



Technical College of the Lowcountry

The Technical College of the Lowcountry is a member of:
American Association of Community Colleges
American Council on Education
Service Members Opportunity College
National League for Nursing



Accredited by:

TCL is accredited by the Commission on Colleges of the Southern Association of Colleges
and Schools (SACS) to award associate degrees
1866 Southern Lane, Decatur, Georgia 30033-4097 • 404 679-4500

National League for Nursing Accrediting Commission
61 Broadway, New York, New York 10006 • 212 363-5555 or 800 669-9656

South Carolina Department of Labor Licensing and Regulation Board of Nursing
Synergy Business Park, Kingstree Building, 110 Centerview Drive
P.O. Box 12367, Columbia, SC 29211-2367

Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606 • 312 704-5300

Association of Collegiate Business Schools and Programs
7007 College Blvd, Suite 420, Overland Park, Kansas 66211 • 913 339-9356

National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS)
901 North Stuart Street, Suite 900, Arlington, Virginia 22203-1816 • 703 600-7600

Paralegal program approved by the American Bar Association
541 North Fairbanks Court, Chicago, Illinois 60611 • 312 988-5710



Mission Statement

One of sixteen colleges comprising the South Carolina Technical College System, the Technical College of the Lowcountry traces its origin to the Mather School founded in 1868. The college is a comprehensive, public, two-year college dedicated to serving the diverse educational needs of the rural counties of Beaufort, Colleton, Hampton, and Jasper. The College annually serves approximately 8,500 credit and continuing education students, a mix of traditional, non-traditional, full-time, and part-time.

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

The College serves as an effective partner in the economic and human resource development of the Lowcountry. As an open admissions institution, the Technical College of the Lowcountry offers over 70 academic, transfer, and specialized programs. Offerings include developmental education; arts and sciences; career development; specialized, contract courses tailored for specific businesses and industries; and continuing education to meet the workforce needs of the Lowcountry. In addition to responding to local and regional needs of the area, the College recognizes that state, national, and international issues affect the lives of the citizens of the Lowcountry and responds to these issues appropriately.

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

Adopted by the TCL Commission, November 18, 2002
Approved by the Commission on Higher Education, January 9, 2003
Reaffirmed by the TCL Commission October 6, 2005

Statement of Non-Discrimination

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

Americans with Disabilities Act

In accordance with the mission of the Technical College of the Lowcountry to provide quality affordable education to all citizens of the service area, the College complies with the requirements of the Americans with Disabilities Act (ADA). The President of the Technical College of the Lowcountry has appointed an ADA Coordinator and established an ADA committee to implement procedures in compliance with the Americans with Disabilities Act. The ADA contacts are: Rodney Adams, 843 525-8219 and Clyde Hincer, 843 525-8251.

Catalog Rights

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

Efforts will be made to keep changes to a minimum, but the information contained in the catalog may not be regarded in the nature of binding obligations on the institution and is subject to change without notice. For the most up-to-date information about the College, please visit our website at www.tcl.edu or contact the College's Admissions Office at 843 525-8211.



Message from the President

Welcome to the Technical College of
the Lowcountry!

For many years, residents of the South Carolina Lowcountry with dreams, aspirations, and determination have been fulfilling their ambitions by coming to the Technical College of the Lowcountry (TCL). The College has developed a deep commitment to access and a solid reputation for excellence. To meet your needs, TCL offers a variety of credit and continuing education programs. Whether you are enrolled in traditional classes or distance learning classes, part-time or full-time, you will find a caring, dedicated faculty and staff in an intellectually challenging environment.

Meeting your needs as you further your education is the motivation behind everything we do at the Technical College of the Lowcountry. We keep classes small and personal, so that you can receive the individual attention you need to excel. We employ experienced instructors with strong ties to the business, industry and healthcare arenas, so that you can be confident you are developing the skills you need to know in today's competitive job market. We enlist key community members and business owners to serve on the College's academic advisory committees to keep our curricula current and up-to-date, to suggest future programming, to guide us in facility planning, and to serve as liaisons between the region's workforce and our academic offerings.

Employers recognize that our graduates have received quality education and training. As a result, more and more Lowcountry residents are turning to TCL to meet their educational needs.

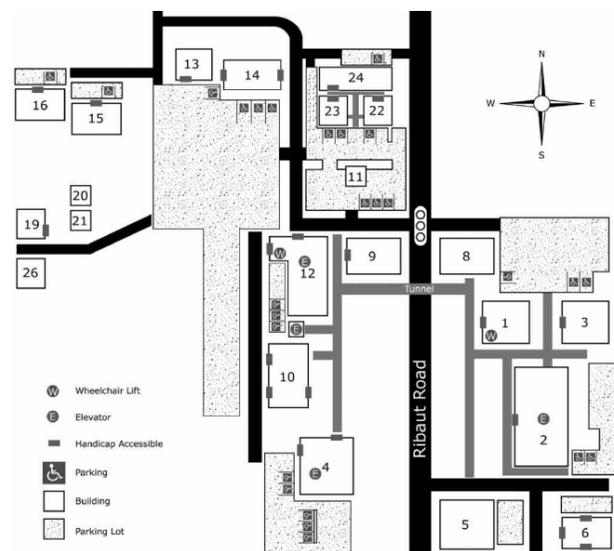
With the opening of its New River campus in 2006, the College has expanded its access even further. This campus represents a new era of possibilities and opportunities for you and for the Lowcountry region.

This is an exciting time to embark on a brighter future by enrolling at TCL!

Cordially,

Anne S. McNutt, President
Technical College of the Lowcountry

TCL Main Campus Beaufort, SC



- | | |
|--|---|
| 1 Assessment and Placement Center
Tech Prep/School-to-Work | 9 The Technology Center
Arts & Sciences |
| 2 Admissions
Career Planning/Job Placement
Criminal Justice Technology
Financial Assistance
Front Desk General Business
Paralegal
Research & Planning
Student Records
Student Success Center
Talent Search
TRiO Programs
Vice President for Student Affairs | 10 Cosmetology Biology Chemistry
11 Security
12 Academic Support Center
13 Center for Advanced Technology
Training (CATT) Classroom
14 Electronics Technology
Computer Technology
15 Heating, Ventilation & Air Conditioning
Office Systems Technology
Business Technologies |
| 3 Business Office
Vice President for Finance
Anderson Hall Conference Room
Cashier Personnel
Purchasing | 16 Building Construction Technology
Early Childhood Development
Computer Assisted Design (CAD)
Civil Engineering Technology |
| 4 Health Sciences Building | 19, 26 Maintenance, Receiving |
| 5 WILDY Gym | 20, 21 Greenhouses |
| 6 President
Vice President for Academic Affairs
TCL Foundation
Distance Learning | 22, 23, 24 Continuing Education &
Workforce Development
Institutional Advancement |
| 8 Future Administrative Offices—
Building scheduled for renovation | |

Frequently Called Numbers

Academic Divisions

- Arts & Sciences Division 525-8281
- Business Technologies Division 525-8241
- Continuing Education Division 525-8205
- Health Sciences Division 525-8267
- Industrial Technologies Division 525-8288

Other Numbers

- Academic Support Center 525-8221
- Admissions 525-8211, 525-820, 800 768-8252
- Bookstore 525-8318
- Business Office 525-8249
- Career Planning/Job Placement 525-8224
- Cashier 525-8286
- Continuing Education &
Workforce Development 525-8205
- Cosmetology Appointments 525-8298
- Cooperative Education 525-8354
- Disabled Student Services 525-8219
- Distance Education 525-8204
- Financial Aid 525-8337
- H. Mungin Center 803 943-4262
- Information/Receptionist 525-8211, 800 768-8252
- Job Placement 525-8224
- Learning Resources Center/Library 525-8304
- Military Coordinator
MCAS 228-7494
MCRD 228-2659
- New River Campus 525-8211
- Personnel 525-8253
- President's Office 525-8247
- Public Relations 525-8231
- Registrar/Student Records 525-8209
- Security 525-8301
- Security Page 986-6971
- If no answer: 812-4115
- Student Government Association 525-8218
- Student Identification/Parking Permits 525-8304
- TCL Foundation 525-8294
- TDD Line (for hearing impaired) 470-8387
- Upward Bound 525-8219
- Veterans Services 525-8337
- Vice President for Academic Affairs 525-8244
- Vice President for Continuing Education
and Institutional Advancement 525-8214
- Vice President for Finance 525-8249
- Vice President for Student Affairs 525-8215

Campus Locations

Beaufort Campus

921 Ribaut Road
Beaufort, SC 29901
843 525-8211, 843 525-8208
Student Information/Advisement
First Floor, Coleman Hall, Building 2

Hampton Campus

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

New River Campus

100 Community College Drive
Bluffton, SC 29909
843 525-8211

800 768-8252

Academic Calendar 2006-2007

Summer 2006

- Fall Registration Continues July through August 21, 2006
- New River Information Session at Sea Turtle Cinema July 1, 2006
- No Classes Held, College Administrative Offices Open July 3, 2006
- Independence Day – College Closed July 4, 2006
- Fall Orientation/Registration at Bluffton High School July 21, 22, 28, and 29, 2006
- Summer Exams July 27 - 28, 31 and August 2, 2006
- Health Science Division Ceremony August 4, 2006
- Deadline for Financial Aid Application for Fall 2006 August 7, 2006
- Summer Graduation August 11, 2006

Fall 2006

- On-line Class Orientation at Beaufort Campus August 17, 19 and 21, 2006
- Fall Classes Begin August 21, 2006
- Fall Drop/Add August 25, 2006
- Labor Day - College Closed September 4, 2006
- Registration for Spring 2007 Begins November 13, 2006
- Thanksgiving Holiday – College Closed November 23 - 24, 2006
- Fall Classes End December 8, 2006
- Fall Exams December 11-14, 2006
- Spring Registration Ends December 14, 2006
- Christmas Holiday - College Closed December 18, 2006- January 1, 2007

Spring 2007

- Spring Registration January 3 - 4, 2007
- Spring Classes Begin January 8, 2007
- Spring Drop/Add January 12, 2007
- Martin Luther King Day College Closed January 15, 2007
- Spring Break March 5 - 9, 2007
- Summer & Fall Registration Begins April 10, 2007 through May 29, 2007
- Spring Classes End April 27, 2007
- Spring Exams May 1-7, 2007
- Health Science Division Ceremony (tentative) May 10, 2007
- Spring Graduation May 11, 2007

Summer 2007

- Memorial Day College Closed May 28, 2007
- Summer Classes Begin May 29, 2007
- Fall Registration Continues May 29 through August 20, 2007
- Independence Day College Closed July 4, 2007
- Summer Exams July 26 - August 1, 2007

Fall 2007

- Fall Classes Begin August 20, 2007

Table of Contents

TCL Mission Statement	2
Statement of Non-Discrimination	2
Americans with Disabilities Act	2
Catalog Rights	2
Message from the President	3
TCL Main Campus, Beaufort, SC	4
Frequently Called Numbers	4
Campus Locations	4
Academic Calendar 2006-2007	5
The College	
Service Area	8
Facilities	8
Visiting TCL	8
Administrative Offices	
Academic Affairs Office	8
Admissions Office	8
Assessment and Placement Testing	9
Business Office	9
Campus Security	9
Electronic Learning and Broadcast Services Office	9
Finance Office	9
Financial Assistance Office	9
Institutional Advancement Office	9
Information Technology	9
Personnel Office	9
Public Relations Office	9
Research and Planning Office	10
Student Affairs Office	10
Student Lounge	10
Student Records Office	10
TCL Foundation, Inc.	10
TRiO Student Support Services (SSS) Office	10
TRiO/ Student Development Office	10
Community Service	
Educational Talent Search	10
Lowcountry Tech Prep Consortium	11
Upward Bound	11
Continuing Education & Workforce Development	
Center for Advanced Technology Training (CATT)	11
Learning Resource Center (Library)	
LRC Services	11
LRC Hours	12
Student Center Bookstore	
Bookstore Refund Policies	12
Admissions/Registration	
Admissions	
Address Change	12
Admission and Registration at Area Campuses	12
Career Development Students	12
Early College Credit Opportunities (ECCO) for High School Students	13
International Students	13
Military Students	13
Military Student Application and Registration Procedures	13
Physical Exams & Health Insurance	13
Programs with Special Admissions Requirements	13
Re-admitted Students	13
Residency	14
Residency Policy	14
Verification of Residence	14
Student Assessment Program	
ASSET / COMPASS	14
Student Assessment Requirements	14
Placement in Courses	14
Student Images	15
Transfer Students	15
Transcripts	15
Registration	
Student Status	15
Audit Students	15
Continuing Students	15
Full-time Students	15
New & Re-admitted Students	16
Registration Procedures	16
On-Line Registration	16
Release of Student Records	16
College Procedures	
Attendance	16
Schedule Changes	16
Request for Incomplete	16

College Costs / Financial Assistance	
College Cost	
Tuition	17
Fees and Expenses	17
Transcripts Cost	17
Average Total Costs	17
Refund Policy	17
How to Pay	
Payment at Time of Registration	18
Financial Assistance	
About Financial Aid at TCL	18
The FIRST STEP in Applying for Financial Assistance	18
Verification of Information on Assistance Application	18
Determining Financial Need	18
Expected Family Contribution	18
Eligibility Criteria	19
Ability to Benefit	19
Duration of Eligibility	19
Unsatisfactory Academic Progress and Lost of Financial Assistance	19
Probation / Disqualification	19
Appealing Disqualification for Financial Assistance	19
Reinstatement of Eligibility	19
150% Credit Limit	19
Financial Assistance Programs – Federal	
Federal Pell Grant	20
Federal Supplemental Education Opportunity Grant (FSEOG)	20
Federal Work Study Program	20
Community Service Learning Program	20
Federal Family Education Loan Program	20
Federal Stafford Loan - Subsidized & Unsubsidized	20
Parent Loan for Undergraduate Students (PLUS)	20
Other Sources of Financial Assistance	
LIFE Scholarship	21
Lottery Tuition Assistance	21
South Carolina Need-Based Grant	21
TCL Foundation Scholarships	21
Military/Veterans	
Financial Assistance for Veterans	21
Payment for Veterans Benefits	22
Advance Payment Policy for Veterans	22
Chapter 106 (Reserve) Benefits	22
Previous Training (prior credits) Transcripts for Veterans	22
Academic Progress	22
Satisfactory Grade Point Average	22
Notification of Standards and Unsatisfactory Progress	22
Tuition Refund for Students Called to Active Military Service	22
Refunds / Returns - Federal Title IV and Veteran's Administration	22
Academic Policy and Procedures	
Grades	
Grade Reports	23
Grades	23
Grade Point Average (GPA): Computation	23
Grade Appeal	23
Procedure	23
Time Limitations for Grade Appeal	24
Failure to Appeal within Time Limit	24
Failure to Respond within Time Limit	24
General Provisions	24
Graduation	
Graduation Requirements	24
Residential Requirements for Graduation	24
Graduation with Honors	24
President's and Vice President's Lists (Academic Honors)	25
Academic Honors for Part-Time Students	25
Institutional Competencies	
Competencies for Graduation	25
English Fluency of Faculty	25
Purpose	25
Procedure	25
Student Complaint	25
Academic Programs and Curriculum	
Programs of Study	
Educational Options	
College Success	26
Developmental Education	26
Electronic Learning and Broadcast Services	26
English as a Second Language (ESL)	26
General Education	26
Degree, Diploma & Certificate Programs	
Approved Humanities Electives for TCL's Associate Degree Programs	28

College Transfer Programs	28
Associate of Arts and Associate in Science	28
Transferring Credits	
State Policies and Procedures	29
Background	29
Statewide Articulation of 86 Courses	29
Admissions Criteria, Course Grades, GPAs, Validations	29
Transfer Blocks, Statewide Agreements, Completion of the AA / AS Degree	30
Related Reports and Statewide Documents	30
Assurance of Quality	30
Statewide Publication and Distribution of Information on Transfer	31
Development of Common Course System	31
All Appendices	31
Approved Courses for AA and AS College Transfer Program	32
Articulation Agreements	33
South Carolina Public Colleges and Universities	33
South Carolina Private Colleges and Universities	33
Out-of-State Colleges and Universities	33
Academic Divisions	
Arts and Sciences Division	
Associate of Arts (AA)	34
Associate of Arts Transfer Blocks	34
Sample Curriculums	35
Associate of Arts	35
Arts, Humanities & Social Science Transfer Block	35
General Education & Business Transfer Block	35
Early Childhood, Elementary & Special Education Transfer Block	36
Associate in Science (AS)	36
Associate in Science Transfer Block	37
Sample Curriculums	37
Associate in Science	37
Science & Math Transfer Block	37
Engineering Transfer Block	38
Arts & Sciences Certificates	
Basic Arts Certificates	38
General Education Certificate	38
General Education: Math & English Core Certificate	39
Liberal Arts Core Certificate	39
Early Care in Education	
Sample Curriculum - Early Care in Education	40
Early Care in Education Diploma	41
Sample Curriculum - Early Childhood Development	41
Early Care in Education Certificates	41
Child Care Management Certificate	41
Early Childhood Development Certificate	42
Infant/Toddler Care Certificate	42
Business Technologies Division	
Computer Technology	43
Sample Curriculum - Computer Technology	44
Computer Technology Certificates	44
Advance Computer Programming Certificate	44
Computer Technology Certificate	45
Help Desk Management Certificate	45
Microcomputer Programming Certificate	45
Multimedia Design Certificate	45
Relational Database Administrator Certificate	46
Webmaster Certificate	46
Criminal Justice Technology	
Sample Curriculum - Criminal Justice Technology	47
Criminal Justice	48
Sample Curriculum - Criminal Justice Transfer Pathway	48
Criminal Justice Technology Certificates	
Criminal Justice and Law Certificate	49
Correctional Office Administration Certificate	49
Correctional Training Certificate	49
Law Enforcement in Psychology Certificate	49
Law Enforcement Training Certificate	50
General Business	50
Sample Curriculum - General Business	51
General Business - Career Pathway in Fire Service Administration	51
Sample Curriculum - CP in Fire Service Administration	52
General Business - Career Pathway in Golf Instruction & Management	52
Sample Curriculum - CP in Golf Instruction & Management	53
General Business - Career Pathway in Hospitality/Tourism Management	53
Sample Curriculum - CP in Hospitality/Tourism Management	54
General Business - Career Pathway in Law Enforcement/Security Management	54
Sample Curriculum - CP in Law Enforcement/Security Management	55
General Business Certificates	
Accounting Certificate	55
E-Commerce Certificate	55
Hospitality Management Certificate	56
Management Development Certificate	56
Small Business Certificate	56
Office Systems Technology	56
Sample Curriculum - Office Systems Technology	57

Sample Curriculum - Automated Office Assistant	58
Office Systems Technology Certificates	58
Medical Office Assistant Certificate	58
Office Applications for Business and Industry Certificate	59
Word Processing Certificate	59
Paralegal	
Sample Curriculum - Paralegal	59
Paralegal Certificate	61
Health Sciences Division	
Health Services Programs	
Admission Policies and Procedures	61
General College Admission Requirements	61
Health Sciences Program Acceptance Requirements	62
Acceptance Decisions	62
Admission to the Health Sciences Programs	62
Re-entry to the Health Sciences Programs	62
Student Accepted Into a Health Sciences Program	63
Other Criteria	63
Transfer Candidates	63
Allocation of Credits	63
Allied Health	
Pre-Allied Health Studies Certificate	63
Massage Therapy	64
Sample Curriculum - Massage Therapy	64
Associate Degree Nursing (ADN) Option	
Sample Curriculum - Nursing (ADN) Option - Fall Entry	65
Sample Curriculum - Nursing (ADN) Option - Spring Entry	65
Practical Nursing Program (PN) Option	
Sample Curriculum - Practical Nursing (PN) Option	66
Advanced Placement Program for LPN to RN	66
Radiologic Technology	
Sample Curriculum - Radiologic Technology	67
Surgical Technology	
Sample Curriculum - Surgical Technology	68
Industrial Technologies Division	
Automotive Technology	
Automotive Technology Certificate: Basic Automotive Servicing	69
Building Construction Technology	
Building Construction Technology Certificates	69
Architectural Drawing Certificate	69
Basic Residential Carpentry Certificate	70
Light Construction Management Certificate	70
Residential Apprentice Electrician Certificate	70
Residential Foundations Certificate	70
Residential Plumbing Certificate	71
Computer Aided Design Certificates	71
Basic Design Technician Certificate	71
Architectural Design Technician I Certificate	71
Architectural Design Technician II Certificate	71
CAD Design & Drafting Certificate	71
CAD Drafting Applications I Certificate	72
CAD Drafting Applications II Certificate	72
Civil Design Technician Certificate	
Mechanical Design Technician Certificate	72
Civil Engineering Technology	73
Sample Curriculum - Civil Engineering Technology	73
Cosmetology	
Sample Curriculum - Cosmetology	74
General Technology	
Sample Curriculum - HVAC Tech. with Cross Training in CAD	75
Heating, Ventilation and Air Conditioning (HVAC) Technology	
Commercial Refrigeration Certificate	76
Designing HVAC Systems Certificate	76
Heat Pump Certificate	76
Industrial Electronics Technology	
Sample Curriculum - Electronics Technology	78
Industrial Electronics Technology - CareerPathway in Bio Equip Repair	
Sample Curriculum - CP in Biomedical Equipment Repair Pathway	79
Industrial Electronics Technology Certificates	
A+ Computer Servicing Certificate	79
Computer Networking Technology Certificate	79
Network Administrator Certificate	80
Network Engineer Certificate	80
Industrial Maintenance Technology	
Industrial Maintenance Technology Certificate	80
Basic Industrial Systems Technology Certificate	80
Radio and Television Technology	
Radio and Television Technology Certificate	81
Basic Video Production Certificate	81
Course Descriptions	
82 - 101	
Student Handbook	
102 - 116	
TCL Mission	
117	
State Board for Technical and Comprehensive Education	
117	
Legislative Delegation for TCL	
117	
Administration/Faculty	
118 - 121	
Index	
122 - 125	



The College

Technical College of the Lowcountry (TCL), one of the sixteen comprehensive two-year technical colleges in South Carolina, is a locally governed, publicly supported two-year college with its main campus in Beaufort. Technical College of the Lowcountry is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. TCL operates under a single college/multi-campus philosophy, adhering to the same policies and procedures at all of its facilities. The College in its various forms has a long history of service to the Lowcountry. TCL traces its origin to the Mather School, established in 1868 by the Baptist Home Missionary Society to educate the daughters of newly-freed slaves. More than one hundred thirty years later, the College's main campus still incorporates the original Mather School site.

