associate in Industrial Technology

Major: Heating, Ventilation, and Air-Conditioning Technology  
 Graduation Credits Required: 75

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

	<u>Credits</u>
ENG 104* Communications Foundations	3
MAT 104* Mathematics Foundations	3
MAT 155 Contemporary Mathematics	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 21.

**Required Program Courses: 54 Semester Credit Hours**

	<u>Credits</u>
ACR 110 Heating Fundamentals	4
ACR 120 Basic Air Conditioning	4
ACR 150 Basic Sheet Metal	2

ACR 210 Heat Pumps	4
ACR 220 Advanced Air Conditioning	4
ACR 222 Commercial Load Calculations	2
ACR 224 Codes and Ordinances	2
ACR 240** Advanced Automatic Controls	3
ACR 241** Pneumatic Controls	2
EGR 104* Engineering Technology Foundations	3
EGT 123 Industrial Print Reading	2
IMT 102 Industrial Safety	2
IMT 111 Industrial Tools	5
IMT 121 Drive Systems	2
IMT 124 Pumps	2
IMT 126 Introduction to Mechanical Installation	2
IMT 140 Industrial Electricity	5
IMT 152 Fundamentals of Refrigeration Systems	4

\* May substitute with an equivalent content/credit course with program advisor approval.

\*\* May substitute with an EEM course with advisor approval.

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 6 Semester Credit Hours**



# Industrial Electronics Technology

## PROGRAM INFORMATION

A strong industrial base has created a high demand for electronic technicians to troubleshoot and maintain highly technical equipment used to successfully produce a number of products that are manufactured in the Upstate. A wide range of technology courses are offered, making graduates of the program marketable in many different electronic disciplines. Extensive hands-on experience using relevant industrial equipment is part of the curriculum. Students study AC/DC currents and theory, digital logic, various types of motors/generators, and methods of producing, transmitting and distributing electric power used in modern industrial facilities. Graduates have the necessary skills for employment in manufacturing, merchandising, testing, installing, maintaining, repairing and modifying electrical systems, machinery, industrial controls, and protection devices.

The Industrial Electronics program offers the associate degree and three certificate options. Credit for courses in the certificates also can be applied toward the associate degree.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available. Although major courses begin in the Fall Semester, students may enter any term. Full-time students usually complete requirements in five terms. Part-time students, day or evening, should allow nine to eleven consecutive terms to earn the degree. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites. Credit for courses taken prior to entering the program requires department head approval.

## DEGREE: Associate in Industrial Technology

Major: Industrial Electronics Technology  
Graduation Credits Required: 77

## DEGREE REQUIREMENTS

General Education: 15 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

Required Program Courses: 56 Semester Credit Hours

	<u>Credits</u>
EEM 107 Industrial Computer Techniques	2
EEM 111 DC Analysis	3
EEM 112 AC Analysis	3
EEM 115 DC Circuits	4
EEM 116 AC Circuits	4
EEM 131 Solid-State Devices	4
EEM 151 Motor Controls I	4
EEM 152 Motor Controls II	4
EEM 161 Industrial Instruments	4
EEM 171 Electrical Installation/ Electrical Code	4
EEM 200 Semiconductor Devices	4
EEM 217 AC/DC Machines with Electrical Codes	4
EEM 230 Digital Electronics	4
EEM 250 Programmable Logic Controllers	4
EEM 274 Technical Systems Troubleshooting	4

Elective Program Courses: 0 Semester Credit Hours

General Electives: 6 Semester Credit Hours

## CERTIFICATE: Industrial Technology

Major: Controls Equipment  
Graduation Credits Required: 39

## DESCRIPTION

This certificate is designed to meet local industry needs centered on a more detailed examination of motor controls and the associated hardware and software needed to control processes in a manufacturing environment.

## REQUIREMENTS

Required Program Courses: 39 Semester Credit Hours

	<u>Credits</u>
EEM 111 DC Analysis	3
EEM 115 DC Circuits	4
EEM 116 AC Circuits	4
EEM 131 Solid-State Devices	4
EEM 145 Control Circuits	3
EEM 160 Industrial Instrumentation	3
EEM 200 Semiconductor Devices	4
EEM 217 AC/DC Machines with Electrical Codes	4
EEM 231 Digital Circuits I	3
EEM 251 Programmable Controllers	3
ELT 225 Process Control Instrumentation	4

# Industrial Electronics Technology

## **CERTIFICATE: Industrial Technology**

Major: Electrical Power and Controls I  
 Graduation Credits Required: 29

### **DESCRIPTION**

This certificate program is designed to meet the needs of local industry. It will prepare a student with the foundational skills to work with motors and motor controls.

### **REQUIREMENTS**

**Required Program Courses: 29 Semester Credit Hours**

		<u>Credits</u>
EEM 111	DC Analysis	3
EEM 112	AC Analysis	3
EEM 115	DC Circuits	4
EEM 116	AC Circuits	4
EEM 151	Motor Controls I	4
EEM 217	AC/DC Machines with Electrical Codes	4
IMT 102	Industrial Safety	2
IMT 111	Industrial Tools	5

## **CERTIFICATE: Industrial Technology**

Major: Electrical Power and Controls II  
 Graduation Credits Required: 24

### **DESCRIPTION**

This certificate program is a continuation of the Electrical Power and Controls I. It will prepare a student to work with more sophisticated controls equipment including programmable logic controllers and instrumentation controllers. The student will further develop systems level troubleshooting skills.

### **REQUIREMENTS**

**Required Program Courses: 24 Semester Credit Hours**

		<u>Credits</u>
EEM 131	Solid-State Devices	4
EEM 152	Motor Controls II	4
EEM 161	Industrial Instruments	4
EEM 230	Digital Electronics	4
EEM 250	Programmable Logic Controllers	4
EEM 274	Technical Systems Troubleshooting	4



# Industrial Maintenance Technology

## PROGRAM INFORMATION

Industry depends upon well-trained industrial mechanics to keep production machinery and equipment operating efficiently and profitably. The industrial mechanic is a multi-craft technician trained to diagnose and repair a variety of problems occurring with electric, hydraulic, pneumatic, and mechanical power transmission and heating and cooling systems.

The Industrial Maintenance Technology program offers an associate degree in General Technology and a diploma.

## DEGREE: Associate in Occupational Technology

Major: General Technology  
Graduation Credits Required: 70

## DESCRIPTION

The General Technology program with a concentration in Industrial Maintenance allows students to combine fundamental General Education courses with a technical specialty and electives to form a degree program. The program assists students in acquiring the multifunction skills needed in today's manufacturing environment.

## SCHEDULING AND ENTRY OPTIONS

Full-time day students usually complete requirements in four to five terms. For students taking a reduced load, a degree requires eight to ten terms. Courses taken in this curriculum are contracted between the student and the major curriculum department head using the guidelines below. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

	<u>Credits</u>
ENG 104* Communications Foundations	3
MAT 104* Mathematics Foundations	3
MAT 155 Contemporary Mathematics	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Major Concentration Courses: 34 Semester Credit Hours**

	<u>Credits</u>
ACR 150 Basic Sheet Metal	2
ACR 240** Advanced Automatic Controls	3
IMT 102 Industrial Safety	2
IMT 111 Industrial Tools	5
IMT 121 Drive Systems	2
IMT 124 Pumps	2
IMT 126 Introduction to Machine Installation	2
IMT 131 Hydraulics and Pneumatics	4
IMT 140 Industrial Electricity	5
IMT 151 Piping Systems	3
IMT 152 Fundamentals of Refrigeration Systems	4

**Minor Concentration Courses: 15 Semester Credit**

	<u>Credits</u>
EGR 104* Engineering Technology Foundations	3
Technical electives from a program other than major	12

\* May substitute an equivalent content/credit course with program advisor approval.

\*\* May substitute with EEM class or equivalent content/credit when applied as core for the General Technology degree.

**General Electives: 6 Semester Credit Hours**

## DIPLOMA: Industrial Technology

Major: Industrial Maintenance  
Graduation Credits Required: 45

## DESCRIPTION

Students learn skills in using hand and power tools, reading and interpreting blueprints and technical manuals, using precision instruments, and rigging and pipefitting. Because students must work on many kinds of equipment, their studies include electricity, hydraulics, pneumatics, simple machines, various drive components, lubrication, and elements of mechanics such as force, motion, and friction.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available, and a student may enter any term. For students who work swing shift, classes may be arranged around their work schedule. (It is recommended that swing shift students follow the evening schedule.) Full-time students usually complete requirements in one year, including Summer Term. An evening student should allow at least two years to earn a diploma. General Education course requirements can be

# Industrial Maintenance Technology

completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## REQUIREMENTS

### General Education: 9 Semester Credit Hours

	<u>Credits</u>
ENG 104* Communications Foundations	3
MAT 104* Mathematics Foundations	3
Humanities Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 21.

### Required Program Courses: 36 Semester Credit Hours

	<u>Credits</u>
ACR 150 Basic Sheet Metal	2
EGR 104* Engineering Technology Foundations	3
EGT 123 Industrial Print Reading	2
IMT 102 Industrial Safety	2
IMT 111 Industrial Tools	5
IMT 121 Drive Systems	2
IMT 124 Pumps	2
IMT 126 Introduction to Machine Installation	2
IMT 131 Hydraulics and Pneumatics	4
IMT 140 Industrial Electricity	5
IMT 151 Piping Systems	3
IMT 152 Fundamentals of Refrigeration Systems	4

\* May substitute an equivalent content/credit course with program advisor approval.

### Elective Program Courses: 0 Semester Credit Hours

### General Electives: 0 Semester Credit Hours

## CERTIFICATE: Industrial Technology

Major: Mechanical Maintenance

Graduation Credits Required: 38

## DESCRIPTION

This is a program designed to introduce students to hydraulics, pneumatics, simple machines, drive systems, welding and elements of mechanics. A person completing this program will be prepared to work in the manufacturing environment supporting maintenance.

## REQUIREMENTS

### Required Program Courses: 38 Semester Credit Hours

	<u>Credits</u>
ACR 150 Basic Sheet Metal	2
EGT 123 Industrial Print Reading	2
IMT 102 Industrial Safety	2
IMT 111 Industrial Tools	5
IMT 121 Drive Systems	2
IMT 124 Pumps	2
IMT 126 Intro to Mechanical Installations	2
IMT 131 Hydraulics and Pneumatics	4
IMT 151 Piping Systems	3
IMT 163 Problems Solving for Mechanical Applications	3
MTT 105 Machine Tool Math Applications	3
WLD 106 Gas and Arc Welding	4
WLD 108 Gas Metal Arc Welding I	4



# Industrial Supervision Technology

## PROGRAM INFORMATION

The Upstate of South Carolina is home to a variety of established industries and is attracting new industries at an increasing rate. These industries produce automobiles, chemicals, electronics, plastics, power equipment, textiles, and more. While their end products differ, they share a common need for skilled first-line supervisors. The Industrial Supervision program prepares students for these jobs by teaching leadership, communication, resource allocation, production scheduling, and industrial safety applications. In addition, students will learn quality improvement strategies and related statistical techniques. Students may choose a program concentration from one of eight specialty areas.

The Industrial Supervision Technology program offers an associate degree option and two certificate options.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available. Although major courses start in the Fall Semester, students may enter any term. Full-time day students usually complete degree requirements in four terms. Students working swing shifts can have classes arranged around their work schedules. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE: Associate in Engineering Technology

Major: Industrial Supervision Technology  
Graduation Credits Required: 73

## DEGREE REQUIREMENTS

General Education: 18 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3
Science Requirement	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

Required Program Courses: 19 Semester Credit Hours

	<u>Credits</u>
EGR 110 Introduction to Computer Environment	3
EGT 270 Manufacturing Integration	4
QAT 101 Introduction to Quality Assurance	3
QAT 102 Quality Concepts and Techniques	3
QAT 103 Quality Management	3
TEX 233 Textile Supervision	3

Elective Program Courses: 14 Semester Credit Hours

		<u>Credits</u>
IMT 181	Industrial Operations I	3
TEX 121	Textile Engineering	4
TEX 221	Textile Cost and Analysis	4
TEX 115	Management Safety	3

Major Elective Technical Concentration:  
16 Semester Credit Hours

Selection may be made from: Electronics, Engineering Graphics, Heating-Ventilation & Air-Conditioning, Industrial Maintenance, Machine Tool, Quality Assurance, Textiles, and Welding

## CERTIFICATE: Industrial Technology

Major: Introduction to Manufacturing  
Management Technology  
Graduation Credits Required: 12

## DESCRIPTION

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

## REQUIREMENTS

Required Program Courses: 12 Semester Credit Hours

		<u>Credits</u>
QAT 101	Introduction to Quality Assurance	3
TEX 115	Management Safety	3
TEX 233	Supervision	3
	Manufacturing Elective	3



# Machine Tool Technology

## PROGRAM INFORMATION

Machine Tool Technology prepares the student for a promising career in the growing metalworking industry as a tool and die maker, tool inspector, machinist, CNC operator/programmer, foreman, manufacturing process technician, or quality/production control technician. Students learn to use standard machine tools—milling machines, lathes, grinders, drill presses, and computer numerical control (CNC) equipment. In addition, students learn how to build tools, dies, jigs, fixtures, gauges, and intricate mechanisms, and they study the properties of metals and heat treatment. Graduates are in great demand because they make the precision parts for the tooling and machinery used in manufacturing plants.

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

## SCHEDULING AND ENTRY OPTIONS

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

## DEGREE: Associate in Industrial Technology

Major: Machine Tool Technology  
Graduation Credits Required: 83

## DEGREE REQUIREMENTS

General Education: 15 Semester Credit Hours

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
HSS 105 Technology and Culture	3
MAT 155 Contemporary Mathematics	3
Social Science Requirement	3

**Note:** See section titled “General Education Course Requirements/Substitutions” on page 20.

Required Program Courses: 62 Semester Credit Hours

	<u>Credits</u>
EGR 110 Introduction to Computer Environment	3
EGT 104 Print Reading	3
EGT 106 Print Reading and Sketching	3
EGT 120 Geometric Tolerancing	2

MTT 105	Machine Tool Math Applications	3
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4
MTT 125	Machine Tool Theory III	3
MTT 126	Machine Tool Practice III	4
MTT 141	Metals and Heat Treatment	3
MTT 205	Tool and Die Math Applications	3
MTT 211	Die Theory	3
MTT 212	Tool Design	4
MTT 222	Tool and Diemaking Practice I	4
MTT 224	Tool and Diemaking Practice II	4
MTT 250	Principles of CNC	3
MTT 251	CNC Operations	3

**Elective Program Courses: 0 Semester Credit Hours**  
**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Industrial Technology

Major: Basic Machining  
Graduation Credits Required: 14

## DESCRIPTION

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

## REQUIREMENTS

Required Program Courses: 14 Semester Credit Hours

	<u>Credits</u>	
MTT 121	Machine Tool Theory I	3
MTT 122	Machine Tool Practice I	4
MTT 123	Machine Tool Theory II	3
MTT 124	Machine Tool Practice II	4

## CERTIFICATE: Industrial Technology

Major: CNC Math and Print Reading  
Graduation Credits Required: 9

## DESCRIPTION

The CNC Math and Print Reading Certificate provides participants with the basic math, geometry, trigonometry, and print-reading skills needed to operate CNC machines.

## REQUIREMENTS

Required Program Courses: 9 Semester Credit Hours

	<u>Credits</u>	
EGT 104	Print Reading	3
MTT 105	Machine Tool Math Applications	3
MTT 205	Tool and Die Math Applications	3

# Machine Tool Technology

## **CERTIFICATE: Industrial Technology**

Major: CNC

Graduation Credits Required: 9

### **DESCRIPTION**

The CNC Certificate program prepares participants to operate CNC machining centers, turning centers, and wire EDM. In addition, the program covers basic manual programming for several common machine controllers including the Fanuc machine controller. The Basic Machining and CNC Math and Print Reading certificates are prerequisites for this certificate.

### **REQUIREMENTS**

**Required Program Courses: 9 Semester Credit Hours**

		<u>Credits</u>
MTT 250	Principles of CNC	3
MTT 251	CNC Operations	3
MTT 253	CNC Programming and Operations	3

## **CERTIFICATE: Industrial Technology**

Major: CAD/CAM/CNC

Graduation Credits Required: 15

### **DESCRIPTION**

The CAD/CAM/CNC Certificate program prepares participants to work as programmers on a variety of CNC machines using MasterCAM computer-aided manufacturing software. In addition, students learn to use direct numerical control machine tool networks and 2-D AutoCAD drawings. Students also receive an introduction to computer-aided manufacturing. The Basic Machining and CNC Math and Print Reading certificates are prerequisites for this certificate.

### **REQUIREMENTS**

**Required Program Courses: 15 Semester Credit Hours**

		<u>Credits</u>
EGR 110	Introduction to Computer Environment	3
EGT 151	Introduction to CAD	3
MTT 250	Principles of CNC	3
MTT 254	CNC Programming I	3
MTT 258	Machine Tool CAM	3



# Quality Assurance Technology

## PROGRAM INFORMATION

The Quality Assurance program was developed to meet American Society for Quality guidelines and is the only program of its kind in the state. In addition to the basics of quality assurance, students receive instruction in science, mathematics, and communications so that they will be well prepared to take the American Society for Quality examinations to qualify as quality auditors, quality engineers, quality managers, or quality technicians in industry.

The Quality Assurance Technology program offers an associate degree in General Technology and three certificates.

## DEGREE: Associate in Occupational Technology

Major: General Technology

Graduation Credits Required: 76

## DESCRIPTION

The General Technology program with a concentration in Quality Assurance allows students to combine fundamental General Education courses with a technical specialty and electives to form a degree program. The program assists students in acquiring the multifunction skills needed in today's manufacturing environment.

## SCHEDULING AND ENTRY OPTIONS

Full-time day students usually complete requirements in four to five terms. For students taking a reduced load, a degree requires eight to ten terms. Courses taken in this curriculum are contracted between the student and the major curriculum department head using the guidelines below. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE REQUIREMENTS

**General Education: 18 Semester Credit Hours**

	<u>Credits</u>
ENG 104 Communications Foundations	3
ENG 155 Communications I	3
MAT 104 Mathematics Foundations	3
MAT 155 Contemporary Mathematics	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Major Concentration Courses: 31 Semester Credit Hours**

	<u>Credits</u>
QAT 101 Introduction to Quality Assurance	3
QAT 102 Quality Concepts and Techniques	3
QAT 103 Quality Management	3

QAT 201	Quality Cost Analysis/Auditing	3
QAT 202	Metrology	3
QAT 210	Reliability	3
QAT 232	Statistical Quality Control	3
QAT 241	Sampling Principles	3
QAT 243	Design of Experiments	3
TEX 121	Textile Engineering	4

**Minor Concentration Courses: 18 Semester Credit Hours**

	<u>Credits</u>
EGR 104 Engineering Technology Foundations	3
EGR 110 Introduction to Computer Environment	3
Technical electives from a program other than major	12

**General Electives: 6 Semester Credit Hours**

## CERTIFICATE: Industrial Technology

Major: Introduction to Quality Assurance

Graduation Credits Required: 9

## REQUIREMENTS

**Required Program Courses: 9 Semester Credit Hours**

	<u>Credits</u>
QAT 101 Introduction to Quality Assurance	3
QAT 102 Quality Concepts and Techniques	3
QAT 103 Quality Management	3

## CERTIFICATE: Industrial Technology

Major: Intermediate Quality Assurance

Graduation Credits Required: 9

## REQUIREMENTS

**Required Program Courses: 12 Semester Credit Hours**

	<u>Credits</u>
QAT 221* Quality Information Systems	3
QAT 241 Sampling Principles	3
QAT 243 Design of Experiments	3

\*May substitute any CPT course with advisor's approval.

# Quality Assurance Technology

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## **CERTIFICATE: Industrial Technology**

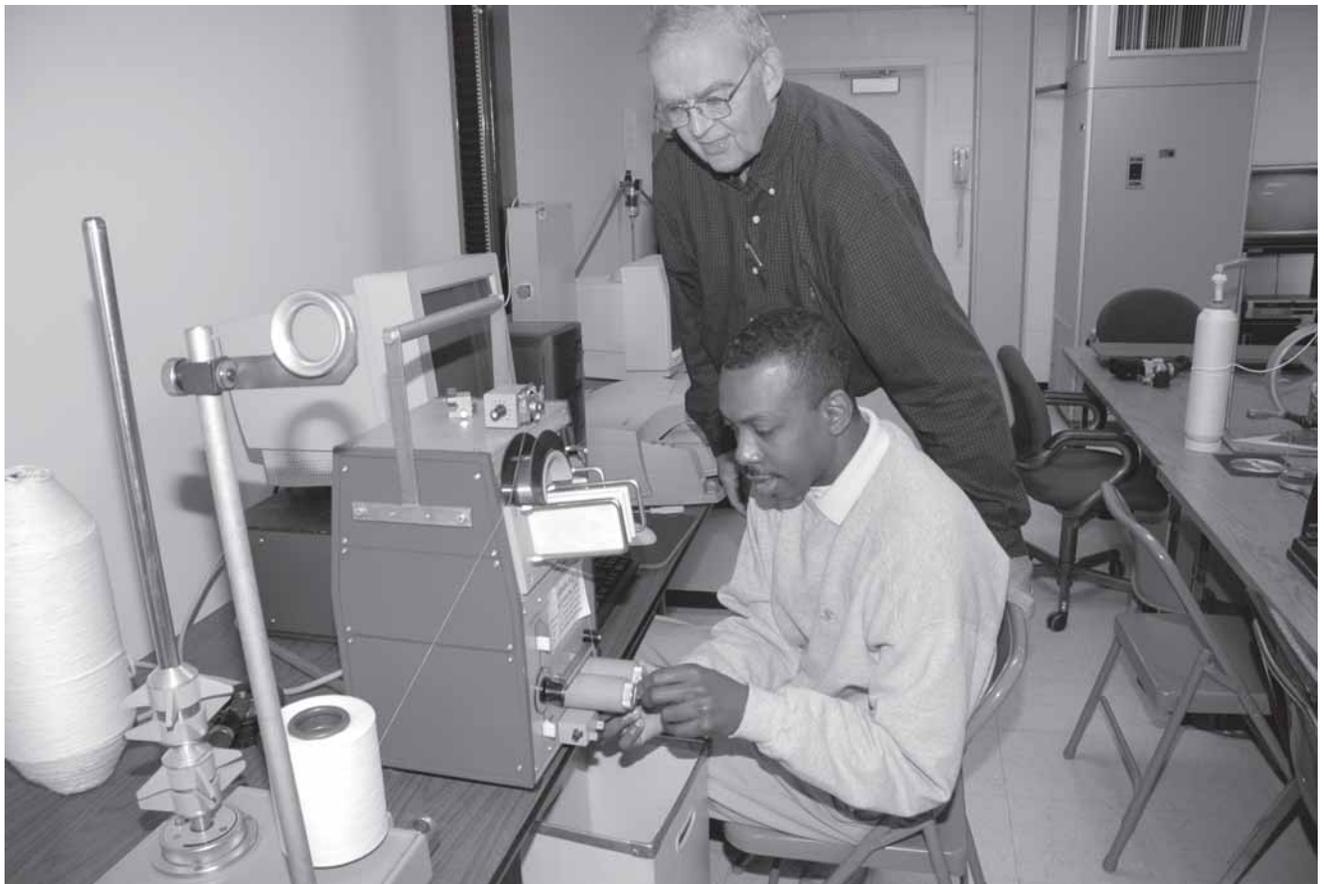
Major: Advanced Quality Assurance

Graduation Credits Required: 12

## **REQUIREMENTS**

**Required Program Courses: 12 Semester Credit Hours**

		<u>Credits</u>
QAT 201	Quality Cost Analysis/Auditing	3
QAT 202	Metrology	3
QAT 210	Reliability	3
QAT 232	Statistical Quality Control	3



**INDUSTRIAL AND  
ENGINEERING  
TECHNOLOGY  
DIVISION**

# Welding Technology

## PROGRAM INFORMATION

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

The Welding Technology program offers an associate degree option in General Technology, a diploma option, and two certificate options.