The College encourages faculty, staff, and administrators to be creative, innovative, and resourceful in an open atmosphere of shared values. When students come to the College campus, they find a support system designed to give them the opportunity to define and achieve their goals. Small classes, modern technology, distance learning classrooms, open computer labs, and the ability of the College to respond to current business trends give TCL students the competitive edge in pursuing the best of today's jobs. Student services offerings include the Student Information Advisement Center, encompassing admission counseling, placement and aptitude testing, career counseling, and financial assistance in a one-stop format. Most importantly, the College utilizes a community-based, student-centered approach as it creates a positive, open environment for learning and working, one guided by principles of fairness, trust, and respect for each other with an appreciation of cultural diversity.

Service Area

The College serves the Lowcountry of South Carolina, 2,858 square miles bounded on the east by the Atlantic Ocean and on the south and southwest by the state of Georgia. Much of the region's terrain is composed of forest and wetlands including numerous Sea Islands (64 in Beaufort County alone) separated from the mainland by salt marshes and tidal inlets. The four-county (Beaufort, Colleton, Hampton and Jasper) service area encompasses approximately ten percent of the State's total area with a population density of only 54 people per square mile.

Facilities

Technical College of the Lowcountry's main campus in Beaufort, situated on 49 acres of waterfront property, is comprised of seventeen major buildings. MacLean Hall houses a 21,000 volume library, 300 seat auditorium, bookstore, open computer lab, academic support center, and student lounge. TCL's Distance Learning provides learning opportunities for students unable to attend classes on TCL's main campus.

The New River campus is a state-of-the-art educational facility that will feature one large tiered-classroom, four advanced technology classrooms, seven technical and computer laboratories, as well as student services areas. This 31,000 square foot facility will be the first building on the new Bluffton campus for the Technical College of the Lowcountry. As such, it will initially function as a complete campus within one building. Teaching spaces will be extensively equipped with distance learning capability and design with flexibility in mind. The college will open its New River Campus in Bluffton starting Fall 2006 at 100 Community College Drive, Bluffton, SC 29909.

The TCL-Hampton H. Mungin Center (renamed in 1991 in honor of Halbert Mungin, who served as Hampton County's representative on the TCL Commission from 1987 - 1990) is located in Varnville on 15 acres between Wade Hampton High School and the county airport. The center consists of a 16,000 square foot facility with classrooms, laboratories, workshops and offices. The H. Mungin Center's distance learning facilities allow TCL to offer courses in cooperation with Midlands Technical College in Columbia, South Carolina.

The College also offers classes at various sites in Colleton and Jasper counties.

Visiting TCL

Visitors are always welcome at Technical College of the Lowcountry. When visiting TCL's main campus, guests are encouraged to check in with the Information Center receptionist in Coleman Hall (Building 2) to receive information and assistance before touring the campus. Visitors to other campuses should check in with the receptionist at the facility. Guided tours of the campus are available to anyone in the community. To arrange a tour, contact the Admissions Office at 843 525-8208.

Administrative Offices

Academic Affairs Office

Building 6

The office of the Vice President for Academic Affairs is responsible for planning, development, coordination, review, and administration of all academic programs. For more information, please call 843 525-8244.

Admissions Office

Coleman Hall, Building 2

The Admissions Office is responsible for all admissions and recruiting functions of the College. For more information, please call the Director of Admissions at 843 525-8211 or 843 525-8208.

Assessment and Placement Testing

Building 1

For information on assessment tests and placement policy, please call the Student Services Career Counselor at 843 525-8218 or 843 525-8230 see the Student Assessment section of this catalog for further details.

Business Office

Anderson Hall, Building 3

The Business Office is responsible for the financial management and the accounting functions of the College, including disbursement of financial aid awards. Tuition and fee payments may be made at the main campus in Beaufort, TCL at New River and the TCL at Hampton H. Mungin Center. For more information call 843 525-8249.

Campus Security

Building 11

Campus security is available to assist all students, faculty, staff and visitors. Assistance in any matter pertaining to an emergency may be obtained by calling 843 525-8301. If there is no answer, dial Security at 843 986-6971 or 843-812-4115. During regular business hours, security may be reached by radio by calling 843 525-8249. After business hours, call 843 525-8304.

Electronic Learning and Broadcast Services Office

Building 6, Room 117

The office of Electronic Learning and Broadcast Services coordinates the planning, development, delivery, and support of Internet courses and broadcast Teleclasses. Other areas of responsibility include the academic computer labs, Help Desk/Testing Center, the faculty/course evaluation system, and support for innovative instructional projects. The Office also assists with the coordination and management of post-secondary Tech Prep/Perkins projects.

Finance Office

Anderson Hall, Building 3

The office of the Vice President for Finance is responsible for business and financial operations, physical plant management and campus security. For more information call 843 525-8249.

Financial Assistance Office

Coleman Hall, Building 2

The Financial Assistance Office is responsible for all financial assistance and scholarship functions of the College. It provides general information on the College's financial assistance programs, assists students in obtaining and completing all necessary financial assistance forms, and assists students in financial planning. The Financial Assistance Office administers all the procedures, forms and records maintenance for all students receiving assistance. For more information call 843 525-8337, and see the "How to Pay" section in this catalog.

Institutional Advancement Office

Building 22

The Vice President for Continuing Education and Institutional Advancement provides leadership and direction for the College's institutional advancement programs, including grants management, college development, strategic marketing, public relations, and alumni. The Institutional Advancement Office is responsible for directing efforts to secure funding to support the established priorities and objectives of the College. It is responsible for identifying potential funding sources and applying for public and private sector funding to support curriculum and student services development, faculty and staff professional development programs, institutional and instructional equipment acquisitions, capital improvements and scholarships. All aspects of grants procurement, management and documentation are monitored by the Institutional Advancement Office. For more information call 843 525-8214.

Information Technology (IT)

Coleman Hall, Building 2

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

Personnel Office

Anderson Hall, Building 3

The Personnel Office is responsible for all phases of personnel administration and payroll functions for the College. TCL is an equal opportunity employer and does not discriminate on the basis of race, color, religion, affirmative action, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its employment practices. For more information call 843 525-8253.

Public Relations Office

MacLean Hall, Building 12

The Public Relations (PR) Office is responsible for planning, coordinating and executing a diversified public relations, marketing and communications program. The goal of the PR office is to ensure awareness of and support for TCL's philosophy, mission, goals, educational opportunities and achievements. For more information call 843 525-8232.



Research and Planning Office

Coleman Hall, Building 2

The Research and Planning Office is responsible for data collection and analysis to support planning for the College's future growth and development and meeting the extensive reporting requirements of government and accrediting organizations. A main function of the office is to support the Institutional Effectiveness Program which includes the College's strategic planning process. For more information call 843 525-8359.

Student Affairs Office

Coleman Hall, Building 2

The office of the Vice President for Student Affairs is responsible for a comprehensive program of student services, financial assistance, assessment, community outreach, job placement and career counseling services. For more information call 843 525-8215.

Student Lounge

MacLean Hall, Building 12, First Floor

Cold drinks, sandwiches, and snacks are provided in vending machines located in the Student Lounge. Microwave ovens and other dining facilities are provided.

Student Records Office

Coleman Hall, Building 2

The Student Records Office is responsible for maintaining all records of student's academic history at the College. The Student Records Office registers students, assesses tuition and fees, processes graduation applications and transcript requests, and coordinates the annual graduation ceremony. The telephone number for the Student Records Office is 843 525-8209 or 843 525-8272

TCL Foundation, Inc.

Building 6, Room 112

Technical College of the Lowcountry Foundation, Inc. (TCL Foundation), established in 1983 to enhance private sector resource development of the College, ensures that Technical College of the Lowcountry is able to continue providing quality post-secondary education programs and services that contribute to the economic development of the area and the personal enrichment of the citizens in the Lowcountry. Chartered in the State of South Carolina as a nonprofit, tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, the TCL Foundation is separate from the College but operates exclusively for the benefit of the College. It is governed by a Board of Directors, of which the College President and one member of the TCL Commission serve as ex-officio members. The TCL Foundation sponsors ongoing public relations and fund-raising projects that strengthen the College's financial resources and its ties to the community. Contributions from corporations, foundations, area businesses and individuals are used to acquire state-of-the-art equipment, fund scholarships, sponsor special events, and support the Foundation's endowment. For more information contact the Foundation office at 843 525-8294.

TRiO Student Support Services (SSS) Office

Coleman Hall, Building 2

The Student Support Services Office (SSS) is responsible for retaining eligible students until they reach their academic and career goals at TCL. The program accomplishes this mission by offering academic, educational and career services to students through tutoring, cultural and social enrichment activities, academic, personal and career counseling, transfer advising, and other services. Visit the SSS office in rooms 247 or 248 of Building 2 at TCL Beaufort campus. For more information, please call 843 525-8353.

TRiO/Student Development Office

The Office of the Director of Student Services is responsible for TRiO Federal Programs sponsored and administered by the College. These programs include Upward Bound, Educational Talent Search, and Student Support Services. This Office also provides services to accommodate TCL students with disabilities, and oversees the probation/suspension placement and advisement of students not in good academic standing at the College. For more information contact 843 525-8219.

Community Service**Educational Talent Search**

Building 2, 2nd Floor

The Educational Talent Search (ETS) program, funded by the United States Department of Education, is designed to identify middle school, high school and out-of-school individuals with academic potential, and help them develop an educational/career plan. Participants must be at least eleven years old and reside in the programs target area. Services are free and include career counseling, educational information, financial aid guidance, college/business trips, and GED information and preparation. ETS career counselors make weekly visits to middle and high schools in the TCL service area. For information or an appointment, individuals may reach an ETS career counselor by calling 843 525-8331.

Lowcountry Tech Prep Consortium

The Lowcountry Tech Prep Consortium is a regional education/business partnership serving the four southern-most counties of South Carolina. Primary Consortium members include key area business partners and the Technical College of the Lowcountry; University of South Carolina - Beaufort; Beaufort-Jasper Academy for Career Excellence; Thunderbolt Career and Technology Center; Beaufort, Colleton, Jasper, and Hampton 1 & 2 school districts. The Lowcountry Tech Prep Consortium is dedicated to the premise that a four-year degree is not the only pathway to success. The Consortium's vision is to be the primary catalyst for education reform in the Lowcountry of South Carolina. The Consortium actively supports professional staff development for administrators, counselors, and teachers; work-based and school-based learning initiatives for students; and regional connecting activities between the business community and area schools.

Contact

Dave Walker, Executive Director Tel: 843 525-8240

Lowcountry Tech Prep Consortium Fax: 843 525-8330

P.O. Box 1288, Beaufort, SC 29901 Email: dwalker@tcl.eduWebsite: www.techprep1.com**Upward Bound**

Coleman Hall, Building 2, Second Floor

The Upward Bound program is a federally funded program designed to assist high school students with academic potential to pursue a post-secondary education. During the academic year (September through May), students attend Saturday sessions on the TCL main campus. These sessions include tutoring in English, Mathematics (General Math, Algebra, Geometry, and Calculus), Science (Physical Science, Biology, Chemistry, and Physics), as well as seminars in academic success, college survival, and SAT preparation. During the summer (June and July), students participate in an intensive six-week non-residential program on the TCL main campus. Summer classes are held to enhance student's academic skills in the subjects that they register to take during the academic year. The summer program also includes guest speakers, cultural enrichment activities, and social functions. Each summer, students travel on supervised tours to college campuses throughout the United States. For information or for an appointment, call 843 525-8242 or 843 525-8265.

Continuing Education & Workforce Development

Buildings 22, 23, 24

The Division of Continuing Education and Workforce Development (CEWD) at the Technical College of the Lowcountry is dedicated to meeting the workforce needs for the Lowcountry. The Division offers non-credit courses throughout the College's four-county service area to meet specific business and industry needs as well as for professional growth. Occupational upgrade courses and seminars are offered for those wanting to upgrade skills or increase employment potential. Licensing and certification courses are offered on a continual basis. Customized training is available for businesses and industries including critical or soft skills, managerial or supervisory skills, computer related courses or specific occupational skills. CEWD's qualified staff is available for consultations to assist with developing training curriculums and apprenticeship programs as well as larger initiatives, such as Enterprise Zone Act planning and training. Courses can be taught on campus or at the workplace. Personal enrichment courses are available throughout the area and also through the Internet. For more information or for course schedules contact the CEWD office at 843 525-8205 or TCLworks@tcl.edu.

Center for Advanced Technology Training (CATT)

Building 13

CATT helps new and expanding South Carolina industries begin their operations through specialized pre-employment training programs. These programs are designed to give any new or expanding industry in the area a ready-made skilled labor force available to them once they begin operations. The curriculum is planned in cooperation with the company and in accordance with carefully defined job requirements. Since its inception in 1961, the CATT program has worked with over 1,654 industries training over 178,263 students. The program has worked with industries as diverse as textiles, plastic products, metal products, analytical and instrument products. For more information call 843 525-8288.

Learning Resources Center (Library)

MacLean Hall, Building 12, Second Floor

The Learning Resources Center (LRC) maintains an extensive collection of circulating and reference materials for use by students, faculty, and staff, as well as residents of TCL's service area. The LRC houses about 22,000 print volumes, 200 periodical subscriptions, 3,000 audiovisual titles, and audiovisual equipment. The LRC employs modern information technologies to access electronic resources, such as online journals and periodicals, and over 27,000 e-books.

LRC Services

The LRC staff provides reference services, library orientations, and other information literacy training sessions, assists in preparation of bibliographies, and gives advice on library assignments. A computing laboratory is available for TCL student use. Copy machines are also available. Reference service is available to all residents in the College's service area, whether in person, by phone, or by e-mail. The LRC participates with the University of South Carolina Beaufort Library and with the Beaufort County Public Library in the Lowcountry Library Federation. This membership makes available over 770 periodicals and over 115,000 volumes to TCL students. If requested materials are not available locally, staff can obtain them from other libraries. The LRC provides automated interlibrary loan service through the South Carolina State Library's LION system and through the national Online College Library Center (OCLC) network.



Students may check out LRC materials by obtaining and presenting their College identification card. Passwords are required to access many of the LRC's electronic services. These may be obtained from LRC staff upon validation of student status. Residents in the College's service area may borrow LRC materials by presenting a valid borrower's card from their county library. Circulation policies vary according to the format of the item and the type of user.

LRC Hours

Monday-Thursday	8am - 8pm
Friday	8am - 4:30pm
Saturday	Closed
Sunday	1:30pm - 5:30pm

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

Student Center Bookstore

MacLean Hall, Building 12, First Floor

The TCL Bookstore stocks required textbooks, reference books, school supplies and novelty products including clothing, tote bags, backpacks, and various other TCL logo items. The cost of books and supplies is not included in registration or other fees. The Bookstore is open Monday through Thursday from 8:00 a.m. to 5:30 p.m., and Friday from 8:00 a.m. to 4:30 p.m. The Bookstore conducts a book buy-back, based on current need, each term during final exams. For information call 843 525-8303.

Bookstore Refund Policies

The following policies have been established to provide students with services at the lowest possible cost.

- All refunds require a TCL Bookstore purchase receipt.
- Refunds will be given in the form in which the purchase was originally made.
- Refunds will be given on textbooks, based on their condition, within the first ten days of classes, or within five days of the purchase receipt.
- Reference items and supplies are not refundable.
- Items purchased in shrink-wrap must be returned in shrink-wrap.
- Books purchased by way of financial aid, sponsorship, or any other designated grant will be returnable for credit only to the applicable purchase source.
- All refunds are given based on the above criteria, and at the discretion of the bookstore manager.

Admissions/Registration

Admissions

Technical College of the Lowcountry (TCL) is an open admissions institution. Students applying to the College must fill out an application, provide documentation for proof of residency (see page 14 for Residency Policy), and pay a \$25 application fee. Students may apply and pay the application fee on-line at www.tcl.edu. This application must be on file and fees paid prior to testing and registration. Although TCL is an open admissions institution, acceptance into specific programs at the College requires students to provide official high school and/or college/university transcripts and participate in assessment testing for program placement. All degree programs require high school/GED completion. Specific program requirements are listed in this catalog. Students are encouraged to contact the Admissions Office at 800 768-8252 or 843 525-8211/8208. Students may also send information to the College at the following address: Technical College of the Lowcountry, P.O. Box 1288, Beaufort, South Carolina 29901-1288. Students may also contact the College through its website, www.tcl.edu.

Address Change

Students who change their mailing address, phone number, or require a name change, must stop by the Admissions Office in Coleman Hall, Building 2 and have the appropriate entries made in the College's database. Failure to make these important changes may cause the student to experience difficulties in future transactions with the Business/Finance Office, Admissions, and the College Registrar.

Admission and Registration at Area Campuses

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

Career Development Students

An applicant not pursuing an associate degree, diploma or certificate but who would like to take curriculum courses for personal advancement or occupational upgrading is considered a Career Development student. Applicants must meet admission requirements, complete an admission application, submit a \$25 application fee, and meet with a faculty advisor to discuss enrollment in courses. Career Development students earning 12 or more credit hours must meet requirements to enter a curriculum program or obtain a waiver from the Vice President for Academic Affairs in Building 6. Career Development students are not eligible for Federal financial assistance or veterans' benefits and may not take general education courses unless they meet the placement criteria outlined in this section. Also, general education courses often require prerequisites. Contact the Admissions Office at 800 768-8252 or 843 525-8211/8208.



Early College Credit Opportunities (ECCO) for High School Students

Under certain circumstances, an applicant who is a junior or senior high school student may be considered for enrollment. This requires a special agreement among the College, the parent or guardian, and the principal of the school where the applicant has been, or is, attending. For additional information, contact the Dual Enrollment Coordinator at 843 470-5955.

International Students

TCL is a full participant in the education of qualified international applicants and is an active member of the National Association for Foreign Student Affairs (NAFSA). The College welcomes all inquiries regarding the admission of foreign nationals. TCL strictly adheres to United States Immigration regulations regarding the admission of international students. When an international student arrives on campus, he/she must make an appointment with the College U.S. Immigration Designated Official by calling the Admissions Office at 843 525-8307. Citizens of foreign countries who enter the U.S. as non-immigrants fall into one of approximately 35 visa status categories. International applicants who wish to study at TCL, generally fall into an F-1 or M-1 student status and enter the U.S. on a student visa. An F-1 student at another college may transfer to TCL as well. To be accepted as an F-1 student, the applicant must:

1. Submit a certified English translation of high school records and any applicable college level transcripts. (If presenting these documents in person, they must be in an envelope sealed by the issuing institution.)
2. If English is not the primary language, submit test results from the Test of English as a Foreign Language (TOEFL) with a score of at least 500, or successful completion of the ASSET test.
3. Return the financial statement indicating sufficient funds available to meet academic and living expenses for the duration of study at TCL. (TCL is a commuter school; therefore, the College does not provide lodging or transportation.)
4. Return the Admissions Application completed signed and dated.
5. Send an advance deposit of tuition for two semesters. (\$3,710 U.S.)
6. Students must be in a full time status during Spring and Fall Terms.\

Military Students

Technical College of the Lowcountry is a Servicemembers Opportunity College (SOC) and is proud to serve active duty and family members stationed at one of three military installations located in our area: Marine Corps Recruit Depot/Eastern Recruiting Region Headquarters, Parris Island; Marine Corps Air Station, Beaufort; and U.S. Naval Hospital, Beaufort. TCL is a member of SOCMAR II and SOCMAR II, awarding associate degrees, diplomas, and certificates. The College offers a full array of classes which, in many cases, can augment military specialty skills and can contribute to the military student's college portfolio, thus enhancing opportunity for advancement. The TCL Servicemembers Degree Program helps active duty military students and their family members earn an associate degree by formally awarding TCL credit for the following:

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

TCL awards credit at no charge for transfer credits and military course completion. TCL awards credit for experiential learning through a portfolio evaluation process directed by the College's Military Coordinator. For the convenience of military members, the TCL Military Coordinator has scheduled office hours at each base. The Military Coordinator can answer questions about course offerings, assist with evaluating experiential and previous class credit, and assist with required admissions and registration paperwork.

Military Student Application and Registration Procedures:

Active duty military and family members may complete the application process at the Education Offices located at MCAS (843 228-7494) or MCRD (843 228-2659). Military students are encouraged to contact the TCL Military Coordinator at those numbers for Application and Tuition Assistance (TA) information. New and re-admitted military students may complete the:

- Admission Application with the Military Coordinator.
- Sailor Marine ACE Registry Transcript (SMART) form
- Registration form with assistance from the Academic Advisor.
- Tuition Assistance (TA) agreement.

Students will need to meet with their academic advisor prior to registering. Students receiving financial assistance other than Tuition Assistance must go to TCL's Financial Assistance Office or the Veteran's Services Office in Coleman Hall, Building 2, after completing requirements with the Military Coordinator.

Physical Exams & Health Insurance

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

Programs with Special Admissions Requirements

If a student plans to major in Nursing, Health Sciences, or Cosmetology, special admission procedures are required. Refer to the Curriculum Program section of this catalog or contact the Admissions Office for more information about special application requirements for these programs.

Re-admitted Students

An applicant who has not attended TCL within the last two semesters must complete a re-admit application to activate and update his/her file. Re-admit students are required to pay a \$25 application fee and may be required to take or retake the assessment test. Students that have completed a course of study and have graduated must fill out another application if they choose to pursue another

degree, diploma or certificate at TCL. Re-admit students must comply with current admissions requirements. Contact the Admissions Office at 800 768-8252 or 843 525-8211/8208.

Residency

Residency Policy

The residency policy governing tuition at TCL complies with the South Carolina Code of Laws 59-112 in determining tuition and fees to be paid by students attending the College. Independent persons and their dependents that have lived in South Carolina for a period of less than 12 months with the intention of making a permanent home therein may be considered South Carolina residents. Persons who have resided in the state of South Carolina for less than 12 months but are employed full-time in the state may be considered South Carolina residents for tuition and fee purposes. This provision does not apply to persons or their spouses if they are in South Carolina primarily as students. Active duty military personnel and their dependents are considered South Carolina residents for tuition and fee purposes. All new candidates wishing to apply to TCL and re-admit students who wish to claim South Carolina residency for tuition and fee purposes MUST complete the residency certification form and present all documents requested by the Admissions Office. The burden of proof rests with the student to prove residency.

Verification of Residence

The residency of each applicant is determined from the information provided by the applicant to the College. When there appears to be an inconsistency in the information provided, the admissions staff will require additional documentation. Applicants who provide sufficient documentation proving that the residence requirement has been met will be classified in-state. Documents required for the determination of residency are retained in the applicant's file.

Student Assessment Program

Building 1

The College uses the American College Testing (ACT) assessment program to help students reach their educational goals. Assessment instruments include ASSET (Assessing Student Success Entry and Transfer) and COMPASS (Computer Adaptive Placement Assessment and Support System). ASSET/COMPASS includes comprehensive assessment, orientation, course placement, counseling, and advisement to promote the student's academic success.

ASSET/COMPASS

Program components are as follows:

- Personalized, career based admission interview - includes the completion of an educational planning form and identification of student needs and goals
- Assessment testing
- Advanced math testing
- Orientation to College
- ASSET/COMPASS test score interpretation
- Career advisement based on assessment and other information
- Registration following individualized sessions with faculty advisors

Student Assessment Requirements

- A. Applicants at the Technical College of the Lowcountry must be assessed on basic academic skills or qualify under one of the exemptions to determine course placement criteria.
- B. Picture identification is required for assessment.
- C. Exemptions are granted for students who:
 - Have earned a bachelor's degree or associate's degree from an approved college or university.
 - Have enrolled as a career development applicant not pursuing a degree, diploma or certificate and who meets the prerequisites of the courses in which they plan to enroll.
- D. Accommodations will be made for assessing students with documented disabilities.
- E. Applicants may retake the assessment battery after a period of two weeks from the completion of the first administration. An administrative fee will be charged for each re-assessment. Students must wait at least two terms (39 weeks) or six months to retake the battery.
- F. Students currently enrolled in developmental courses may not retake.
- G. ASSET/COMPASS scores are valid for a period of three years from the date of administration. ASSET/COMPASS scores may be transferred from an approved institution if they are no more than three (3) years old.
- H. The most recent scores are considered to be the official scores.
- I. An applicant appealing an ASSET test score may request the ASSET test be hand-scored by Student Services Career Counselor, within five days of the test session.
- J. As alternative assessments, the College recognizes College Level Examination Program (CLEP), and DANTES Subject Standardized Examinations. Each provides an opportunity for students with knowledge and experience in a subject to obtain course credit without actually attending classes. CLEP and DANTES exams are available through TCL. To learn more about these exams, applicants should contact the Student Services Career Counselor at 843 525-8218 or 525-8230.

Placement in Courses

An applicant's academic achievement level or prior course work may result in the following course placement options:

- Placement in appropriate courses numbered 100 or higher
- Placement in appropriate zero level courses (Developmental Studies)
- Referral to an external agency or the Division of Continuing Education for assistance.

Student Images

It is the College's practice to take photographs of students and staff around campus and at College related activities for use in various college publications and media, to include the College's homepage. If the individuals in the photograph are to be identified by name or the photograph is posed rather than spontaneous, the permission of the individual(s) will be obtained prior to use of the photograph. If any student or employee does not wish to have his or her photograph used in any identifiable way, every reasonable effort will be made to accommodate that request provided the employee or student gives notice of such a request to the Student Records Office (Coleman Hall, Building 2, First Floor) by filling out the appropriate form. This request must be submitted within the first two weeks of the start of each semester.

Transfer Students

Students transferring from other colleges and universities will have credits accepted at TCL for college-level courses completed with a grade of "C" or better, as appropriate to course content, level, and the program of study as documented on an official transcript submitted directly to the TCL Admissions or Student Records office. This process should be verified with the academic advisor during the first semester of enrollment at TCL.

Transcripts

Technical College of the Lowcountry is an open admission institution; however, acceptance into specific programs at the College requires students to provide official transcripts from secondary institutions. High School specific program requirements are included in this catalog. The words "Official Transcript" must be clearly indicated on all transcripts. Students who have attended more than one secondary or post-secondary institution must request an official transcript from each institution. These transcripts should be forwarded directly to the College's Admissions Office or presented by the applicant in a sealed envelope bearing the institution's seal. Official high school and/or college transcripts become part of the student's permanent record at the College. Official records from other schools and colleges never become part of a student's Technical College of the Lowcountry transcript unless a student is transferring credits from another college. Credits for courses accepted by TCL are entered on the student's official TCL transcript as "TR." Such records may be required for veterans' reporting or admission to a special program, such as the following:

1. Applicants to be admitted to any degree program must show evidence of successful high school graduation by requesting that an official high school transcript or GED be forwarded directly to the Admissions Office.
2. Applicants to be admitted to the Cosmetology Diploma Program must show evidence of successful completion of the 10th grade by requesting that an official transcript or GED be forwarded directly to the Admissions Office.
3. Applicants to be admitted to any program offered through the Division of Health Science must show evidence of successful high school graduation by requesting that an official high school transcript or GED be forwarded directly to the Admissions Office.
4. Students in certificate programs wishing to change their major to a degree program designed for college transfer or for the continuation of study in a senior institution must show evidence of successful high school graduation by requesting an official high school transcript or GED be forwarded directly to the Admissions Office.
5. Students in certificate programs wishing to change their major to a degree program in a professional, occupational, or technical area that are components of associate degree programs not usually resulting in college transfer or the continuation of study in senior institutions, must show evidence of successful graduation by requesting that an official high school transcript or GED be forwarded directly to the Admissions Office.
6. Students with prior college credit for transfer to TCL must submit official transcripts to the Admissions office.

Registration

Student Status

Audit Students

Applicants who wish to take a course but not receive credit for it may do so on an audit basis. Audit students are not held responsible for tests and other class assignments. Applicants must meet admission requirements, complete an Admissions Application, and pay the \$25 application fee. Audit students are charged the same tuition rate as credit students. Audit status must be declared at the time of registration with the Student Records Office. A student cannot change to audit status after the drop/add period has ended.

Continuing Students

Dates for continuing student registration are published each term in the current term's schedule of classes. Students who have not attended for the most recent two terms must go to the Admissions Office to reactivate their files. All monies owed to the College must be paid at the Business Office before registering for the current term. Students must meet with their academic advisors during the priority registration period to select and register for courses. They may meet with their academic advisors during the priority registration period. Continuing students then follow the usual registration procedures.

Full-time Students

A full-time student is anyone carrying twelve or more credit hours at TCL during Fall and Spring Semester. It is important to note that the definition of a full-time student varies at different institutions. Veterans are required to carry a full-time equivalency per semester to receive full benefits. Students must receive approval from the Vice President for Academic Affairs in Building 6 to carry more than eighteen credit hours for Fall or Spring Semesters or more than fifteen for Summer Semester.



New & Re-admitted Students

New and re-admitted students must meet with their academic advisor to select courses and start the registration process. They then follow the usual registration procedures

Registration Procedures

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

- Complete admission application and pay \$25 application fee.
- Complete assessment and placement testing, if required.
- Select and register for courses with an academic advisor. A separate \$25 registration fee is applied for each term.
- Students proceed to the cashier in the Business Office, Anderson Hall, Building 3 to pay tuition and fees.

Students receiving financial assistance or veterans benefits must take the registration form to the Financial Assistance Office or the Veterans Services Office located in Coleman Hall, Building 2.

- Upon payment of tuition and fees, students will be given a copy of their registration form indicating payment. This will serve as a receipt and must be taken to the first class meeting for each course.
- Students are not officially enrolled for classes until all required registration steps have been completed, including payment of tuition and fees.
- Students who have not paid their tuition by the end of priority registration will be removed from class rolls and can re-register during registration.

Orientation is recommended for new students. Applicants are notified of the orientation date and time by Student Information and Advisement Center personnel prior to each term.

On-Line Registration

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

Release of Student Records

TCL adheres to the Family Education Rights and Privacy Act (FERPA) regarding release of public or "directory" information. "Directory" information is defined as student name, address, phone number, date and place of birth, dates of attendance, major fields of study, awards, honors and degrees conferred participation in officially recognized activities and sports, weight and height of members of athletic teams, and the most recent previous educational agency or institution attended by the student. Directory information may be released in accordance with the provisions of FERPA without the written consent of an eligible student, and may be disclosed by the institution for any purposes, at its discretion, unless a student has filed a "Request for Non-Disclosure of Directory Information" form. Students who do not wish this information disclosed may fill out the "Request for Non-Disclosure of Directory Information" form at the Student Records Office on the First Floor of Coleman Hall, Building 2. The form must be submitted to the Registrar within two weeks of the beginning of each semester.

College Procedures

Attendance

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course(s) or the college, it is the student's responsibility to complete the college's approved withdrawal process as specified. If a student exceeds the 10% limit on absences, the instructor must: (1) withdraw the student from the class with a grade of "WP" if the student had been making satisfactory progress; (2) withdraw the student from the class with a grade of "WF" if the student had been making unsatisfactory progress; or (3) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

Schedule Changes

Students may change their schedules after their original registration through the scheduled drop-add period by submitting an official Drop/Add/Withdrawal form. TCL reserves the right to change scheduled courses, times, dates and instructors. When a student is unable to attend any or all classes for which the student has registered, it is the student's responsibility to submit an official Drop/Add/Withdrawal form.

Request for Incomplete

Incomplete (I) grades are assigned at the discretion of the instructor, only on request of the student and only when the student has completed at least 75% of the required work of the course. Normally, an incomplete grade is granted only when a personal emergency prevents the student from finishing the work required by the end of the semester. Students must complete this work by the mid-term point of the next semester as published in the academic calendar. The grade of "I" defaults to an "F" automatically after one semester unless a grade change form is submitted by the instructor assigning a grade. No grade change maybe made after one calendar year.

College Costs/Financial Assistance



College Costs

Tuition*

	Full time (12 or more credit hours)	Part time (Fewer than 12 credit hours)
Residents of South Carolina**	\$1,450 per semester	\$121 per credit hour
Nonresidents+	\$2,891 per semester	\$241 per credit hour

* Tuition subject to change after publication of this catalog.

** See "Determination of Residency" on page 14.

+ Applies to both out-of-state and international students. Tuition fees are subject to change due to state mandates.

Fees and Expenses**

Application Fee	\$25	(nonrefundable)
Registration Fee	\$25	per semester
Technology Fee	\$50	per semester for full-time students; \$5 per credit hour for part-time students, up to a maximum of \$50.
Experiential Credit Administrative Fee	\$35	administrative fee prior to the evaluation of experiential learning.
Late Registration Fee	\$20	administrative fee will apply to each refund on or after the first calendar day of the term.
		A late registration fee will be assessed starting the first day of scheduled classes. The fee is \$10 plus an additional \$5 for each subsequent day. The maximum late registration fee is \$35.

**Tuition rates, fees, and refunds are subject to change without prior notice. For current tuition information, please consult the TCL website at www.tcl.edu.

In accordance with South Carolina Act 1218 of 1974 as amended, legal residents of South Carolina who have attained the age of 60 may attend classes for credit or noncredit purposes on a space available basis without the required payment of tuition, provided that the person meets the following criteria:

1. You are a legal resident of South Carolina
2. You meet all admission requirements
3. You are not employed full-time

Please contact the Registrar for additional information at 843 525-8209 or 843 525-8210.

Transcripts Costs

Student transcripts are kept on file in the Student Records Office. A \$4 fee is charged for each transcript; \$6 if fax is required. Checks should be made payable to Technical College of the Lowcountry, and accompanied by a signed Transcript Release form. This form is available at the Student Records Office and also on the website. Students who wish to have a transcript mailed or faxed must complete a transcript request form. Please mail the request with a check or money order to the Student Records Department, P.O. Box 1288, Beaufort, SC 29901. Students who wish to pay by credit card may fax the transcript request form along with their credit card information to 843 525-8330, attention cashier. No transcript will be released without the student's written permission. Transcripts will not be issued to students who have outstanding fees or fines.

Average Total Costs

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

Each Semester	
Tuition	\$1,450
Application, first-time or readmit	\$25
Registration & Technology fees	\$75
Special & Miscellaneous Fees (varies by program)	\$20
Total	\$1,570

Refund Policy

Tuition refunds will be made in accordance with the College's published refund policies. Students must complete course drop/add or withdrawal procedures to be considered eligible for a refund. Refund checks to the student or appropriate sponsoring agency will be processed within fifteen business days of the request date. Refunds for withdrawal or net reduction of credit hours are computed according to the withdrawal or drop/add date:

100% Refund	Before the first date in term that classes are offered (start of term)
75% Refund	1st - 7th calendar day of the term
50% Refund	8th - 14th calendar day of the term
25% Refund	15th - 21st calendar day of the term
0% Refund	After 21st day of the term

Refunds for terms that vary in length from the semester term will be prorated in proportion to the semester schedule. Refunds for contract and other special classes with limited enrollment are exceptions to the general refund policy and are applied in accordance with published schedules. An administrative processing fee will be applicable to student requested refunds.

How to Pay

All monies owed to the College for previous terms must be paid at the Business Office before a student can register for the current term. The student's name and social security number must be clearly identified on all payments.

Payment at Time of Registration

At the time of registration, assessed tuition and fees are to be paid in full by cash, check, credit card, or as outlined below. Charges to a bank card are subject to receipt of an authorization from the banking institution.

Financial Assistance

Financial assistance is available to eligible students in the form of Veterans Administration benefits, Federal Pell Grants, Federal Supplemental Education Opportunity Grants, the Federal Work Study Program, loans and scholarships. Financial assistance awards are used to pay student account balances; any remaining awards will be disbursed according to a schedule provided by the Business Office. Students are responsible for payment of funds owed the College if financial assistance funds are not received as anticipated. Students receiving financial assistance are subject to TCL's registration, refund and credit terms. Refund of tuition, fees or other items purchased with a credit card will be processed as a credit to the card holder's account.

About Financial Assistance at TCL

While the primary responsibility for meeting college costs rests with students and their families, the College recognizes that many people cannot assume the full financial burden of a college education. Financial assistance is available to bridge the gap between the costs of education and the available student and family resources. Financial assistance is available from a variety of federal, state, and private sources. The College participates in the Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, and Federal Family Educational Loan Programs. The TCL Foundation, Veterans Education Program, South Carolina Need-Based Grant Program and the LIFE, HOPE, and Lottery Tuition Assistance Program also provide financial assistance.

The FIRST STEP in Applying For Financial Assistance

The first step in applying for federal financial assistance is to complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed each year after the first day of January. Federal financial assistance applications are available in January for the next academic year in the Financial Assistance Office at the Beaufort campus and at Southern Beaufort County Sites, H. Mungin Center, Marine Corps Recruit Depot Parris Island, Marine Corps Air Station Beaufort, and local high schools. The application process takes time due to the complex federal regulations, forms, and procedures. To receive the maximum amount of assistance, a student must complete all the necessary forms in an accurate and timely manner. The Financial Assistance staff helps students complete the forms. Students can also go to www.fafsa.ed.gov to fill out the FAFSA on-line. Processing time for the on-line application is five to seven days via the electronic system.

Verification of Information on Assistance Application

Students are randomly chosen by the U.S. Department of Education for verification of information reported on the FAFSA. A student chosen for verification must provide these documents to the Financial Assistance Office:

- 1040 or other federal income tax forms
- A copy of Leave and Earning statement (for military dependents)
- Information on child support payments received
- Social Security benefits information
- Separation or divorce decrees
- Proof of other family members in the household attending college (e.g., registrars certificate of attendance)

Determining Financial Need

The amount of financial assistance a student receives is determined by the federal government. Factors in determining eligibility for federal financial assistance are not limited to prior year's adjusted gross income, family size, untaxed income, number of dependents, and number of family members attending college. The student's financial need must be reviewed by the Financial Assistance Office. Financial need is determined by comparing the cost of attending college, including tuition, books, living expenses, transportation, personal expenses and child care, to the students' available resources. Such resources include money a student is expected to contribute towards his or her education from wages, savings, other income, and parents' contribution if the student is dependent upon the parent for support.

Expected Family Contribution

The Expected Family Contribution (EFC, the amount of money the government expects the student and the student's family to contribute toward the cost of education) is calculated by the U.S. Department of Education based on the information reported on the FAFSA.

Eligibility Criteria

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

- Must be a U.S. citizen, U.S. national or permanent resident of the U.S.
- Must be admitted or enrolled in an eligible program.
- Must maintain satisfactory academic progress as defined by the institution.
- Must not be in default or owe repayment on any loan program, or other Title IV programs.
- Must demonstrate financial need according to the federally-approved system of needs analysis.
- Must register with Selective Service, if required to do so.
- Must demonstrate ability to benefit from educational training.

Ability to Benefit

A student without a high school diploma or equivalent (i.e. GED) may receive federal financial assistance based on their ASSET/COMPASS scores as authorized by the Department of Education. The minimum ASSET scores are writing (35), reading (35), and math (33). Students who achieve these scores or higher are classified as having "ability to benefit" and therefore are eligible to receive federal financial assistance. For additional information, please meet with the College's financial assistance staff.

Duration of Eligibility

Students receiving financial assistance through federally funded programs will be required to complete their curriculum programs within a specified time period. For example, full-time students pursuing an associate degree may receive financial assistance for up to two years and one semester. Students required to take Developmental Education courses will be allowed a maximum of one year and one semester to complete the courses before entering their program of study.

Unsatisfactory Academic Progress and Loss of Financial Assistance

Technical College of the Lowcountry is required by federal and state regulations to define and enforce standards of satisfactory academic progress (SAP). SAP is measured each term using the criteria outlined in the TCL Student Handbook. Students who withdraw from all courses after the drop/add period will be placed on financial assistance probation. Students who withdraw from all courses after the drop/add period a second time in the same academic year will be subject to loss of financial assistance. Students may not be eligible for financial assistance for courses which have been attempted twice. A course completed with a grade of "C" or better may not be repeated. Students receiving financial assistance will be permitted to change their curriculum once without loss of funding. A second chance will be allowed only upon the recommendation of a career counselor and approval of the Financial Assistance Director. Students may not be eligible to receive financial assistance for courses taken outside their curriculum with the exception of required electives or up to two additional electives approved by instructional Division Dean.

Probation/Disqualification

Students receiving financial assistance who fail to meet the minimum requirements for Satisfactory Academic Progress (SAP) will either be placed on probation or disqualified from receiving financial assistance. Students receiving financial assistance who fail to meet the minimum requirements satisfactory academic progress standards for the term but complete less than 50% of the credits they were funded for will be placed on probation; while on probation they will continue to receive financial assistance. However, if during the following semester they again fail to make satisfactory academic progress, they will be automatically disqualified for financial assistance. If students fail to complete at least 50% of their credits, or fail to meet the minimum SAP standards within the second semester after they have been placed on probation, they will be disqualified for financial assistance and receive no further funding.

Appealing Disqualification for Financial Assistance

Students may appeal Satisfactory Academic Progress (SAP) disqualification to the Financial Assistance and Scholarship Committee, in writing, if they can document why they did not make SAP and why an exception should be made. Reinstatement may be granted if there were circumstances beyond a student's control which prevented him/her from attending classes. Final approval of reinstatement resides with the Vice President for Student Affairs. Students who were disqualified for financial assistance because they completed less than 50% of their credits for two semesters may have financial assistance eligibility reinstated through the appeals process.

Reinstatement of Eligibility

Students who lose eligibility for federally funded financial assistance must satisfactorily complete one semester without federal financial assistance. Prior to reinstatement of financial assistance, at least 50% of the courses attempted must be completed with a 2.0 GPA and reasonable progress as determined by the Financial Assistance and Scholarship Committee toward program completion must be made.

150% Credit Limit

Federal guidelines require that students receiving federal financial assistance complete their degree programs in a timely fashion. Students are normally eligible for consideration for federal financial assistance for 150% of the credit hours required to complete their academic program. For example, students enrolled in a program requiring 60 hours to graduate are eligible for consideration for federal financial assistance for up to 90 attempted credit hours. Students who cannot complete a degree objective within those limits should submit a written appeal to the Financial Assistance and Scholarship Committee to extend eligibility for funding to complete the degree. Final approval of reinstatement resides with the Vice President for Student Affairs.



Financial Assistance Programs - Federal

The Title IV Federal Programs, listed below, provide financial assistance to post-secondary students, through grants, loans, or work-study opportunities.

Federal Pell Grant

The Federal Pell Grant is usually the first source of financial assistance awarded to eligible students. A student's eligibility for a Federal Pell Grant is guaranteed if the student meets all required criteria, and the student's file is complete. A person who has earned a baccalaureate degree is not eligible to receive a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (FSEOG)

To receive an FSEOG, the student must be Pell Grant eligible, with the lowest Expected Family Contribution (EFC). Due to very limited funding, students who meet the eligibility criteria for FSEOG will be awarded only if tuition is not being paid by other sources (e.g. scholarships, South Carolina Need-Based Grant, New Horizons, Veterans Chapter 31, etc.). The date the FAFSA and the student's file were completed is also used as a determining factor for receiving an FSEOG award. The minimum FSEOG award is \$100. The maximum award is \$4,000, according to governmental regulations. Because of limited funding, students selected to receive FSEOG will be awarded based upon the above criteria and the availability of funds.

Federal Work Study Program

The Federal Work Study (FWS) Program provides part-time employment for students to assist with their educational costs, (e.g., tuition, books, transportation, and child care, personal and miscellaneous expenses). The purpose of the Work Study program is to encourage and promote the use of the work-learning experience, as well as providing financial assistance to reduce student dependency on loans. Due to limited funding, a limited number of students are placed in Work Study jobs each year. The pay per hour is based on the minimum wage rate. Students interested in applying for a Work Study job should:

1. Complete a Free Application for Federal Student Aid (FAFSA).
2. Provide any required documents to the Financial Aid Office.
3. Complete an in-house application for Federal Work-Study, located in the Financial Aid Office.
4. Contact the Job Placement Coordinator for possible job assignment.

Community Service Learning Program

The Community Service Learning (CSL) Program is a part of the Federal Work Study Program (FWS). Students may be placed in community service work settings. Community service includes support services for students with disabilities, mentoring, welfare, social services, crime prevention and control, and public safety.

Federal Family Education Loan Program

The Federal Family Education Loan Programs provide low-interest loans to students and parents of students attending college. The various types of FFELP loans are:

Federal Stafford Loan - Subsidized & Unsubsidized

A subsidized Stafford Loan's interest is paid by the federal government until the student begins repayment. An unsubsidized Stafford Loan's interest is not paid by the government. Therefore, as of the first disbursement of the loan check, interest begins to add to the principal loan amount. If you are a dependent student, you can borrow up to \$2,625 (subsidized loans) as a first year student and \$3,500 (subsidized loans) as a second year student. As an independent student, you can borrow up to \$2,625 (subsidized loans) and \$4,000 (unsubsidized loans) as a first year student and \$3,500 (subsidized loans) and \$4,000 (unsubsidized loans) as a second year student.

Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) enables parents to borrow to pay the educational expenses on the behalf of the dependent student. The amount a parent is allowed to borrow under the PLUS program is the cost of attendance at the college minus all other federal assistance awarded (i.e., FPELL, FSEOG, FFELP) along with funds awarded from other programs. In order to protect the institution's default rate, a student or parent interested in applying for a loan is required to:

1. Complete an in-house loan questionnaire, located in the Financial Aid Office.
2. Provide a copy of a high school or college transcript, or a copy of ASSET /COMPASS scores.

The Financial Aid/Scholarship Committee reviews each loan questionnaire individually to determine whether to certify a student loan. The student or parent is notified in writing as to the Committee's decision. If the Committee agrees to certify the loan, the student is asked to come to the Financial Aid Office for an initial interview and to complete the loan application. During the initial loan interview, students are advised and counseled as to their rights and responsibilities as a loan borrower. They are further advised of the procedure to follow in order to receive their loan check at the college. The loan checks are disbursed on the first day of class. Students denied a loan are notified in writing as to the Committee's decision and are advised of the appeals process. Students interested in appealing the Committee's decision are advised to contact the Financial Aid Office staff and request to meet with the Committee at the next scheduled meeting date. The student is informed of the scheduled date and the time of the next meeting.

Other Sources of Financial Assistance

LIFE Scholarship

The Life Scholarship is awarded to South Carolina residents who have graduated from high school with a 3.0 GPA or higher. Students must be full-time. Maximum award is cost of full-time tuition annually for students at two-year colleges.

To maintain continued eligibility for LIFE Scholarship, students are required to earn a minimum 3.0 cumulative LIFE GPA by the end of each academic year. The LIFE GPA includes all grades and credit hours earned at all eligible institutions (in-state and out-of-state) and college course take while in high school.

The LIFE GPA does not include: exempted credit courses, Advanced Placement (AP), College Level Examination Program (CLEP), remedial/developmental courses, non-degree credit courses for an associate's degree or higher. Pass/Fail and non-penalty withdrawal credit courses are also excluded.

Students may receive their LIFE grade point average upon written request to the Registrar. To learn more about the LIFE Scholarship program contact TCL's Financial Aid Office or the Registrar's Office both located in Building 2.

Lottery Tuition Assistance

To be eligible for SC's Lottery Tuition Assistance, students must: qualify for in-state tuition rate and be a SC resident at least one year; complete a Free Application for Federal Student Aid form; be enrolled in a certificate, diploma or associate degree program and maintain at least six credits per semester; make clear progress toward completion of a certificate, diploma or associate degree; not be a recipient of a LIFE scholarship award; not be in default on any government student loan program. The College may waive this FAFSA requirement 1) when a student is participating in a dual enrollment program, 2) when a student has already earned a bachelor's degree, 3) when a student is enrolled in a program at the college that is not Title IV eligible, or 4) when a dependent student is not able to secure parent or guardian tax forms. To learn more about the Lottery Tuition Assistance Program at TCL, please stop by the Financial Aid Office in Coleman Hall, Building 2.

South Carolina Need-Based Grant

The South Carolina Need-Based Grant Program is awarded by the State of South Carolina. The program is designed to provide additional financial assistance to South Carolina's neediest students who wish to attend college in the State of South Carolina. To be eligible, a student must:

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

TCL Foundation Scholarships

Technical College of the Lowcountry Foundation, Inc. awards scholarships to a number of deserving students during the fall semester each year.

To apply for a TCL Foundation scholarship:

1. Contact the Foundation Scholarship Office for a scholarship application.
2. Complete the application and submit to the Foundation Scholarship Office with:
 - Two letters of recommendation from individuals other than relatives.
 - Financial Aid Verification
 - If the student is in the Nursing Program, must submit letter of acceptance.
3. Applications are reviewed and students awarded the scholarship are notified by the Foundation Office.
4. To utilize the scholarship funds, students should follow the registration procedures. Prior to paying, students should contact the Financial Assistance Office staff for funding authorization via the computer system.
5. Scholarship recipients are required to enroll for six or more credit hours each semester to be eligible to receive scholarship funding.

Military/Veterans

Financial Assistance for Veterans

TCL is an approved institution for administering the educational benefit programs of the Veterans Administration (VA). The College is committed to serving veterans and their eligible dependents and provides assistance to those qualified for benefits. Curriculum courses are approved for training under Title 38 of the U.S. Code, Chapter 30 (New GI Bill or Montgomery Bill), Chapter 31 (Disabled Veterans), Chapter 32 (VEAP), Chapter 34 (Old GI Bill), Chapter 35 (Widows and War Orphans), or Chapter 2206 (National Guard & Reserves). No benefits will be paid for a class or a degree that is not authorized and approved by the Veterans Administration. For more information, contact the TCL Veterans Services Office, Building 2 in Coleman Hall at 843 525-8337. Students who may be eligible for Veterans benefits should contact the Financial Assistance/Veterans Office for information on how to apply. Applications should be submitted at least eight weeks prior to enrollment. Admission requirements are the same as those for other students. The Veterans Administration is responsible for determining eligibility and awarding benefits. Each student is responsible for notifying the Veterans Office of any changes in personal data, career goals, or changes in class schedule.



Payment for Veterans Benefits

For payment purposes, 12 credit hours per semester is considered full time attendance; the Veterans Administration pays only for the minimum number of semester hours. Semester hour requirements vary during summer term.

Advance Payment Policy for Veterans

Students eligible for Veterans Administration benefits may apply for an advanced payment from 30 days but no more than 120 days prior to the first day of the term. Processing of the application takes from six to eight weeks after it is submitted to the Veterans Administration and the first payment includes pay for all days in the month the term begins and the following month of the term.

Chapter 106 (Reserve) Benefits

Developmental courses offered at TCL are not applicable for payment by the VA for those using Chapter 106 benefits with contracts signed prior to October 1, 1990. Students enrolled under this chapter must carry a minimum of six semester hours. If credit hours fall below six, only the cost of tuition will be paid by the Veterans Administration.

Previous Training (prior credits) Transcripts for Veterans

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

Academic Progress

Satisfactory Grade Point Average

For Veterans Administration purposes, a semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention strategies.

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

Notification of Standards and Unsatisfactory Progress

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

Tuition Refund for Students Called to Active Military Service

Tuition refunds or credits will be issued to any student who is called to active military service. Military students who are currently on active duty and are deployed in emergency situations to serve under unplanned conditions that would necessitate an interruption in their studies will also be eligible for tuition refund or credits. Active military students with orders in a given semester should contact Student Records at 843 525-8209.

Refunds/Returns - Federal Title IV and Veteran's Administration

TCL adheres to Federal Program guidelines in its refund policy for Title IV, Federal Financial Aid Programs. Students receiving Title IV funds follow the same refunding schedule outlined above. However, if a student completely withdraws after the College's official award date, a return of unearned assistance is calculated for the appropriate program in accordance with federal guidelines. Federal regulations require that a student receiving financial assistance who withdraws from all classes prior to attending classes 60% of the term are required to return a portion of institutional charges to the federal government. Based on government regulations, adjustments and refunds will be administered according to Title IV Refund Regulations. Refunds for students receiving Veterans Administration funds will be issued according to the above policy. Refunds for non-degree programs will be refunded in accordance with Veterans Administration Regulations.



Academic Policy and Procedures

Grades

Grade Reports

At the end of each term, grades are recorded and accessible through WebAdvisor. The grade report is a complete record of all work completed at TCL and contains the same information as a transcript. However, it is not a transcript.

Grades

The following grades and administrative marks are recorded on transcripts and grade records at TCL:

- Credits earned in developmental education or other courses numbered less than 101 will not be creditable towards a diploma or degree and will not generate points for use in GPA calculation.
- The most recent grade earned in a course is computed in a student's grade point average. However, the student's complete academic record, including all courses attempted, will be reflected on the transcript.

Grade Point Average (GPA): Computation

Included in GPA computation are grades of "A, B, C, D, WF, and F." "I, S, W, WP, NR, U, E, AU, NC, CF, and TR" are considered administrative marks rather than grades. "TR, E and S" earn credit hours, no quality points, and are not calculated in the GPA. The grades included in the computation have the following weights:

A = 4 points B = 3 points C = 2 points D = 1 point F = 0 points WF = 0 points

The total points for a class are calculated by multiplying the points for the grade times the credits for the class. The GPA is then computed by adding all GPA credits, adding all points, and dividing the total points by the credits.

Example: The following courses were taken with the results as shown.

Course	ECO 211	SPA 101	Course	ECO 211	SPA 101
Credit Hours	3	4	Credit Hours	3	4
Grade	B	C	Grade Points	3	2
Grade Points	3	2	Quality Points	9	8
Credit Hours	3 + 4 = 7		Quality Points	9 + 8 = 17	

Divide quality points by credit hours to find GPA -> 17 / 7 = 2.4 GPA

A Excellent, 4 grade points	S Satisfactory
B Above Average, 3 grade points	U Unsatisfactory
C Average, 2 grade points	E Exemption Credit
D Below Average, 1 grade point	AU Audit
F Failure, 0 grade points	TR Transfer
I Incomplete (<i>Defaults to F if not made up within one semester</i>)	NR No Report
W Official student withdrawal	NC <i>No Credit (Awarded in the case of developmental education courses in which there is insufficient master of the subject matter. NC is a non-punitive grade, does not affect GPA, and carries 0 grade points)</i>
WF Withdrawal/unsatisfactory progress	
WP Withdrawal/satisfactory progress	
CF Carried forward	

Grade Appeal

The purpose of the grade appeal procedure is to outline appropriate steps for the student to take to clarify any questions about grades or grading practices. Instructors are responsible for informing students of the basis on which grades in each class will be assigned. Assignment of grades is the responsibility of the instructor and presumes fairness and best professional judgment. It should be understood that the student who chooses to appeal a grade must assume the burden of proof concerning any believed error in the grade assignment. No grade changes may be made after one calendar year.

Procedure

1. The student must appeal directly to the instructor within 10 business days after the end of the term in which the grade is received, or the date of withdrawal from the course or college. Every reasonable effort should be made by both parties to resolve the matter as expeditiously as time and circumstances permit.
2. If the appeal is not resolved by step one, the student may file an appeal to the Division Dean within five business days after an attempt to resolve the matter with the instructor. The appeal should contain at least the following: student name, social security number, phone number, name of instructor, class title, number and section, nature of appeal and requested solution. Within 10 business days of receipt of the written appeal, the Division Dean will schedule a conference with the student and the faculty member in an effort to resolve the appeal. The student and the faculty member will be notified in writing of the date, time and place of the conference. To calculate GPA, multiply credit hours by grade points to find quality points.

- If either the student or the instructor wishes to appeal the disposition of the matters in step two, he or she may do so in writing to the Vice President for Academic Affairs (VPAA) within five business days of the receipt of the Division Dean's report. If, in the VPAA's discretion, the appeal and record of previous actions indicate further consideration of the matter is not warranted, the VPAA will so notify the student, faculty member, and Division Dean within five business days of receipt of the appeal. In this case, the Division Dean's decision will be final and binding on all parties. If the VPAA decides to hear the appeal, he or she will schedule a conference with the Division Dean, instructor and student within 10 business days of the receipt of the written appeal and notify the student, faculty member and Division Dean in writing of the date, place and time of the conference. Within five business days of the conference, the VPAA will prepare a written decision with copies to the student, faculty member, and Division Dean. The decision will be final and binding on all parties.

Time Limitations for Grade Appeal

It is important that appeals be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified within the procedures may be extended only by written mutual agreement by both parties.

Failure to Appeal within Time Limit

If there is no written mutual agreement to extend the time limit set by the procedure, and if the decision is not appealed in the next step of the procedure within the specified time limit, the appeal will be deemed settled on the basis of the last decision rendered.

Failure to Respond within Time Limit

Failure of the Division Dean in step two of the appeal procedure to initiate communication of a decision to the student within the specified time limit will permit the lodging of an appeal at the next step of the procedure. This step must be initiated within five business days of the deadline established for communication of the decision.

General Provisions

All written appeals will include the name and position of the appealing party and a brief statement of the nature of the appeal and the redress sought by the appealing party.

Students pursuing a grade appeal do so under the understanding that this is purely an academic matter, is not an issue for the student code and has no legal recourse. However, if a student so desires, he or she may engage an advisor or employ an attorney at his/her own expense to provide council at any level of the appeal procedure. However, the advisor or attorney may not participate directly in answering or asking questions during the hearing process. If either the student or the faculty member is to be accompanied by an advisor or an attorney to the hearing, each must notify the other at least 24 hours prior to the hearing. The notification will include the name, occupation, and relationship of the advisor or attorney to the party.

Graduation

Graduation Requirements

Each term, the Student Records Office will notify instructors of the graduation application deadline. Students must complete an Application for Graduation, which is available at the Student Records Office. Debts to the College, including library fines, must be cleared prior to the completion of the Application for Graduation. The completed application must be returned to the Student Records Office by the established deadline. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the term, the academic advisor will disapprove the application and work with the student to correct any deficiencies. Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate of completion award from the Technical College of the Lowcountry.

Residential Requirements for Graduation

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

Graduation with Honors

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

Highest Honors	4.0 Cumulative GPA
High Honors	3.75 - 3.99 Cumulative GPA
Honors	3.50 - 3.74 Cumulative GPA

President's and Vice President's Lists (Academic Honors)

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

- President's List: A student must complete a minimum of 12 graded (A, B, C, D, F) credit hours with an overall GPA of 4.0.
- Vice President's List: A student must complete a minimum of 12 graded (A, B, C, D, F) credit hours with an overall or cumulative GPA of 3.55 to 3.99.

Academic Honors for Part-Time Students

A part-time student enrolled in a minimum of six graded (A, B, C, D, F) credit hours per term with a cumulative GPA of 3.5 or greater will be placed on the Honors List.

Institutional Competencies

Competencies for Graduation

Associate degree graduates are expected to demonstrate the following competencies:

- Proficiency in the basic academic skills in reading and writing, oral communication, fundamental mathematical skills and the basic use of computers;
- Proficiency in problem solving and critical thinking;
- The ability to acquire and use information; and
- The ability to work with a variety of technologies.

English Fluency of Faculty

Purpose

To ensure that (1) all permanent and adjunct faculty, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and (2) that appropriate response is given to student complaints about an instructor's English fluency.

Procedure

- Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English Fluency Evaluation is made through the performance of at least the following minimum proficiency exercises:
 - Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline.
 - Conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.
- The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
- Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

Student Complaint

- A student who files a complaint regarding the English fluency of an instructor must do so in writing.
- Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises as prescribed in Section 2 (a) and 2 (b).
- An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
- A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
- An adjunct instructor judged deficient by the committee may be terminated immediately.
- An annual report will be submitted by June 30 of each year to the South Carolina Commission on Higher Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.



Academic Programs and Curriculum

Programs of Study

TCL offers programs in some of the Lowcountry's and the nation's fastest growing career fields. The variety of programs, small class sizes, and up-to-date technology give students the competitive edge in getting the job they want. The local business people serving on TCL's Advisory Committees ensure that TCL programs provide students with the skills that employers want. And TCL's comprehensive financial assistance program puts college within reach of any student who desires an education. See "Course Descriptions" at the back of this catalog for descriptions of all TCL courses. See pages 14-15 for Student Assessment Requirements.

Educational Options

Technical College of the Lowcountry offers multiple educational options for your future. TCL offers the College Transfer Program leading to an Associate of Arts (AA) or Associate in Science (AS) degree. All of the courses required to complete the AA/AS programs may be transferred to any four-year public university or college in South Carolina as well as some out-of-state universities. TCL also offers 14 associate degree programs, five diploma programs, and over 40 certificate programs. Various teaching methods are utilized to encourage optimum learning. Methods include the following techniques: lecture or lecture/lab, hands-on instruction, independent study classes, cooperative education and state-of-the-art multimedia and distance learning applications and online courses. Students planning to transfer to a four-year school are encouraged to plan with their academic advisor, and to consult with the four-year school they are planning to attend. Vocational courses may not transfer.

College Success

COL 103 College Skills, COL 105 Freshman Seminar, COL 106 Skills for College Success, and COL 107 Computer Literacy Skills for College Success are courses designed to provide students an opportunity to assimilate into the college environment and be effective in the classroom. These courses cover study skills, problem solving, note taking, critical thinking, career planning and personal development.

Developmental Education

TCL provides an educational program for students, who need to strengthen or refresh basic skills in mathematics, reading, and/or writing/English. The purpose of developmental education courses is to help students obtain the skills needed to successfully enter and complete academic programs. If placement scores on ASSET or COMPASS fall below the required levels, students should register for Developmental Education (DE) courses. These courses include DE Mathematics Basics and DE Mathematics Basics Workshop, DE Mathematics and DE Mathematics Workshop, DE Reading and DE Reading Workshop, DE English and DE English Workshop.

Students needing a reading course must take that course during the first semester at TCL. When a student places into the DE/college preparatory sequence, that sequence must be completed. DE students may not retake the placement test once the DE/college preparatory sequence is started. Students enrolled in Developmental Education courses must show satisfactory academic progress. Progress is measured by Division requirements in mathematics, reading and writing/English. Enrollment in Developmental Education courses numbered 011/031 and 012/032 is limited to a maximum of 30 semester hours. Exceptions may be granted if students meet the College's Standards of Progress and have the appropriate approval.

Developmental Education classes carry institutional credit for administrative purposes such as calculating student course load and computing tuition. The credits do not apply toward graduation and are not used in computing a student's grade point average.

Electronic Learning and Broadcast Services

Buildings 2 & 6

Through the Electronic Learning and Broadcast Services Department, TCL extends its campus throughout the Lowcountry using a variety of technologies including traditional broadcasting, video conferencing and Internet delivery. These flexible Distance Learning options maximize access to education in order to fully serve the needs of TCL's diverse student population. Additionally, the Electronic Learning and Broadcast Services Department provides and supports classroom technology for all academic divisions.

Broadcast Courses or "Cable TV" Courses are delivered in cooperation with the South Carolina Educational Television digital satellite system and local public television station WJWJ to satellite campuses, government centers and even directly to students' homes. Regarding "at home" reception, a complete listing of cable companies and specific channels is published each semester as part of the TCL Course Schedule.

English as a Second Language (ESL)

English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and basic English grammar. Non-native English speaking students have the opportunity to enroll in selected courses that provide academic instruction, TOEFL (Test of English as a Foreign Language) preparation, and higher levels of writing abilities.

General Education

General Education serves an important purpose in all academic programs at Technical College of the Lowcountry. In all professions, people must possess essential critical thinking skills and be proficient at reading, writing, speaking, and performing mathematics. Such skills enhance employment opportunities, chances for advancement and promotion, and quality of life. General education courses are an integral part of many degree, diploma, and certificate programs at the College.

Degree, Diploma & Certificate Programs

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

ASSOCIATE DEGREE PROGRAMS

- AA/AS College Transfer Programs
 - Associate of Arts
 - Associate in Science
- Civil Engineering Technology
- Computer Technology
- Criminal Justice Technology
- Criminal Justice Transfer Pathway
- Early Care in Education
- General Business
 - Fire Service Administrator
 - Golf Instruction & Management
 - Hospitality and Tourism Management
 - Law Enforcement/Security Management
- General Technology
- Industrial Electronics Technology
 - Biomedical Electronics Pathway
- Nursing (ADN)
- Office Systems Technology
- Paralegal
- Radiologic Technology

DIPLOMA PROGRAMS

- Automated Office Assistant
- Cosmetology
- Early Childhood Development
- Practical Nursing (PN)
- Surgical Technology

CERTIFICATE PROGRAMS

- AA/AS Program Certificates
 - Basic Arts
 - General Education
 - Liberal Arts Core
 - Math and English Core
- Automotive Technology
 - Basic Automotive Servicing Certificate
- Building Construction Certificates
 - Architectural Drawing
 - Basic Residential Carpentry Certificate
 - Light Construction Management
 - Residential Apprentice Electrician
 - Residential Foundations Certificate
 - Residential Plumbing Certificate
- Computer Aided Design (CAD) Certificates
 - Architectural Design Technician I
 - Architectural Design Technician II
 - Basic Design Technician
 - Computer Assisted Design (CAD)
 - CAD Drafting Applications I
 - CAD Drafting Applications II
 - Civil Design Technician
 - Mechanical Design Technician
- Criminal Justice Certificates
 - Correctional Office Administrator
 - Correctional Training
 - Criminal Justice and Law
 - Law Enforcement Psychology
 - Law Enforcement Training
- Computer Technology Certificates
 - Advanced Computer Programming
 - Computer Technology
 - Help Desk Management
 - Microcomputer Programming
 - Multimedia Design
 - Relational Database Administrator
 - Webmaster
- Early Childhood Development Certificates
 - Child Care Management
 - Early Childhood Development
 - Infant/Toddler Care
- General Business Certificates
 - Accounting
 - E-Commerce
 - Management Development
 - Hospitality Management
 - Small Business
- HVAC Certificates
 - Commercial Refrigeration
 - Designing HVAC Systems
 - Heat Pump
- Health Sciences Certificates
 - Massage Therapy
 - Pre-Allied Health Studies
- Industrial Electronics Technology Certificates
 - A+ Computer Servicing
 - Basic Industrial Systems Technology
 - Basic Video Production
 - Computer Networking Technology
 - Network Administrator
 - Network Engineer
- Office Systems Technology Certificates
 - Medical Office Assistant
 - Office Applications for Business & Industry
 - Word Processing
- Paralegal Certificate
 - Paralegal Specialist
- Radio and Television Certificate
 - Basic Video Production



Approved Humanities Electives for TCL's Associate Degree Programs

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

Course		Credits
ART 101	Art History & Appreciation	3
ART 105	Art as Film	3
ENG 201	American Literature I	3
ENG 202	American Literature II	3
ENG 203	American Literature Survey	3
ENG 205	English Literature I	3
ENG 206	English Literature II	3
ENG 208	World Literature I	3
ENG 209	World Literature II	3
ENG 214	Fiction	3
ENG 218	Drama	3
ENG 222	Poetry	3
ENG 230	Women in Literature	3
ENG 236	African American Literature	3
FRE 101	Elementary French I	4
FRE 102	Elementary French II	4
FRE 201	Intermediate French I	3
FRE 202	Intermediate French II	3
GER 101	Elementary German I	4
GER 102	Elementary German II	4
HIS 101	Western Civilization to 1689	3
HIS 102	Western Civilization Post 1689	3
HIS 201	American History Discovery to 1877	3
HIS 202	American History 1877 to Present	3
MUS 105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 106	Logic II Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

College Transfer Programs

Associate of Arts and Associate in Science

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

It is important to note that students seeking guaranteed transfer of all credits to South Carolina publicly supported colleges be enrolled in the Associate of Arts or Associate in Science College Transfer program. TCL offers other associate degrees that will transfer wholly or in part to other college/universities, but only those designated as college transfer programs guarantee full transfer. Courses that are approved for transfer to South Carolina's public universities/colleges are listed on page 33 in this catalog. A student entering TCL should work with his/her academic advisor to select appropriate courses to develop his/her program for transfer. The student should also discuss transferring with a representative from the college/university to which he/she expects to transfer.