## DEGREE: Associate in Occupational Technology

Major: General Technology

Graduation Credits Required: 67

## DESCRIPTION

The associate degree program option allows students to combine fundamental General Education courses with a technical specialty and electives to form a degree program. This program assists students in acquiring the multifunctional skills needed in today's manufacturing environment.

## SCHEDULING AND ENTRY OPTIONS

Full-time day students usually complete requirements in four to five terms. For students taking a reduced load, a degree requires eight to ten terms. Courses taken in this curriculum are contracted between the student and the major curriculum department head using the guidelines below. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## DEGREE REQUIREMENTS

**General Education: 15 Semester Credit Hours**

	<u>Credits</u>
ENG 155 Communications I	3
ENG 156 Communications II	3
MAT 155 Contemporary Mathematics	3
Humanities Requirement	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

**Major Concentration Courses: 31 Semester Credit Hours**

	<u>Credits</u>
WLD 106 Gas and Arc Welding	4
WLD 108 Gas Metal Arc Welding I	4
WLD 110 Welding Safety and Health	1

WLD 113 Arc Welding II	4
WLD 132 Inert Gas Welding Ferrous	4
WLD 140 Weld Testing	1
WLD 141 Weld Quality	2
WLD 154 Pipe Fitting and Welding	4
WLD 201 Welding Metallurgy	2
WLD 208 Advanced Pipe Welding	3
WLD 235 Robotic Welding I	2

**Note:** Due to the needed skills in the welding trade, substitute or additional courses may be necessary upon the request and approval of the department head.

**Minor Concentration Courses:  
15 Semester Credit Hours**

	<u>Credits</u>
EGR 110 Introduction to Computer Environment	3
EGT 103 Print Reading	2
EGT 114 Welding Print Basics	2
Technical electives from a program other than major	8

**General Electives: 6 Semester Credit Hours**

## DIPLOMA: Industrial Technology

Major: Welding

Graduation Credit Required: 42

## DESCRIPTION

Acetylene, arc, MIG and TIG welding are covered in this program. Students also will learn many processes such as resistance welding, inert gas dual-shielded welding, plasma and carbon arc cutting. Students will develop proficiency in the welding of steel, stainless steel, and cast iron; aluminum brazing; silver soldering; mechanical and manual cutting; pipe welding; and joint design preparation and layout.

## SCHEDULING AND ENTRY OPTIONS

Day and evening classes are available, and students may enter any term. Evening students should allow at least five terms to earn their diploma. General Education course requirements can be completed at any time during the program. Courses can be completed in any order subject to the completion of course prerequisites.

## REQUIREMENTS

**General Education: 9 Semester Credit Hours**

	<u>Credits</u>
ENG 155 Communications I	3
MAT 155 Contemporary Mathematics	3
Social Science Requirement	3

**Note:** See section titled "General Education Course Requirements/Substitutions" on page 20.

# Welding Technology

## Required Program Courses: 33 Semester Credit Hours

		<u>Credits</u>
EGR 110	Introduction to Computer Environment	3
EGT 103	Print Reading	2
EGT 114	Welding Print Basics	2
WLD 106	Gas and Arc Welding	4
WLD 108	Gas Metal Arc Welding I	4
WLD 110	Welding Safety and Health	1
WLD 113	Arc Welding II	4
WLD 132	Inert Gas Welding Ferrous	4
WLD 140	Weld Testing	1
WLD 141	Weld Quality	2
WLD 154	Pipe Fitting and Welding	4
WLD 201	Welding Metallurgy	2

## Elective Program Courses: 0 Semester Credit Hours

## General Electives: 0 Semester Credit Hours

### **CERTIFICATE: Industrial Technology**

Major: MIG and TIG Welding

Graduation Credits Required: 13

#### **DESCRIPTION**

This certificate is designed to better equip and train students in these weld processes and to better meet the needs of local industry.

### **REQUIREMENTS**

#### Required Program Courses: 13 Semester Credit Hours

		<u>Credits</u>
WLD 106	Gas and Arc Welding	4
WLD 108	Gas Metal Arc Welding I	4
WLD 110	Welding Safety and Health	1
WLD 132	Inert Gas Welding Ferrous	4

### **CERTIFICATE: Industrial Technology**

Major: Gas and Arc Welding

Graduation Credits Required: 9

#### **DESCRIPTION**

Acetylene welding, brazing and cutting, arc welding in the fillet positions, and advanced Arc welding in the groove positions are taught in this certificate. All welds are to be made on carbon steel. This can be completed in one semester for day students, two semesters for night students.

### **REQUIREMENTS**

#### Required Program Courses: 9 Semester Credit Hours

		<u>Credits</u>
WLD 106	Gas and Arc Welding	4
WLD 110	Welding Safety and Health	1
WLD 113	Arc Welding II	4



# STUDENT-FOCUSED

*See for yourself*



# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

## (ACC)—ACCOUNTING

### ACC 101 Accounting Principles I (3-0-3)

This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. Accounting systems for various assets, liabilities, and equities are studied. (UNIVERSITY TRANSFER)

### ACC 102 Accounting Principles II (3-0-3)

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. (UNIVERSITY TRANSFER)

### ACC 120 Federal Income Tax (3-0-3)

This course is a study of the income tax structure from the standpoint of the individual, partnership, and corporation. Prerequisite: ACC 101.

### ACC 201 Intermediate Accounting I (3-0-3)

This course explores fundamental processes of accounting theory, including the preparation of financial statements. An in-depth review of financial accounting principles is emphasized. Prerequisites: ACC 102, ACC 240.

### ACC 202 Intermediate Accounting II (3-0-3)

This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports. Prerequisite: ACC 201.

### ACC 230 Cost Accounting I (3-0-3)

This course is a study of the accounting principles involved in job order cost systems. The elements of cost are studied and the process cost system is introduced. Prerequisite: ACC 102.

### ACC 231 Cost Accounting II (3-0-3)

This course is a study of the accounting principles involving processing and standard cost systems. Different concepts of estimated and direct costs are included. Prerequisite: ACC 230.

### ACC 240 Computerized Accounting (3-0-3)

This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents. Prerequisites: ACC 101, CPT 170.

### ACC 245 Accounting Applications (3-0-3)

This course introduces microcomputer accounting using data base software and/or electronic spreadsheets. Prerequisites: ACC 101, CPT 170.

### ACC 265 Not-For-Profit Accounting (3-0-3)

This course introduces the special accounting needs of municipalities, counties, states, the federal government and

governmental agencies, and other not-for-profit organizations. Prerequisite: ACC 102.

### ACC 275 Selected Topics In Accounting (3-0-3)

This course provides an advanced, in-depth review of selected topics in accounting using case studies and individual and group problem solving. Prerequisites: ACC 120, ACC 201, ACC 230, ACC 240. Prerequisites or Corequisites: ACC 202, ACC 231.

## HEATING, VENTILATION, AIR CONDITIONING TECHNOLOGY—(ACR)

### ACR 110 Heating Fundamentals (3-3-4)

This course covers the basic concepts of oil, gas, and electric heat, their components and operations, and is a study of the design, construction, operation, and maintenance of heating systems and their accessory components including gas, oil, electric, and equipment for residential and commercial use. Prerequisite: IMT 140.

### ACR 120 Basic Air Conditioning (2-6-4)

This course is a study of various types of air conditioning equipment including electrical components, schematics, and service to the refrigerant circuit. Prerequisites: IMT 140, IMT 152.

### ACR 150 Basic Sheetmetal (1-3-2)

This course covers the tools and procedures required in the fabrication of duct work.

### ACR 210 Heat Pumps (2-6-4)

This course is a study of theory and operational principles of the heat pump. Prerequisites: IMT 140, IMT 152.

### ACR 220 Advanced Air Conditioning (2-6-4)

This course is an advanced study of air conditioning systems. Prerequisite: ACR 120.

### ACR 222 Commercial Load Calculations (1-3-2)

This course is a study of heat losses/gains in commercial structures. Prerequisites: IMT 152, ACR 110.

### ACR 224 Codes and Ordinances (2-0-2)

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 240 Advanced Automatic Controls (2-3-3)

This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. Prerequisite: IMT 140.

### ACR 241 Pneumatic Controls (1-3-2)

This course covers the fundamentals of adjustment, repair, and maintenance of pneumatic controls used in air conditioning systems. Prerequisite: IMT 140.

## (AHS)—ALLIED HEALTH SCIENCE

### AHS 101 Introduction to Health Professions (2-0-2)

This course provides a study of the Health Professions and the Health Care Industry.

# Course Descriptions

## **AHS 104 Medical Vocabulary/Anatomy and Physiology (3-0-3)**

This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

## **AHS 105 Medical Ethics and Law (2-0-2)**

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

## **AHS 117 The Care of Patients (2-6-4)**

This course includes a study of concepts to assist in nurse assisting. Prerequisite: pre-nursing major.

## **(AMT)—AUTOMATED MANUFACTURING TECHNOLOGY**

### **AMT 102 Computer-Controlled Machinery (3-3-4)**

This course covers the fundamentals of robot geometry, controls mechanisms, sensors, programming, installation, safety and maintenance, and other computer-controlled systems.

### **AMT 103 Sensors (2-3-3)**

This course covers the theory of operation of various processes and discrete sensors used in modern industrial plants plus the techniques of interfacing these sensors with controllers (i.e., robot, work cell, programmable and process controls).

### **AMT 104 Automated Work Cell Design (3-3-4)**

This course covers the basic principles of work cells containing automated devices; it also includes programming and engineering economics.

### **AMT 201 Failure Analysis (3-3-4)**

This course covers system troubleshooting, problem solving and critical analysis required to maintain highly complex factory systems.

## **(ANT)—ANTHROPOLOGY**

### **ANT 101 General Anthropology (3-0-3)**

This course studies physical and cultural anthropology and explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology, and ethnology. (UNIVERSITY TRANSFER)

## **(ART)—ART**

### **ART 101 Art History and Appreciation (3-0-3)**

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

### **ART 108 History of Western Art (3-0-3)**

This course is a visual and historical survey of western art from the Renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them. (UNIVERSITY TRANSFER)

## **(ARV)—ART VISUAL**

### **ARV 121 Design (3-0-3)**

This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

### **ARV 212 Digital Photography (2-3-3)**

This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry. Prerequisite: RTV 140

## **(BAF)—BANKING AND FINANCE**

### **BAF 101 Personal Finance (3-0-3)**

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

### **BAF 260 Financial Management (3-0-3)**

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital. Prerequisites: ACC 101 and CPT 170.

## **(BIO)—BIOLOGY**

### **BIO 100 Introductory Biology (4-0-4)**

This is a course in general biology designed to introduce principles of biology. Topics include atoms, molecules, cell structure, cell physiology, respiration, Mendelian genetics, human genetics, DNA, protein synthesis, basic animal groupings, and introduction to body systems. (Credits earned for this course cannot be used toward graduation requirements.)

### **BIO 101 Biological Science I (3-3-4)**

This course is the first of a sequence introducing biology. Topics include the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. Lab requirement supplements lectures. Prerequisites: Either high school biology and chemistry or BIO 100 and CHM 100. (UNIVERSITY TRANSFER)

### **BIO 102 Biological Science II (3-3-4)**

This is a continuation of introductory biology which includes 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. Lab requirement supplements lectures. Prerequisite: BIO 101. (UNIVERSITY TRANSFER)

### **BIO 110 General Anatomy and Physiology (3-0-3)**

This course is a general introduction to the anatomy and physiology of the human body. Emphasis is on the organ systems of the human and their interrelationships. Prerequisite: Either high school biology or BIO 100.

### **BIO 112 Basic Anatomy and Physiology (3-3-4)**

This course is a basic integrated study of the structure and function of the human body. Topics include the anatomy and

# Course Descriptions

## Numbering System Example: (2-6-4)

- 2 - Number of class hours per week
- 6 - Number of lab hours per week
- 4 - Credits awarded

physiology of cells, tissues, organs, and systems. Lab requirement supplements lectures. Prerequisite: Either high school biology or BIO 100.

### **BIO 115 Basic Microbiology (2-3-3)**

This is a general course in microbiology, including epidemiology, presence, control, and identification of microorganisms. The microorganisms studied will include bacteria, fungi, and viruses. Lab requirement supplements lectures. Prerequisite: Either high school biology or BIO 100.

### **BIO 210 Anatomy and Physiology I (3-3-4)**

This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. Topics include terminology, atoms, molecules, cells, cell physiology, tissues, and the following systems: integumentary, skeletal, muscular, nervous, special senses. Lab requirement supplements lectures. Prerequisites: BIO 100 and CHM 100. (UNIVERSITY TRANSFER)

### **BIO 211 Anatomy and Physiology II (3-3-4)**

This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. A continuation of BIO 210, the following systems are studied: endocrine, circulatory, lymphatic, respiratory, digestive, urinary, fluids and electrolytes, reproductive. Lab requirement supplements lectures. Prerequisite: BIO 210. (UNIVERSITY TRANSFER)

### **BIO 225 Microbiology (3-3-4)**

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. Lab requirement supplements lectures. Prerequisites: BIO 100 and CHM 100. (UNIVERSITY TRANSFER)

### **BIO 240 Nutrition (3-0-3)**

This course is an introduction to the essential aspects concerning the science of nutrition. Particular emphasis is on the classes of nutrients and their physiological uses in the body. Body energy requirements and the nutritional status of the world are considered. Prerequisite: BIO 100.

## (BUS)—BUSINESS

### **BUS 101 Introduction to Business (3-0-3)**

This course is a study of the nature of business activity in relation to the economic society, including how a business is owned, organized, managed, and controlled. Topics include finance, marketing, production, quality assurance, and international business issues.

### **BUS 121 Business Law I (3-0-3)**

This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions, and warranties.

### **BUS 128 Employment Law (3-0-3)**

This course covers the overall employment law with emphasis on employment relationship and liability, employment discrimination, and current trends in the regulatory aspect of employment.

### **BUS 135 Wage and Salary Administration (3-0-3)**

This course is a study of the proper recording and reporting of payroll with special emphasis on internal controls.

### **BUS 136 Compensation and Benefits Analysis (3-0-3)**

This course offers a practical exploration of the systems, methods and procedures involved in establishing, administering and controlling compensation and benefits systems within the organization.

### **BUS 210 Introduction to E-Commerce in Business (3-0-3)**

This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

### **BUS 220 Business Ethics (3-0-3)**

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.

### **BUS 230 Purchasing (3-0-3)**

This course is a study of the concepts and techniques involved in the efficient acquisition and management of purchased goods in business and/or industrial firms.

### **BUS 260 Insurance Principles (3-0-3)**

This course is a study of the types of insurance companies, varieties of coverage, and the relation of insurance to business activity, the national economy, and personal interests.

### **BUS 268 Special Projects in Business (3-0-3)**

This course includes research, reporting, and special activities for successful employment in the business world. Prerequisites: ENG 155 and student must have completed at least 33 semester hours toward AB degree.

### **BUS 275 Business Internship (1-6-3)**

This course includes practical experience in an approved business setting as well as class meetings. Class meeting emphasis is placed on topics which will enhance employability skills. Prerequisite: Requires Department Head or Program Coordinator Approval.

## (CHM)—CHEMISTRY

### **CHM 100 Introductory Chemistry (4-0-4)**

This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Biomedical chemistry concepts, simple stoichiometry, determining and balancing equations, and pH calculations will be stressed. Intended for

# Course Descriptions

students with no chemistry background or those in need of review. (Credits earned for this course cannot be used toward graduation requirements.)

## **CHM 105 General Organic & Biochemistry (3-3-4)**

This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry. Prerequisite: CHM 100

## **CHM 110 College Chemistry I (3-3-4)**

This is the first course in a sequence which includes the following topics: atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions, and equilibria. Heat processes and molecular structure will also be covered. Lab requirement supplements lectures. Prerequisites: Math placement scores satisfactory for MAT 110 and either high school chemistry or CHM 100. (UNIVERSITY TRANSFER)

## **CHM 111 College Chemistry II (3-3-4)**

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. Lab requirement supplements lectures. Prerequisite: CHM 110. (UNIVERSITY TRANSFER)

## **CHM 211 Organic Chemistry I (3-3-4)**

This is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. Prerequisite: CHM 111. (UNIVERSITY TRANSFER)

## **CHM 212 Organic Chemistry II (3-3-4)**

This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Prerequisite: CHM 211. (UNIVERSITY TRANSFER)

## **COLLEGE—(COL)**

### **COL 101 College Orientation (1-0-1)**

This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance, and other subjects to facilitate student success. (UNIVERSITY TRANSFER)

### **COL 103 College Skills (3-0-3)**

This course may include selected topics such as career planning, study skills, stress management, campus resources, time management, memory techniques, and other subjects to facilitate student success.

## **(CPT)—COMPUTER TECHNOLOGY**

### **CPT 111 BASIC Programming I (3-0-3)**

This course introduces the BASIC programming language, emphasizing the logical design, development, testing and debugging of structured BASIC programs. Topics include arithmetic operations, decision structures, looping, formatted output, arrays, subroutines, and file structures. Note: This

course was previously taught as CPT 112. Students who received credit for CPT 112 prior to the 1998 Fall Term cannot receive credit for CPT 111.

### **CPT 114 Computers and Programming (3-0-3)**

This course introduces computer concepts and programming. Topics include basic concepts of computer architecture, files, memory, and input/output devices. Programming is done in a modern high-level language.

### **CPT 129 Microcomputer Assembler Programming I (3-0-3)**

This course introduces assembler language programming, emphasizing the designing, coding, testing and debugging of assembler language programs.

### **CPT 167 Introduction to Programming Logic (3-0-3)**

This course introduces foundation concepts in structured programming. Problem solving and algorithm development through pseudo code and flowcharting is emphasized. Solutions are developed using the basic control structures of sequential, decision, and iteration.

### **CPT 170 Microcomputer Applications (3-0-3)**

This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration. Business-oriented projects are developed using Microsoft Office software.

### **CPT 176 Microcomputer Operating Systems (3-0-3)**

This course covers operating systems concepts of microcomputers, including file maintenance, disk organization, batch files, and subdirectory concepts. Prerequisite: CPT 167.

### **CPT 178 Software Applications (3-0-3)**

This course uses electronic spreadsheets and relational database software programs in the study of complex microcomputer applications. Prerequisite: General Computer Skills or CPT 170.

### **CPT 208 Special Topics in Computer Technology (3-0-3)**

This course focuses on changes in computer technology. Prerequisite: CPT 234.

### **CPT 209 Computer Systems Management (3-0-3)**

This course examines the methods and procedures used in maintaining microcomputer systems. Topics include hardware and software installations, configurations, operations, and troubleshooting. Prerequisite: CPT 176.

### **CPT 210 Computer Resource Management (3-0-3)**

This course examines the interaction of people, systems, and computers. Strategic management issues unique to the information technology environment are discussed. Prerequisites: CPT 114, CPT 170.

### **CPT 212 Visual Basic Programming (3-0-3)**

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 232.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### **CPT 213 Advanced Visual Basic Programming (3-0-3)**

This course is a study of the 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 (3-0-3)**

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, simple pointers and strings. Prerequisite: CPT 234.

### **CPT 234 C Programming I (3-0-3)**

This introductory course in C Programming emphasizes the designing, coding, testing, and debugging of C programs involving input/output operations, data types, storage classes, decision structures, looping, functions, preprocessor directives, arrays, and simple pointers. Prerequisite: CPT 167.

### **CPT 236 Introduction to Java Programming (3-0-3)**

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 167.

### **CPT 237 Advanced Java Programming (3-0-3)**

This course is a study of advanced topics of the Java programming language by building on a basic knowledge of the Java language. Topics covered will include multi-threading, swing classes, swing event models, advanced layout managers, the javabeans component model, network programming and server-side programming. Prerequisite: CPT 236.

### **CPT 242 Database (3-0-3)**

This course introduces database models and the fundamentals of database design. Topics include database structure, database processing, and application programs which access a database. Prerequisites: CPT 178, CPT 234.

### **CPT 244 Data Structures (3-0-3)**

This course examines data structures widely used in programming. Topics include linked lists, stacks, queues, trees, and sorting and searching techniques. Prerequisite: CPT 232.

### **CPT 248 UNIX Administration (3-0-3)**

This course is a study of UNIX system operating procedures, administration, and networking. Prerequisite: CPT 257.

### **CPT 257 Operating Systems (3-0-3)**

This course examines the theory of operating systems and how the operating system theory is implemented in current operating systems. Prerequisite: CPT 176.

### **CPT 264 Systems and Procedures (3-0-3)**

This course covers the techniques of system analysis, design, development, and implementation. Prerequisites: CPT 178, CPT 234.

### **CPT 267 Technical Support Concepts (3-0-3)**

This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services. Prerequisites: CPT 176, CPT 285.

### **CPT 268 Computer End-User Support (3-0-3)**

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 267.

### **CPT 270 Advanced Microcomputer Applications (3-0-3)**

This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. Some of the advanced features of Microsoft Office software will be applied to solve typical business problems. Prerequisite: CPT 170.

### **CPT 275 CPT Senior Project (1-6-3)**

This course includes the design, development, testing, and implementation of an instructor-approved project. Prerequisites: CPT 264, CPT 232.

### **CPT 280 SCWE in Computer Technology I (0-12-3)**

This course integrates computer technology skills within an approved work site related to the computer industry. Prerequisite: Requires department head approval.

### **CPT 281 SCWE in Computer Technology II (0-12-3)**

This course integrates computer technology skills within an approved work site related to the computer industry. Prerequisite: Requires department head approval.

### **CPT 285 PC Hardware Concepts (3-0-3)**

This course focuses on installing and upgrading microcomputer hardware and identifying malfunctions. Prerequisite: CPT 167.

### **CPT 290 Microcomputer Multimedia Concepts and Applications (3-0-3)**

This course will cover introductory microcomputer multimedia concepts and applications. The course will utilize text, graphics, animation, sound, video, and various multimedia applications in the design, development, and creation of multimedia presentations. Prerequisite: CPT 170 or CPT 178.

### **CPT 293 Advanced Microcomputer Multimedia Applications (3-0-3)**

This course covers advanced topics for microcomputer multimedia development utilizing advanced techniques in the use of text, graphics, animation, sound, video, and compact disk. Script language programming and its use in the development of interactive multimedia presentations are included. Prerequisites: CPT 290, IST 225.

# Course Descriptions

## (CWE)—COOPERATIVE WORK EXPERIENCE

**CWE 111 Cooperative Work Experience I (0-5-1)**  
This course includes cooperative work experience in an approved setting.

**CWE 122 Cooperative Work Experience II (0-10-2)**  
This course includes cooperative work experience in an approved setting.

**CWE 133 Cooperative Work Experience III (0-15-3)**  
This course includes cooperative work experience in an approved setting.

**CWE 214 Cooperative Work Experience IV (0-20-4)**  
This course includes cooperative work experience in an approved setting.

**CWE 225 Cooperative Work Experience V (0-25-5)**  
This course includes cooperative work experience in an approved setting.

**CWE 236 Cooperative Work Experience VI (0-30-6)**  
This course includes cooperative work experience in an approved setting.

**CWE 247 Cooperative Work Experience VII (0-35-7)**  
This course includes cooperative work experience in an approved setting.

**CWE 258 Cooperative Work Experience VIII (0-40-8)**  
This course includes cooperative work experience in an approved setting.

## (CRJ)—CRIMINAL JUSTICE

**CRJ 101 Introduction to Criminal Justice (3-0-3)**  
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems, and juvenile justice agencies.

**CRJ 102 Introduction to Security (3-0-3)**  
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.

**CRJ 110 Police Patrol (3-0-3)**  
This course provides an understanding of the duties, extent of authority, and responsibilities of the uniformed patrolman. Special emphasis is placed on patrol function-line activities, including traffic control and investigation, community relations, vice control, tactical units, civil disturbances, and preventive patrol.

**CRJ 115 Criminal Law I (3-0-3)**  
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed.

**CRJ 116 Criminal Law II (3-0-3)**  
This course includes a study of criminal procedures and analyzes, from the legal perspective, the process from arrest to sentencing.

**CRJ 120 Constitutional Law (3-0-3)**  
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the State and to the individual. The application of the Bill of Rights to federal and state systems is examined.

**CRJ 125 Criminology (3-0-3)**  
This course is a study of the various theories of crime causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals.

**CRJ 130 Police Administration (3-0-3)**  
This course is a study of the organization, administration, and management of law enforcement agencies.

**CRJ 140 Criminal Justice Report Writing (3-0-3)**  
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations.

**CRJ 145 Juvenile Delinquency (3-0-3)**  
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment.

**CRJ 150 Interviewing and Counseling (3-0-3)**  
This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills.

**CRJ 201 Fingerprint Science (3-0-3)**  
This course includes a basic, practical approach to fingerprint classification, identification, and filing system for the police officer, investigator, or beginning fingerprint technician.

**CRJ 202 Criminalistics (3-0-3)**  
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identifications, pathology, toxicology, ballistics, and clandestine operations.

**CRJ 216 Police Supervision (3-0-3)**  
This course includes the analysis of the relationship of the first-line supervisor to the organization, including manpower needs, employee development and motivation, employee training and education, employee safety and health, and employee services and relations.

**CRJ 224 Police Community Relations (3-0-3)**  
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.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### **CRJ 230 Criminal Investigation I (3-0-3)**

This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course.

### **CRJ 236 Criminal Evidence (3-0-3)**

This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice.

### **CRJ 238 Industrial and Retail Security (3-0-3)**

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 is also studied in the course.

### **CRJ 242 Correctional Systems (3-0-3)**

This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release.

### **CRJ 246 Special Problems in Criminal Justice (3-0-3)**

In this course, issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeliness, local concern, legalistics, and/or other dynamic factors of such issues.

### **CRJ 250 Criminal Justice Internship I (0-9-3)**

This course includes practical experience in a criminal justice or private security setting. Prerequisite: 15 semester hours in CRJ or program coordinator approval.

### **CRJ 260 Seminar in Criminal Justice (3-0-3)**

This course includes a study of new trends in criminal justice. This capstone course explores contemporary criminal justice perspectives and theoretical approaches to the study and understanding of the criminal justice system. Prerequisites: CRJ 101, CRJ 115, CRJ 116, CRJ 125.

## **(DAT)—EXPANDED DUTY DENTAL ASSISTING**

### **DAT 112 Integrated Human Sciences (3-3-4)**

This course provides a basic study of human anatomy, physiology, and microbiology as related to dental science and the practice of dental assisting.

### **DAT 113 Dental Materials (3-3-4)**

This course is a study of physical and chemical properties of matter and identification, characteristics, and manipulation of dental materials.

### **DAT 115 Ethics and Professionalism (1-0-1)**

This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal and professional considerations. The state dental practice act is reviewed.

### **DAT 118 Dental Morphology (1-3-2)**

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

### **DAT 121 Dental Health Education (1-3-2)**

This course defines the responsibilities of the dental assistant in individual and community dental health education with emphasis on the etiology of dental disease, methods for prevention, and principles of nutrition in relationship to oral health and preventive dentistry.

### **DAT 122 Dental Office Management (1-3-2)**

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

### **DAT 123 Oral Medicine/Oral Biology (2-3-3)**

This course presents a basic study of oral pathology, pharmacology, nutrition, and common emergencies as related to the role of the dental assistant.

### **DAT 127 Dental Radiography (3-3-4)**

This course provides the fundamental background and theory for the safe and effective use of x-radiation in dentistry. It encompasses the history of x-rays, production and uses of radiation, radiographic film, exposure factors, interpretation of radiographs, and radiation hygiene.

### **DAT 154 Clinical Procedures I (2-6-4)**

This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis is on the names and functions of all dental instruments, the principles involved in their use, and the assistants' role in dental instrumentation.

### **DAT 177 Dental Office Experience (2-15-7)**

This course consists of practice in the dental office or clinic with rotation of assignments to encompass experiences in office management and clinical experience in all areas of dentistry.

### **DAT 185 Dental Specialties (1-12-5)**

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

## **(ECD)—EARLY CHILDHOOD DEVELOPMENT**

### **ECD 101 Introduction to Early Childhood (3-0-3)**

This course is an overview of growth and development, developmentally appropriate curriculum, positive guidance techniques, regulations, health, safety, and nutrition standards in early care and education. Professionalism, family/cultural values and practical applications based on historical and theoretical models in early care and education are highlighted in this course.

### **ECD 102 Growth and Development I (2-3-3)**

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.

# Course Descriptions

## **ECD 105 Guidance-Classroom Management (3-0-3)**

This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive pro-active approach is stressed in the course.

## **ECD 106 Observation of Young Children (2-3-3)**

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.

## **ECD 107 Exceptional Children (3-0-3)**

This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

## **ECD 108 Family and Community Relations (3-0-3)**

This course is an overview of techniques and materials for promoting effective family/program partnerships to foster positive child development. Emphasis is on availability and accessibility of community resources and on developing appropriate communication skills.

## **ECD 109 Administration and Supervision (3-0-3)**

This course is a study of the role and responsibilities of an early childhood administrator. Special focus is on program monetary matters, space management, curriculum, health and food services, and relations among the public, staff, and parents.

## **ECD 131 Language Arts (3-0-3)**

This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and prewriting skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included.

## **ECD 132 Creative Experiences (3-0-3)**

In this course, the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement, and evaluate instructional activities.

## **ECD 133 Science and Math Concepts (3-0-3)**

This course includes an overview of pre-number and science concepts developmentally appropriate for young children. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate activities utilizing a variety of methods and materials.

## **ECD 135 Health, Safety and Nutrition (3-0-3)**

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.

## **ECD 200 Curriculum Issues in Infant and Toddler Development (3-0-3)**

This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring of infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

## **ECD 203 Growth and Development II (3-0-3)**

This course is an in-depth study of preschool children growing and developing in today's world. Focus is on "total" development of the child with emphasis on physical, social, emotional, cognitive, and nutritional areas of development. Developmental tasks and appropriate activities are explored in the course.

## **ECD 205 Socialization and Group Care of Infants and Toddlers (3-0-3)**

This course is the study of socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care and examining the elements of quality environments.

## **ECD 207 Infants and Toddlers with Special Needs (2-3-3)**

This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

## **ECD 237 Methods and Materials (3-0-3)**

This course includes an overview of developmentally appropriate methods and materials for planning, implementing, and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

## **ECD 243 Supervised Field Experience I (1-6-3)**

This course includes emphasis on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments of early childhood principles and practices. Prerequisite/Corequisite: ECD 237.

## **ECD 244 Supervised Field Experience II (1-6-3)**

This course emphasis is on planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities, and environments in all areas of responsibility in programs dealing with young children. Prerequisite: ECD 243.

## **ECD 251 Supervised Field Experiences in Infant/Toddler Environment (1-6-3)**

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 200, 15 hours ECD credits

## **(ECO)—ECONOMICS**

## **ECO 101 Basic Economics (3-0-3)**

This course is a study of comparative economic systems, forms of business organization, business operation, and wage and price determination.

# Course Descriptions

## Numbering System Example: (2-6-4)

- 2 - Number of class hours per week
- 6 - Number of lab hours per week
- 4 - Credits awarded

### **ECO 210 Macroeconomics (3-0-3)**

This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, and the government's role in economic decisions and growth. (UNIVERSITY TRANSFER)

### **ECO 211 Microeconomics (3-0-3)**

This course includes the study of the behavior of households and firms, including supply and demand, elasticity, price/output in different market structures, pricing of resources, regulations, and comparative advantage and trade. (UNIVERSITY TRANSFER)

## **(EEM)—INDUSTRIAL ELECTRONICS TECHNOLOGY**

### **EEM 107 Industrial Computer Techniques (1-3-2)**

This course is an introduction to microcomputers. Topics include definitions of computer types, hardware and software structure, movement of data, and application of microcomputers.

### **EEM 111 DC Analysis (3-0-3)**

This course is a study of the basic mathematical operations that apply to DC circuits. Emphasis is placed on the interpretation and solution of basic laws, multiple load circuits, and power problems associated with DC circuits. **Note:** Should be taken with EEM 115.

### **EEM 112 AC Analysis (3-0-3)**

This course is a study of the basic mathematical operations that apply to AC circuits. Application problems involving algebra, geometry, and trigonometry are used to cover the mathematics pertinent to AC circuits. Prerequisite: EEM 111 or equivalent. **Note:** Should be taken with EEM 116.

### **EEM 115 DC Circuits (3-3-4)**

This course is a study of atomic theory related to electronics and circuit theory. It covers electrical parameters and units, Ohm's law, Kirchhoff's voltage and current laws, power, and energy. It also includes inductance, capacitance, and DC instruments. Circuits are constructed and tested.

### **EEM 116 AC Circuits (3-3-4)**

This course is a study of the characteristics of alternating current and voltage in resistors, capacitors, and inductors. Series, parallel, and complex circuits are covered. Circuits are constructed and tested. Prerequisite: EEM 115 or equivalent. Corequisite: EEM 217

### **EEM 131 Solid-State Devices (3-3-4)**

This course is a study of semiconductor theory and common solid-state devices. Circuits are constructed and tested. Prerequisite: EEM 116 or equivalent.

### **EEM 145 Control Circuits (2-3-3)**

This course covers the principles and applications of component circuits and methods of motor control. Prerequisite: EEM 116 or equivalent.

### **EEM 151 Motor Controls I (3-3-4)**

This course is an introduction to motor controls, including a study of the various control devices and wiring used in industrial processes. Prerequisite: EEM 116 or equivalent.

### **EEM 152 Motor Controls II (3-3-4)**

This course is a continuation of the study of motor controls, including additional techniques and control devices. Prerequisites: EEM 116 and EEM 151.

### **EEM 160 Industrial Instrumentation (2-3-3)**

This course covers the basic principles of instrumentation, including a discussion of various instruments employed in industrial applications.

### **EEM 161 Industrial Instruments (3-3-4)**

This course is a study of basic industrial instruments with particular emphasis on the devices utilized to control modern manufacturing processes.

### **EEM 171 Electrical Installation/Electrical Code (3-3-4)**

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: EEM 151.

### **EEM 200 Semiconductor Devices (3-3-4)**

This course is a study of solid-state devices such as: FETs, Op Amps, and the thyristor family. Prerequisite: EEM 131.

### **EEM 215 DC/AC Machines (3-0-3)**

This course is a study of applications, operations, and construction of DC and AC machines.

### **EEM 217 AC/DC Machines with Electrical Codes (3-3-4)**

This course is a study of AC and DC machines to include operational theory, applications, and construction. Relevant sections of the National Electrical Code will also be covered.

### **EEM 230 Digital Electronics (3-3-4)**

This course is a study of logic, mathematics, components and circuits utilized in digital equipment.

### **EEM 231 Digital Circuits I (2-3-3)**

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.

### **EEM 250 Programmable Logic Controllers (3-3-4)**

This course is a study of programmable control systems with emphasis on basic programming techniques. Additional topics such as interfacing, data manipulation, and report generation will be covered. Prerequisites: EEM 151 and EEM 152.

# Course Descriptions

## **EEM 251 Programmable Controllers (2-3-3)**

This course is an introduction to programmable control systems with emphasis on basic programming techniques. A variety of input/output devices and their applications are covered. Prerequisites: EEM 151 and EEM 152.

## **EEM 274 Technical/Systems Troubleshooting (3-3-4)**

This course is a study of systematic approaches to troubleshooting and repair of electronic, electrical, and electromechanical systems. Prerequisite: EEM 200.

## **(EET)—ELECTRONICS ENGINEERING TECHNOLOGY**

## **EET 101 Basic Electronics (1-3-2)**

This course is a survey of electrical and electronic circuits and measurement methods for non-electronic engineering technology students. Circuits are constructed and tested.

## **EET 113 Electrical Circuits I (3-3-4)**

This course is a study of direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws, and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments. Corequisite: MAT 109 or MAT 110.

## **EET 114 Electrical Circuits II (3-3-4)**

This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments. Prerequisite: EET 113.

## **EET 131 Active Devices (3-3-4)**

This course is a study of semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits, and other components. Circuits are modeled, constructed, and tested. Prerequisite: EET 113.

## **EET 141 Electronic Circuits (3-3-4)**

This course is a study of electronic circuits using discrete and integrated devices, including analysis, construction, testing, and troubleshooting. Prerequisite: EET 131.

## **EET 145 Digital Circuits (3-3-4)**

This course is a study of number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed, and tested. Prerequisite: EET 113

## **EET 175 Introduction to Photonics (3-3-4)**

This introductory course focuses on the technology of generating and harnessing light and other forms of radiant energy whose quantum unit is the photon.

## **EET 210 Digital Integrated Circuits (3-3-4)**

This course is a study of digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices, and programmable logic devices. Circuits are modeled, constructed, and tested. Prerequisite: EET 145.

## **EET 220 Analog Integrated Circuits (2-3-3)**

This course includes analysis, application, and experiments involving such integrated circuits as OP-AMPS, timers and IC regulators. Circuits are modeled, constructed, and tested. Prerequisite: EET 131.

## **EET 231 Industrial Electronics (3-3-4)**

This course is a survey of topics related to industrial application of electronic devices and circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open and closed loop control circuits, and voltage-converting interfaces. Circuits are constructed and tested. Prerequisite: EET 131.

## **EET 235 Programmable Controllers (2-3-3)**

This course is a study of relay logic, ladder diagrams, theory of operation, and applications. Loading ladder diagrams, debugging, and troubleshooting techniques are applied to programmable controllers. Prerequisite: Permission of instructor.

## **EET 251 Microprocessor Fundamentals (3-3-4)**

This course is a study of binary numbers; microprocessor operation, architecture, instruction sets, and interfacing with operating systems; and of applications in control and data acquisition and analysis. Programs are written and tested.

## **EET 253 Microprocessors (3-3-4)**

This course is a study of software and hardware interfacing techniques. Circuits are modeled, constructed, and tested. Prerequisites: EET 210 and EET 251.

## **EET 255 Advanced Microprocessors (2-3-3)**

This course is a study of advanced microprocessor, controllers, and hardware/software interfacing techniques for controlling external devices. Hardware is designed and constructed and control programs are written and tested. Prerequisite: EET 253.

## **EET 256 Systems Operation and Maintenance (4-0-4)**

This course introduces students to the technical aspects of maintenance and troubleshooting microcomputer hardware and software. Emphasis is on the system manager's perspective of operating systems, hardware servicing, upgrade, and support.

## **EET 271 Circuit Assembly Techniques (1-3-2)**

This course is a study of techniques for hand assembly of electronic circuits, including component selection and identification, board layout, soldering and desoldering techniques, and prototyping and testing. Circuits are modeled, constructed, and tested. Prerequisite: Permission of instructor.

## **EET 272 Electronics Senior Seminar (0-3-1)**

This course includes various engineering topics using field trips and discussions with practicing technical personnel. Proper use of test instruments is reinforced. Prerequisite: Permission of instructor.

## **EET 273 Electronics Senior Project (0-3-1)**

This course includes the construction and testing of an instructor-approved project. This course is for senior students in Electronics Engineering Technology. Each student selects a project to be constructed with approval of the instructor. A schematic is obtained and revised as desired. Parts are procured. The project begins with a prototype and ends with a permanent assembly. Operation and maintenance documentation is

# Course Descriptions

## Numbering System Example: (2-6-4)

- 2 - Number of class hours per week
- 6 - Number of lab hours per week
- 4 - Credits awarded

developed and each project is individually evaluated by the instructor. This course is highly practical and requires considerable self-motivation. Credit for this course must be completed at Tri-County Technical College unless an alternative is approved in advance. Prerequisite: Permission of instructor.

## EET 274 Selected Topics in Electrical/Electronics Engineering Technology (3-0-3)

This course is a study of current topics related to electrical/electronics engineering technology. Technical aspects of practical applications are discussed. Prerequisite: Permission of instructor.

## (EGR)—ENGINEERING TECHNOLOGY

### EGR 101 Introduction to Engineering Technology (0-3-1)

This course is an introduction to computers and reporting formats.

### EGR 104 Engineering Technology Foundations (3-0-3)

This problem-based course introduces the student to fundamental concepts of electrical, mechanical, thermal, fluids, optical, and material systems related to engineering technology. Workplace readiness skills such as laboratory safety, communications, and teamwork are integrated into the course. Corequisites: ENG 104 and MAT 104.

### EGR 110 Introduction to Computer Environment (3-0-3)

This course provides an overview of computer hardware, available software, operating systems, and applications.

### EGR 112 Engineering Programming (2-3-3)

This course covers interactive computing and the basic concepts of programming. Prerequisite: Permission of instructor.

### EGR 120 Engineering Computer Applications (2-3-3)

This course includes the utilization of application software to solve engineering technology problems.

### EGR 175 Manufacturing Processes (2-3-3)

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

### EGR 181 Integrated Technology I (0-3-1)

This problem-based course focuses on the introduction of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on electrical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Corequisite: PHY 181.

### EGR 182 Integrated Technology II (0-3-1)

This problem-based course focuses on the development of workplace skills such as problem-solving, teamwork, computers, and communications and on applications of mathematics and science competencies. Major emphasis is on

mechanical concepts and laboratory techniques. It will include other concepts such as thermal, fluids, and optics. Corequisite: PHY 182.

### EGR 194 Statics and Strength of Materials (4-0-4)

This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials. Prerequisites: MAT 111 and PHY 201 or MAT 182 and PHY 182, or any of these combinations of Math and Physics.

### EGR 212 Structured Programming (1-3-2)

This course covers programming in a high-level language and includes assignment for values, flow charting, multiple-valued variables, modular program development, and general design considerations.

### EGR 275 Introduction to Engineering/Computer Graphics (2-3-3)

This course is a study of basic graphical concepts needed for engineering applications. These graphical concepts are presented through modeling and animation software. Prerequisite: EGR 120.

## (EGT)—ENGINEERING GRAPHICS TECHNOLOGY

### EGT 101 Basic Technical Drawing (1-3-2)

This course covers the basics of drafting, emphasizing line quality, lettering, and basic drafting conventions. Prerequisite: EGT 151 or permission from department head.

### EGT 103 Print Reading (2-0-2)

This course is an introduction to basic print reading and interpretation, including layout, projection, and dimensioning.

### EGT 104 Print Reading (3-0-3)

This course covers the interpretation of industrial drawings.

### EGT 106 Print Reading and Sketching (3-0-3)

This course covers the interpretation of basic engineering drawings and sketching techniques for making multi-view pictorial representations. Prerequisite: EGT 104.

### EGT 110 Engineering Graphics I (1-9-4)

This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawings.

### EGT 114 Welding Print Basics (1-3-2)

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

### EGT 115 Engineering Graphics II (1-9-4)

This course in engineering graphics science includes additional drawing techniques for industrial applications. Prerequisites: EGT 110 or EGT 101 and EGT 151; or permission from department head.

# Course Descriptions

## **EGT 120 Geometric Tolerancing (1-3-2)**

This course includes an introduction to geometric dimensioning and tolerancing, and a uniform understanding among design, manufacturing, and inspection functions. Prerequisite: EGT 104 or equivalent.

## **EGT 121 Schematics (2-0-2)**

This course covers the interpretation of mechanical, fluid power, and/or electrical schematics.

## **EGT 123 Industrial Print Reading (2-0-2)**

This course covers basic print reading and sketching for the industrial trades area. Sketching of geometric shapes and interpretation of working shop drawings are also included.

## **EGT 151 Introduction to CAD (2-3-3)**

This course covers the operation of a computer-aided drafting system. The course includes interaction with a CAD station to produce technical drawings.

## **EGT 152 Fundamentals of CAD (2-3-3)**

This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Course topics will feature an introduction to pictorial presentations including 3-D wire frame and solid models. Prerequisites: EGT 151 and EGT 101 or EGT 110; or permission from department head.

## **EGT 165 Introduction to CAD/CAM (0-6-2)**

This course covers the basic principles of CNC machine operation, fixturing required to clamp parts in the machine, and basic competencies in CNC programming. Prerequisite: EGT 152 or equivalent work experience. Corequisite: MTT 101.

## **EGT 210 Engineering Graphics III (1-9-4)**

This advanced course in engineering graphics science covers the production of technical working drawings. Prerequisite: EGT 250. Corequisites: EGT 252 or permission from department head.

## **EGT 215 Mechanical Drawing Applications (1-9-4)**

This advanced drawing course covers industrial applications. Prerequisites: EGT 210 and EGT 252. Corequisite: EGT 255.

## **EGT 250 CAD Applications (0-6-2)**

This course covers advanced topics such as 3-D wire-framed constructions, using shading techniques, creating user coordinate systems, and computer animations. Prerequisites: EGT 115 and EGT 152, or permission from department head.

## **EGT 252 Advanced CAD (2-3-3)**

This course covers advanced concepts of CAD software and applications. Prerequisites: EGT 250 and MTT 101, or permission from department head.