The college participates in the statewide articulation agreement for transfer within the South Carolina higher education system (see the appendix at the back of this catalog) and maintains articulation agreements with many out-of-state colleges/universities. Transfer blocks also facilitate transfer when a student can identify a particular field of study in which he/she is interested. Included under the umbrella of the Associate of Arts degree are transfer blocks for Arts, Humanities and Social Sciences; General Education and Business; Early Childhood, Elementary, and Special Education. Included under the umbrella of the Associate in Science degree are transfer blocks for Science and for Math and Engineering. Completion of the transfer block will facilitate the student in attaining junior status upon being accepted at a publicly supported in-state college/university in the related program of study.

Transferring Credits

All of the courses required to complete the two year AA/AS programs may be transferred to any four-year public university or college in South Carolina as well as selected out-of-state universities. Students planning to transfer to a four-year school are encouraged to plan their program with their academic advisor. Full copies of articulation agreements are available in the Admissions Office, Arts and Sciences Division, the Learning Resources Center, and the Vice President for Academic Affairs.

State Policies and Procedures

Regulations and Procedures for Transfer in Public Two-Year and Public Four-Year Institutions in South Carolina as Mandated by Act 137 of 1995, revised 10/2002.

Background

Section 10-C of the South Carolina School-to-Work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board for Technical and Comprehensive Education, operating through the Commission on Higher Education, will develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995, were:

- An expanded list of 86 courses which will transfer to four-year public institutions of South Carolina from the two-year public institutions;
- A statewide policy document on good practices in transfer to be followed by all public institutions of higher education in the State of South Carolina, which was accepted in principle by the Advisory Committee on Academic Programs and the Commission;
- Six task forces on statewide transfer agreements, each based in a discipline or broad area of the baccalaureate curriculum.

In 1995 the General Assembly passed Act 137 which stipulated further that the South Carolina Commission on Higher Education "notwithstanding any other provision of law to the contrary, will have the following additional duties and functions with regard to the various public institutions of higher education." These duties and responsibilities include the Commission's responsibility "to establish procedures for the transferability of courses at the undergraduate level between two-year and four-year institutions or schools." This same provision is repeated in the legislation developed from the Report of the Joint Legislative Study Committee, which was formed by the General Assembly and signed by the Governor as Act 359 of 1996.

Act 137 directs the Commission to adopt procedures for the transfer of courses from all two-year public to all four-year public institutions of higher education in South Carolina. Proposed procedures are listed below. Unless otherwise stated, these procedures became effective immediately upon approval by the Commission and were to be fully implemented, unless otherwise stated, by September 1, 1997.

Statewide Articulation of 86 Courses

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

Admissions Criteria, Course Grades, GPAs, Validations

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.



- I. 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.
 - J. "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 Agreements, Completion of the AA/AS Degree

5. The following Transfer Blocks/Statewide Agreements taken at any two-year public institution in South Carolina will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs, as follows:
- Arts, Humanities, and Social Sciences: Established curriculum block of 46-48 semester hours
 - Business Administration: Established curriculum block of 46-51 semester hours
 - Engineering: Established curriculum block of 33 semester hours
 - Science and Mathematics: Established curriculum block of 51-53 semester hours
 - Teacher Education: Established curriculum block of 38-39 semester hours for Early Childhood, Elementary, and Special Education students only. Secondary education majors and students seeking certification who are not majoring in teacher education should consult the Arts, Humanities, and Social Sciences or the Math and Science transfer blocks, as relevant, to assure transferability of coursework.
 - Nursing: By statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina Public Associate Degree program in nursing (ADN), provided that the program is accredited by the National League of Nursing and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse. (For complete texts and information about these statewide transfer blocks/agreements, see Appendix B.)
6. Any "unique" academic program not specifically or by extension covered by one of the statewide transfer blocks/agreements listed in #4 above must either create its own transfer block of 35 or more credit hours with the approval of CHE staff or will adopt either the Arts/Social Science/Humanities or the Science/Mathematics block. The institution at which such program is located will inform the staff of the CHE and every institutional president and vice president for academic affairs about this decision.
7. Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains within it the total coursework found in either the Arts/Social Sciences/Humanities Transfer Block or the Math/Science Transfer Block will automatically be entitled to junior level status or its equivalent at whatever public senior institution to which the student might have been admitted.

(Note: As agreed by the Committee on Academic Affairs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event tickets, etc., and not in calculating academic degree credits.)

Related Reports and Statewide Documents

8. All applicable recommendations found in the Commission's report to the General Assembly on the School-to-Work Act (approved by the Commission and transmitted to the General Assembly on July 6, 1995) are hereby incorporated into the procedures for transfer of coursework among two- and four-year institutions.
9. The policy paper entitled State Policy on Transfer and Articulation, as amended to reflect changes in the numbers of transfer blocks and other Commission action since July 6, 1995, is hereby adopted as the statewide policy for institutional good practice in the sending and receiving of all course credits to be transferred. (Contact the Division of Academic Affairs for copies of this report.)

Assurance of Quality

10. All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated and appropriate measures will be taken to reassure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike. This process of formal review will occur every four years through the staff of the Commission on Higher Education, beginning with the approval of these procedures.

Statewide Publication and Distribution of Information on Transfer

11. The staff of the Commission on Higher Education will print and distribute copies of these Procedures upon their acceptance by the Commission. The staff will also place this document and the Appendices on the Commission's Home Page on the Internet under the title "Transfer Policies."
12. By September 1 of each year, all public four-year institutions will place the following materials on their internet websites:
 - A. A copy of this entire document.
 - B. A copy of the institution's transfer guide.
13. By September 1 of each year, the State Board for Technical and Comprehensive Education will place the following materials on its internet website:
 - A. A copy of this entire document.
 - B. Provide to the Commission staff in format suitable for placing on the Commission's website a list of all articulation agreements that each of the sixteen technical colleges has with public and other four-year institutions of higher education, together with information about how interested parties can access those agreements.
14. Each two-year and four-year public institutional catalog will contain a section entitled "Transfer: State Policies and Procedures." Such section at a minimum will:
 - A. Publish these procedures in their entirety (except Appendices)
 - B. Designate a chief Transfer Officer at the institution who will:
 - provide information and other appropriate support for students considering transfer and recent transfers
 - serve as a clearinghouse for information on issues of transfer in the State of South Carolina
 - provide definitive institutional rulings on transfer questions for the institution's students under these procedures
 - Work closely with feeder institutions to assure ease in transfer for their students
 - C. Designate other programmatic Transfer Officer(s) as the size of the institution and the variety of its programs might warrant
 - D. Refer interested parties to the institutional Transfer Guide
 - E. Refer interested parties to institutional and Commission on Higher Education's websites for further information regarding transfer.
15. In recognition of its widespread acceptance and use throughout the United States, SPEEDE/EXPRESS should be adopted by all public institutions and systems as the standard for electronic transmission of all student transfer data.
16. In conjunction with the colleges and universities, develop and implement a statewide Transfer Equivalency Database at the earliest opportunity. (As an electronic counseling guide, this computerized, on-line instrument will allow students and advisors to access all degree requirements for every major at every public four-year institution in South Carolina. Also, the Database will allow students to obtain a better understanding of institutional programs and program requirements and select their transfer courses accordingly, especially when the student knows the institution and the major to which he/she is transferring.)

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.)

All Appendices

All appendices may be viewed on the South Carolina Commission of Higher Education website (www.che400.state.sc.us) or you may contact the TCL Admissions office for a copy.



Approved Courses for AA and AS College Transfer Program

Below is a listing, revised in 2002, of all TCL courses transferable to public four-year colleges and universities in South Carolina. Again, it is ultimately the student's responsibility to ensure they take only those courses which will transfer. These courses were agreed upon by colleges and universities in South Carolina under SC Act 137 of 1997.

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

TCL has articulation agreements with the following institutions:**South Carolina Public Colleges and Universities:**

- The Citadel
- Clemson-Milcert - College of Education
- College of Charleston
- Francis Marion University
- Medical University of South Carolina - College of Nursing
- Park University
- South Carolina State University - Orangeburg
- University of South Carolina - Beaufort
- University of South Carolina - Upstate
- University of South Carolina - Aiken
- University of South Carolina - Salkehatchie
- USC - College of Nursing - Main Campus
- USC - College of Applied Professional Science - Main Campus
- Winthrop University

South Carolina Private Colleges and Universities:

- Benedict College
- Charleston Southern University
- Claflin University
- Coker College
- Converse College
- Johnson & Wales University
- Limestone University
- Newberry College
- South Carolina Criminal Justice Academy

Out-of-State Colleges and Universities:

- Armstrong Atlantic State University
- East Tennessee State University
- Embry-Riddle Aeronautic University
- Fisk University
- Jones International University
- Lemoyne/Owens College
- Paine University
- Philander Smith College
- Saint Augustine University
- Shaw University
- Southern Illinois University
- Tennessee State University
- University of Memphis (Fire service)
- University of Phoenix



Academic Divisions

ARTS AND SCIENCES DIVISION

Associate of Arts

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

Associate in Science

- Associate in Science Transfer Degree
- Science and Math Transfer Block
- Engineering Transfer Block

ASSOCIATE OF ARTS (AA)

Degree: Associate of Arts

Major: Associate of Arts

Minimum Credits Required for Graduation: 60

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

TCL offers a number of AA transfer blocks, including:

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

Associate of Arts Transfer Blocks

	Associate of Arts	Arts, Humanities & Social Sciences	General Education & Business	Early Childhood, Elementary & Special Education
A General Education (27-32 cr. hrs.)	ENG 101 3 ENG 102 3 SPC 205 3 MAT 110 3 MAT (see transfer list) 3-4 OR Lab Science PSY 201 3 PSC 201 3 ECO 210 3 HIS 101 OR 102 3	ENG 101 3 ENG 102 3 SPC 205 3 MAT 110 3 MAT 130, 140 or 141 3-4 HIS 101 or 102 3 9 SHC from following: 9 PSY 201 or SOC 201 PSC 201 ECO 210 or 211	ENG 101 3 ENG 102 3 SPC 205 3 MAT 110 3 MAT 130 or 140 3-8 MAT 140 & 141 PSY 201 or SOC 201 3 or PSC 201 ECO 210 & 211 6 HIS 101 or 102 3	ENG 101 3 ENG 102 3 SPC 205 3 MAT 110 3 MAT 130 or 140 3-4 PSY 201 or SOC 201 3 PSC 201 3 ECO 210 3 HIS 101 3
B Major (15-17 cr. hrs.)	15 Semester Credit Hours Chosen from: ANT, ART, ENG, GEO, HIS, ECO, MUS, PSY, PHI, SOC, SPC, THE and any FOREIGN LANGUAGE	ART 101 or ART 108 or MUS 105 or THE 101 3 FRE 101 or GER 101 4 or SPA 101 ENG 201 or 202 or 205 or 206 or 208 or 209 or PHI 101 or 110 Electives from Transfer List 5-7	FRE 101 & 102 or GER 101 & 102 or SPA 101 & 102 8 Elective from Transfer L 3 6 SHC from two of the following areas: 6 ART 101 ENG 205 or 206 HIS 101 or 102 (Complete sequence)	ART 101 3 MUS 105 3 ENG 208 or 209 3 HIS 102 3 Elective from Transfer List 3
C Electives and Other Courses Required for Graduation (18-20 cr. hrs.)	CPT 101 or 170 3 Electives from Transfer List 15	CPT 101 or 170 3 MAT 120 FRE 102 or GER 102 or SPA 102 3 BIO 101 & 102 or CHM 110 & 111 or PHY 201 & 202 or 221 & 222 8	CPT 101 or 170 3 ACC 101 & 102 6 BIO 101 4 BIO 102 or CHM 110 or 111 or PHY 221 4 Elective from Transfer List 3	CPT 101 or 170 3 BIO 101 4 CHM 111 or PHY 201 4 Electives from Transfer List 7-9
TOTAL HOURS REQUIRED	60-61	60-63	64-69	60-63

Arts and Science Certificates

- Basic Arts
- General Education Certificate
- General Education: Math & English Core Certificate
- Liberal Arts Core Certificate

Early Care in Education

- Early Care in Education Degree
- Early Childhood Development Diploma
- Child Care Management Certificate
- Early Childhood Development Certificate
- Infant/Toddler Care Certificate

There are additional AA transfer options. Student should discuss which is right for their educational goals with their TCL academic advisor as well as with the four-year institution to which they plan to transfer. Students applying to the Associate of Arts (AA) degree program must supply the following documentation before registering for courses:

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

SAMPLE CURRICULUM* – Associate of Arts

First Year – Fall Semester				Lec	Lab	Cr	Second Year – Fall Semester				Lec	Lab	Cr	
CPT 101	Introduction to Computers*	3	0	3	PSC 201	American Government	3	0	3					
ENG 101	English Composition I	3	0	3	SPC 205	Public Speaking	3	0	3					
HIS 101	Western Civilization to 1689	3	0	3	*** **	Major Elective **	3	0	3					
MAT 110	College Algebra	3	0	3	*** **	Major Elective **	3	0	3					
*** **	Required Elective++	3	0	3	*** **	Required Elective ++	3	0	3					
						Credits 15								

First Year – Spring Semester				Lec	Lab	Cr	Second Year – Spring Semester				Lec	Lab	Cr	
ENG 102	English Composition II	3	0	3	ECO 210	Macroeconomics	3	0	3					
PSY 201	General Psychology	3	0	3	*** **	Major Elective **	3	0	3					
MAT 120	Probability & Statistics*	3	0	3	*** **	Major Elective **	3	0	3					
*** **	Major Elective**	3	0	3	*** **	Required Elective ++	3	0	3					
*** **	Required Elective ++	3	0	3	*** **	Required Elective ++	3	0	3					
						Credits 15								

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

** 15 Credit Hours from any of the following: ART, ECO, ENG, HIS, MUS, PHI, PSY, SOC, SPC, and any foreign language.

++ See Page 32 for List of Approved Courses.

SAMPLE CURRICULUM* – Arts, Humanities & Social Sciences Transfer Block

First Year – Fall Semester				Lec	Lab	Cr	Second Year - Fall Semester				Lec	Lab	Cr	
BIO 101	Biological Science I	2.5	3	4	CPT 101	Introduction to Computers	3	0	3					
ENG 101	English Composition I	3	0	3	MAT 130	Elementary Calculus	3	0	3					
HIS 101	Western Civilization to 1869	3	0	3	PSC 201	American Government	3	0	3					
MAT 110	College Algebra	3	0	3	PHI 101	Introduction to Philosophy	3	0	3					
SPA 101	Elementary Spanish I	4	0	4	*** **	Major Elective	3	0	3					
						Credits 17								

First Year – Spring Semester				Lec	Lab	Cr	Second Year – Spring Semester				Lec	Lab	Cr	
BIO 102	Biological Science II	2.5	3	4	ART 101	Art Appreciation	3	0	3					
ENG 102	English Composition II	3	0	4	ECO 210	Macroeconomics	3	0	3					
PSY 201	General Psychology	3	0	3	SPC 205	Public Speaking	3	0	3					
MAT 120	Probability & Statistics	3	0	3	*** **	Major Elective	3	0	3					
SPA 102	Elementary Spanish II	4	0	4							Credits 12			
						Credits 17								

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

++ See Page 32 for List of Approved Courses.

SAMPLE CURRICULUM – General Education & Business Transfer Block

First Year – Fall Semester				Lec	Lab	Cr	Second Year - Fall Semester				Lec	Lab	Cr
BIO 101	Biological Science I	2.5	3	4	ACC 101	Accounting Principles I	3	0	3				
ENG 101	English Composition I	3	0	3	MAT 130	Elementary Calculus*	3	0	3				
HIS 101	Western Civilization to 1689*	3	0	3	CPT 101	Introduction to Computers*	3	0	3				
MAT 110	College Algebra	3	0	3	ECO 210	Macroeconomics	3	0	3				
SPA 101	Elementary Spanish I*	4	0	4	SPC 205	Public Speaking	3	0	3				
						Credits 17							Credits 15



First Year – Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
BIO 102	Biological Science II		2.5	3	4	ACC 102	Accounting Principles II		3	0	3
ENG 102	English Composition II		3	0	3	ART 101	Art Appreciation*		3	0	3
PSY 201	General Psychology		3	0	3	ECO 211	Microeconomics		3	0	3
HIS 102	Western Civilization Post 1869*		3	0	3	SPC 205	Public Speaking		3	0	3
SPA 102	Elementary Spanish II*		4	0	4	*** **	Required Elective++		3	0	3
						Credits 15					

* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.
 ++ See Page 32 for List of Approved Courses.

SAMPLE CURRICULUM - Early Childhood, Elementary & Special Education Transfer Block

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BIO 101	Biological Science I		2.5	3	4	CHM 110	College Chemistry I*		2.5	3	4
ENG 101	English Composition I		3	0	3	MAT 130	Elementary Calculus*		3	0	3
HIS 101	Western Civilization to 1869		3	0	3	MUS 105	Music Appreciation		3	0	3
MAT 110	College Algebra		3	0	3	PSC 201	American Government		3	0	3
*** **	Major Elective++		3	0	3	*** **	Required Elective++		3	0	3
						Credits 16					

First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
CPT 101	Introduction to Computers*		3	0	3	ART 101	Art History & Appreciation		3	0	3
ENG 102	English Composition II		3	0	3	ECO 210	Macroeconomics		3	0	3
HIS 102	Western Civilization Post 1869		3	0	3	ENG 208	World Literature I*		3	0	3
PSY 201	General Psychology*		3	0	3	SPC 205	Public Speaking		3	0	3
*** **	Required Elective**		3	0	3	*** **	Required Elective++		3	0	3
						Credits 15					

* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.
 ++ See Page 32 for List of Approved Courses.

ASSOCIATE IN SCIENCE (AS)

Degree: Associate in Science
 Major: Associate in Science
 Minimum Credits Required for Graduation: 60

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

TCL offers a variety of AS Transfer Blocks including:

- Associate in Science Transfer Degree
- Science and Mathematics Transfer Block
- Engineering Transfer Block

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

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

Associate in Science Transfer Block

	Associate in Science	Science and Math	Engineering	
A General Education (29 cr. hrs.)	ENG 101	3	ENG 101	3
	ENG 102	3	ENG 102	3
	SPC 205	3	SPC 205	3
	Lab Science	8	CHM 110 & 111	8
	HIS 101 or 102	3	HIS 101 or 102	3
	ART 101 or MUS 105 or THE 101	3	ART 101 or MUS 105 or THE 101	3
	6 SHC from the following: PSY 201 ECO 210 PSC 201	6	6 SHC from two of the following areas: PSY 201 or higher SOC 101 or higher ECO 210 or ECO 211 PSC 201 or 215	6
			6 SHC from two of the following: PSY 201 ECO 210 PSC 201	6
B Major (15 cr. hrs.)	MAT 110	3	MAT 110	3
	12 SHC from the following areas: BIO, CHM, PHY, MAT (From transfer list)	12	MAT 140 & MAT 141 PHY 221	8 4
			MAT 140 & MAT 141 PHY 221	8 4
C Electives and Other Courses Required for Graduation (16-18 cr. hrs.)	CPT 101 or 170	3	CPT 101 or 170	3
	Electives from transfer list	13-15	PHY 222 FRE 101 & 102 or GER 101 & 102 ENG Literature 200 or higher from transfer list	4 8 3
			CPT 101 or 170 ENG 205 or 206 or 208 or 209 EGR Course Elective Electives from transfer list	3 3 7-9
TOTAL HOURS REQUIRED	60-62	62	60-62	

SAMPLE CURRICULUM - Associate in Science

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BIO 101	Biological Science I*		2.5	3	4	ECO 210	Macroeconomics*		3	0	3
ENG 101	English Composition I		3	0	3	MAT 120	Probability & Statistics*		3	0	3
HIS 101	Western Civilization to 1689*		3	0	3	MAT 122	Finite Math*		3	0	3
MAT 110	College Algebra		3	0	3	SPC 205	Public Speaking		3	0	3
PSY 201	General Psychology*		3	0	3	*** **	Required Elective++		4	0	4
						Credits 16					

First Year - Spring Semester			Lec	Lab	CR	Second Year - Spring Semester			Lec	Lab	CR
ART 101	Art Appreciation*		3	0	3	CPT 101	Introduction to Computers*		3	0	3
BIO 102	Biological Science II*		2.5	3	4	MAT 130	Elementary Calculus*		3	0	3
ENG 102	English Composition II		3	0	3	*** **	Required Elective++		3	0	3
MAT 111	College Trigonometry*		3	0	3	Credits 12					
*** **	Required Elective++		3	0	3						
						Credits 16					

* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.
 ++ See Page 32 for List of Approved Courses.

SAMPLE CURRICULUM - Science and Math Transfer Block

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
CHM 110	College Chemistry I		2.5	3	4	ART 101	Art Appreciation*		3	0	3
ENG 101	English Composition I		3	0	3	ECO 210	Macroeconomics*		3	0	3
GER 101	Elementary German I*		4	0	4	MAT 140	Analytical Geo & Calc I•		4	0	4
HIS 101	Western Civilization to 1689*		3	0	3	PHY 221	University Physics I		4	0	4
MAT 110	College Algebra		3	0	3	Credits 14					
						Credits 17					



First Year - Spring Semester				Second Year - Spring Semester					
	Lec	Lab	Cr		Lec	Lab	Cr		
CHM 111	College Chemistry II*	2.5	3	4	ENG 205	American Literature I*	3	0	3
CPT 101	Introduction to Computers*	3	0	3	MAT 141	Analytical Geo & Calc II•	4	0	4
ENG 102	English Composition II	3	0	3	PHY 222	University Physics II	4	0	4
GER 102	Elementary German II*	4	0	4	SPC 205	Public Speaking	3	0	3
PSY 201	General Psychology*	3	0	4					Credits 14
									Credits 17

* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.
 • Prerequisites must be met before enrollment.