## **EGT 255 Applications in Advanced CAD (1-3-2)**

This course includes the skills of solid modeling instruction in an appropriate programming language. Prerequisite: EGT 252 or permission from department head.

## **EGT 265 CAD/CAM Applications (1-6-3)**

This course includes applications using CAD/CAM routines.

Prerequisite: EGT 165 and EGT 250, or permission from department head.

## **EGT 270 Manufacturing Integration (4-0-4)**

This course covers management control techniques of the industrial/business world, including inventory and obsolescence control, manufacturing and production systems, engineering design change, and material accountability procedures.

## **(ELT)—ELECTRONICS TECHNOLOGY**

### **ELT 110 Circuit Analysis (3-3-4)**

This course includes practical experience with circuit combinations for services, parallel and series-parallel circuits, and the laws and theorems used in problem solving or circuit simplification for DC and AC circuits.

### **ELT 111 DC/AC Circuits (3-3-4)**

This course is an introduction to DC and AC circuits and the components and devices used therein.

### **ELT 130 Basic Circuits (2-3-3)**

This course is a study of basic circuit concepts—combining individual components into a functional circuit. Note: Students should have completed or be taking a course in DC/AC concepts.

### **ELT 225 Process Control Instrumentation (3-3-4)**

This course is a study of process control instrumentation.

## **(ENG)—ENGLISH**

### **ENG 031 Developmental English Basics (3-0-0)**

Developmental English Basics is intended for students who need assistance with basic writing skills. Based on assessment of students' needs, instruction includes basic grammar and usage, mechanics, sentence structure, and basic writing. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

### **ENG 032 Developmental English (3-0-0)**

Developmental English is an intensive review of grammar and usage; mechanics of punctuation, spelling, and capitalization; sentence structure; and the writing process. Evidence of planning, organizing, drafting, editing, and revising are emphasized in the course along with a study of different modes of writing for a variety of rhetorical situations.

### **ENG 100 Introduction to Composition (3-0-3)**

This course is a study of basic writing and different modes of composition and may include a review of usage. (Credits earned for this course cannot be used toward graduation requirements.) Prerequisite: Satisfactory English placement scores.

### **ENG 101 English Composition I (3-0-3)**

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: Satisfactory English placement scores or ENG 100. (UNIVERSITY TRANSFER)

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### ENG 102 English Composition II (3-0-3)

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. (UNIVERSITY TRANSFER)

### ENG 104 Communications Foundations (3-0-3)

This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communications skills are emphasized. Prerequisite: Satisfactory English placement scores. Corequisites: MAT 104 and EGR 104.

### ENG 155 Communications I (3-0-3)

This course introduces the principles of expository writing and public speaking through practice and development of communication skills. Note: Satisfactory English placement scores are required. Prerequisite: Satisfactory English placement scores.

### ENG 156 Communications II (3-0-3)

This course is a continuation of the development of communication skills through writing, speaking, and library research assignments. Prerequisite: ENG 155 or ENG 101.

### ENG 160 Technical Communications (3-0-3)

This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. Assignments are preparation for writing responsibilities from basic technical notes to a specialized research paper, which is equivalent to the senior project. Prerequisite: ENG 155.

### ENG 181 Integrated Communications I (3-0-3)

This problem-based course integrates communication skills with mathematics, science, and technology in a collaborative, teaming environment. Writing, speaking, and presenting skills are learned through gathering, organizing, and presenting information. Prerequisite: Satisfactory English placement scores. Corequisites: EGR 181, MAT 181 and PHY 181.

### ENG 182 Integrated Communications II (3-0-3)

This problem-based course reinforces written and oral communication skills. Students learn to gather, organize, and present information in a collaborative, technical workplace environment. Prerequisite: Satisfactory English placement scores. Corequisites: EGR 182, MAT 182, and PHY 182.

### ENG 201 American Literature I (3-0-3)

This course is a study of American literature from the Colonial period to the Civil War. Prerequisite: ENG 102. (UNIVERSITY TRANSFER)

### ENG 202 American Literature II (3-0-3)

This course is a study of American literature from the Civil War to the present. Prerequisite: ENG 102. (UNIVERSITY TRANSFER)

### ENG 205 English Literature I (3-0-3)

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. (UNIVERSITY TRANSFER)

### ENG 206 English Literature II (3-0-3)

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. Prerequisite: ENG 102. (UNIVERSITY TRANSFER)

### ENG 208 World Literature I (3-0-3)

This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. Prerequisite: ENG 102. (UNIVERSITY TRANSFER)

### ENG 209 World Literature II (3-0-3)

This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. Prerequisite: ENG 102. (UNIVERSITY TRANSFER)

### ENG 260 Advanced Technical Communications (3-0-3)

This course develops skills in research techniques and increases proficiency in technical communications. Prerequisite: ENG 101. (UNIVERSITY TRANSFER)

### ENG 268 Communications Institute (3-0-3)

This course prepares high school academic teachers to effectively deliver instruction for the communications for the workplace courses used in Tech Prep programs. The content includes developing familiarity with course materials, examining various techniques for teaching applied courses, and expanding teachers' understanding of the Tech Prep concept.

## (FRE)—FRENCH

### FRE 101 Elementary French I (4-0-4)

This course consists of a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction to French culture. Note: ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

### FRE 102 Elementary French II (4-0-4)

This course continues the development of basic language skills and includes a study of French culture. Prerequisite: FRE 101, Language placement test or Exemption test scores. (UNIVERSITY TRANSFER)

### FRE 201 Intermediate French I (3-0-3)

This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. Prerequisite: FRE 102, Language placement test or Exemption test scores. (UNIVERSITY TRANSFER)

### FRE 202 Intermediate French II (3-0-3)

This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose. Prerequisite: FRE 201. Language placement test or Exemption test scores. (UNIVERSITY TRANSFER)

# Course Descriptions

## (GEO)—GEOGRAPHY

### **GEO 102 World Geography (3-0-3)**

This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, Asia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic, and political systems. (UNIVERSITY TRANSFER)

## **GEOGRAPHIC INFORMATION SYSTEMS**

### **GMT 101 Introduction to Geographic Information System (3-0-3)**

This course is a study of the development of digital techniques to portray mapping/spatial data, hardware and software components of digital mapping systems, and review of basic procedures in creating, maintaining and utilizing digital mapping.

### **GMT 210 Geographic Information Systems/Data Entry/Editing Methods (3-3-4)**

This course is a study of the methods of point line and area graphic data entry into digital mapping systems to include use of existing digital data sets, digitizing from existing hard copy documents, scanning and conversion from raster to vector format, coordinate geometry and input from GPS systems. Translations of graphic data from one software system to another. Techniques of adding, deleting or modifying graphic data are also included in the course. Prerequisite: GMT 101.

### **GMT 240 Geographic Information Systems Analysis and Reporting (3-3-4)**

This course is a study of techniques of retrieving spatial and database information from a digital mapping system, preparing analyses and reports and producing maps, graphics and charts using plotters and printers, and use of software designed specifically for analysis and reporting. Prerequisite: GMT 210.

## (HIS)—HISTORY

### **HIS 101 Western Civilization to 1689 (3-0-3)**

This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. Note: English placement scores satisfactory for ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

### **HIS 102 Western Civilization Post 1689 (3-0-3)**

This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. Note: English placement scores satisfactory for ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

### **HIS 201 American History: Discovery to 1877 (3-0-3)**

This course is a survey of U.S. history from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. Note: English placement scores satisfactory for ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

### **HIS 202 American History: 1877 to Present (3-0-3)**

This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. Note: English placement scores satisfactory for ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

## (HSS)—HUMANITIES

### **HSS 105 Technology and Culture (3-0-3)**

This course provides a study of the impact of technological change on cultural values, society, and the individual. Prerequisite: ENG 155, ENG 101, or ENG 104.

### **HSS 205 Technology and Society (3-0-3)**

This course is an investigation of the impact of the 20th century technological changes in America on the individual, society, and the physical environments. (UNIVERSITY TRANSFER)

## (IMT)—INDUSTRIAL MAINTENANCE TECHNOLOGY

### **IMT 102 Industrial Safety (2-0-2)**

This course covers safety awareness and practices found in industry.

### **IMT 106 Fundamentals of Industrial Technology (3-0-3)**

This course is a study of basic industrial topics, including teamwork, blueprint reading, and problem solving in an integrated format.

### **IMT 111 Industrial Tools (3-6-5)**

This course covers the use of hand and/or power tools. Skill-developing projects are emphasized.

### **IMT 121 Drive Systems (1-3-2)**

This course covers drive systems consisting of belts and pulleys, chains and sprockets, and gear drives used to transmit power.

### **IMT 124 Pumps (1-3-2)**

This course covers packings, seals, couplings, and alignment of pumps.

### **IMT 126 Introduction to Mechanical Installation (1-3-2)**

This course includes an introduction to the skills required for rigging, installing, and repairing machinery.

### **IMT 131 Hydraulics and Pneumatics (3-3-4)**

This course covers the basic technology and principles of hydraulics and pneumatics.

### **IMT 140 Industrial Electricity (3-6-5)**

This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

### **IMT 151 Piping Systems (2-3-3)**

This course covers plumbing and piping systems used in industrial, commercial and/or residential construction.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

Emphasis will be placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

### **IMT 152 Fundamentals of Refrigeration Systems (2-6-4)**

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

### **IMT 163 Problem Solving for Mechanical Applications (3-0-3)**

This course covers the troubleshooting techniques such as mathematical calculations and mechanical procedures.

### **IMT 181 Industrial Operations I (3-0-3)**

This course is a study of industrial manufacturing operations that convert materials into products. The course covers the conversions of such materials as metals, plastics, ceramics, textiles, and composite materials. Contemporary manufacturing techniques such as teaming and problem solving employed in the manufacturing environment are explored in the course.

### **IMT 182 Industrial Operations II (3-0-3)**

This course is a continuing study of manufacturing operations that convert materials into products.

## (IST)—INFORMATION SYSTEMS TECHNOLOGY

### **IST 220 Data Communications (3-0-3)**

This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. Prerequisites: CPT 176 and CPT 234.

### **IST 225 Internet Communications (3-0-3)**

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: CPT 170.

### **IST 226 Internet Programming (3-0-3)**

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. Prerequisites: CPT 236 and IST 225.

### **IST 230 Artificial Intelligence (3-0-3)**

This course is a comprehensive overview of artificial intelligence. It covers an introduction to the key principles, techniques, and tools being used to implement knowledge-based systems. Prerequisites: CPT 111 and CPT 114.

### **IST 237 Intermediate Website Design (3-0-3)**

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: CPT 234.

### **IST 238 Advanced Tools for Website Design (3-0-3)**

This course is a 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 225.

### **IST 250 Network Management (3-0-3)**

This course is a study of planning, organizing, and controlling telecommunications functions for the potential telecommunications manager. Emphasis is placed on current situations and techniques. Novell Netware is used to demonstrate practical applications of networks. Prerequisites: CPT 176 and IST 220.

### **IST 251 LAN Networking Technologies (3-0-3)**

This course provides software-specific concepts of local area network (LAN) communications, networking, and connectivity. Microsoft networking software is used to demonstrate practical applications of networks. Prerequisites: CPT 176 and IST 220.

### **IST 257 LAN Network Server Technologies (3-0-3)**

This course is a study of network operating system technologies including network operating system architecture, the installation, configuration, monitoring and troubleshooting of network resources, and network administration functions such as user/group maintenance, network security, print services, remote access, fault tolerance, backup and recovery. Prerequisites: CPT 267, IST 220

## (MAT)—MATHEMATICS

### **MAT 010 Developmental Mathematics (Basics-Compressed) (1-0-1)**

This course provides a review, in a compressed time frame, of the basic arithmetic skills studied in MAT 031. Successful completion of this course allows a student to enroll in MAT 032. This is a Jumpstart class. It meets the week before each semester begins and reviews Basic Math and PreAlgebra concepts. Success in this Jumpstart determines if a student is ready for MAT 031 PreAlgebra or MAT 101 Beginning Algebra.

### **MAT 011 Developmental Mathematics (Basics Workshop) (1-0-1)**

This course provides support for mastery of MAT 031 competencies (e.g. may include, but is not limited to, laboratory work, computerized instruction, and/or projects). This is a Jumpstart class. It meets the week before each semester begins and reviews Beginning Algebra concepts. Upon successful completion of this course (75 or better on the final exam), the student may take MAT 102, 155 or 211. A grade of "A" on the final exam is required to take MAT 120

### **MAT 012 Developmental Mathematics (Workshop) (1-0-1)**

This course provides support for mastery of MAT 032 competencies (e.g. may include, but it not limited to, laboratory work, computerized instruction, and/or projects). This is a Jumpstart class. It meets the week before each semester begins and reviews Intermediate Algebra concepts. Upon successful

# Course Descriptions

completion of this course (75 or better on the final exam), the student may take MAT 109, 110 or 120.

## **MAT 013 Developmental Mathematics (Compressed) (1-0-1)**

This course provides a review, in a compressed time frame, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032. This is a Jumpstart class. It meets the week before each semester begins and is an Introduction to Probability and Statistics. Topics include order of operations, graphing linear equations, terminology, using graphing calculators and reading tables, charts and diagrams. Upon successful completion of this course (75 or better on the final exam), the student may take MAT 120.

## **MAT 031 Developmental Math (Basics) (3-0-0)**

Developmental Math Basics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals and percents. Applications skills are emphasized. Instruction may also include basic geometry, data analysis, graphs, as well as skills needed to be successful MAT 032.

## **MAT 032 Developmental Mathematics (3-0-0)**

Developmental Mathematics includes a review of arithmetic skills and focuses on the study of measurement and geometry, basic algebra concepts and data analysis. Application skills are emphasized. This is considered a PreAlgebra course so instruction may also include operations with positive and negative numbers, solving one-and two-step equations, solving related application problems and an introduction to graphing linear equations.

## **MAT 101 Beginning Algebra (3-0-3)**

This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication, and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphs. Beginning Algebra (MAT 101) does not count toward graduation for any program. Prerequisite: Satisfactory math placement score.

## **MAT 102 Intermediate Algebra (3-0-3)**

This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio and proportion; factoring; functions; graphs; solutions of linear inequalities; and linear and quadratic equations. Prerequisite: Satisfactory math placement score or MAT 101.

## **MAT 104 Mathematics Foundations (3-0-3)**

This course includes the study of numeration, measurement (US customary and SI), basic algebra, geometry, statistics, and trigonometry. Applications of science and technology are integrated in a problem-based learning environment. Technology, communications, teamwork, and other workplace readiness skills are emphasized. Prerequisite: Satisfactory math placement score. Corequisites: EGR 104 and ENG 104.

## **MAT 109 College Algebra with Modeling (3-0-3)**

This course is an approach to algebra that incorporates mathematical modeling of real data and business applications.

Emphasis on linear, quadratic, piece-wise defined, rational, polynomial, exponential and logarithmic functions. Includes inequalities and matrices. Prerequisite: Satisfactory math placement score or MAT 102. (UNIVERSITY TRANSFER)

## **MAT 110 College Algebra (3-0-3)**

This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; simple linear programming; solutions of higher degree polynomials; combinatorial algebra, including the binomial theorem; and introduction to probability. Prerequisite: Satisfactory math placement score or MAT 102. (UNIVERSITY TRANSFER)

## **MAT 111 College Trigonometry (3-0-3)**

This course includes the following topics: circular 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 series. Prerequisite: MAT 110. (UNIVERSITY TRANSFER)

## **MAT 120 Probability and Statistics (3-0-3)**

This course includes the following topics: introductory probability and statistics, including organization of data; sample space concepts; random variables; counting problems; binomial and normal distributions; central limit theorem; confidence intervals and test hypothesis for large and small samples; types I and II errors; linear regression and correlation. Prerequisite: Satisfactory math placement score. (UNIVERSITY TRANSFER)

## **MAT 122 Finite College Mathematics (3-0-3)**

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: Satisfactory math placement score. (UNIVERSITY TRANSFER)

## **MAT 130 Elementary Calculus (3-0-3)**

This course includes the following topics: differentiation and integration of polynomial, rational, logarithmic, and exponential functions and interpretation and application of these processes. Prerequisite: MAT 109. (UNIVERSITY TRANSFER)

## **MAT 140 Analytical Geometry and Calculus I (4-0-4)**

This course includes the following topics: derivatives and integrals of polynomial, rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. Prerequisite: MAT 111. (UNIVERSITY TRANSFER)

## **MAT 141 Analytical Geometry and Calculus II (4-0-4)**

This course includes the following topics: continuation of calculus of one variable, including analytic geometry; techniques of integration; volumes by integration, and other applications; infinite series, including Taylor series; improper integrals. Prerequisite: MAT 140. (UNIVERSITY TRANSFER)

## **MAT 155 Contemporary Mathematics (3-0-3)**

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations, and descriptive statistics. Prerequisite: Satisfactory math placement score.

# Course Descriptions

## Numbering System Example: (2-6-4)

- 2 - Number of class hours per week
- 6 - Number of lab hours per week
- 4 - Credits awarded

### **MAT 181 Integrated Mathematics I (3-0-3)**

This problem-based course focuses on basic laws of algebra, linear and quadratic equations, introduction to trigonometry, and concepts of functions and graphs. Concepts and skills in mathematics are integrated with electrical topics in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Prerequisite: Satisfactory math placement score. Corequisites: EGR 181, ENG 181, and PHY 181.

### **MAT 182 Integrated Mathematics II (3-0-3)**

This problem-based course reinforces the basic laws of algebra, measurement, linear and quadratic equations, trigonometry, functions, and graphs. Mathematical concepts and skills are integrated with mechanical topics in a problem-based learning environment. Science, communications, and technology are integrated with mathematics throughout the course. Corequisites: EGR 182, ENG 182, and PHY 182. Prerequisite: Satisfactory math placement score.

### **MAT 211 Math for Elementary Education I (3-0-3)**

This course includes the following topics: Logic; set theory; properties of and operations on counting numbers; integers; rational numbers; and real numbers. Open to elementary education majors only. Prerequisite: Satisfactory math placement score.

### **MAT 212 Math for Elementary Education II (3-0-3)**

This course includes the following topics: basic algebra; introductory geometry; probability and statistics. Open to elementary education majors only. Prerequisite: MAT 211.

### **MAT 215 Geometry (3-0-3)**

This course includes the following topics: Euclidean geometry of points, lines, triangles, circles, and polygons; right triangle trigonometry; and analytical geometry of the straight line. (This course is designed primarily for elementary teachers.) Prerequisite: MAT 212.

### **MAT 220 Advanced Statistics (3-0-3)**

This course includes the following topics: estimation of parameters; formulation and testing of hypotheses; multiple and non-linear regression; correlation; contingency tables; analysis of variance; special distributions; introduction to non-parametric statistics. Prerequisite: MAT 120.

### **MAT 230 Basic Multivariable Calculus (3-0-3)**

This course includes the following topics: partial derivatives; extreme problems; multiple integration; continuous probability distributions; difference equations; management and economic applications. Prerequisite: MAT 130.

### **MAT 240 Analytical Geometry and Calculus III (4-0-4)**

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. (UNIVERSITY TRANSFER)

### **MAT 242 Differential Equations (4-0-4)**

This course includes the following topics: solution of linear and elementary non-linear differential equations by standard methods with sufficient linear algebra to solve systems; applications; series; Laplace transform; and numerical methods. Prerequisite: MAT 141. (UNIVERSITY TRANSFER)

## (MED)—MEDICAL ASSISTING

### **MED 103 Medical Assisting Introduction (2-3-3)**

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

### **MED 104 Medical Assisting Administrative Procedures (3-3-4)**

This course provides a study of receptionist duties, patient record management, insurance claims processing, IDC-9-CM, CPT and HCPCS coding, letter writing, computer applications, and the use of other business machines. Prerequisite: MED 103.

### **MED 107 Medical Office Management (4-0-4)**

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

### **MED 114 Medical Assisting Clinical Procedures (3-3-4)**

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques, and emergency procedures. Prerequisite: MED 112.

### **MED 115 Medical Office Lab Procedures I (3-3-4)**

This course provides a study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisite: MED 103.

### **MED 116 Medical Office Lab Procedures II (3-3-4)**

This course includes the study of laboratory techniques commonly used in physicians' offices and other facilities. Prerequisite: MED 115.

### **MED 117 Clinical Practice (2-9-5)**

This course provides practical application of administrative and clinical skills in medical facility environments. Prerequisite: MED 115.

### **MED 118 Pharmacology for the Medical Assistant (3-3-4)**

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

## (MET)—MECHANICAL ENGINEERING TECHNOLOGY

### **MET 215 Dynamics of Machinery (3-3-4)**

This course covers the analysis of rigid bodies in rectilinear translation, rotation, and combined (plane) motion. Emphasis is on displacement, velocity, and acceleration with application to dynamic forces (kinetics). Prerequisite: MAT 110 or MAT 182.

# Course Descriptions

## **MET 224 Hydraulics and Pneumatics (2-3-3)**

This course covers basic hydraulics and pneumatic principles and circuits. System components such as pumps, compressors, piping, valves, cylinders, fluid motors, accumulators, and receivers are discussed. Corequisites: MAT 110 or MAT 181 and MAT 182 or MAT 109.

## **(MGT)—MANAGEMENT**

### **MGT 101 Principles of Management (3-0-3)**

This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

### **MGT 110 Office Management (3-0-3)**

This course is a study of various approaches to office organization and management, personnel selection and training, and ergonomics in the modern office.

### **MGT 120 Small Business Management (3-0-3)**

This course is a study of small business management and organization, forms of ownership, and the process of starting a new business.

### **MGT 150 Fundamentals of Supervision (3-0-3)**

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: MGT 101.

### **MGT 201 Human Resource Management (3-0-3)**

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: MGT 101.

### **MGT 210 Employee Selection and Retention (3-0-3)**

This course examines how to identify and assess employment needs within an organization. Students will also study the functions of recruitment, selection, and training, with an emphasis on employee retention.

### **MGT 235 Production Management (3-0-3)**

This course is a study of production management techniques used in a manufacturing environment. Major topics include forecasting, scheduling, inventory, work flow management, and quality control. Prerequisites: MAT 155 or equivalent math course and BUS 101.

### **MGT 240 Management Decision Making (3-0-3)**

This course is a study of various structured approaches to managerial decision making. The situations are realistic and will aid in developing problem-solving skills. Prerequisites: ACC 101, CPT 170, MGT 101, and MKT 101.

## **(MKT)—MARKETING**

### **MKT 101 Marketing (3-0-3)**

This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion, and marketing distribution.

### **MKT 110 Retailing (3-0-3)**

This course is a study of the importance of retailing in American business and covers the concepts of store location, layout, merchandising, display, pricing, inventory control, promotional programs, and profit management.

### **MKT 130 Customer Service Principles (3-0-3)**

This course is a study of the importance of customer service satisfaction and the functions of various customer relations systems.

### **MKT 140 E-Marketing (3-0-3)**

This course is a study of electronic marketing. In addition to traditional marketing topics, special emphasis will be placed on Internet marketing fundamentals, strategies, and trends.