SAMPLE CURRICULUM - Engineering Transfer Block

First Year - Fall Semester				Second Year - Fall Semester					
	Lec	Lab	Cr		Lec	Lab	CR		
CHM 110	College Chemistry I	2.5	3	4	ART 101	Art Appreciation*	3	0	3
CPT 101	Introduction to Computers*	3	0	3	ECO 210	Macroeconomics*	3	0	3
ENG 101	English Composition I	3	0	3	MAT 140	Analytical Geo & Calc I•	4	0	4
HIS 101	Western Civilization to 1689	3	0	3	PHY 221	University Physics I	4	0	4
MAT 110	College Algebra	3	0	3					Credits 14
									Credits 16

First Year - Spring Semester				Second Year - Spring Semester					
	Lec	Lab	Cr		Lec	Lab	CR		
CHM 111	College Chemistry II	2.5	3	4	ENG 208	World Literature I*	3	0	3
ENG 102	English Composition II	3	0	3	MAT 141	Analytical Geo & Calc II•	4	0	4
SPC 205	Public Speaking	3	0	3	*** **	EGR Elective	3	0	3
PSY 201	General Psychology*	3	0	3	*** **	Required Elective++	4	0	4
*** **	Required Elective++	3	0	3					Credits 14
									Credits 16

* Note this is a sample curriculum. There is flexibility within the program. Refer to the previous page for additional course options.
 • Prerequisites must be met before enrollment.
 ++ See Page 32 for List of Approved Courses.

ARTS & SCIENCES CERTIFICATES

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

BASIC ARTS CERTIFICATE

Program Description: The Basic Arts certificate program is designed to extend the humanities related courses and provides access to the study of visual arts. It complements and extends the current Art History and Appreciation humanities offerings and provides an introduction to drawing, painting, and watercolor.

Required Major Courses	Lec	Lab	Cr	
ART 107	History or Early Western Art	3	0	3
ART 108	History of Western Art	3	0	3
ART 111	Basic Drawing	3	0	3
ART 205	Survey of Materials	3	0	3
ART 211	Introduction to Painting	3	0	3
ART 212	Introduction to Watercolor	3	0	3
				18 Credits

GENERAL EDUCATION CERTIFICATE

Program Description: The General Education certificate program is designed for the student who wishes to complete the general education courses required of degree students. The courses address the basic core competencies required of all students.

Required Major Courses	Lec	Lab	Cr	
ENG 101	English Composition I	3	0	3
MAT 110	College Algebra	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
Select one of the following:				
CPT 101	Introduction to Computers	3	0	3
CPT 170	Microcomputer Applications	3	0	3
Select one of the following:				
HIS 101	Western Civilization to 1689	3	0	3
HIS 102	Western Civilization Post 1689	3	0	3
				15 Credits



GENERAL EDUCATION: MATH & ENGLISH CORE CERTIFICATE

Program Description: The General Education: Math & English Core certificate program is for students interested in the general education Math and English core. The elective credits provide academic flexibility.

Required Major Courses	Lec	Lab	Cr	
ENG 101	English Composition I	3	0	3
ENG 102	English Composition II	3	0	3
MAT 110	College Algebra	3	0	3
MAT 111	College Trigonometry	3	0	3
*** **	Suggested Elective*			
Select one of the following:				
ENG 201	American Literature I	3	0	3
ENG 205	English Literature I	3	0	3
				18 Credits

* See College Transfer Course List on Page 33.

LIBERAL ARTS CORE CERTIFICATE

Program Description: The Liberal Arts Core certificate program is for students interested in the general education core. The elective credits provide academic flexibility. Traditional, non-traditional, and dual credit students will benefit from access to this certificate program.

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

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

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

EARLY CARE IN EDUCATION

Degree: Associate in Public Service

Major: Early Care in Education

Minimum Credits for Graduation: 63

Program Description: The Early Care in Education (ECE) associate degree offers a practical and theoretical approach to the study of childcare and education for children. It is designed to help students already working in the daycare setting gain the education needed to advance to management positions. For the student wanting to get into the daycare setting, the program thoroughly prepares the student in developmentally appropriate practice and learning environments, teaching strategies, growth and development, guidance practices, the needs of young children with an emphasis on the exceptional child and utilization of community and family relationships. Many of the courses include a weekly hands-on lab so that students can apply their knowledge to the daycare setting. This degree is not transferable to a four-year teacher education program.

Students applying to the Early Care in Education associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diploma (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the ECE associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in College Algebra (MAT 110) or Probability and Statistics (MAT 120) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing College directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcripts must at the TCL Admissions Office before a student can register in the ECE program.
- Students lacking these requirements may register for ECD 101 as career development students but will not be admitted to the certificate, diploma or degree programs until all requirements are met.
- Students will be required to have a current negative tuberculin skin test or, if positive, a negative chest x-ray.
- Students must obtain a SLED criminal background check prior to acceptance into the program.

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

Required Related Courses			
	Lec	Lab	Cr
ECD 106 Observation of Young Children	2.5	1.5	3
ECD 108 Family & Community Relations	2.5	1.5	3
ECD 109 Administration & Supervision	3	0	3
ECD 131 Language Arts	2.5	1.5	3
ECD 132 Creative Experiences	2.5	1.5	3
ECD 133 Science & Math Concepts	2.5	1.5	3
ECD 201 Principles of Ethics & Leadership	3	0	3
ECD 210 Early Childhood Intervention	2.5	1.5	3
ECD 237 Methods & Materials	2.5	1.5	3
27 Credits			

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

SAMPLE CURRICULUM - Early Care in Education

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

First Year - Spring Semester			
	Lec	Lab	Cr
ECD 106 Observation of Young Children	2.5	1.5	3
ECD 107 Exceptional Child	2.5	1.5	3
ECD 203 Growth & Development II	2.5	1.5	3
MAT 110 College Algebra	3	0	3
SPC 205 Public Speaking	3	0	3
Credits 15			

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

Second Year - Fall Semester			
	Lec	Lab	Cr
ECD 132 Creative Experiences	2.5	1.5	3
ECD 201 Principles of Ethics & Principles	3	0	3
ECD 210 Early Childhood Intervention	2.5	1.5	3
ECD 237 Methods & Materials	2.5	1.5	3
Credits 12			

Second Year - Spring Semester			
	Lec	Lab	Cr
ECD 131 Language Arts	2.5	1.5	3
ECD 133 Science & Math Concepts	2.5	1.5	3
ECD 243 Supervised Field Experience	1	6	3
Credits 9			

EARLY CARE IN EDUCATION DIPLOMA

Diploma: Public Service
 Major: Early Childhood Development
 Minimum Credits Required for Graduation: 45

Program Description: The Early Childhood Development (ECD) diploma program offers a practical and theoretical approach to the study of child development. Students gain a thorough knowledge of developmentally appropriate learning environments, current teaching strategies, guidance practices, parent partnerships, and children's needs, including exceptional children.

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

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

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

SAMPLE CURRICULUM - Early Childhood Development

First Year - Fall Semester				First Year - Summer Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
ECD 101 Intro to Early Childhood Dev	2.5	1.5	3	ECD 132 Creative Experiences	2.5	1.5	3
ECD 102 Growth & Development	2.5	1.5	3	ECD 201 Principles of Ethics & Leadership	3	0	3
ECD 105 Guidance & Classroom Mgmt	2.5	1.5	3	ECD 237 Methods & Materials	2.5	1.5	3
ECD 135 Health, Safety & Nutrition	2.5	1.5	3	ECD 243 Supervised Field Experience	1	6	3
ENG 101 English Composition I	3	0	3	PSY 201 General Psychology	3	0	3
Credits 15				Credits 15			

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

EARLY CARE IN EDUCATION CERTIFICATES

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

CHILD CARE MANAGEMENT CERTIFICATE

Program Description: The Child Care Management certificate program will prepare the graduate to develop further skills in a day care or Head Start setting and may be used as a primary or secondary specialty area for the General Technology degree. The certificate also provides the graduate with the child care, business, communication, and computer skills necessary in the contemporary day care environment. These graduates will become supervisors, directors, and/or lead teachers in the child care industry. They will also be leaders in the development of initiatives for quality care for children, their families and their communities.



Required Certificate Courses			Lec	Lab	Cr
BUS 121	Business Law I	3	0	3	
CPT 170	Microcomputer Applications	3	0	3	
ECD 102	Growth & Development I	2.5	1.5	3	
ECD 105	Guidance & Classroom Management	2.5	1.5	3	
ECD 106	Observation of Young Children	2.5	1.5	3	
ECD 107	Exceptional Children	2.5	1.5	3	
ECD 108	Family & Community Relations	3	0	3	
ECD 109	Administration & Supervision	3	0	3	
ECD 135	Health, Safety, & Nutrition	2.5	1.5	3	
ECD 203	Growth & Development II	2.5	1.5	3	
ECD 237	Methods & Materials	2.5	1.5	3	
ENG 101	English Composition I	3	0	3	
36 Credits					

EARLY CHILDHOOD DEVELOPMENT CERTIFICATE

Program Description: The Early Childhood Development certificate program offers a practical and theoretical approach to child care. Students gain a thorough knowledge of the physical, emotional, social and cognitive development of children.

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

INFANT/TODDLER CARE CERTIFICATE

Program Description: The Infant/Toddler Care certificate program focuses on the child from birth to age three. Socialization and group care, developmentally appropriate curriculum and environments and inclusive care are emphasized in the program.

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

BUSINESS TECHNOLOGIES DIVISION

Computer Technology

- Computer Technology Degree
- Advanced Computer Programming Certificate
- Computer Technology Certificate
- Help Desk Management Certificate
- Microcomputer Programming Certificate
- Multimedia Design Certificate
- Relational Database Administrator Certificate
- Webmaster Certificate

Criminal Justice Technology

- Criminal Justice Technology Degree
- Criminal Justice Technology Degree - Transfer Pathway
- Criminal Justice and Law Certificate
- Correctional Office Administration Certificate
- Correctional Training Certificate
- Law Enforcement Psychology Certificate
- Law Enforcement Training Certificate

General Business

- General Business Degree
- General Business Degree - Fire Service Administration
- General Business Degree - Golf Instruction & Management
- General Business Degree - Hospitality/Tourism Management
- General Business Degree - Law Enforcement/Security Management
- Accounting Certificate
- E-Commerce Certificate
- Hospitality Management Certificate
- Management Development Certificate
- Small Business Certificate

Office Systems Technology

- Office Systems Technology Degree
- Automated Office Assistant Diploma
- Medical Office Assistant Certificate
- Office Applications for Business & Industry Certificate
- Word Processing Certificate

Paralegal

- Paralegal Degree
- Paralegal Specialist Certificate

COMPUTER TECHNOLOGY

Degree: Associate in Computer Technology

Major: Computer Technology

Minimum Credits Required for Graduation: 69

Program Description: The Computer Technology (CPT) associate degree program is designed to prepare graduates for entry-level positions in information management. From entry-level positions opportunities exist for advancement into system analysis and design, applications, operation and programming, as well as supervisory positions.

Prerequisites: ENG 100 eligibility and RDG 100 eligibility.

Required Major Courses			Lec	Lab	Cr
ACC 101	Accounting Principles I	3	0	3	
BUS 121	Business Law I	3	0	3	
CPT 101	Introduction to Computers	3	0	3	
CPT 172	Microcomputer Database	3	0	3	
CPT 257	Operating Systems	3	0	3	
CPT 264	Systems and Procedures	3	0	3	
IST 220	Data Communications	3	0	3	
IST 225	Internet Communications	3	0	3	
IST 226	Internet Programming	3	0	3	

Select one of the following:

CPT 111	Basic Programming I	3	0	3
CPT 186	Visual Basic.net I	3	0	3
30 Credits				

Business/Management Required Related Electives

(Select Any Two Courses)

			Lec	Lab	Cr
BUS 101	Introduction to Business	3	0	3	
BUS 210	Intro to E-commerce in Business	3	0	3	
MGT 101	Principals of Management	3	0	3	
MGT 120	Small Business Management	3	0	3	
MGT 230	Managing Information Resources	3	0	3	
MKT 101	Marketing	3	0	3	
6 Credits					

Computer Required Related Electives (Select Any Five Courses)

Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility for all courses below.

Data Communications			Lec	Lab	Cr
CPT 258	Networking Concepts & Applications	3	0	3	
CPT 260	Operating Systems & Web Servers	3	0	3	
IST 227	Internet Operations & Management	3	0	3	
IST 266	Internet/Firewall Security	3	0	3	

Programming

CPT 168	Programming Logic & Design	3	0	3
CPT 211	Basic Programming II	3	0	3
CPT 232	C++ Programming I	3	0	3
CPT 233	C++ Programming II	3	0	3
CPT 236	Introduction to JAVA	3	0	3
CPT 237	Advanced JAVA Programming	3	0	3
CPT 238	Internet Scripting	3	0	3
CPT 286	Visual Basic.net II	3	0	3

Graphic Arts

ARV 110	Computer Graphics I	3	0	3
ARV 122	3D Design I	3	0	3
ARV 217	Computer Imagery	3	0	3
ARV 227	Web Site Design I	3	0	3
ARV 228	Web Site Design II	3	0	3
ARV 230	Visual Arts Business Procedures	3	0	3
ARV 264	Special Projects in Graphics	3	0	3



Database

CPT 240	Internet Programming w/Database	3	0	3
CPT 242	Database	3	0	3
CPT 272	Advanced Microprocessor Databases	3	0	3
IST 272	Relational Database	3	0	3
IST 274	Database Administration	3	0	3

Applications and Support

CPT 207	Complex Computer Applications	3	0	3
CPT 267	Technical Support Concepts	3	0	3
CPT 268	Computer End-User Support	3	0	3
CPT 276	CPT Internship	3	0	3
15 Credits				

General Education Requirements

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

Select one of the following:

ENG 102	English Composition II	3	0	3
ENG 260	Advanced Technical Communications	3	0	3

Select one of the following:

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

SAMPLE CURRICULUM - Computer Technology

First Year - Fall Semester	Lec	Lab	Cr	
CPT 101	Introduction to Computers	3	0	3
ENG 101	English Composition I	3	0	3
PSY 201	General Psychology	3	0	3
*** **	Computer Elective	3	0	3

Select one of the following:

MAT 110	College Algebra	3	0	3
MAT 120	Probability and Statistics	3	0	3
Credits 15				

First Year - Spring Semester	Lec	Lab	Cr	
BUS 121	Business Law I	3	0	3
CPT 111	Basic Programming I	3	0	3
ENG 260	Advanced Tech Communications	3	0	3
IST 225	Internet Communications	3	0	3
*** **	Business/Management	3	0	3
*** **	Computer Elective	3	0	3
Credits 18				

Second Year - Fall Semester	Lec	Lab	Cr	
ACC 101	Accounting Principles I	3	0	3
CPT 172	Microcomputer Database	3	0	3
CPT 257	Operating Systems	3	0	3
IST 226	Internet Programming	3	0	3
*** **	Computer Elective	3	0	3
*** **	Computer Elective	3	0	3
*** **	Business/Management	3	0	3
Credits 18				

Second Year - Spring Semester	Lec	Lab	Cr	
CPT 264	Systems and Procedures	3	0	3
IST 220	Data Communications	3	0	3
*** **	Humanities Elective	3	0	3
*** **	Computer Elective	3	0	3
*** **	Computer Elective	3	0	3
*** **	Computer Elective	3	0	3
Credits 18				

COMPUTER TECHNOLOGY CERTIFICATES

Certificates: Advanced Computer Programming, Computer Technology, Help Desk Management, Microcomputer Programming, Multimedia Design, Relational Database Administrator, and Webmaster.

ADVANCED COMPUTER PROGRAMMING CERTIFICATE

Program Description: The Advanced Computer Programming certificate program will provide training for new and experienced computer programmers generating business applications. The courses cover programming, database and development environments used in industry today as well as the basic approaches and theories used for designing software. Web tools are emphasized.

Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.

Required Certificate Courses

	Lec	Lab	Cr	
CPT 211	Basic Programming II	3	0	3
CPT 232	C++ Programming I	3	0	3
CPT 236	Intro to JAVA Programming	3	0	3
CPT 240	Internet Programming w/Databases	3	0	3
CPT 242	Databases	3	0	3

Select one of the following:

CPT 233	C++ Programming II	3	0	3
CPT 237	Advanced JAVA Programming	3	0	3
CPT 238	Internet Scripting	3	0	3
21 Credits				

COMPUTER TECHNOLOGY CERTIFICATE

Program Description: The Computer Technology certificate program will provide students with the entry level knowledge for entrance into the IT environment and prepare them for advanced studies in computer technology. Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.

Required Certificate Courses

	Lec	Lab	Cr	
CPT 257	Operating Systems	3	0	3
CPT 264	Systems & Procedures	3	0	3
EEM 243	Intro to Computer Servicing	3	0	3
EEM 275	Technical Troubleshooting	3	0	3
IST 163	Intro to Server Networking Configuration	3	0	3
IST 220	Data Communications	3	0	3
IST 225	Internet Communications	3	0	3
21 Credits				

HELP DESK MANAGEMENT CERTIFICATE

Program Description: The Help Desk Management certificate program will prepare students for certification in this field. This training provides the skills needed for support staff to meet the needs and desires of customers. Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.

Required Certificate Courses

	Lec	Lab	Cr	
CPT 267	Technical Support Concepts	3	0	3
CPT 268	Computer End-User Support	3	0	3
CPT 276	CPT Internship	3	0	3
EEM 243	Introduction to Computer Servicing	3	0	3
IST 225	Internet Communications	3	0	3
MGT 101	Principles of Management	3	0	3
IST 226	Internet/Firewall Security	3	0	3
21 Credits				

MICROCOMPUTER PROGRAMMING CERTIFICATE

Program Description: The Microcomputer Programming certificate program provides the student with advanced experience in generating applications using Basic and database software. Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.

Required Certificate Courses

	Lec	Lab	Cr	
CPT 168	Programming Logic and Design	3	0	3
CPT 172	Microcomputer Database	3	0	3
IST 226	Internet Programming	3	0	3

Select one of the following:

CPT 111	Basic Programming I	3	0	3
CPT 186	Visual Basic.net I	3	0	3

Select one of the following:

CPT 232	C++ Programming I	3	0	3
CPT 236	Intro to JAVA Programming	3	0	3

Select one of the following:

CPT 211	Basic Programming II	3	0	3
CPT 286	Visual Basic.net II	3	0	3

Select one of the following:

CPT 242	Database	3	0	3
CPT 272	Advanced Microcomputer Database	3	0	3
21 Credits				

MULTIMEDIA DESIGN CERTIFICATE

Program Description: The Multimedia Design certificate program will provide training for media technicians and those desiring work in the rapidly growing field of interactive media. The flexibility in the design of the computer science program will meet the needs of students with many different interests and backgrounds. The courses will cover the design, development and production of interactive multimedia applications and Web Sites. Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.



Required Certificate Courses			Lec	Lab	Cr
ARV 110	Computer Graphics I		3	0	3
ARV 122	3-Dimensional Design I		3	0	3
ARV 217	Computer Imagery		3	0	3
ARV 226	Digital Video Production		3	0	3
ARV 230	Visual Arts Business Procedures		3	0	3
CGC 110	Electronic Publishing		3	0	3

Select one of the following:

ARV 222	Computer Animation		3	0	3
ARV 228	Web Site Design II		3	0	3

21 Credits

RELATIONAL DATABASE ADMINISTRATOR CERTIFICATE

Program Description: The Relational Database Administrator certificate program will give the student the basic and hands-on training to enter the workforce as a database administrator. The courses cover the fundamentals of relational database administration using Oracle. Prerequisites: CPT 101 or CPT 170, ENG 100 eligibility, and RDG 100 eligibility.

Required Certificate Courses			Lec	Lab	Cr
CPT 240	Internet Programming w/Database		3	0	3
CPT 242	Database		3	0	3
CPT 260	Operating Systems & Web Servers		3	0	3
EEM 275	Technical Troubleshooting		3	0	3
IST 272	Relational Database		3	0	3
IST 274	Database Administration		3	0	3
IST 290	Special Topics in Information Systems		3	0	3

21 Credits

WEBMASTER CERTIFICATE

Program Description: The Webmaster certificate program provides training for web designers and those desiring work in the rapidly growing field of web design. Prerequisites: CPT 101 or CPT 170, ENG 100, and RDG 100 eligibility.

Required Certificate Courses			Lec	Lab	Cr
ARV 227	Web Site Design I		3	0	3
ARV 228	Web Site Design II		3	0	3
CPT 240	Internet Programming w/Databases		3	0	3
CPT 260	Funds of Operating Systems & Web Pages		3	0	3
IST 225	Internet Communications		3	0	3
IST 226	Internet Programming		3	0	3
IST 227	Internet Operations & Management		3	0	3

21 Credits

CRIMINAL JUSTICE TECHNOLOGY

Degree: Associate in Public Service

Major: Criminal Justice Technology

Minimum Credits Required for Graduation: 66

Program Description: The Criminal Justice (CRJ) associate degree program includes courses which provide the student with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

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

Select one of the following:

CRJ 220	Judicial Process		3	0	3
CRJ 236	Criminal Evidence		3	0	3

18 Credits

Required Related Courses

	Lec	Lab	Cr
CRJ 120	Constitutional Law		3
CRJ 145	Juvenile Delinquency		3
CRJ 260	Seminar in Criminal Justice		3

Select one of the following:

CRJ 140	Criminal Justice Report Writing		3	0	3
ENG 160	Technical Communications		3	0	3

Select one of the following:

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

15 Credits

CRJ Related Courses

Additionally, students, with the advice and consent of their advisor, must complete 9 credit hours from the following offerings:

CRJ 102	Introduction to Security		3	0	3
CRJ 135	Correctional Administration		3	0	3
CRJ 150	Interviewing & Counseling		3	0	3
CRJ 202	Criminalistics		3	0	3
CRJ 218	Crisis Intervention		3	0	3
CRJ 222	Ethics in Criminal Justice		3	0	3
CRJ 224	Police-Community Relations		3	0	3
CRJ 230	Criminal Investigation I		3	0	3
CRJ 234	Public Safety Administration		3	0	3
CRJ 238	Industrial and Retail Security		3	0	3
CRJ 240	Correctional Treatment		3	0	3
CRJ 244	Probation, Pardon, & Parole		3	0	3
CRJ 246	Special Problems in Criminal Justice		3	0	3
CRJ 260	Seminar in Criminal Justice		3	0	3

9 Credits

General Education Requirement

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

Select one of the following:

MAT 110	College Algebra		3
MAT 120	Probability & Statistics		3

18 Credits

SAMPLE CURRICULUM - Criminal Justice Technology

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
CRJ 101	Intro to Criminal Justice		3	0	3	CRJ 242	Correctional Systems		3	0	3
CRJ 115	Criminal Law I		3	0	3	SPC 205	Public Speaking		3	0	3
ENG 101	English Composition I		3	0	3	*** **	CRJ Related Course		3	0	3
						*** **	Elective		3	0	3

Select one of the following:

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

Select one of the following:

MAT 110	College Algebra		3	0	3
MAT 120	Probability & Statistics		3	0	3

Credits 15

Select one of the following:

CRJ 140	Criminal Justice Report Writing		3	0	3
ENG 160	Technical Communications		3	0	3

Credits 18

First Year - Spring Semester

	Lec	Lab	Cr
CRJ 125	Criminology		3
CRJ 130	Police Administration		3
CRJ 145	Juvenile Delinquency		3
ENG 102	English Composition II		3
PSY 201	General Psychology		3
*** **	CRJ Related Course		3

Credits 18

Second Year - Spring Semester

	Lec	Lab	Cr
CRJ 120	Constitutional Law		3
CRJ 260	Seminar in Criminal Justice		3
*** **	Humanities Course		3
*** **	CRJ Related Elective		3
*** **	Elective		3

Credits 15



CRIMINAL JUSTICE

Degree: Associate in Public Service
 Major: Criminal Justice Technology - Transfer Career Pathway
 Minimum Credits Required for Graduation: 66-67

Program Description: The Criminal Justice (CRJT) associate degree program (transfer pathway) includes courses which provide the student with a complete survey in the areas of the court system, law enforcement and corrections. Electives are offered in specialty areas such as juveniles and the law, and criminalistics.