### **MKT 141 Electronic Commerce Strategies (3-0-3)**

This course is an overview of the e-commerce business from conception to implementation and evaluation. Special emphasis will be placed on budgeting, securing financial resources, and fiscal management.

### **MKT 145 Legal Issues in E-Commerce (3-0-3)**

This course is a study of legal issues related to e-commerce. Special emphasis will be placed on copyright laws, intellectual property rights, and patent law.

### **MKT 150 Marketing Applications for Computers (3-0-3)**

This course is a study of various techniques used in an electronic society. Technologies studied will include e-conferencing, e-mail, web page design, and an analysis of web pages that are currently being used for e-commerce on the World Wide Web.

### **MKT 198 Special Topics in E-Commerce (3-0-3)**

This course covers a multifaceted view of companies that have utilized e-commerce. Special emphasis will be placed on case studies involving managerial decision making and potential opportunities to e-commerce.

### **MKT 240 Advertising (3-0-3)**

This course is a study of the role of advertising in the marketing of goods and services, including types of advertising, media, how advertising is created, agency functions, and regulatory aspects of advertising.

### **MKT 250 Consumer Behavior (3-0-3)**

This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption-related items.

## **(MLS)—MILITARY SCIENCE AEROSPACE STUDIES (AFROTC)**

### **MLS 111 Air Force Today I (2-3-2)**

This course provides a study of the Air Force in the contemporary world by examining the total force structure which includes strategic offensive and defensive, general purpose, and aerospace support. Leadership laboratory includes drill fundamentals, customs, and courtesies of the service.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### **MLS 112 Air Force Today II (2-3-2)**

This course is a continuation of the study of the total force structure. Leadership laboratory includes drill ceremonies and an introduction of Air Force careers.

### **MLS 211 Air Power Development I (2-3-2)**

This course provides a study of the development of air power from balloons through civic actions of the 1960s and the air war in Southeast Asia. Leadership experiences include guiding, directing, and controlling an Air Force unit.

### **MLS 212 Air Power Development II (2-3-2)**

This course provides a study of the development of air power from the air war in Southeast Asia to the present. Leadership laboratory experiences include advanced training in managing an Air Force unit.

## ARMY STUDIES (AROTC)

### **MLS 107 Leadership Fundamentals I (2-3-2)**

The study of leadership focused at the individual level. Students will learn effective communicating skill, ethical decision-making, small group management and mental and physical conditioning. Skills will be applied in a variety of challenging training events during Leadership Laboratory to include rappelling, water survival, land navigation and team athletics.

### **MLS 108 Leadership Fundamentals II (2-3-2)**

Continued study of leadership focused at the individual and team level. Topics include problem solving, critical thinking, leadership styles and group cohesion. Leadership laboratory training will include small unit tactics and weapons firing.

### **MLS 207 Leadership Development I (2-3-2)**

The study of leadership focused at the team level. Students will develop leadership skills through public speaking, managing small groups, and mentoring first year students. Skill will be applied in a variety of challenging training events during Leadership Laboratory to include rappelling, water survival, land navigation and team-building exercises.

### **MLS 208 Leadership Development II (2-3-2)**

Continued study of leadership at the team and small group level. Focuses on moral leadership, officership and the Army as a profession. Leadership Laboratory training includes small unit tactics, airmobile operations and weapons firing. Students will lead teams throughout the semester.

## (MLT)—MEDICAL LABORATORY TECHNOLOGY

### **MLT 101 Introduction to Medical Laboratory Technology (1-3-2)**

This course provides an introduction to laboratory medicine, including techniques for routine laboratory procedures, medical terminology, safety, and an overview of each area within the laboratory.

### **MLT 105 Medical Microbiology (3-3-4)**

This course provides a survey of organisms encountered in the clinical microbiology laboratory, including sterilization and disinfection techniques.

### **MLT 108 Urinalysis and Body Fluids (2-3-3)**

This course introduces the routine analysis and clinical significance of urine and other body fluids.

### **MLT 110 Hematology (3-3-4)**

This course provides a study of the basic principles of hematology, including hemoglobins, hematocrits, white and red counts, and identification of blood cells.

### **MLT 115 Immunology (2-3-3)**

This course provides a study of the immune system, disease states, and the basic principles of immunological testing. Prerequisite: MLT 120.

### **MLT 120 Immunoematology (3-3-4)**

This course introduces the theory and practice of blood banking, including the ABO, RH and other blood group systems, compatibility testing, and HDN.

### **MLT 130 Clinical Chemistry (3-3-4)**

This course focuses on the study of nutritional, functional, and excretional chemicals in blood and body fluids including testing techniques and clinical significance.

### **MLT 205 Advanced Microbiology (3-3-4)**

This course provides a detailed study of microorganisms and the currently accepted procedures for identification of these microorganisms in the clinical laboratory. Prerequisite: MLT 105.

### **MLT 210 Advanced Hematology (3-3-4)**

This course provides a study of the diseases of blood cells and other hematologic procedures including coagulation. Prerequisite: MLT 110.

### **MLT 230 Advanced Clinical Chemistry (3-3-4)**

This course includes advanced theory, principles, and instrument techniques used in clinical chemistry. Prerequisite: MLT 130.

### **MLT 241 Medical Lab Transition (3-0-3)**

This course correlates laboratory procedures and concepts, with emphasis on higher level cognitive applications. Prerequisites: All first year courses.

### **MLT 251 Clinical Experience I (0-15-5)**

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisites: All first year courses.

### **MLT 252 Clinical Experience II (0-15-5)**

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: MLT 251.

### **MLT 253 Clinical Experience III (0-15-5)**

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: MLT 252.

# Course Descriptions

## **MLT 254 Clinical Experience IV (0-15-5)**

This course provides an integrated, clinically based rotation which correlates cognitive and technical skills in selected areas of the clinical laboratory. Prerequisite: MLT 253.

## **(MTT)—MACHINE TOOL TECHNOLOGY**

### **MTT 101 Introduction to Machine Tool (1-3-2)**

This course covers the basics in measuring tools, layout tools, bench tools, and basic operations of lathes, mills, and drill presses.

### **MTT 105 Machine Tool Math Applications (3-0-3)**

This course is a study of shop math relevant to the machine tool trade.

### **MTT 121 Machine Tool Theory I (3-0-3)**

This course covers the principles involved in the production of precision metal parts.

### **MTT 122 Machine Tool Practice I (1-9-4)**

This course covers practical experiences using the principles in Machine Tool Theory I. Corequisite: MTT 121.

### **MTT 123 Machine Tool Theory II (3-0-3)**

This course covers the principles involved in machining parts using machine tools, including lathes, mills, drill presses, jig bores, and the attachments for each. Prerequisite: MTT 121.

### **MTT 124 Machine Tool Practice II (1-9-4)**

This course covers the practical application of the principles in Machine Tool Theory II. Prerequisite: MTT 122. Corequisite: MTT 123.

### **MTT 125 Machine Tool Theory III (3-0-3)**

This course covers the principles involved in the machining, heat treating, and grinding of complex metal parts. Prerequisite: MTT 123.

### **MTT 126 Machine Tool Practice III (1-9-4)**

This course covers the practical application of the principles in Machine Tool Theory III. Prerequisite: MTT 124. Corequisite: MTT 125.

### **MTT 141 Metals and Heat Treatment (3-0-3)**

This course is a study of the properties, characteristics, and heat treatment procedures of metals.

### **MTT 166 Plastic Operations (2-3-3)**

This course covers plastics processes and shop application of the processes.

### **MTT 175 Innovations in Machining Technology (3-0-3)**

This course covers changes in machining technologies, major advancements in the machine tool field, or specialty training items. Prerequisite/Corequisite: MTT 212.

### **MTT 205 Tool and Die Math Applications (3-0-3)**

This course is a study of geometry and trigonometry relevant to the tool and die trade. Prerequisite: MTT 105.

### **MTT 211 Die Theory (3-0-3)**

This course is a study of die components as they relate to the complete die. Corequisite: EGT 104.

### **MTT 212 Tool Design (4-0-4)**

This course is a study of the development, material selection, manufacturing and machining procedures necessary in the production of tools and tooling. Prerequisites: EGT 104, MTT 124.

### **MTT 222 Tool and Diemaking Practice I (0-12-4)**

This course covers the manufacture of a simple cutting die or tools. Prerequisite: MTT 126.

### **MTT 224 Tool and Diemaking Practice II (0-12-4)**

This course covers the construction of a compound and/or progressive die or tools. Prerequisite: MTT 222.

### **MTT 246 Plastic Moldmaking I (1-3-2)**

This course is an introduction to moldmaking and plastics.

### **MTT 247 Plastic Moldmaking II (2-3-3)**

This course is an advanced study of moldmaking and plastics.

### **MTT 250 Principles of CNC (2-3-3)**

This course is an introduction to the coding used in CNC programming. Prerequisites: MTT 124, MTT 205, EGT 104, or equivalent work experience.

### **MTT 251 CNC Operations (2-3-3)**

This course is a study of CNC machine controls, setting tools, and machine limits, and capabilities. Prerequisite: MTT 250.

### **MTT 253 CNC Programming and Operations (2-3-3)**

This course is a study of the planning, programming, selecting tooling, determining speeds and feeds, setting up, operating, and testing of CNC programs on CNC machines. Prerequisite: MTT 251.

### **MTT 254 CNC Programming I (2-3-3)**

This course is a study of CNC programming, including machine language and computer-assisted programming. Prerequisites: MTT 253, EGT 151.

### **MTT 258 Machine Tool CAM (2-3-3)**

This course is a study of computer-assisted manufacturing graphics systems needed to create CNC programs. Prerequisite: MTT 254.

## **(MUS)—MUSIC**

### **MUS 105 Music Appreciation (3-0-3)**

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. (UNIVERSITY TRANSFER)

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

## (NUR)—NURSING

### **NUR 100 Pre-Nursing (Non-Degree Credit) (1-0-1)**

This course covers an exploration of nursing as a possible career choice.

### **NUR 101 Fundamentals of Nursing (4-6-6)**

This course facilitates the development of beginning technical competency in the application of the nursing process to assist in meeting the needs of selected patients of varying ages. Through guided classroom, laboratory and clinical experiences, the student will develop competency in assessment of patients and in planning and implementing nursing interventions. The student will assist adult patients with common health problems and will integrate concepts and principles of growth and development, communication and nutrition. The student will acquire a beginning knowledge of the role of the nurse as a member of the health team. Prerequisite: AHS 117 or Approval of Department Head.

### **NUR 106 Pharmacologic Basics (2-0-2)**

This introductory course outlines the basic concepts of pharmacotics, pharmacokinetics, pharmacodynamics, and pharmacotherapeutics. The process of clinical calculations is introduced as well as major drug classifications. Corequisite: NUR 101.

### **NUR 111 Common Health Problems (3-9-6)**

This course facilitates utilization of the nursing process to assist in meeting the needs of patients with common health problems. Through guided classroom, laboratory and clinical experiences, the student develops additional competencies which will include application of the nursing process, communication, nutrition, and pharmacology. Prerequisite: NUR 101.

### **NUR 201 Transition Nursing (2-3-3)**

This course facilitates the transition of the practical nurse graduate to the role of the associate degree nursing student. Emphasis is on the application of the nursing process in providing care for patients with common health problems. Concepts from human anatomy, physiology, nutrition, growth, development and pharmacology are integrated. Prerequisites: BIO 210, ENG 101, MAT 120, Instructor permission.

### **NUR 210 Complex Health Problems (2-9-5)**

This course expands application of the nursing process in meeting the needs of patients with complex health problems. The student will focus on planning care that is individualized and reflects the total needs of the patient. The student will increase ability to use cognitive, affective, and psychomotor skills. Prerequisite: NUR 111 or NUR 201.

### **NUR 214 Mental Health Nursing (2-6-4)**

This course facilitates the utilization of the nursing process to assist in meeting the needs of patients with common mental health problems. Focus is on the dynamics of human behavior ranging from normal to extreme. Emphasis is on the therapeutic use of self. Prerequisite: NUR 210.

### **NUR 216 Nursing Seminar (1-0-1)**

This course is an exploration of healthcare trends and issues.

### **NUR 220 Family Centered Nursing (4-9-7)**

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health continuum. Prerequisite: NUR 111 or NUR 201.

### **NUR 221 Advanced Nursing Concepts (2-9-5)**

This course expands the application of the nursing process in the care of persons throughout the life span who are experiencing complex health problems. It provides opportunity for students to assume management responsibilities in the delivery of nursing care within the health care system. Prerequisite: NUR 210.

### **NUR 230 Physical Assessment (3-0-3)**

This course facilitates the development of competence to perform a physical assessment. Prerequisite: Instructor permission.

### **NUR 232 Gerontological Nursing (3-0-3)**

This course facilitates the development of competence to meet the needs of the older adult. Prerequisite: Permission of Instructor.

### **NUR 274 Issues in Nursing Practice (3-0-3)**

This course addresses current issues in nursing practice. Prerequisite: NUR 111 or NUR 201.

## (OST)—OFFICE SYSTEMS TECHNOLOGY

### **OST 101 Introduction to Keyboarding (2-0-2)**

This is an introductory course in keyboarding and basic formatting techniques using a computer.

### **OST 105 Keyboarding (3-0-3)**

This course focuses on the mastery of keyboarding and formatting principles using a computer.

### **OST 110 Document Formatting (3-0-3)**

This course emphasizes speed, accuracy, and developing document-formatting skills using keyboarding competencies. Prerequisite: OST 105.

### **OST 121 Machine Transcription (3-0-3)**

This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents. Prerequisite: OST 105.

### **OST 122 Medical Machine Transcription I (3-0-3)**

This course provides experience in transcribing medical documents from dictation equipment. Prerequisite: OST 105.

### **OST 123 Legal Machine Transcription (3-0-3)**

This course focuses on the development of speed and accuracy in transcribing legal documents from dictation equipment. Prerequisite: OST 105.

# Course Descriptions

## **OST 133 Professional Development (3-0-3)**

This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job-seeking skills, office etiquette, ethics, and time and stress management.

## **OST 137 Office Accounting (3-0-3)**

This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.

## **OST 141 Office Procedures I (3-0-3)**

This is an introductory course to a variety of office procedures and tasks using business equipment, systems, and procedures. Prerequisite: OST 105.

## **OST 165 Information Processing Software (3-0-3)**

This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing (MS Word). Prerequisite: OST 105.

## **OST 167 Information Processing Applications (3-0-3)**

This course emphasizes applications and features of information processing software. This course also provides an in-depth study of graphical user interface by using Windows.

## **OST 210 Document Production (3-0-3)**

This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence in document production. Prerequisite: OST 110.

## **OST 212 Medical Document Production (3-0-3)**

This course covers the production of documents found in medical offices. The major focus is on productivity and excellence in medical document production.

## **OST 213 Legal Document Production (3-0-3)**

This course introduces legal terminology and covers the production of documents found in the legal office environment. Emphasis is on productivity and excellence in legal document production. Prerequisite: OST 105.

## **OST 221 Advanced Machine Transcription (3-0-3)**

This course emphasizes accuracy and speed development in transcribing business applications from dictation equipment. Prerequisite: OST 121.

## **OST 222 Medical Machine Transcription II (3-0-3)**

This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment. Prerequisite: OST 122.

## **OST 251 Administrative Systems and Procedures (3-0-3)**

This course covers processing information in the electronic office. Emphasis is on increasing proficiency in performing a variety of office tasks (MS Word, Excel, Access). Prerequisites: OST 165, OST 263, OST 267.

## **OST 255 Senior Practicum (1-6-3)**

This course includes practical experience in an approved office setting as well as class meetings. Emphasis is placed on such topics as career planning, ethics, attitude, and other subjects

which enhance employability skills. Prerequisite: Requires program coordinator approval.

## **OST 263 Office Database Applications (3-0-3)**

This course introduces the concepts and structures of a database and the application of the concepts in an office environment (MS Access). Prerequisite: OST 105.

## **OST 265 Office Desktop Publishing (3-0-3)**

This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. Prerequisite: OST 105.

## **OST 267 Integrated Information Processing (3-0-3)**

This course covers the application of integrated computer software—data entry; database; spreadsheet (MS Excel). Prerequisite: OST 105.

## **(PHI)—PHILOSOPHY**

### **PHI 101 Introduction to Philosophy (3-0-3)**

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. (UNIVERSITY TRANSFER)

### **PHI 105 Introduction to Logic (3-0-3)**

This course is an introduction to the structure of argument, including symbolization; proofs; formal fallacies; deductions; and inductions. Prerequisites: None, but a good background in math and English is desirable. (UNIVERSITY TRANSFER)

### **PHI 110 Ethics (3-0-3)**

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

### **PHI 201 History of Philosophy (3-0-3)**

This course is a survey of the history of philosophical thinking. (UNIVERSITY TRANSFER)

## **(PHS)—PHYSICAL SCIENCE**

### **PHS 101 Physical Science I (3-3-4)**

This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on scientific terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. (Arts and Sciences students planning to transfer and major in Elementary Education and Early Childhood Education)

### **PHS 102 Physical Science II (3-3-4)**

This course is a continuation of the introduction to science with emphasis on scientific terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics. (Arts and Sciences students planning to transfer and major in Elementary Education and Early Childhood Education)

### **PHS 111 Conceptual Physics I (2-3-3)**

This course is an introduction to the mechanical concepts of distance, time, mass, force, energy, and power.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### PHS 112 Conceptual Physics II (2-3-3)

This course is an introduction of the concepts of thermodynamics and light.

## (PHY)—PHYSICS

### PHY 181 Integrated Physics I (2-3-3)

This problem-based course covers electrical theory and concepts that support engineering technology principles. The course includes concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout this course. Corequisite: EGR 151.

### PHY 182 Integrated Physics II (2-3-3)

This problem-based course covers mechanical theory and concepts that support engineering technology principles. The course includes concepts such as thermal, fluids, and optics. Mathematics, communications, and technology are integrated throughout this course. Corequisite: EGR 182.

### PHY 201 Physics I (3-3-4)

This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. This course covers mechanics, waves, fluids, and heat. As a transfer course, PHY 201 is designed for non-physical science and non-engineering majors. Lab requirement supplements lectures. Prerequisite: MAT 110 or MAT 181. (Students may not receive credit for both PHY 201 and PHY 221.) (UNIVERSITY TRANSFER)

### PHY 202 Physics II (3-3-4)

This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. A continuation of PHY 201, this course covers electricity, magnetism, electromagnetic waves, optics, and modern physics. As a transfer course, PHY 202 is designed for non-physical science and non-engineering majors. Lab requirement supplements lectures. Prerequisite: PHY 201. (Students may not receive credit for both PHY 202 and PHY 222.) (UNIVERSITY TRANSFER)

### PHY 221 University Physics I (3-3-4)

This is the first of a sequence of courses. The course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. In addition to these topics, PHY 221 includes conservation principles, oscillations, and gravitation. Lab requirement supplements lectures. Prerequisite: MAT 140. (Students may not receive credit for both PHY 221 and PHY 201.) (UNIVERSITY TRANSFER)

### PHY 222 University Physics II (3-3-4)

This course is a continuation of calculus-based treatment of the following topics: thermodynamics, kinetic theory of gases, electricity, and magnetism, including electrostatics, dielectrics, electric circuits, magnetic fields, and induction phenomena. In addition to these topics, PHY 222 covers electric currents and circuits and motions of charged particles. Lab requirement supplements lectures. Prerequisite: PHY 221. (Students may

not receive credit for both PHY 222 and PHY 202.) (UNIVERSITY TRANSFER)

## (PNR)—PRACTICAL NURSING

### PNR 110 Fundamentals of Nursing (3-6-5)

This course provides an introduction to basic principles and beginning skills necessary to the nursing process. Through correlation of classroom and laboratory experience, concepts relating to physiological and psychosocial needs of the individual are integrated. Legal and ethical roles of the practical nurse are emphasized.

### PNR 120 Medical/Surgical Nursing I (3-6-5)

This course is a beginning study of the health and illness needs of adults utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 110.

### PNR 122 Pharmacology (3-0-3)

This is an introductory course to the concepts of pharmacology and medication administration. Emphasis is on calculation of dosages, administration of medications, and correct use of abbreviations. Effects of specific drugs are presented. Prerequisites: PNR 120 and MAT 155.

### PNR 130 Medical/Surgical Nursing II (3-6-5)

This course is a continuation of the study of health and illness needs of adults utilizing the nursing process. Concepts studied include the physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address the commonly occurring health problems having predictable outcomes. Prerequisites: PNR 120 and BIO 110.

### PNR 140 Medical/Surgical Nursing III (3-6-5)

This course is a continuation of the study of health and illness needs of adults utilizing the nursing process. Concepts studied include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes. Prerequisite: PNR 130.

### PNR 165 Nursing Care of Family (4-6-6)

This course focuses on nursing care of the family during child-bearing and childrearing. Clinical sites may include both acute and community settings. Prerequisite: PNR 140.

### PNR 182 Special Topics in Practical Nursing (2-0-2)

This course covers special topics in practical nursing. Prerequisite: PNR 140

## (PSC)—POLITICAL SCIENCE

### PSC 201 American Government (3-0-3)

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.

# Course Descriptions

## **PSC 215 State and Local Government (3-0-3)**

This course is a study of state, county, and municipal governmental systems, including interrelationships between these systems and within the federal government. (UNIVERSITY TRANSFER)

## **(PSY)—PSYCHOLOGY**

### **PSY 103 Human Relations (Non-Associate Degree Credit) (3-0-3)**

This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. Open to diploma or certificate students only.

### **PSY 120 Organizational Psychology (3-0-3)**

This course is a study of basic psychological principles of supervision and organizational dynamics. Emphasis is placed on people skills and general human relation techniques in the workplace.

### **PSY 201 General Psychology (3-0-3)**

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. **Note:** BIO 101 and ENG 101 are strongly recommended. (UNIVERSITY TRANSFER)

### **PSY 203 Human Growth and Development (3-0-3)**

This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. Prerequisite: PSY 201. (UNIVERSITY TRANSFER)

### **PSY 212 Abnormal Psychology (3-0-3)**

This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. Other topics include analysis of human behavior problems and identification of the personal and social skills needed to deal with these problems. Prerequisite: PSY 201. (UNIVERSITY TRANSFER)

### **PSY 214 Psychology of the Exceptional Child (3-0-3)**

This course is a study of the growth, development, and training of exceptional children, including children with disabilities and the gifted. Prerequisite: PSY 201.

### **PSY 222 Psychology of Individual Achievement (3-0-3)**

This course explores social developments that may hinder the individual's motivation to set and achieve academic goals, including stereotyping, anxiety, self-esteem, and technological change. **Note:** Open to public school teachers and counselors only.

### **PSY 225 Social Psychology (3-0-3)**

This course is the study of individual behavior as influenced by social roles, group identification, attitudes, and values. Prerequisite: PSY 201.

## **QUALITY ASSURANCE—(QAT)**

### **QAT 101 Introduction to Quality Assurance (3-0-3)**

This course covers the fundamentals of quality control, the evolution of the total quality system and the modern philosophy of quality. Process variability, fundamentals of probability, and the basic concepts of control charts are included.

### **QAT 102 Quality Concepts and Techniques (3-0-3)**

This course covers the basic theory and concepts of quality. The total quality system, basic statistics, variable control charts, and the commitment to quality are emphasized. Prerequisite: QAT 101.

### **QAT 103 Quality Management (3-0-3)**

The total quality concept, including organization, planning, organizational budgeting, product liability, and the jobs of quality are covered in this course. Statistics required to construct attribute control charts are also included. Prerequisite: QAT 102.

### **QAT 201 Quality Cost Analysis/Auditing (3-0-3)**

This course is a study of the categories of quality costs, measurement bases, and quality cost trend analysis, and provides an appreciation for the prevention of defects and the effect upon total quality costs. The principles of quality auditing are also covered.

### **QAT 202 Metrology (3-0-3)**

This course covers the measuring instruments used in a typical industrial metrology laboratory. Techniques of making measurements, accuracy, precision, and calibration control systems are stressed.

### **QAT 210 Reliability (3-0-3)**

This course covers the reliability principles as they relate to quality assurance in the design phase of a product. Topics include failure predictions, failure analysis, redundant systems, and maintainability.

### **QAT 221 Quality Information Systems (3-0-3)**

This course includes a study of data accumulation, data forms, recording data, quality software systems, storage and retrieval of data, and traceability.

### **QAT 232 Statistical Quality Control (3-0-3)**

This course covers quality control in industry, constructing frequency distributions, statistical concepts applied to control charts, and fundamentals of sampling plans.

### **QAT 241 Sampling Principles (3-0-3)**

This course covers the techniques of selecting an appropriate sampling plan, the use of military standards, and sampling based upon the hypergeometric distribution.

### **QAT 243 Design of Experiments (3-0-3)**

This course covers the classical and Taguchi concepts of experimental design, EVOP, cumulativesum plotting, and decision-making techniques.

### **QAT 245 ISO Standards and Auditing (3-0-3)**

This course covers the contents of the ISO 9001:2000 Quality Management Standard, the changes that make it different from the 1994 version, and the fundamentals of Internal Auditing.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

## (RDG)—READING

### RDG 031 Developmental Reading (Basics) (3-0-0)

This is a basic course designed to strengthen academic reading skills. Students will learn fundamental strategies to improve reading comprehension. Instruction will include an overview of basic concepts such as determining word meaning and will introduce reading as a process.

### RDG 032 Developmental Reading (Critical Reading) (3-0-0)

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.

## (RES)—RESPIRATORY CARE TECHNOLOGY

### RES 101 Introduction to Respiratory Care (2-3-3)

This course includes introduction topics pertinent to entering the respiratory care profession, i.e., medical terminology, ethical issues, and legal issues. It is an introduction to respiratory care to include basic therapeutic modalities such as physical assessment, humidity/aerosol therapy, medical gas therapy, infection control, and basic diagnostic procedures.

### RES 111 Pathophysiology (2-0-2)

This course is a study of the general principles and analyses of normal and diseased states. This would include a basic knowledge of the etiology, diagnosis, pathophysiology, and treatment of acute and chronic pulmonary diseases.

### RES 121 Respiratory Skills I (3-3-4)

This course includes a study of basic respiratory therapy procedures and their administration. This would include the rationale, physiologic effect, benefits, hazards, and side effects of each procedure. Modalities included are oxygen administration, aerosol therapy, incentive spirometry, CPT, and arterial sampling.

### RES 123 Cardiopulmonary Physiology (3-0-3)

This course covers cardiopulmonary physiology and related systems. It is an in-depth study of the physiology of the cardiac and pulmonary systems that would include: cardiopulmonary anatomy, gas transport, gas exchange, ventilation, control of ventilation, the cardiac cycle and the electrophysiology of the heart.

### RES 131 Respiratory Skills II (3-3-4)

This course is a study of selected respiratory care procedures and applications. The topics would include: hyperinflation therapy, artificial airways, suctioning, and an introduction to mechanical ventilation concepts.

### RES 141 Respiratory Skills III (2-3-3)

This course covers mechanical ventilation systems, pediatrics and associated monitors. This would involve the set-up, monitoring, maintenance, and discontinuance of various mechanical ventilators.

### RES 142 Basic Pediatric Care (2-0-2)

This course includes an introduction to basic pediatric and neonatal respiratory care. It introduces the special respiratory care needs of the pediatric patient. This would include assessment of the pediatric patient, differences in medications/dosages, modifications of therapy, and pathophysiology that is specific to the pediatric population.

### RES 151 Clinical Applications I (0-15-5)

This course covers the fundamental respiratory care procedures in the hospital setting. It is designed to introduce the student to the hospital environment, physician's office, and basic respiratory care modalities. This would include: oxygen administration, aerosol/humidity therapy, CPT, incentive spirometry, ABG analysis, patient assessment, charting, and equipment maintenance.

### RES 152 Clinical Applications II (0-9-3)

The student will perform the basic respiratory care modalities from RES 151 with less supervision. The student will perform additional procedures under supervision to include: hyperinflation therapy, artificial airway maintenance, and the administration of basic modalities in the intensive care area. This course includes practice of respiratory care procedures in the hospital setting. Prerequisite: RES 151.

### RES 205 Neonatal Respiratory Care (2-0-2)

This course focuses on cardiopulmonary physiology, pathology, and management of the newborn patient. This would include the application of respiratory care modalities, including mechanical ventilation, to the neonatal patient.

### RES 232 Respiratory Therapeutics (2-0-2)

This course is a study of specialty areas in respiratory care, including rehabilitation. It also includes topics such as: pulmonary function testing, mechanical ventilation graphics, bronchoscopy, chest tube management, 12 lead EKG, capnography, and BiPAP.

### RES 236 Cardiopulmonary Diagnostics (2-3-3)

This course focuses on the purpose, use, and evaluation of equipment/procedures used in the diagnosis and therapeutic management of patients with cardiopulmonary disease. This would include an in-depth study of hemodynamic monitoring and its relationship to respiratory care.

### RES 244 Advanced Respiratory Skills I (3-3-4)

This course includes an in-depth study of mechanical ventilation and considerations for management of the critical care patient. This course would also include topics on pulmonary rehabilitation, total care of the critical care patient, nutrition, home care, and indirect calorimetry.

### RES 246 Respiratory Pharmacology (2-0-2)

This course includes a study of pharmacologic agents used in cardiopulmonary care. This would include the principles of pharmacological therapy, drug dosages, and the safe and effective administration of these agents.

# Course Descriptions

## **RES 253 Advanced Clinical Studies I (0-18-6)**

This course includes clinical instruction in advanced patient care practice. This would include activities in mechanical ventilation management and pulmonary function testing. This is a continuation of the clinical training of respiratory care students. It is expected that all previously covered respiratory care procedures have been mastered and the student can perform them with minimal supervision.

## **RES 274 Advanced Clinical Practice (0-12-4)**

This course includes clinical practice in advanced patient care procedures. It involves rotations in specialty areas such as pulmonary rehabilitation, home care, sleep lab, NICU, HBO, intubation, cardiac catheterization lab, and intensive care areas. Some of these areas are observation only, while in others, it is expected that the student will actively participate in patient assessment and/or care.

## **RES 277 Advanced Clinical Practice II (0-15-5)**

This course provides practice of advanced patient care procedures. It involves a capstone internship to be arranged with an area hospital. The student will have both programmatic and student-generated objectives to be accomplished during this internship.

### **(RTV)—RADIO AND TELEVISION BROADCASTING**

## **RTV 103 Field Operations (2-3-3)**

This course introduces the setup, operation, and application of video equipment for field production. Editing in both linear and non-linear modes is covered.

## **RTV 107 Producing and Directing (2-3-3)**

This course includes the processes involved in creating and organizing an idea to the final video product.

## **RTV 110 Writing for Television (3-0-3)**

This course covers combining writing and video production skills as applied to television production.

## **RTV 111 Radio Studio Techniques I (2-3-3)**

This course includes an introduction to the broadcasting studio utilizing the audio control console, and recording devices, and production with multi-track recorders and other recording devices.

## **RTV 112 Radio Studio Techniques II (2-3-3)**

This course covers commercial production, news formatting, program assembly techniques, and multi-track audio production. Prerequisite: RTV 111.

## **RTV 113 Video Editing (2-3-3)**

This course is designed to teach students to edit video. Logical sequencing, technical correctness, and creative story editing are emphasized.

## **RTV 121 Introduction to Broadcasting (3-0-3)**

This course covers the history of broadcasting, federal communications policies, and basic operational practices.

## **RTV 132 Broadcast Journalism (3-0-3)**

This course covers the preparation of news in a form desirable for broadcasting.

## **RTV 140 Basic Photography (2-3-3)**

This course covers the basics of photographic process.

## **RTV 211 Radio Studio Techniques III (2-3-3)**

This course is a study of advanced techniques of commercial production, news formatting and programming, and program assembly techniques.

## **RTV 222 Television Studio Techniques (2-3-3)**

This course covers an introduction to TV production, including camera movements, directing instructions, editing and sequential photography in both linear and non-linear modes.

## **RTV 223 Interviewing and Discussion (2-3-3)**

This course covers the techniques for successfully interviewing people, whether for TV sound bites or for full-length interview programs.

## **RTV 242 Media Ethics (3-0-3)**

This course is a study of radio/television ethics and regulations.

### **(SAC)—SCHOOL-AGE CARE**

## **SAC 101 Best Practices in School-Age and Youth Care Skills (3-0-3)**

This course introduces basic best practices of school-age and youth care skills for practitioners in out-of-school care environments.

### **(SOC)—SOCIOLOGY**

## **SOC 101 Introduction to Sociology (3-0-3)**

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. (UNIVERSITY TRANSFER)

## **SOC 102 Marriage and the Family (3-0-3)**

This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. Prerequisite: SOC 101. (UNIVERSITY TRANSFER)

## **SOC 205 Social Problems (3-0-3)**

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. (UNIVERSITY TRANSFER)

### **(SPA)—SPANISH**

## **SPA 101 Elementary Spanish I (4-0-4)**

This course is a study of the four basic language skills: listening, speaking, reading, and writing, including an introduction

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

to the Spanish culture. Note: ENG 101 is strongly recommended. (UNIVERSITY TRANSFER)

### **SPA 102 Elementary Spanish II (4-0-4)**

This course continues development of the basic language skills and the study of the Spanish culture. Prerequisite: SPA 101, Foreign Language Placement test or Exemption test scores. (UNIVERSITY TRANSFER)

### **SPA 105 Conversational Spanish (3-0-3)**

This course is a study of basic terminology in Spanish. Basic listening and speaking skills will be emphasized as well as relevant cultural aspects which may affect intercultural communications. Prerequisites: None

### **SPA 150 Community Spanish I (3-0-3)**

This course is an introduction to speaking and understanding Spanish for professionals who work with the public. Prerequisites: None

### **SPA 201 Intermediate Spanish I (3-0-3)**

This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. Prerequisite: SPA 102, Foreign Language Placement test or Exemption test score. (UNIVERSITY TRANSFER)

### **SPA 202 Intermediate Spanish II (3-0-3)**

This course continues a review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. Prerequisite: SPA 201, Foreign Language Placement test or Exemption test score. (UNIVERSITY TRANSFER)

### **SPA 204 Spanish in a Cross-Cultural Context (4-0-4)**

This course is a study of the Spanish language taught in the context of a comparison of cultures across Spanish-speaking countries. This course will be an immersion in a Hispanic language and culture through a study abroad experience. Cultural topics, such as people, history, art and leisure activities, will be addressed in this course. This course will be conducted primarily in Spanish. Prerequisites: SPA 101 and 102 or permission from instructor.

## (SPC)—SPEECH

### **SPC 205 Public Speaking (3-0-3)**

This course is an introduction to principles of public speaking with application of speaking skills. Prerequisite: ENG 101 or ENG 155. (UNIVERSITY TRANSFER)

### **SPC 209 Interpersonal Communication (3-0-3)**

This course is an introduction to principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others. Prerequisite: ENG 101 or ENG 155.

### **SPC 210 Oral Interpretation of Literature (3-0-3)**

This course presents the principles and practices in oral interpretation of literary works. Prerequisite: SPC 205. (UNIVERSITY TRANSFER)

### **SPC 215 Voice and Diction (3-0-3)**

This course includes the analysis, evaluation, and improvement of speech through a study of the anatomy of human speech production. Prerequisite: SPC 205.

## (SUR)—SURGICAL TECHNOLOGY

### **SUR 101 Introduction to Surgical Technology (4-3-5)**

This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

### **SUR 102 Applied Surgical Technology (3-6-5)**

This course covers the principles and application of aseptic technique, the perioperative role, and medical/legal aspects.

### **SUR 103 Surgical Procedures I (4-0-4)**

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. Corequisite: SUR 104.

### **SUR 104 Surgical Procedures II (4-0-4)**

This course is a study of the various specialties of surgical procedures. Corequisite: SUR 103.

### **SUR 105 Surgical Procedures III (4-0-4)**

This course is a study of advanced specialties of surgical procedures. Prerequisite: SUR 104.

### **SUR 108 Surgical Anatomy I (2-3-3)**

This course includes the study of the structures of the human body and the normal function of its generalized systems. Special emphasis is placed on surgical anatomy. Corequisite: SUR 109.

### **SUR 109 Surgical Anatomy II (2-3-3)**

This course includes the study of the structures of the human body and the normal function of its specialized systems. Special emphasis is placed on surgical anatomy. Corequisite: SUR 108.

### **SUR 111 Basic Surgical Practicum (2-15-7)**

This course includes the application of theory under supervision in the perioperative role in various clinical affiliations. Prerequisite: SUR 102.

### **SUR 113 Advanced Surgical Practicum (1-15-6)**

This course includes a supervised progression of surgical team responsibilities and duties of the perioperative role in various clinical affiliations. Prerequisite: SUR 111.

### **SUR 120 Surgical Seminar (2-0-2)**

This course includes the comprehensive correlation of theory and practice in the perioperative role. Corequisite: SUR 105.

# Course Descriptions

## (TEL)—TELECOMMUNICATIONS

### TEL 102 Telecommunications Systems Overview (1-0-1)

This course is an overview of telecommunications principles.

### TEL 103 Telecommunications Cables and Connectors (1-0-1)

This course covers the identification and preparation of telecommunications wires and cables. Connectors are installed and tested on typical wires and cables as encountered in the telecommunications industry.

### TEL 104 Fiberoptic Communications (1-0-1)

This course is a study of the basic principles of the fiberoptic communications systems.

### TEL 105 Telecommunications Principles (3-3-4)

This course is a study of the basic principles of telecommunications systems. It will include operational characteristics of the voice telephone, wire and cable connectors, and a typical connection link.

## (TEX)—TEXTILE MANAGEMENT TECHNOLOGY

### TEX 101 Fundamentals of Textiles (3-0-3)

This course covers the fundamentals of textiles, including nomenclature of machinery and processes from opening through finished product. Emphasis is placed on description and formation of polymers, fibers, yarns, and fabrics; dyeing, finishing, chemistry, and physics of textile fibers and polymers; and testing and marketing of products.

### TEX 102 Textile Fiber Processing (3-0-3)

This course is a study of the fiber processing systems required to transform various fibrous materials into yarn. This course involves the fundamental purpose, theory and practice calculations of each process machine with emphasis on machinery and equipment available on the present market.

### TEX 111 Textile Process—Fiber/Spin (1-3-2)

This course is a survey of machinery and processes of textile manufacturing from fiber formation through the spinning operation. Will visit several textile plants. Textile calculations will be emphasized.

### TEX 112 Textile Process—Weave/Finish (1-3-2)

This course is a survey of the machinery and processing of textile manufacturing from the weaving operation through the finishing operation.

### TEX 115 Management Safety (3-0-3)

This course is a study of the managerial safety fundamentals and the relationship to the economics of accident prevention. Promotion of safe practices includes mechanical safeguards, fire preventive housekeeping, occupational devices, first aid, safety organization, protection equipment, and the analysis of accident causes. OSHA standards will be reviewed.

### TEX 121 Textile Engineering (3-3-4)

This course involves the application of time study, standard data development and formula construction, work sampling principles, and studies. The history and techniques of analyzing and the measuring and applying normal time values to textile operations to develop a “questioning attitude” are also studied. Includes section on print reading.

### TEX 201 Textile Manufacturing and Synthetic Fibers (4-0-4)

This course is an outline of the manufacturing process, including basic raw materials and the physical and chemical properties of synthetic and natural fibers. The handling of both staple and filament type synthetic fibers in blends with other synthetic fibers or with natural fibers is covered. Team project is required.

### TEX 202 Textile Technology—Fabric Design and Analysis (3-3-4)

This course is a study of the fabric formation techniques and is designed to explore the principles and theories of modern technology, including evaluation and analysis of weaving, knitting, and non-woven fabrication of textile structures.

### TEX 211 Textile Process—Spin/Weave (1-3-2)

This course is a survey of machinery and process of textile manufacturing with special emphasis on spinning and weaving.

### TEX 212 Textile Process—Lab Test (1-3-2)

This course is a survey of the testing equipment used to perform laboratory tests of materials in each textile process. Students will get hands-on experience by analyzing products from each of the processes. This will be accomplished by use of a team project. Prerequisite: TEX 101 or TEX 102.

### TEX 221 Textile Cost and Analysis (4-0-4)

This course covers the principles of costing as they apply to the manufacture of textiles, including allocation of cost of materials, labor, and overhead; determining the unit cost of yarns, fabrics, and finishes; inventory systems; storage; and material handling. Prerequisite: TEX 102 or TEX 202.

### TEX 233 Textile Supervision (3-0-3)

This course covers the principles, concepts, and techniques concerned with effective and efficient utilization of personnel. Emphasis is placed on leadership and human behavior as they relate to employer-employee relationships. Includes teaming and problem-solving situations.

## (VET)—VETERINARY TECHNOLOGY

### VET 101 Animal Breeds and Husbandry (2-3-3)

This course is a study of the various species and breeds of domestic animals commonly encountered in veterinary medicine. Emphasis is placed on the recognition of each breed as well as important terminology, physiological data, and behavior of each species of animal.

### VET 103 Veterinary Medical Terminology (2-0-2)

This course introduces the fundamental principles of veterinary medical terminology. This systems approach to building the medical vocabulary is designed to complement anatomy, physiology, pathology, and related areas of veterinary medicine.

# Course Descriptions

## Numbering System Example: (2-6-4)

2 - Number of class hours per week

6 - Number of lab hours per week

4 - Credits awarded

### **VET 104 Veterinary Anatomy and Physiology (2-3-3)**

This course provides a general survey of the functional anatomy and physiology of the domestic animals commonly encountered in veterinary medicine. Dissection of representative cadavers is performed in the laboratory. Prerequisite: VET 103.

### **VET 105 Orientation to Veterinary Technology (1-0-1)**

This course is a study of the different job opportunities for a veterinary technician. In addition, the course exposes the student to key characteristics of people who are successful in the field.

### **VET 116 Radiology and Parasitology (2-3-3)**

This course is a study of the radiologic techniques for all domestic animals in veterinary medicine, including taking, developing, and assessing for technical errors of radiographs of large and small animals. This course also includes a survey and laboratory study of domestic animal parasitology.

### **VET 140 Veterinary Pharmacology (2-0-2)**

This course is the study of the principles of pharmacology and the pharmaceutical products used in veterinary medicine. Prerequisite: VET 150.

### **VET 142 Veterinary Anesthesia (2-3-3)**

This course is the study of the principles and practical uses of anesthesia in veterinary medicine. Prerequisite: VET 150

### **VET 150 Clinical Techniques I (2-3-3)**

This is the first in a series of courses which include a survey of the technical skills required by the veterinary technician in dealing with all domestic animals. The course includes, but is not limited to, techniques in restraint, handling, administration of medications, and collection of bodily specimens. Prerequisite: 105. Corequisite: VET 104.

### **VET 152 Clinical Pathology (2-6-4)**

This course provides a study of veterinary hematology, urology, and clinical chemistry followed by application of standard laboratory procedures and regulatory testing in each of these disciplines. Prerequisite: VET 150.

### **VET 160 Clinical Techniques II (2-3-3)**

This is the second in a series of courses which include a survey of technical skills required by the veterinary technician with emphasis on, but not limited to, radiographic and anesthetic procedures. Prerequisite: VET 150.

### **VET 170 Veterinary Technician Externship (0-24-6)**

This course provides clinical training in the veterinary field under the direct supervision of a licensed veterinarian in a veterinary facility. Prerequisite: Completion of first-year veterinary technology courses.

### **VET 201 Diseases and Zoonoses (4-0-4)**

This course provides a study of domestic animal diseases, including their causes, symptoms, prevention, treatment, and public health significance. Prerequisite: VET 170.

### **VET 215 Laboratory Animal Medicine (1-3-2)**

This course provides a study of the animals and facilities used in research procedures in medicine. The course includes equipment, aseptic techniques, vivarium management, husbandry, and disease prevention in laboratory animals. Prerequisite: VET 250.

### **VET 240 Office Management and Client Education (3-0-3)**

This course provides a study of office management, including the use of the computer in veterinary medical facilities. The course also includes an in-depth study of veterinary ethics and client education techniques. Prerequisite: VET 160.

### **VET 250 Clinical Techniques III (1-6-3)**

This is the third in a series of courses which include a survey of technical skills required by the veterinary technician with emphasis on, but not limited to, laboratory techniques. Prerequisite: VET 170.

### **VET 260 Clinical Techniques IV (1-6-3)**

This is the fourth in a series of courses which is a survey of technical skills required by veterinary technicians with emphasis on, but not limited to, medical and surgical emergencies. Prerequisite: VET 250.

### **VET 270 Advanced Medical Care (3-0-3)**

This course provides a study of the technician's role in advanced medical and surgical procedures. This course includes a survey of diagnostic procedures not covered in previous courses. Prerequisite: VET 170.

### **VET 280 Senior Seminar (1-0-1)**

This course allows various topics applicable to the second-year student's curriculum to be discussed in small groups. This includes, but is not limited to, issues arising from the veterinary technician externship. Prerequisite: VET 170.

## (WLD)—WELDING

### **WLD 106 Gas and Arc Welding (1-9-4)**

This course covers the basic principles and practices of oxy-acetylene welding, cutting and electric arc welding. Emphasis is placed on practice in fundamental position welding and safety procedures. Corequisite: WLD 110.

### **WLD 108 Gas Metal Arc Welding I (1-9-4)**

This course covers equipment setup and the fundamental techniques for welding ferrous and nonferrous metals. Prerequisite: WLD 106.

### **WLD 109 Gas Metal Arc Welding II (1-6-3)**

This course covers all position welding and advanced techniques for welding ferrous and nonferrous metals. Prerequisite: WLD 108.

# Course Descriptions

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**WLD 110 Welding Safety and Health (1-0-1)**

This course is an introduction to safety and health hazards associated with welding and related processes. Corequisite: WLD 106.

**WLD 113 Arc Welding II (2-6-4)**

This course is a study of arc welding of ferrous and/or non-ferrous metals. Prerequisite: WLD 106.