Required Major Courses				Lec	Lab	Cr
CRJ 101	Introduction to Criminal Justice	3	0	3		
CRJ 115	Criminal Law I	3	0	3		
CRJ 125	Criminology	3	0	3		
CRJ 130	Police Administration	3	0	3		
CRJ 242	Correctional Systems	3	0	3		
Select one of the following:						
CRJ 220	Judicial Process	3	0	3		
CRJ 236	Criminal Evidence	3	0	3		
18 Credits						

Required Related Courses				Lec	Lab	Cr
CRJ 260	Seminar in Criminal Justice	3	0	3		
Select one of the following:						
CRJ 120	Constitutional Law	3	0	3		
CRJ 145	Juvenile Delinquency	3	0	3		
6 Credits						

Transfer Pathway Courses 15-16 Credits

Students, with the advice and consent of advisor, must complete at least one course from each of the following areas: Computer Technology, Social Science, Government, History, or Science.

Electives 9 Credits

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

SAMPLE CURRICULUM - Criminal Justice Transfer Pathway

First Year - Fall Semester				Second Year - Fall Semester					
Lec	Lab	Cr		Lec	Lab	Cr			
CRJ 101	Intro to Criminal Justice	3	0	3	CRJ 242	Correctional Systems	3	0	3
CRJ 115	Criminal Law I	3	0	3	SPC 205	Public Speaking	3	0	3
ENG 101	English Composition I	3	0	3	*** **	Transfer Pathway Course	3	0	3
*** **	Transfer Pathway Course	3	0	3	*** **	Transfer Pathway Course	3	0	3
					*** **	Elective	3	0	3

Select one of the following:				Select one of the following:					
MAT 110	College Algebra	3	0	3	CRJ 220	Judicial Process	3	0	3
MAT 120	Probability & Statistics	3	0	3	CRJ 236	Criminal Evidence	3	0	3
Credits 15				Credits 18					

First Year - Spring Semester				Second Year - Spring Semester					
Lec	Lab	Cr		Lec	Lab	Cr			
CRJ 125	Criminology	3	0	3	CRJ 260	Seminar in Criminal Justice	3	0	3
CRJ 130	Police Administration	3	0	3	*** **	Humanities Elective	3	0	3
ENG 102	English Composition II	3	0	3	*** **	Transfer Pathway Course	3	0	3
PSY 201	General Psychology	3	0	3	*** **	Transfer Pathway Course	3	0	3
*** **	Transfer Pathway Course	3	0	3					
*** **	Elective	3	0	3					
Credits 18				Credits 15					

Select one of the following:				
CRJ 120	Constitutional Law	3	0	3
CRJ 145	Juvenile Delinquency	3	0	3
Credits 15				

CRIMINAL JUSTICE TECHNOLOGY CERTIFICATES

Certificates: Criminal Justice and Law, Correctional Office Administration, Correctional Training, Law Enforcement Psychology, and Law Enforcement Training.

CRIMINAL JUSTICE AND LAW CERTIFICATE

Program Description: The Criminal Justice and Law certificate program will give students who are undecided between the Criminal Justice and Paralegal Programs, a chance to experience both before making an ultimate decision.

Required Certificate Courses				Lec	Lab	Cr
BUS 121	Business Law	3	0	3		
CRJ 101	Introduction to Criminal Law	3	0	3		
CRJ 120	Constitutional Law	3	0	3		
LEG 135	Introduction to Law & Ethics	3	0	3		
Select one of the following:						
CRJ 115	Criminal Law	3	0	3		
LEG 231	Criminal Law	3	0	3		
Select one of the following:						
CRJ 220	Judicial Process	3	0	3		
CRJ 242	Correctional Systems	3	0	3		
18 Credits						

CORRECTIONAL OFFICE ADMINISTRATION CERTIFICATE

Program Description: The Criminal Justice Technology certificate program prepares workers to fill positions in the administrative offices of federal, state, and local correctional institutions.

Required Certificate Courses				Lec	Lab	Cr
CPT 101	Introduction to Computers	3	0	3		
CRJ 242	Correctional Systems	3	0	3		
OST 101	Keyboarding	2	0	2		
OST 106	Keyboarding Lab	1	0	1		
OST 163	Information Processing	3	0	3		
OST 234	Administrative Office Communications	3	0	3		
OST 251	Office Spreadsheet Applications	3	0	3		
18 Credits						

CORRECTIONAL TRAINING CERTIFICATE

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

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

LAW ENFORCEMENT PSYCHOLOGY CERTIFICATE

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

Required Certificate Courses				Lec	Lab	Cr
CRJ 145	Juvenile Delinquency	3	0	3		
CRJ 218	Crisis Intervention	3	0	3		
PSY 201	General Psychology	3	0	3		
PSY 205	Adolescent Psychology	3	0	3		
PSY 212	Abnormal Psychology	3	0	3		
PSY 225	Social Psychology	3	0	3		
18 Credits						



LAW ENFORCEMENT TRAINING CERTIFICATE

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

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

GENERAL BUSINESS

Degree: Associate in Business

Major: General Business

Minimum Credits Required for Graduation: 69

Program Description: The General Business (GNB) associate degree program is designed to prepare graduates to meet the needs of an ever-changing business environment. Careers in accounting, management, and retailing are possibilities for individuals who successfully complete studies in these fields of business. Students may also choose to emphasize Hospitality, Golf Instruction Management, Law Enforcement/Security Management, or Fire Service Administration. Additional certificates can be obtained in Accounting, E-Commerce, Hospitality Management, Management Development, and Small Business.

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

Required Related Courses		Lec	Lab	Cr
ACC 102	Accounting Principles II	3	0	3
BAF 101	Personal Finance	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 210	E-Commerce in Business	3	0	3
ECO 210	Macroeconomics	3	0	3
MGT 120	Small Business Management	3	0	3
				18 credits

Required Elective Courses		Lec	Lab	Cr
Additionally, students, with the advice and consent of their advisor, must complete 12 semester credit hours from the following offerings:				
ACC 124	Individual Tax Procedures	3	0	3
ACC 150	Payroll Accounting	3	0	3
ACC 230	Cost Accounting I	3	0	3
ACC 240	Computerized Accounting	3	0	3
BAF 201	Principles of Finance	3	0	3
BUS 110	Entrepreneurship	3	0	3
BUS 123	Business Law II	3	0	3
BUS 140	Business Mathematics	3	0	3
BUS 268	Special Projects in Business	3	0	3
CPT 170	Microcomputer Applications	3	0	3
CPT 174	Microcomputer Spreadsheets	3	0	3
CPT 179	Microcomputer Word Processing	3	0	3
ECO 211	Microeconomics	3	0	3
HOS 140	The Hospitality Industry	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 201	Human Resources Management	3	0	3
MGT 270	Managerial Communications	3	0	3
MKT 110	Retailing	3	0	3
MKT 135	Customer Service Techniques	3	0	3
				12 Credits

Electives 6 Credits

General Education Requirements		Lec	Lab	Cr
ENG 101	English Composition I	3	0	3
ENG 102	English Composition II	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
*** **	Humanities Elective	3	0	3
Select one of the following:				
MAT 110	College Algebra	3	0	3
MAT 122	Finite College Math	3	0	3
				18 Credits

SAMPLE CURRICULUM - General Business

First Year - Fall Semester				Second Year - Fall Semester					
	Lec	Lab	Cr		Lec	Lab	Cr		
ACC 101	Accounting Principles I	3	0	3	BAF 101	Personal Finance	3	0	3
BUS 101	Introduction to Business	3	0	3	BUS 210	E-Commerce in Business	3	0	3
ENG 101	English Composition I	3	0	3	MGT 120	Small Business Management	3	0	3
MGT 101	Principles of Management	3	0	3	PSY 201	General Psychology	3	0	3
*** **	General Business Elective	3	0	3	*** **	General Business Elective	3	0	3
				*** **	Elective	3	0	3	
				Credits 18					
Select one of the following:									
MAT 110	College Algebra	3	0	3					
MAT 122	Finite College Math	3	0	3					
				Credits 18					

First Year - Spring Semester				Second Year - Spring Semester					
	Lec	Lab	Cr		Lec	Lab	Cr		
ACC 102	Accounting Principles II	3	0	3	BUS 121	Business Law I	3	0	3
CPT 101	Introduction to Computers	3	0	3	ECO 210	Macroeconomics	3	0	3
ENG 102	English Composition II	3	0	3	SPC 205	Public Speaking	3	0	3
MKT 101	Marketing	3	0	3	*** **	Humanities Elective	3	0	3
*** **	General Business Elective	3	0	3	*** **	General Business Elective	3	0	3
				*** **	Elective	3	0	3	
				Credits 15					
				Credits 18					

GENERAL BUSINESS - CAREER PATHWAY IN FIRE SERVICE ADMINISTRATION

Degree: Associate in Business

Major: General Business

Minimum Credits Required for Graduation: 63

Program Description: The General Business (GNB) associate degree pathway in Fire Service Administration is a special management program designed specifically for individuals who are currently working as a paid or volunteer fire fighter. Students in this program will have the same opportunities as general management students including simulations, research projects, and the development of problem solving, interpersonal and communication skills.

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

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

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

Electives 6 Credits



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

Select one of the following:

MAT 110	College Algebra		3	0	3
MAT 122	Finite College Math		3	0	3

18 Credits

SAMPLE CURRICULUM - General Business-Career Pathway in Fire Service Administration

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BUS 101	Introduction to Business		3	0	3	CPT 101	Introduction to Computers		3	0	3
ENG 101	English Composition I		3	0	3	MGT 101	Principles of Management		3	0	3
*** **	Fire Service Elective		3	0	3	PSY 201	General Psychology		3	0	3
*** **	Humanities Elective		3	0	3	*** **	Fire Service Elective		3	0	3
						*** **	Fire Service Elective		3	0	3

Credits 15

Select one of the following:

MAT 110	College Algebra		3	0	3
MAT 122	Finite College Math		3	0	3

Credits 15

First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
ACC 101	Accounting Principles I		3	0	3	BUS 121	Business Law I		3	0	3
ENG 102	English Composition II		3	0	3	ECO 210	Macroeconomics		3	0	3
MGT 150	Fundamentals of Supervision		3	0	3	SPC 205	Public Speaking		3	0	3
MKT 101	Marketing		3	0	3	*** **	Elective		3	0	3
*** **	Fire Service Elective		3	0	3	*** **	Elective		3	0	3
*** **	Fire Service Elective		3	0	3						

Credits 18

GENERAL BUSINESS - CAREER PATHWAY IN GOLF INSTRUCTION & MANAGEMENT

Degree: Associate in Business

Major: General Business

Minimum Credits Required for Graduation: 66

Program Description: The General Business (GNB) associate degree career pathway in Golf Instruction and Management is a special program designed specifically with the International Junior Golf Academy related to the management and operation of a golf course or golf pro shop. (Students must be concurrently enrolled with the International Golf Academy.)

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

15 Credits

Required Related Courses			Lec	Lab	Cr
BAF 101	Personal Finance		3	0	3
BUS 268	Special Projects in Business		3	0	3
ECO 210	Macroeconomics		3	0	3
MGT 120	Small Business Management		3	0	3
MKT 135	Customer Service Techniques		3	0	3
PRM 162	Golf Tournament Operations		3	0	3

18 Credits

Professional Golf Instruction & Management Courses			Lec	Lab	Cr
PRM 161	Rules of Golf		3	0	3
PRM 163	Techniques of Golf Instruction		3	0	3
PRM 164	Fundamentals of Golf Instruction & Fitness		3	0	3
PRM 165	Private Golf Instruction		3	0	3
PRM 166	Group Golf Instruction		3	0	4

15 Credits

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

Select one of the following:

MAT 120	Probability & Statistics		3	0	3
MAT 110	College Algebra		3	0	3

18 Credits

SAMPLE CURRICULUM - General Business-Career Pathway in Golf Instruction & Management

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BUS 101	Introduction to Business		3	0	3	ECO 210	Macroeconomics		3	0	3
CPT 101	Introduction to Computers		3	0	3	MGT 120	Small Business Management		3	0	3
ENG 101	English Composition I		3	0	3	MKT 135	Customer Service Technology		3	0	3
PRM 161	Rules of Golf		3	0	3	PRM 164	Fund of Golf Instruction & Fitness		3	0	3
PRM 162	Golf Tournament Operations		3	0	3	SPC 205	Public Speaking		3	0	3

Credits 18

Select one of the following:

MAT 110	College Algebra		3	0	3
MAT 120	Probability & Stats		3	0	3

Credits 18

First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
ACC 101	Accounting Principles I		3	0	3	BAF 101	Personal Finance		3	0	3
ENG 102	English Composition II		3	0	3	BUS 121	Business Law		3	0	3
MGT 101	Principles of Management		3	0	3	BUS 268	Special Projects in Business		3	0	3
MKT 101	Marketing		3	0	3	PRM 165	Private Golf Instruction		3	0	3
PSY 201	General Psychology		3	0	3	PRM 166	Group Golf Instruction		3	0	3
PRM 163	Technology of Golf Instruction		3	0	3						

Credits 18

GENERAL BUSINESS - CAREER PATHWAY IN HOSPITALITY/TOURISM MANAGEMENT

Degree: Associate in Business

Major: General Business

Minimum Credits Required for Graduation: 66

Program Description: The General Business (GNB) associate degree program (Hospitality/Tourism Management Career pathway) is comprised of studies in the areas of hotel management, food service management, guest relations, hospitality law, marketing, and human resource development. Students are prepared for entry level jobs and those with experience can expect to fill supervisory positions.

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

15 Credits

Hospitality/Tourism Management Electives

Students, with the advice and consent of their advisor, must complete 27 semester credit hours from the following elective coursework:

BUS 101	Introduction to Business		3	0	3
CPT 174	Microcomputer Spreadsheets		3	0	3
HOS 140	The Hospitality Industry		3	0	3
HOS 141	Resort Development & Management		3	0	3
HOS 150	Hotel Management		3	0	3
HOS 255	Food Service Management		3	0	3
HOS 258	Convention Management		3	0	3
HOS 266	Destination Tour Management		3	0	3
MGT 120	Small Business Management		3	0	3
MGT 150	Fundamentals of Supervision		3	0	3
MGT 270	Managerial Communications		3	0	3
MKT 135	Customer Service Techniques		3	0	3

27 Credits

Electives

6 Credits



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

Select one of the following:

MAT 122	Finite College Math		3	0	3
MAT 110	College Algebra		3	0	3

18 Credits

SAMPLE CURRICULUM - General Business-Career Pathway in Hospitality/Tourism Management

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
ACC 101	Accounting Principles I		3	0	3	PSY 201	General Psychology		3	0	3
ENG 101	English Composition I		3	0	3	*** **	Hosp/Tour Mgt. Elective		3	0	3
MGT 101	Principles of Management		3	0	3	*** **	Hosp/Tour Mgt. Elective		3	0	3
*** **	Hosp/Tourism Mgt. Elective		3	0	3	*** **	Hosp/Tour Mgt. Elective		3	0	3
*** **	Hosp/Tourism Mgt. Elective		3	0	3	*** **	Elective		3	0	3

Credits 15

Select one of the following:

MAT 122	Finite College Math		3	0	3
MAT 110	College Algebra		3	0	3

Credits 18

First Year - Spring Semester			Lec	Lab	Cr	Second Year - Spring Semester			Lec	Lab	Cr
CPT 101	Introduction to Computers		3	0	3	BUS 121	Business Law I		3	0	3
ENG 102	English Composition II		3	0	3	SPC 205	Public Speaking		3	0	3
MKT 101	Marketing		3	0	3	*** **	Hosp/Tour Mgt. Elective		3	0	3
*** **	Hosp/Tourism Mgt. Elective		3	0	3	*** **	Hosp/Tour Mgt. Elective		3	0	3
*** **	Humanities Elective		3	0	3	*** **	Elective		3	0	3

Credits 15

Credits 18

GENERAL BUSINESS – CAREER PATHWAY IN LAW ENFORCEMENT/ SECURITY MANAGEMENT

Certificates: Accounting, E-Commerce, Hospitality Management, Management Development, and Small Business.

Degree: Associate in Business

Major: General Business

Minimum Credits Required for Graduation: 69

Program Description: The General Business (GNB) associate degree pathway in Law Enforcement/Security Management is designed to encourage interest in the community for advancement in the growing Law Enforcement and Security areas of interest. Additional certificates can be obtained in Accounting, E-Commerce, Hospitality Management, Management Development, and Small Business.

Required Major Courses			Lec	Lab	Cr
ACC 101	Accounting Principles I		3	0	3
BUS 101	Introduction to Business		3	0	3
BUS 121	Business Law I		3	0	3
CPT 170	Microcomputer Applications		3	0	3
MGT 101	Principles of Management		3	0	3

15 Credits

Required Related Courses			Lec	Lab	Cr
BAF 101	Personal Finance		3	0	3
CRJ 224	Police-Community Relations		3	0	3
ECO 210	Macroeconomics		3	0	3
PSY 225	Social Psychology		3	0	3

Select one of the following:

CRJ 216	Police Supervision		3	0	3
MGT 201	Human Resource Management		3	0	3

15 Credits

Criminal Justice Required Courses*			Lec	Lab	Cr
CRJ 101	Introduction to Criminal Justice		3	0	3
CRJ 120	Constitutional Law		3	0	3
CRJ 125	Criminology		3	0	3
CRJ 242	Correctional Systems		3	0	3
LEG 231	Criminal Law		3	0	3

15 Credits

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



General Education Requirements			Lec	Lab	Cr
ENG 101	English Composition I		3	0	3
PSY 201	General Psychology		3	0	3
SPC 205	Public Speaking		3	0	3
MAT 120	Probability & Statistics		3	0	3

Select one of the following:

CRJ 140	Criminal Justice Report Writing		3	0	3
ENG 260	Advanced Technical Communications		3	0	3

Select one of the following:

PHI Ethics			3	0	3
PHI Contemporary Moral Issues			3	0	3

18 Credits

SAMPLE CURRICULUM - General Business – Career Pathway in Law Enforcement/Security Management

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
BUS 101	Introduction to Business		3	0	3	CRJ 120	Constitutional Law		3	0	3
BUS 121	Business Law I		3	0	3	CRJ 125	Criminology		3	0	3
ENG 101	English Composition I		3	0	3	ECO 210	Macroeconomics		3	0	3
MAT 120	Probability & Statistics		3	0	3	PSY 201	General Psychology		3	0	3
MGT 120	Principles of Management		3	0	3						
CRJ 101	Intro to Criminal Justice		3	0	3						

Credits 18

First Year - Spring Semester

BAF 101	Personal Finance		3	0	3
CRJ 224	Police-Community Relations		3	0	3
CPT 170	Microcomputer Applications		3	0	3
LEG 231	Criminal Law		3	0	3

Select one of the following:

CRJ 140	Criminal Justice Report Writing		3	0	3
ENG 260	Advanced Technical Communications		3	0	3

Credits 15

Select one of the following:

PHI 110	Ethics		3	0	3
PHI 115	Contemporary Moral Issues		3	0	3

Credits 15

Second Year - Spring Semester

ACC 101	Accounting Principles I		3	0	3
CRJ 242	Correctional Systems		3	0	3
PSY 225	Social Psychology		3	0	3
SPC 205	Public Speaking		3	0	3

Select one of the following:

CRJ 216	Police Supervision		3	0	3
MGT 201	Human Resources Management		3	0	3

Credits 15

GENERAL BUSINESS CERTIFICATES

Certificates: Accounting, E-Commerce, Hospitality Management, Management Development, and Small Business.

ACCOUNTING CERTIFICATE

Program Description: The Accounting certificate program is designed to prepare the student for entry-level employment in the field of accounting/bookkeeping. Emphasis will be placed on the development of accounting skills and the practical application of those skills.

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

21 Credits

E-COMMERCE CERTIFICATE

Program Description: The E-Commerce certificate program provides skills to participate and succeed in the changing marketplace of the 21st Century. The program builds a foundation in the basics of business, combines internet and web design knowledge, and is capped with an overview of conducting business in the E-Commerce environment.

Required Certificate Courses			Lec	Lab	Cr
ACC 101	Accounting Principles I		3	0	3
BUS 210	Introduction to E-Commerce in Business		3	0	3
CPT 101	Introduction to Computers		3	0	3
IST 104	Introduction to Internet		1	0	1
IST 106	Web Site & Home Pages		1	0	1
IST 225	Internet Communications		3	0	3
MGT 120	Small Business Management		3	0	3
MKT 101	Marketing		3	0	3

20 Credits

HOSPITALITY MANAGEMENT CERTIFICATE

Program Description: The Hospitality Management certificate program will provide an opportunity for experienced hospitality industry personnel to develop or upgrade their management skills and to increase opportunities for promotion in the industry.