**WLD 115 Arc Welding III (1-9-4)**

This course covers the techniques used in preparation for structural plate testing according to appropriate standards. Prerequisite: WLD 113.

**WLD 132 Inert Gas Welding Ferrous (2-6-4)**

This course covers setup and adjustment of equipment and fundamental techniques for welding ferrous metals. Prerequisite: WLD 106.

**WLD 134 Inert Gas Welding Non-Ferrous (1-6-3)**

This course covers fundamental techniques for welding non-ferrous metals. Prerequisite: WLD 106.

**WLD 140 Weld Testing (0-3-1)**

This is an introductory course in destructive and non-destructive testing of welded joints. Prerequisite: WLD 113.

**WLD 141 Weld Quality (1-3-2)**

This is an introductory course in weld quality assurance. Prerequisite: WLD 106.

**WLD 154 Pipe Fitting and Welding (2-6-4)**

This is a basic course in fitting and welding pipe joints, either ferrous or non-ferrous, using standard processes. Prerequisite: WLD 113.

**WLD 201 Welding Metallurgy (2-0-2)**

This course covers the weld ability of metals, weld failure, and the effects of heat on chemical, physical, and mechanical properties.

**WLD 206 Orbital Welding I (1-3-2)**

This course is the study of safety, basic theory, and practice for ferrous and nonferrous metals for orbital welding. Prerequisites: WLD 132 and WLD 208.

**WLD 208 Advanced Pipe Welding (1-6-3)**

This course is a study of advanced pipe welding. It also covers the processes to fit and weld ferrous and non-ferrous metals. Prerequisite: WLD 154.

**WLD 235 Robotic Welding I (1-3-2)**

This course covers basic theory and practice for robotic welding. Prerequisite: WLD 108.

# Notes

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# GOAL-ORIENTED

*See for yourself*



# Administration

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Associate Degree, Tri-County Technical College

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B.S., Columbia Southern University

**Baxter, Thomas**, Program Coordinator, Respiratory Care  
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**Champion, Peggy**, Department Head, Veterinary  
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**Compton, Stanley L.**, Program Coordinator, Industrial  
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A.E.T., Spartanburg Technical College  
B.S., Southern Wesleyan University

**Cox, Janis F.**, Instructor, Computer and Information  
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**Culp-Linscott, Karen**, Instructor, Chemistry  
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**Daus, Kari**, Coordinator of Instructional Activities,  
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M.A., University of Missouri

**DeHay, D. Galen**, Coordinator of Instructional  
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B.A., M.A., University of Northern Colorado

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B.S.E., M.S.E., Ed.D., Arkansas State University

**Ethridge, Tracy L.**, Program Coordinator,  
Management  
B.B.A., University of Georgia  
M.B.A., Brenau University  
M.B.Ed., University of Georgia

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M.S., Ph.D., Colorado State University

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B.S., Iran College of Science and Technology  
M.S., Ph.D., Michigan State University

**Gilmour, Phillip C.**, Instructor, Chemistry  
B.S., M.S., Penn State University  
M.S., University of Pittsburgh

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**Hiebel, Thomas H.**, Instructor, Philosophy  
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B.A., UNC Pembroke  
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B.S., N.C. State University  
M.S., Florida State University  
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Ph.D., Illinois State University

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M.S., Clemson University  
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M.S., Hood College

**Moser, Susan**, Public Services Librarian  
B.A., Salem College  
M.L.I.S., University of South Carolina

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## APPENDIX 1

### DEPARTMENT DIRECTORY

The listing below includes key offices location and telephone extension numbers, which also serve as the last four digits for the College's direct dial telephone system.

When dialing from:

- On campus: Dial the four-digit extension
- Local: 646-(four-digit extension from list below)
- Toll Free within the 864 area code: 1-866-269-5677; then enter the four-digit extension from the list below.
- Long distance outside the 864 area code: 1-864-646-(four-digit extension from list below)

### BUILDING LEGEND

AD	Anderson Hall	HA	Halbert Hall	PK	Pickens Hall
CK	Clarke Hall	IB	Industrial/Business Center	RH	Ruby S. Hicks Hall/Library
CD	Cleveland Hall	MK	KcKissick Hall	SC	Student Center
ET	Employment and Training	ML	Miller Hall	SR	Shipping and Receiving
FP	Fulp Hall (Health Sciences)	OC	Oconee Hall	WL	Wilson Hall

Office	Location	Ext.
Accounting/Business Office/Cashiers	RH-107	1802
Admissions	ML-170	1550
Alumni Relations	RH-209	1816
Arts and Sciences Division	OC-103	1425
Assessment Center	ML-101-102	2835*
Bookstore	SC-100	1824
Business and Public Services Division	PK-101	1350
Business Office/Accounting/Cashiers	RH-107	1802
Cafeteria	SC-146	1831
Campus Safety	SC-151	1800
Career Services	ML-140	1575
Cashiers/Business Office/Accounting	RH-107	1802
Comprehensive Studies Division	OC-303	1450
Computer Services/Help Desk	PK-136	1779
Continuing Education Division	IB-103	1700
Counseling Center	ML-180	1569
Financial Aid	ML-150	1650
Gateway to College	PK-125	1460
Health Education Division	FP-300	1400
Help Desk/Computer Services	PK-136	1779
Industrial/Engineering Tech. Division	CD-131	1375
Information Center	ML-FRONT LOBBY	1500
Library	RH-132	1750
Learning Lab	OC-300	1435
Multicultural Student Services	ML-182	1565
Registrar	ML-192	1556
Student Disabilities Services	ML-180	1569
Student Government Association	SC-120	1569
Student Financial Aid	ML-150	1650
Student Records	ML-190	1600
TRiO	AD-168	1593
TRiO Tutoring Lab	SC-109	1591
Veterans Benefits	ML-150	1650
Vice President for Academic Affairs Office	RH-217	1767
Vice President for Student Affairs Office	AD-163	1560
Workforce Investment (WIA)	SC-155	1587
Writing Center	OC-202	1367

\*Extension available only when dialed from telephones on the campus of Tri-County Technical College

# Appendices

## APPENDIX 2

### ALCOHOL AND OTHER DRUG USE POLICY

#### POLICY

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

It is the policy of Tri-County Technical College to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

Tri-County Technical College will implement alcohol and other drug awareness programs for employees and students.

### STUDENT ALCOHOL AND OTHER DRUGS PROCEDURE

Tri-County Technical College is committed to an ongoing student alcohol and other drug prevention program composed of both education and rehabilitation components as outlined below:

1. Education programs for students which ensure that students are aware of the health risks and effects of alcohol.

#### Counseling and Referral

2. All aspects of counseling and referral will remain confidential unless the recipient gives written permission to do otherwise. This is in accordance with the Family Education Rights and Privacy Act of 1974.
3. Compliance with the Drug Free Schools and Campus Act 34 CFR Part 86.

The College will have an active, college-wide advisory committee on alcohol and other drug awareness issues. The goals of this committee will be to set forth guidelines for the student prevention program and to work with other individuals and agencies within the community to help make recommendations concerning specific implementation of the program. The committee will also gather feedback on the effectiveness of the program's implementation.

Faculty and staff will make every effort to address any

problem(s) a student may have as quickly, thoroughly, and discreetly as possible, so that disposition of any problem will be timely and in due process. To accomplish this objective, the following procedures will be observed:

1. In the case of possession, use, or distribution of alcohol or illegal drugs on campus, the student(s) will be referred to the Vice President for Student Affairs for disciplinary action in accordance with the Student Code for South Carolina Technical Colleges as outlined below.

The General Provisions portion of the Student Code sets forth the rights and responsibilities of the individual student.

*Section I - Principles:* "Technical 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 which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities."

*Section II - Internal Solutions to Problems:* "The college will seek to solve problems in internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved." The Student Code describes "unlawful acts."

*Section III, F-6:* "Possession, use, or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina."

*Section III, F-7:* "Possession, use or distribution on campus of any beverage containing alcohol."

*Section III, F-8:* "Violation of institutional policies while on campus or off campus when participating in a college sponsored activity."

*Section III, F-9:* "Violation of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity."

*Section III, F-10:* "Engaging in any activity which disrupts the educational process of the college, or adversely interferes with other normal functions and services."

In all cases where there is reasonable evidence that a student has been involved in such activities, the student(s) will be required to meet with the campus alcohol and other drug

services liaison who will make recommendations deemed appropriate. Every student involved in an alcohol and other drug abuse incident on campus shall be referred to the alcohol and other drug services liaison. Failure to comply with the procedure and referral will be handled as a discipline violation through the Vice President for Student Affairs' Office.

2. If a student's behavior or performance is questionably impaired by the use of alcohol or other drugs (suspected of being under the influence), faculty and staff may consult the alcohol and other drug services liaison for referral or contact the Vice President for Student Affairs so that an inquiry can be made into the situation.
3. If a student becomes disruptive, campus security will be called immediately.
4. No student will be discriminated against for admissions purposes because of any prior conviction on any alcohol and other drug-related charge. However, any student identified as having been convicted will receive career counseling concerning the effects of that conviction on his/her career (i.e. licensing, certification, etc.).

## ALCOHOL AND DRUG LAWS

### Alcohol

**Purchase on Behalf of One Who Cannot Lawfully Buy:** It is against the law to buy or give beer, wine, and/or alcohol to anyone who cannot buy it for themselves.

*Penalty:* Fine up to \$200 or confinement up to 30 days.

**Purchase/Possession by a Minor/Misrepresenting Age:** It is against the law to drink or possess any form of alcoholic beverage if you are under the age of 21. It is also against the law to lie or furnish false information concerning age in order to obtain any form of alcoholic beverage.

*Penalty:* Fine up to \$200 for first offense.

**Transference of Beer or Wine:** It is against the law to serve beer or wine to anyone under the age of 21. This includes serving anyone in your home except your child or spouse.

*Penalty:* Fine up to \$200 or confinement up to 30 days.

**Disorderly Conduct:** Anyone found on any public highway or in any public place who is intoxicated or disorderly may be charged with disorderly conduct.

*Penalty:* Fine up to \$100 or confinement up to 30 days.

**Possession of Beer, Wine, or Liquor:** It is against the law to possess beer, wine, or liquor if you are under the age of 21. This includes opened or unopened containers of alcoholic beverages in actual possession or in your immediate surroundings.

*Penalty:* Fine up to \$100 or confinement up to 30 days.

**Open Container:** It is against the law for anyone to have an open container of beer or wine in a moving vehicle.

*Penalty:* Fine up to \$100 or confinement up to 30 days.

**Sale to Person Under Age:** It is against the law to sell beer, ale, or wine to anyone under 21 years old.

*Penalty:* Fine up to \$200 or confinement up to 60 days.

### Drugs

**Possession and Distribution of Drugs:** It is illegal to have, to make, or to intend to distribute any controlled substance.

*Penalty:* Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000 and confinement up to 30 years.

**Possession or Sale of Drug Paraphernalia:** It is illegal to possess drug paraphernalia; paraphernalia includes, but is not limited to such things as: roach clips, bong, carburetor.

*Penalty:* Fine up to \$500.

**Distribution of Controlled Substance Close to a School:** It is against the law to distribute, sell, make or have a controlled substance within a "specified" distance of a school.

*Penalty:* Fine up to \$10,000 and/or confinement up to 15 years.

### S.C. Alcohol & Drug Laws

**Felony Driving Under the Influence (DUI):** If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

*Penalty:* For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 10 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years.

**DUI/Consent For Testing:** Anyone who drives on South Carolina highways automatically has given consent to a breathalyzer test if arrested. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states you have to be given a driver's license, provisional or temporary. **Altering and Fraudulent Use of License:** It is against the law to lend, issue, sell or use your license or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

*Penalty:* Fine up to \$100 and/or confinement up to 30 days.

**Contributing To The Delinquency Of a Minor:** It is against the law for any person over 18 to knowingly and willingly influence a minor to violate any law or municipal ordinance.

*Penalty:* Fine up to \$3,000 and/or confinement up to 3 years.

### Counseling Center

The Counseling Center is your link to alcohol and other drug prevention related services available on campus and in the community. Services provided by the Counseling Center may include:

- Educational presentations
- Referral to other agencies
- Awareness events
- Information dissemination

For more information, contact the Counseling Center, 646-1569.

## APPENDIX 3

### STATEWIDE AGREEMENT ON TRANSFER AND ARTICULATION (REVISED 10/2002)

#### PREFACE

On May 2, 1996, the Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation. That policy follows this preface in the form of the Regulations and Procedures for Transfer. Minor changes have occurred in the document since its approval. These changes (e.g., the enhancement of the list of universally transferable courses at public institutions from 72 in 1996 to 74 in 1997 and 86 in 2002) are reflected in the document as it appears here.

The policy that was approved on May 2, 1996, also incorporated decisions made by the Commission in 1995 as part of the Commission's implementation of the South Carolina School-to-Work Act. Although the text of the 1996 policy that follows makes reference to documents related to these decisions, these earlier documents have not been printed here since in some cases they are redundant and in other cases they were superseded by events or by the 1996 policy of the Commission. Copies of the documents approved in 1995 that were incorporated into the 1996 policy are, however, still available by contacting the Commission by mail, telephone, or fax at the addresses listed on the Home Page.

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina  
As Mandated By ACT 137 of 1995

#### Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- 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) will be applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have synonymous courses to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list.

#### Admissions Criteria, Course Grades, GPA's, Validations

2. All four-year public institutions will issue annually in August a transfer guide covering at least the following items:
  - A. The definition of a transfer student and requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
  - B. 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.
  - C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
  - D. 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.
  - E. 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.

- F. 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.
  - G. Lists of the institution’s Transfer Officer(s) personnel together with telephone and FAX numbers, office address, and e-mail address.
  - H. 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.
  - I. “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 completed the coursework with a “C” grade (2.0 on a 4.0 scale) or above, but transfer of grades does not relieve the student of the obligation to meet any G.P.A. requirements or other admissions requirements of the institution or program to which application has been made.
- A. 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.
  - B. 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 Agreement, 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.)

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

# Appendices

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.)

## Development of Common Course System

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.)

## APPENDIX 4

### STUDENT CODE SOUTH CAROLINA TECHNICAL COLLEGES

#### GENERAL PROVISIONS

##### I. Principles

Technical 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 which accrue to them by virtue of this membership. As members of the larger community of which the college is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the college. However, when a student's violation of the law also adversely affects the college's pursuit of its recognized educational objectives, the college may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

The Student Code and Grievance Procedure for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student.

##### II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, offcampus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical 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 2 or more South Carolina Technical 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.

##### III. 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, Vice President for Student Affairs 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 Instructional 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) 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 Student Government Association of the college.

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. "Suspension" means a temporary separation of the college and student under specified conditions.

M. "Expulsion" means permanent separation of the college and student.

#### STUDENT CODE

##### I. General Rights of Students

###### A. Nondiscrimination

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.

Students desiring to conduct an assembly must submit a request to the President, or other designated college official, requesting a specific date, time, location, and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended, or denied no more than 10 working days prior to the desired event.

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## C. Freedom of the Press

In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations of prior restraint and censorship. To ensure this protection, each college shall have an editorial board with membership representing SGA, faculty, and administration. The 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. Protection Against 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. Student Representation in College Governance

Students should be represented on campus committees that have the following duties:

1. To propose policy that affects student activities and conduct.
2. To make policy decisions on such matters.
3. To implement policy.

## F. Classroom Behavior

Discussion and expression of all views relevant to the subject matter is 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.

The instructor sets the standards of behavior acceptable in the classroom by announcing these standards early in the term. If a student behaves disruptively in class after the instructor has explained the unacceptability of such conduct, the instructor may dismiss the student for the remainder of that class period. The instructor shall initiate a discussion with the student to resolve the issue prior to the next class meeting. A further disruption by the student may result in a second dismissal and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and instructors may dismiss students from class for the remainder of the class period for such conduct. Students remain subject to other sanctions hereunder for such conduct.

## G. Evaluation and Grading

Instructors will follow the announced standards in evaluating and grading students.

Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement.

## H. 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.

## I. Records

### 1. General

The student records office will maintain and safeguard student records. All official student and former 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.

### 2. Confidentiality of Records

Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

- a. To instructors and administrators for legitimate educational purposes.
- b. To accrediting organizations to carry out their functions.
- c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.
- d. The Chief Student Services Officer may release directory information as authorized by the college through federal and state privacy legislation.
- e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

### 3. Disciplinary Records

Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

### 4. Treatment of Records After Student graduation or Withdrawal.

When students graduate or withdraw from a technical college, their records shall continue to be subject to the provisions of this code.

## II. Student Government and Student Organizations

### A. Student Government Associations

The college Student Government Association's constitution, as approved by the area commission, established 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

An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged.

## III. Proscribed Conduct

### A. General

Certain conduct is proscribed and upon violation of such proscriptions, a student shall be subject to one or more of the sanctions specified in Section IV, C, 2, c. However, it is expected that the more severe sanctions of suspension and

expulsion will be imposed sparingly and only for more extreme or aggravated violation or for repeated violations.

## 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. 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 who violates the law will be turned over to the appropriate authorities.

In the event of illegal or disruptive activity on a college campus, the Chief Student Services Officer or other administrative officer will request those involved either to leave the campus or abide by regulations governing uses of, or presence on, the campus. The Chief Student Services Officer or other official will further announce that failure to disperse will result in enforcement of Section 16-17-420 of the South Carolina Code of Laws pertaining to illegal or disruptive activity on a college campus. According to South Carolina law, "It shall be unlawful for any person willfully or unnecessarily (a) to interfere with or disturb in any way or any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

## C. Academic Misconduct

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline. Alleged violations will be handled according to the procedures presented in Section IV.B.

### 1. Cheating on test 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" means 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.

D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:

1. Forgery, alteration or misuse of college documents, records, or identification cards.

2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.

E. Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage, or misuse of the private property of members of the college community or non-members of the college community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct created a hostile environment. Therefore, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit an individual's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.
5. Stalking, defined as engaging in a course of conduct that would place a reasonable person in fear for their safety, and that has, in fact, placed an individual in fear.

F. Other unlawful acts which call for discipline include, but are not limited to:

1. Destruction, theft, damage, or misuse of college property occurring on or off campus.
2. Unauthorized entry upon the property of the college after closing hours.
3. Unauthorized presence in any college facility after hours.
4. Unauthorized possession or use of a key to any college facility or other property.
5. Possession or use on campus of any firearm or other dangerous weapon or incendiary device or explosive unless such possession or use has been authorized by the college.
6. Possession, use of, or distribution on campus of any narcotics, dangerous, or unlawful drugs as defined by the laws of the United States or the State of South Carolina.
7. Possession, use, or distribution on campus of any beverage containing alcohol.
8. Violation of institutional policies while on campus or off campus when participating in a college sponsored activity.
9. Violations of South Carolina and/or federal laws while on campus or off campus when participating in a college sponsored activity.
10. Engaging in any activity which disrupts the educational process of the college, interferes with the rights of others, or interferes adversely with other normal functions and services.

## IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the provision of this code.

# Appendices

## A. Administrative Suspension

1. If an act of misconduct threatens the health or well being of any member of the academic community or seriously disrupts the function and good order of the college, an administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist will result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the college pending the outcome of a disciplinary hearing on the charge(s).
2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 p.m. of the first class day following its imposition of the administrative suspension. The Chief Student Services Officers will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

## B. Academic Misconduct

An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must meet with the student to discuss this matter. 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 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 working days of the meeting, the instructor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.
  4. The Chief Instructional 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 Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.
  5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting,

The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Office, or designee, will hear the appeal, this letter must also contain the following information:

- a. A restatement of the charges
  - b. The time, place, and location of the meeting
  - c. A list of witnesses that may be called
  - d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V. A. 1.e.
6. On the basis of the information presented at the appeal, the Chief Instructional 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
  7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.
  8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
    - 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 Appeals Committee to re-hear the case according to the procedures listed in section IV. D and section V.
- ## C. Student Misconduct
1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
  2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer, or designee, may act as follows:
    - a. Drop the charges.
    - b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.
    - c. Refer the student to a college office or community agency for services.
  3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the

Chief Student Services Officer, or designee, shall send a certified letter to the student's last known address, providing the student with a list of the charges, the Chief Student Services Officer's, or designee's decision, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the preliminary investigation.

#### D. The Student Appeals Committee

Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the finding of the Chief Student Services Officer. The hearing shall be held within fifteen working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:
  - a. Three faculty members appointed by the chief instructional 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 serves as an ex officio nonvoting member of the Committee.
  - e. 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. Functions of the Committee are described as follows:

- a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- b. To hand down a decision based only on evidence introduced at the hearing.
- c. To provide the student defendant with a statement of the committee's decision including findings of fact and, if applicable, to impose one or more of the following:

##### (1) Academic Misconduct

- 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.

##### (2) Student Misconduct

- a. A written reprimand.
- b. An obligation to make restitution or reimbursement.
- c. A suspension or termination of particular student privileges.
- d. Disciplinary probation.

- e. Suspension from the college.
- f. Expulsion from the college.
- g. Any combination of the above.

#### V. Procedures for Hearings Before the Student Appeals Committee

##### A. Procedural Duties of the Chief Student Services Officer

1. At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:
  - a. A restatement of the charge or charges.
  - b. The time and place of the hearing.
  - c. A list of all witnesses who might be called to testify.
  - d. The names of Committee members.
  - e. A statement of the student's basic procedural rights.

These rights follow:

- (1) The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.
- (2) The right to produce witnesses on one's behalf.
- (3) The right to request, in writing, that the President disqualify any member of the committee for prejudice or bias. (At the discretion of the President, reasons for disqualification may be required.) A request for disqualification, if made, must be submitted at least 2 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
- (4) The right to present evidence. The Committee may determine as to what evidence is admissible.
- (5) The right to know the identity of the person(s) bringing the charge(s).
- (6) The right to hear witnesses on behalf of the person bringing the charges.
- (7) The right to testify or to refuse to testify without such refusal being detrimental to the student.
- (8) The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

2. On written request of the student, the hearing may be held prior to the expiration of the 7-day advance notification period, if the Chief Student Services Officer concurs with this change.

##### B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student and the person who initiated the charges; however the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.
  - b. Counsels for the student and the college
  - c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
  - d. Witnesses who shall:

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(1) Give testimony singularly and in the absence of other witnesses.

(2) Leave the Committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

1. The conduct of hearings before this Committee is unaffected by charges of local, state, or federal authorities against the student for acts that are the same, or similar to, charges of misconduct to be heard by the Committee. Two separate jurisdictions are involved in such cases. Therefore, hearings may be held and decisions rendered independent of any resolution by the court system.
2. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.
3. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.
4. Decisions of the Committee shall be made by majority vote.
5. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

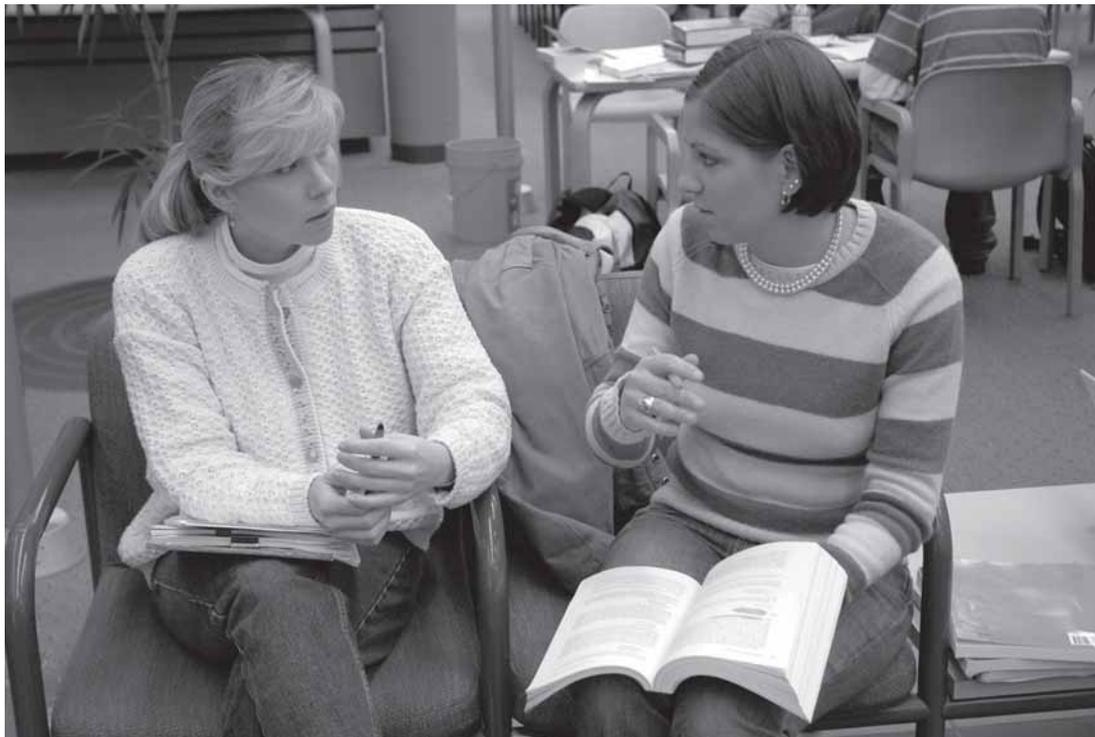
## C. Appeal to the President

When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.
2. Review the findings of the proceedings of the Committee.
3. Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on the appeal.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within 10 working days of the receipts of the appeal.

## STUDENT RIGHTS UNDER "ENGLISH FLUENCY REQUIREMENTS FOR FACULTY EMPLOYMENT" POLICY AND PROCEDURE

Students in classes taught by faculty whose first language is other than English have the right to expect the faculty to speak English that is judged to be reasonably understandable. In the event such is not the case, the student may follow the grievance procedures to file a complaint. Such complaints will be handled according to College procedure 10-148.



## APPENDIX 5

### STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

#### Preamble

In order to establish an active Student Government with the power and the responsibility to administer student affairs fairly and justly and to ensure the individual rights of students, we the students of Tri-County Technical College do approve and institute the following as the Constitution of our Student Government.

#### Article I - Name

The name of this organization shall be the Student Government Association.

#### Article II - Purpose and Organization

*Purpose.* The administration of Tri-County Technical College, believing that the welfare of the College will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to students' conduct, loyalty, and honor.

The whole basis of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest conduct, loyalty and honor in all phases of college life.

*Objective.* The objective of the Student Government Association shall be to foster students' interest and activities, to maintain high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

The advisors to the Student Government Association shall consist of faculty and/or staff members of Tri-County Technical College who are appointed by the Vice President for Student Affairs. In the event that there is a Director of Student Activities, the director shall be the Student Government Association advisor.

All matters and activities of this organization shall be coordinated through the appointed advisors and subject to their approval. Upon disapproval the Executive Branch of the Student Government Association may seek an appeal through the College's administration.

*Social Planning.* The Student Government Association shall organize and conduct Student Government Association Activities.

#### Article III - Membership

All students enrolled at Tri-County Technical College are members of the Student Government Association.

Voting rights are given to the senators, and the Secretary and Treasurer of the Executive Council.

#### Article IV - Legislative Branch

*Representation.* The student Legislative Senate shall be composed of appointed student Senators. Senators shall serve a

term that begins Fall Semester and extends through Spring Semester. The Legislative Senate should be composed of persons willing to represent the student body of Tri-County Technical College.

*Duties and responsibilities of the Senator shall be:*

- a. To represent his/her fellow students at all Student Government Association sanctioned functions.
- b. To solicit opinions, suggestions and ideas from his/her fellow students on matters which come before the Student Government Association.
- c. To keep the student body informed on all Student Government Association activities.
- d. To vote on all motions presented to the Student Legislative Senate.
- e. To support or serve on Student Government Association Committees.
- f. To devote the time necessary to fulfill the duties of office.
- g. A Senator cannot and will not represent the Student Government Association of Tri-County Technical College without prior written consent of that organization. Unauthorized activities may result in the impeachment of that Senator.

*Powers of the Student Legislative Senate.*

- a. Amend the Constitution upon a two-thirds vote, or upon a majority vote with presidential approval.
- b. Organize and administer all Student Government Association elections.
- c. Impeach any student holding a position in the Student Government Association who fails to carry out the duties of the office.
- d. Initiate and forward recommendations or proposals to the Administration as it deems necessary.
- e. Serve as the body that rules on all honor violations and other such items that involve students' affairs and conduct.

Every proposed act passed by the Student Legislative Senate by a majority vote must be signed by the President before it becomes part of the Constitution. If vetoed, the President shall return it with his/her objections in writing to the Student Legislative Senate at the next meeting. The objection shall be entered in the minutes, and the Student Legislative Senate will proceed to reconsider them. If, after such reconsideration, two-thirds of the Student Legislative Senate shall agree to pass the proposed act, it shall become part of the Constitution. This same procedure will be followed with regard to recommendations and proposals which originate in the Student Legislative Senate and are to be passed through the Student Government Association President to the Administration.

*Meeting of the Student Legislative Senate.* The Student Legislative Senate shall meet at least once each month of the school year. Special meetings may be called at the discretion of the Executive Branch, Student Government Association Advisor, or a majority of the Student Legislative Senate. If a majority of the members of the Student Legislative Senate are not present to form a quorum, the meeting shall be adjourned and rescheduled.

# Appendices

*Impeachment.* Any Senator may be impeached by the Student Legislative Senate for failure to fulfill his/her duties of office in accordance with Article VI.

## Article V - Executive Branch

*Titles and Terms of Office.* The Executive Branch of the Student Government Association will be composed of the President, the Vice-President, the Secretary, and the Treasurer of the Student Government Association, the Student Government Association Advisor, and the Executive Council. These four executive offices will be held for one year, beginning the last week of Spring Semester and including the Summer Term. No student may hold office more than two terms during a five-year period.

### *Qualifications for Office:*

- a. Be a regular, full-time, year-round student at Tri-County Technical College as stipulated.
- b. Be willing and able to devote the time necessary to fulfill the duties of office.
- c. Be approved by the Election Committee.
- d. Be in good academic standing with a cumulative grade point ratio of 2.0 or greater.
- e. Be in good standing with the student body.
- f. A first semester freshman elected to a Student Government Association office must receive a 2.0 grade point ratio that first semester to maintain the position.

### *Powers and Duties of Executive Office.*

1. The President will have the power and duty to:
  - a. Act as an official representative of the Tri-County Technical College Student Government Association.
  - b. Call special sessions of the Student Legislative Senate when he/she deems necessary.
  - c. Nominate and, with a two-thirds consent of the Legislative Senate, appoint members to the various committees and members of the student court.
  - d. Act as the liaison to the Administration from Student Government.
  - e. Serve as an ex-officio member on all committees.
  - f. Preside over the meeting of the Executive Council.
  - g. The President does not have the authority to vote on issues which come before the Student Legislative Senate since he/she is given the power of the veto along with the Vice President, Secretary, and Treasurer.
  - h. Be responsible for planning and implementing all Student Government Association functions.
  - i. Preside over the meeting of the Student Legislative Senate.
2. The Vice President will have the power and duty to:
  - a. Upon the request of the President, act as the official representative of the Tri-County Technical College Student Government Association.
  - b. Assume the office of the President if the President is unable to carry out the duties of the office.
  - c. Serve as an ex-officio member along with the President on all committees.
  - d. Promote social standards.
  - e. Serve on the Executive Council.
  - f. In the event of a tie vote in the Student Legislative Senate, the Vice President will have the authority to vote in the Student Legislative Senate along with the President,

Secretary, and Treasurer.

- g. Be responsible for planning and implementing all Student Government Association functions.
3. The Secretary will have the power and duty to:
    - a. Keep the minutes at the Student Legislative Senate meetings.
    - b. Maintain a roll at Student Legislative Senate meetings which will be posted, along with minutes of the meetings, on the Student Government Association bulletin board within 72 hours after each meeting.
    - c. Act as a secretary to the President and Vice President in matters concerning the Student Government Association.
    - d. Shall have the right to vote in the Student Legislative Senate.
    - e. Serve on the Executive Council along with the President, Vice President, and Treasurer.
    - f. Be responsible for planning and implementing all Student Government Association functions.
  4. The Treasurer will have the power and duty to:
    - a. Upon the request of the Executive Council shall report the financial status of the Student Government Association.
    - b. Prepare and submit a budget in conjunction with the Student Government Association Advisor for the school year to be approved by the Executive Council.
    - c. Perform the duties of the Secretary in the event the Secretary is unable to do so.
    - d. Shall have the right to vote in the Student Legislative Senate.
    - e. Serve on the Executive Council along with the President, Vice President, and Secretary.
    - f. Be responsible for planning and implementing all Student Government Association functions.

### *Vacancies in Office.*

If the President is not able to fulfill the duties of his office, the Vice President shall assume the office of the President. The President will appoint and upon two-thirds vote of the Student Legislative Senate elect a replacement. If the President cannot find a suitable replacement, the Student Legislative Senate will then, at the first date possible, hold election for the office of Vice President.

Should the President and the Vice President be unable to fulfill the duties of office, the election committee along with the Student Government Association advisor (at the first possible date) will appoint and upon two-thirds vote of the Student Legislative Senate elect a new President and Vice President. Should the Vice President, the Secretary, or the Treasurer be unable to fulfill the duties of office, the President will appoint and upon two-thirds vote of the Student Legislative Senate elect a replacement.

### *Executive Council:*

1. *Representation.* The Executive Council shall be composed of the Student Government Association President, Vice President, Secretary, Treasurer, and all committee chairpersons.
2. *Purpose.* The purpose of the Executive Council shall be:
  - a. To act as an advisory committee to the President.
  - b. To formulate new ideas and policies to be presented to the Student Legislative Senate.

- c. To prepare an agenda for Student Legislative Senate meetings.
  - d. To coordinate and prepare reports of committees.
  - e. Administer the Student Government Association funds according to Tri-County Technical College's procedures.
3. *Meeting.* The Executive Council will meet one week prior to the regular Student Government Association meeting

- b. Inform the Election Committee of his/her intention to run for office on or before the cut-off date advertised during Spring Semester.
- c. File a petition with the Student Government Association Advisor containing 100 student signatures. This petition should be filed on or before the cut-off date advertised.

## Article VI - Judicial Branch

*Powers and Terms of Student Judicial Court.* The Judicial Power of the Student Government Association will be vested in one Student Court. It is expected that the behavior of members of the Student Court be beyond reproach. This Judicial Power shall extend to cases arising under this Constitution involving controversies between two or more students and in cases where students' behavior would reflect poorly on Tri-County Technical College. A board of three judges shall comprise the Student Judicial Court along with a three-member advisory committee. These members will be nominated and elected by the Student Legislative Senate body and with approval of the President and the Student Government Association Advisor.

*Qualifications.* Their qualifications will be measured with those of the Executive Officers.

*Impeachment.* The Student Legislative Senate shall have sole power to impeach any member of the Student Government Association. Appeals may be made to the Student Government Advisor and the College President. No person shall be impeached without a two-thirds vote by written ballot of the Senators present. Judgment in case of impeachment shall not extend further than removal from office and disqualification to hold any future position in the Student Government Association, but the party convicted shall, nevertheless, be liable and subject to judgment and punished by the Student Court and, if warranted, civil authorities.

## Article VII – Standing Committee Bylaws

*Election Committee Bylaws.* It is the responsibility of the Election Committee of the Student Legislative Senate to organize and administer all Student Government elections. Its four Student Legislature members will be appointed by the President. Executive elections will be held during the Spring Semester. Voting will take place in an area specified by the Election Committee. Students must be currently enrolled to vote (as defined in the current Tri-County Technical College catalog). Before voting, each student will have his/her name checked off a master list to ensure that no student votes twice. The Elections Committee will specify the times during which the polls will be open. At the close of each voting session, the committee will carry the ballots along with any unused ballots to the Counseling Center, where the Elections Committee Chairman and the Secretary will tabulate all votes under the supervision of the Student Government Association Advisor. A simple majority will be required for election to office. If, after the count is completed, no candidate running for a particular office has a majority, then the two candidates having the greatest number of votes for that particular office will have a run-off election the following week. Candidates may run for only one office in each election.

1. For a student's name to be placed on the ballot, the student must:
  - a. Meet the qualifications of office.

## Article VIII - Student Rights

*Student Rights.* Under no circumstances will any act passed by the Student Legislative Senate or any part of the Constitution deprive a student of the rights granted to him/her by the Constitution of the United States of America.

# Appendices

## APPENDIX 6

### STUDENT GRIEVANCE

#### Procedure

Tri-County Technical College adheres to SBTCE Procedure Number 3-2-106.2, “The Student Grievance for the South Carolina Technical College System,” which follows.

##### I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff, concerning the following:

- A. Alleged discrimination on the basis of age, gender, race, disability or veteran’s status, excluding sexual harassment complaints. Because of the sensitive nature of this type of complaint, a conference with the Chief Student Affairs Officer may replace the first step of the grievance procedure. The Chief Student Affairs Officer will counsel with the student to determine the appropriate action that is required.
- B. Alleged sexual harassment complaints should be directed to the Vice President for Student Affairs. Because of the sensitive nature of this kind of complaint, a conference with the Vice President for Student Affairs will replace the first step of the grievance procedure. The Vice President for Student Affairs will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
- C. Academic matters, excluding individual grades, except where the conditions in item A above apply.

##### 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 Affairs Officer, etc.
- D. “Chief Student Affairs Officer” means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. “Chief Instructional 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) 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. “Campus” means any place where the college conducts or sponsors educational, public service, or research activities.

##### III. Procedures

###### A. First Step

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional days of the incident which generated the complaint.

###### B. Second Step

If the student is not satisfied with the outcome of the informal conference, the student may file a written grievance. The Chief Student Affairs Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Affairs Officer, or designee, within ten instructional weekdays after satisfying the first step in the grievance process. The Chief Student Affairs Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student’s grievance form. The Chief Student Affairs Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and Chief Administrative Officer of the division or component concerned.

###### C. Third Step

If the supervisor’s written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor’s written. The request shall include a copy of the original grievance form and the reason why the supervisor’s response was unsatisfactory. The student must attach a copy of the supervisor’s response to the request. The Chief Student Affairs Office shall immediately notify the President who shall ensure that the Committee is organized in a manner consistent with Section IV. A of this procedure. The Chief Student Affairs Officer, or designee, will send copies of the appeal to the members of the Committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the Committee.

The Student Grievance Committee’s meeting(s) shall be conducted between five and fifteen 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.

###### D. Fourth Step

If either party is not satisfied with the Committee’s decision, that person may submit an appeal to the President of the college within ten instructional weekdays of 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.

#### IV. The Student Grievance Committee

A. The Student Grievance 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 Instructional Officer.
3. One Student Affairs staff member recommended by the Chief Student Affairs Officer.
4. One administrator, other than the Chief Student Affairs Officer, to serve as the Committee's chairperson.
5. The Chief Student Affairs Officer, or designee, who serves as an ex-officio, non-voting member of the committee.
6. The President must approve all recommended members.

B. Purpose and Function of Grievance Committee

1. All student grievance committees are ad hoc and shall be formed to hear specific complaints. A new committee may be formed every time that a grievance covered under this procedure is filed.
2. Whenever a committee is formed, it may adopt additional rules and guidelines not in contradiction with these procedures.

C. Rights of the Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
  - a. A brief description of the complaint, including the name of the person filing the complaint;
  - b. the date, time, and location of the meeting; and
  - c. the name of any person who might be called as a witness.
2. 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 Affairs Officer.
3. Appear in person, present information on his or her behalf, and present additional evidence to the committee, subject to the Committee's judgment that the evidence is relevant to the appeal.
4. Call witnesses who are dismissed after providing testimony and responding to questions posed by the Committee and either party in the appeal.
5. An advisor who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

D. Hearing Procedures

1. 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.

2. Hearings are informal and a tape recording of the testimony presented during the appeal 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 Affairs Officer. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Affairs Officer or designee.
3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.
4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.
5. The student shall bear the burden of proof.
6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.
7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the college within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision.

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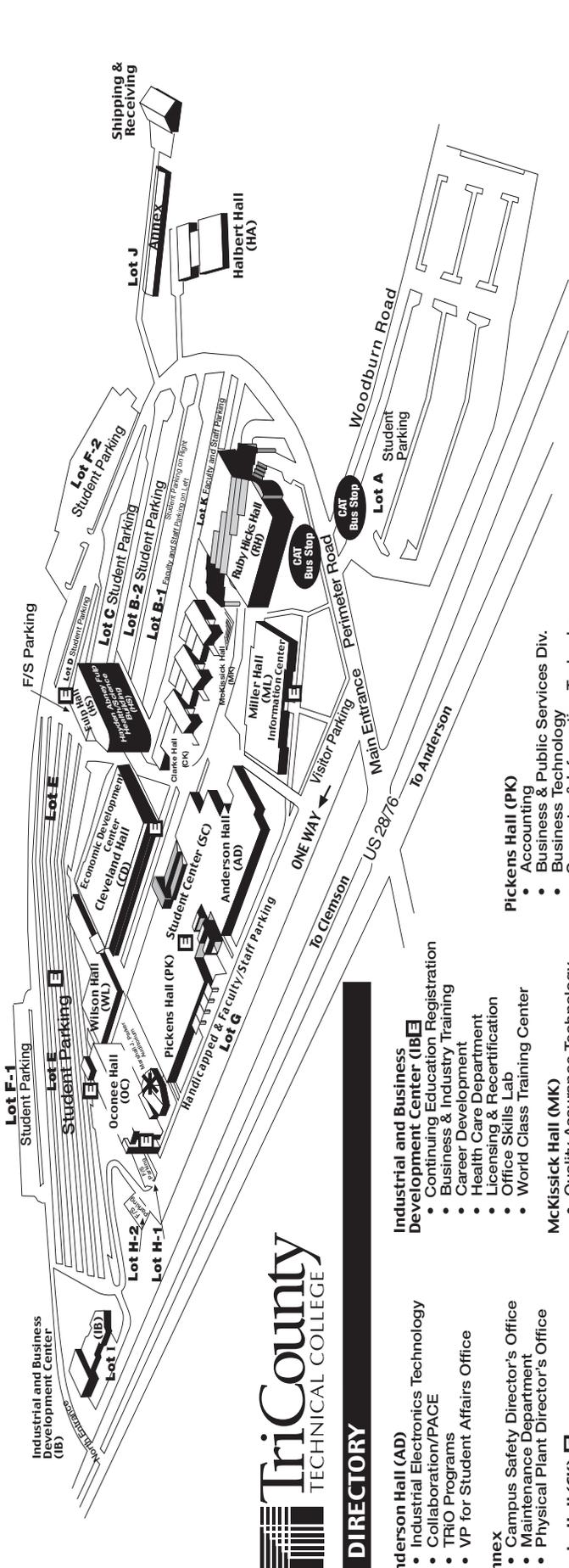
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# Tri-County TECHNICAL COLLEGE

## DIRECTORY

### Anderson Hall (AD)

- Industrial Electronics Technology
- Collaboration/PACE
- TRIO Programs
- VP for Student Affairs Office

### Annex

- Campus Safety Director's Office
- Maintenance Department
- Physical Plant Director's Office

### Clarke Hall (CK)

- Welding Department

### Cleveland Hall (CD)

- Economic Development Center
- Electronics Engineering Technology
- Engineering Graphics Technology
- General Engineering Technology
- Industrial & Engineering Division Office
- Machine Tool Technology

### Halbert Hall (HA)

- Veterinary Technology

### Hayden Abney Fulp Building (HS)

- Early Childhood Development
- Expanded Duty Dental Assisting
- Health Education Division Office
- Medical Assisting
- Medical Lab Technology
- Nursing
- Open Computer Lab
- Practical Nursing
- Radio and TV Broadcasting
- Respiratory Care
- Science Department
- Surgical Technology

### Industrial and Business Development Center (IB)

- Continuing Education Registration
- Business & Industry Training
- Career Development
- Health Care Department
- Licensing & Recertification
- Office Skills Lab
- World Class Training Center

### McKissick Hall (MK)

- Quality Assurance Technology
- Textile Management Technology

### Miller Hall (ML)

- Admissions
- Assessment Center
- Career Services
- Counseling Center
- Financial Aid
- Information Center
- Student Records/Registrar
- Workforce Investment Board Office

### Oconee Hall (OC)

- Arts & Sciences Division
- Comprehensive Studies Department
- English Department
- Humanities Department
- Learning Lab
- Marshall J. Parker Auditorium
- Math Department
- Social Sciences Department
- Writing Center

### Pickens Hall (PK)

- Accounting
- Business & Public Services Div.
- Business Technology
- Computer & Information Technology
- Criminal Justice
- Office Systems Technology
- Open Computer Lab
- Upward Bound

### Ruby Hicks Hall (RH)

- Alumni Office
- Business Office
- Center for Accelerated Technology Training
- Foundation Office
- Graphic Support
- Information Technology Division
- Institutional Advancement Div.
- Instructional Development
- Library
- Marketing
- Media Services
- Personnel
- President's Office & Boardroom
- Printing Services
- Public Relations
- VP for Academic Affairs Office
- VP for Business Affairs Office

### Shipping and Receiving

- Mail Room
- Motor Pool

### Student Center (SC)

- Bookstore
- Cafeteria
- Campus Safety
- TRIO Tutorial Lab
- Student Government Association
- Vending Machines
- Workforce Investment Act (WIA)

### Wilson Hall (WL)

- Heating, Ventilation, Air Conditioning Technology
- Industrial Maintenance Technology

### Marshall J. Parker Auditorium

- Public Pay Phone

### = On-campus Emergency Phone

Smoking is prohibited on campus, except for designated parking lot areas and student parking.

Tri-County Technical College  
7900 Highway 76  
P. O. Box 587  
Pendleton, SC 29670  
www.tctc.edu  
(864) 646-8361  
Toll free within 864 area code:  
1-866-269-5677  
TDD/Voice 1-800-735-2905

Campus Map K  
DOHD 1/3/06

# Notes

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# Notes

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ADVANCEMENT

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EXPERTISE

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