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

MANAGEMENT DEVELOPMENT CERTIFICATE

Program Description: The Management Development certificate program provides the tools for present and emerging managers in the areas of human resource management and problem solving.

Required Certificate Courses		Lec	Lab	Cr
BAF 101	Personal Finance	3	0	3
BUS 101	Introduction to Business	3	0	3
MGT 101	Principles of Management	3	0	3
MGT 120	Small Business Management	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 270	Managerial Communications	3	0	3
MKT 101	Marketing	3	0	3
				21 Credits

SMALL BUSINESS CERTIFICATE

Program Description: The Small Business certificate program provides the tools for present and emerging managers in the areas of human resource management and problem solving.

Required Certificate Courses		Lec	Lab	Cr
ACC 101	Accounting Principles I	3	0	3
BUS 101	Introduction to Business	3	0	3
BUS 121	Business Law I	3	0	3
MGT 101	Principles of Management	3	0	3
MGT 120	Small Business Management	3	0	3
MGT 150	Fundamentals of Supervision	3	0	3
MGT 270	Managerial Communications	3	0	3
MKT 101	Marketing	3	0	3
				24 Credits

OFFICE SYSTEMS TECHNOLOGY

Degree: Associate in Business

Major: Office Systems Technology

Minimum Credits Required for Graduation: 69

Program Description: The Office Systems Technology (OST) associate degree program prepares graduates to be administrative assistants in today's modern offices. Students gain proficiency in keyboarding, word processing, machine transcription, accounting, office procedures, and business communications to include presentation graphics, desktop publishing and spreadsheets. Students master office skills required by business, industry and the legal and medical professions. Practical applications serve to broaden career options and advancement opportunities.

Required Major Courses		Lec	Lab	Cr
OST 105	Keyboarding	3	0	3
OST 110	Document Formatting	3	0	3
OST 137	Office Accounting	3	0	3
OST 163	Information Processing	3	0	3
OST 210	Document Production	3	0	3
OST 261	Office Spreadsheet Application	3	0	3
				18 Credits

Required Related Courses		Lec	Lab	Cr
BUS 121	Business Law I	3	0	3
CPT 170	Microcomputer Applications	3	0	3
OST 121	Machine Transcription	3	0	3
OST 138	Office Accounting Applications	3	0	3
OST 161	Information Management	3	0	3
OST 254	Office Simulation	3	0	3
OST 265	Office Desktop Publishing	3	0	3
				21 Credits

Required Elective Courses

Students with the advice and consent of their advisor must complete 15 semester hours from the following:

	Lec	Lab	Cr	
AHS 102	Medical Terminology	3	0	3
LEG 135	Introduction to Law and Ethics	3	0	3
OST 115	Medical Terminology	3	0	3
OST 122	Medical Machine Transcription	3	0	3
OST 125	Medical Office Systems Technology	3	0	3
OST 180	Customer Service	3	0	3
OST 234	Administrative Office Communication	3	0	3
OST 255	OST Senior Practicum	3	0	3
OST 263	Office Database Applications	3	0	3
				15 Credits

General Education Requirements

	Lec	Lab	Cr	
ENG 101	English Composition I	3	0	3
MAT 160	Math for Business & Finance	3	0	3
PSY 201	General Psychology	3	0	3
SPC 205	Public Speaking	3	0	3
*** **	Humanities Elective	3	0	3

Select one of the following:

ENG 102	English Composition II	3	0	3
ENG 160	Technical Communications	3	0	3
				18 Credits

SAMPLE CURRICULUM - Office Systems Technology

First Year - Fall Semester				Lec	Lab	Cr	Second Year - Fall Semester				Lec	Lab	Cr
CPT 170	Microcomputer Applications	3	0	3	OST 121	Machine Transcription	3	0	3				
ENG 101	English Composition	3	0	3	OST 161	Information Management	3	0	3				
MAT 160	Math for Business & Finance	3	0	3	*** **	OST Elective	3	0	3				
OST 105	Keyboarding	3	0	3	*** **	Humanities Course	3	0	3				
OST 137	Office Accounting	3	0	3									
				Credits 18									
						Select one of the following:							
						ENG 102	English Composition II	3	0	3			
						ENG 160	Technical Communications	3	0	3			
										Credits 15			
First Year - Spring Semester				Lec	Lab	Cr	Second Year - Spring Semester				Lec	Lab	Cr
OST 110	Document Formatting	3	0	3	OST 121	Business Law I	3	0	3				
OST 138	Office Accounting Applications	3	0	3	OST 161	Information Management	3	0	3				
OST 163	Information Processing	3	0	3	OST 210	Document Production	3	0	3				
PSY 201	General Psychology	3	0	3	OST 254	Office Simulation	3	0	3				
SPC 205	Public Speaking	3	0	3	OST 265	Office Desktop Publishing	3	0	3				
*** **	OST Elective	3	0	3	*** **	OST Elective	3	0	3				
				Credits 18						Credits 18			

OFFICE SYSTEMS TECHNOLOGY

Diploma: Business

Major: Automated Office Assistant

Minimum Credits Required for Graduation: 45

Program Description: The Automated Office Assistant diploma program gives students instruction in keyboarding, bookkeeping, word processing and general education courses. This prepares the student to assist in performing clerical duties necessary in the modern business office. Graduates are trained to perform a variety of office functions which qualify them for entry-level positions in business and industry.

Required Major Courses		Lec	Lab	Cr
OST 105	Keyboarding	3	0	3
OST 110	Document Formatting	3	0	3
OST 137	Office Accounting	3	0	3
OST 163	Information Processing	3	0	3
OST 261	Office Spreadsheet Applications	3	0	3
				15 Credits

Required Related Courses		Lec	Lab	Cr
BUS 101	Introduction to Business	3	0	3
CPT 170	Microcomputer Applications	3	0	3
OST 121	Machine Transcription	3	0	3
OST 161	Information Management	3	0	3
OST 234	Administrative Office Communication	3	0	3
				15 Credits



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

	Lec	Lab	Cr
AHS 102 Medical Office Terminology	3	0	3
OST 115 Medical Terminology	3	0	3
OST 125 Advanced Medical Office Terminology	3	0	3
OST 210 Document Production	3	0	3
3 Credits			

General Education Requirements			
	Lec	Lab	Cr
BUS 140 Business Mathematics	3	0	3
PSY 201 General Psychology	3	0	3
*** ** Elective	3	0	3

Select one of the following:

ENG 101 English Composition I	3	0	3
ENG 150 Basic Communication	3	0	3

Select one of the following:

BUS 140 Business Mathematics	3	0	3
MAT 160 Math for Business & Finance	3	0	3
12 Credits			

SAMPLE CURRICULUM - Automated Office Assistant

First Year - Fall Semester			
	Lec	Lab	Cr
CPT 170 Microcomputer Applications	3	0	3
OST 105 Keyboarding	3	0	3
OST 137 Office Accounting	3	0	3
OST 161 Information Management	3	0	3
PSY 201 General Psychology	3	0	3
*** ** AOA Elective	3	0	3
Credits 18			

First Year - Spring Semester			
	Lec	Lab	Cr
OST 110 Document Formatting	3	0	3
OST 163 Information Processing	3	0	3
OST 234 Admin. Office Comms.	3	0	3
OST 261 Office Spreadsheet Application	3	0	3

Select one of the following:

ENG 101 English Composition I	3	0	3
ENG 150 Basic Communication	3	0	3
Credits 15			

First Year - Summer Semester			
	Lec	Lab	Cr
BUS 101 Intro to Business	3	0	3
OST 121 Machine Transcription	3	0	3
*** ** Elective	3	0	3

Select one of the following:

BUS 140 Business Mathematics	3	0	3
MAT 160 Math for Bus & Finance	3	0	3

OFFICE SYSTEMS TECHNOLOGY CERTIFICATES

Certificates: Medical Office Assistant, Office Applications for Business & Industry, and Word Processing.

MEDICAL OFFICE ASSISTANT CERTIFICATE

Program Description: The Medical Office Assistant certificate program prepares the student for the new technology in today's modern medical office. The student will upgrade skills in keyboarding, communication, receptionist tasks, billing procedures, office automation, basic bookkeeping, medical law and ethics, medical terminology, machine transcription and word processing.

Required Certificate Courses			
	Lec	Lab	Cr
AHS 205 Ethics/Law in Allied Health	3	0	3
ENG 101 English Composition I	3	0	3
MED 107 Medical Office Management	4	0	4
OST 110 Document Formatting	3	0	3
OST 122 Medical Machine Transcription	3	0	3
OST 163 Information Processing	3	0	3
PSY 201 General Psychology	3	0	3

Select one of the following:

BUS 140 Business Mathematics	3	0	3
MAT 160 Math for Business & Finance	3	0	3
28 Credits			

Select one of the following:

AHS 102 Medical Terminology	3	0	3
OST 115 Medical Office Terminology	3	0	3
OST 125 Advanced Medical Terminology	3	0	3

OFFICE APPLICATIONS FOR BUSINESS AND INDUSTRY CERTIFICATE

Program Description: The Office Applications for Business and Industry certificate program will give student the hands-on-training needed to develop skills in office applications. It also provides an opportunity to become proficient in keyboarding. Classroom studies covering the development of the computer, processing, input/output, a variety of software programs and other computer terminology will help the student in making applications in many different office situations.

Required Certificate Courses			
	Lec	Lab	Cr
ARV 227 Website Design I	3	0	3
CPT 170 Microcomputer Applications**	3	0	3
IST 281 Presentation Graphics	3	0	3
OST 163 Information Processing	3	0	3
OST 261 Office Spreadsheet Application	3	0	3
OST 263 Office Database Applications*	3	0	3
OST 265 Office Desktop Publishing	3	0	3
21 Credits			

* CPT 172 Microcomputer Database can be substituted for OST 263.

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

WORD PROCESSING CERTIFICATE

Program Description: The Word Processing certificate program prepares students for new technology in today's modern office. The student will upgrade skills in keyboarding, machine transcription, and word processing concepts. The curriculum is designed to prepare students to apply word processing skills using up-to-date software packages in different business situations. This certificate is limited to individuals who have been out of school and/or work for a minimum of 2-3 years and wish to upgrade their skills.

Required Certificate Courses			
	Lec	Lab	Cr
OST 106 Keyboarding Lab	1	0	1
OST 110 Document Formatting	3	0	3
OST 121 Machine Transcription	3	0	3
OST 141 Office Procedures I	3	0	3
OST 163 Information Processing	3	0	3
OST 210 Document Production	3	0	3
OST 234 Administrative Office Communications	3	0	3
OST 265 Office Desktop Publishing	3	0	3
22 Credits			

PARALEGAL (Approved by the American Bar Association)

Degree: Associate in Public Service

Major: Paralegal

Minimum Credits Required for Graduation: 69

Program Description: The Paralegal (PARA) associate degree program, subject to the guidelines of the American Bar Association (ABA) is designed to train individuals whose function is to relieve the lawyer of routine matters and to assist in the conduct of more complicated and difficult legal matters. A graduate of the Paralegal Program, working directly under the supervision of a practicing attorney, should be able to:

- Apply knowledge of the law and legal procedures in drafting legal documents and papers;
- Exercise judgment, work independently, and meet deadlines with respect to assigned tasks;
- Prepare and/or summarize a variety of legal documents and pleadings for review by attorneys;
- Select and compile technical and factual information, including legal research to be used in the assigned legal matter;
- Conduct client and witness interviews and investigations utilizing the information from the above activities;
- Analyze procedural problems and recommend appropriate courses of action and legal solutions;
- Practice and maintain the ethical and legal responsibilities of a legal assistant.

Required Major Courses			
	Lec	Lab	Cr
BUS 121 Business Law I	3	0	3
LEG 120 Torts	3	0	3
LEG 135 Introduction to Law and Ethics	3	0	3
LEG 213 Family Law	3	0	3
LEG 214 Property Law	3	0	3
LEG 233 Wills, Trusts & Probate	3	0	3
18 credits			



Required	Related Courses	Lec	Lab	Cr
CPT 101	Introduction to Computers	3	0	3
LEG 132	Legal Bibliography	3	0	3
LEG 201	Civil Litigation	3	0	3
LEG 231	Criminal Law	3	0	3
LEG 242	Law Practice Workshop	3	0	3
LEG 244	Special Projects for Paralegals	3	0	3
CPT 170	Microcomputer Applications	3	0	3

Select one of the following:

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

Select one of the following:

OST 163	Information Processing	3	0	3
CPT 179	Microcomputer Word Processing	3	0	3

27 Credits

Required Elective Course

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

	Lec	Lab	Cr	
ACC 101	Accounting Principles I	3	0	3
BAF 101	Personal Finance	3	0	3
ECO 210	Macroeconomics	3	0	3
ECO 211	Microeconomics	3	0	3
MGT 101	Principals of Management	3	0	3

3 Credits

General Education Requirements

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

Select one of the following:

MAT 110	College Algebra	3	0	3
MAT 120	Probability & Statistics	3	0	3

18 Credits

Elective

3 Credits

Course Prerequisites

- LEG 120 Torts—ENG 101 and LEG 135, or approval*
- LEG 132 Legal Bibliography—ENG 101, LEG 120, LEG 213, LEG 214, and LEG 233 or approval*
- LEG 135 Introduction to Law and Ethics—ENG 100 or approval*
- LEG 201 Civil Litigation—ENG 101 and LEG 135 or approval*
- LEG 213 Family Law—ENG 101 and LEG 135 or approval*
- LEG 214 Property Law—ENG 101 and LEG 135 or approval*
- LEG 231 Criminal Law—ENG 101 and LEG 135 or approval*
- LEG 233 Wills, Trusts, & Probate—ENG 101 and LEG 135 or approval*
- LEG 234 Title Exam Procedures I—ENG 101 and LEG 135 or approval*
- LEG 242 Law Practice Workshop or approval*—LEG 120, LEG 213, LEG 214, and LEG 233
- LEG 244 Special Projects for Paralegals—LEG 120, LEG 213, LEG 214, and LEG 233 or approval*

* All prerequisites must be satisfied prior to enrollment in course. Request for a waiver of prerequisite must be made in writing and will only be granted in extraordinary circumstances. Waiver must be approved by instructor and program director.

SAMPLE CURRICULUM - Paralegal

First Year - Fall Semester				Second Year - Fall Semester					
	Lec	Lab	Cr	Lec	Lab	Cr			
BUS 121	Business Law I	3	0	3	LEG 132	Legal Bibliography	3	0	3
CPT 101	Introduction to Computers	3	0	3	LEG 233	Wills, Trusts & Probate	3	0	3
ENG 101	English Composition I	3	0	3	LEG 242	Law Practice Workshop	3	0	3
LEG 135	Intro to Law & Ethics	3	0	3	SPC 205	Public Speaking	3	0	3

Credits 12

Select one of the following:

MAT 110	College Algebra	3	0	3
MAT 120	Probability & Statistics	3	0	3

Credits 15

First Year - Spring Semester			Lec	Lab	Cr
ENG 102	English Composition II	3	0	3	
LEG 120	Torts	3	0	3	
LEG 201	Civil Litigation	3	0	3	
LEG 213	Family Law	3	0	3	
*** **	Humanities Elective	3	0	3	

Credits 15

First Year - Summer Semester			Lec	Lab	Cr
LEG 214	Property Law	3	0	3	
*** **	Elective	3	0	3	
*** **	Elective	3	0	3	

Select one of the following:

OST 163	Info Processing	3	0	3
CPT 179	Micro Word Processing	3	0	3

Credits 12

**PARALEGAL CERTIFICATE
Paralegal Specialist Certificate**

Program Description: The Paralegal Specialist certificate program is designed to prepare the student who has existing law office skills for career advancement. Study is focused on general information about court systems and the functions of a paralegal with emphasis on the practical performance of paralegal duties.

Additional Admission Requirements: An academic associate's or higher degree in a related field.

Required Certificate Courses	Lec	Lab	Cr
LEG 120 Torts	3	0	3
LEG 132 Legal Bibliography	3	0	3
LEG 135 Introduction to Law & Ethics	3	0	3
LEG 201 Civil Litigation	3	0	3
LEG 213 Family Law	3	0	3
LEG 214 Property Law	3	0	3
LEG 231 Criminal Law	3	0	3
LEG 233 Wills, Trusts & Probate	3	0	3
LEG 242 Law Practice Workshop	3	0	3

Select one of the following:

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

30 Credits

HEALTH SCIENCES DIVISION

Allied Health

- Pre-Allied Health Studies Certificate

Radiologic Technology

- Radiologic Technology Degree

Massage Therapy

- Massage Therapy Certificate

Surgical Technology

- Surgical Technology Diploma

Nursing

- Associate Degree Nursing (ADN) Degree
- Practical Nursing (PN) Diploma

HEALTH SCIENCES PROGRAMS

TCL offers a growing selection of quality programs of study in the health sciences. In each curriculum, the program of study includes general education and health science courses. Each health science course builds on the previous course; therefore, health science courses must be taken in sequence. Contact a health science advisor for further information or visit our web page at www.tcl.edu for more about health sciences.

ADMISSION POLICIES AND PROCEDURES

I. GENERAL COLLEGE ADMISSION REQUIREMENTS See page 12.



II. HEALTH SCIENCES PROGRAM ACCEPTANCE REQUIREMENTS

Admission into the college and completion of the application process does not guarantee acceptance into a health science program. Applicants are encouraged to meet regularly with health science advisors. There are policies and procedures applicable to the Health Science Programs in addition to those listed in the catalog. Students applying to the health science programs must complete the following prior to consideration for admission.

- A. Official high school or GED transcripts must be in Student Records with a copy in student folder in Division of Health Sciences office. (Certification of attendance is not acceptable)
- B. Establish readiness for program of study as follows:
 1. COMPASS scores indicate eligible for ENG 101, PSY 201. MAT 100 must be completed prior to entry into any health science program (exception Massage Therapy Certificate Program). Students may be required to take the compass math test.
 2. Evaluation of college transcripts by health sciences advisor
- C. Students who are actively taking courses at USC Beaufort or Salkehatchie must have unofficial transcripts in their Division of Health Sciences folder within one week of the grade posting each semester. It is the student's responsibility to provide these transcripts to the appropriate advisor. Students are not permitted to register and progress in the program without these transcripts on file in the Division of Health Sciences. (All official transcripts are required prior to pre-registration for the final semester.)
- D. Applicants must:
 1. Complete the Health Science Program Application Checklist (this checklist addresses items listed in section III).
 2. Obtain the Health Science Program Application from the health science advisor.
 3. Complete the application, sign the Statement of Understanding and submit no earlier than 12 months prior to desired semester of entry and by the published deadline (January 15 of the year the student is to be considered for fall entry, October 15 of the year the student is to be considered for spring entry).
 - a. Applications received after the published deadline may be given consideration as a late applicant on a space availability basis, using the criteria for acceptance.
 - b. Completed application portfolios include all official transcripts (i.e. high school or GED and college), documented completion of program admission requirements, Health Science Program application, Statement of Understanding and Entrance Test scores (see health sciences advisor for required scores).
 4. Obtain criminal background check.

III. FOR APPLICANTS WHO MEET THE ADMISSION CRITERIA, ACCEPTANCE DECISIONS ARE BASED ON THE FOLLOWING:

- A. College GPA - minimum of 2.0 based on all previous college courses taken within the past seven years or equivalent GPA of 2.0 for high school student graduating in June of application year.
- B. Any required courses taken prior to acceptance into a Health Science Program must be completed with a "C" or better. Students with a history of any two failures of required courses must meet with a health science advisor.
- C. Biophysical science course credits and mathematics course credits must be earned within seven years of admission to any health science program.
- D. Completion of Health Science Program Application and signed Statement of Understanding.
- E. Acceptable Entrance Test scores (NET) (see health science advisor) (not applicable for Massage Therapy Program). Applicants who score less than the required level may only retake the Entrance Test twice in a 12 month period. The second testing must be a different version (see Health Science Advisor).
- F. Date of application.
- G. Space availability.
- H. Residency, with first preference to residents of Beaufort, Hampton, Jasper, and Colleton counties, second preference to residents of other South Carolina counties, and finally to applicants from other states.
- I. In the event of the entering class being fully subscribed on the application deadline date, qualified applicants will be rank ordered for admission based on the median of all available reading and composite scores on the entrance exam (NET) within the past three years (not applicable for Massage Therapy Program).
- J. Recommendation when applicable.
- K. First time applicants.

Admission to the Health Sciences Programs

Health Science faculty is a limited resource in South Carolina. Clinical placements are limited by the size of local facilities and by regulations from accrediting institutions regarding numbers of students and instructor-student ratios. These restrictions necessitate admitting students who have the highest probability of success in order to wisely use our limited resources. In accordance with the TCL mission of meeting community workforce needs and offering access to higher education, the faculty has set a priority on Health Sciences applicant acceptances. For those students meeting admission criteria, preference is given to first time applicants. Students are not eligible for admission to the Health Sciences programs if they have ever failed any two in program courses. This includes any major/core courses from other programs as well as failures at TCL. Student petitions will be considered if space is available.

NOTE: Students unsuccessful in a health science program course are academically withdrawn from the respective program.

Re-entry into Health Science Programs

Students are eligible for re-entry into a specific health science program one time only* and will be considered on space availability and by student petition.

- *1 An exception for extenuating circumstances may be considered on a space available basis by student petition. Students who previously withdrew from a health sciences program for non-academic reasons will be given preference for re-entry.

- *2 In the nursing program, students who have a second failure that occurs in Level Three, may petition for re-entry to complete Level Two courses only.

IV. STUDENTS ACCEPTED INTO A HEALTH SCIENCES PROGRAM

- A. Students must have a Division of Health Sciences health examination form completed, along with required immunizations/testing prior to beginning clinical courses.
- B. Students enrolled in health science programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences. Failure to maintain coverage will result in withdrawal from program.
- C. Current CPR verification is required prior to the first day of class. A list of acceptable courses is available from the Division of Health Sciences. CPR must be renewed annually regardless of card expiration dates.
- D. Students who have had previous employment in a health related field may have references requested. An authorization for release of information will be required.
- E. Applicants must be able and eligible to attend clinical rotations at sites the college utilizes for clinical practice. These sites are located within a 60-mile radius of the Beaufort campus in Beaufort, Colleton, and Hampton, Jasper counties in South Carolina and in Savannah, Georgia. Any clinical facility utilized by the TCL program has the authority to deny a student the privilege of rotating through their facility. Rejection of a student by a clinical facility may result in elimination of the student from the program.
- F. Student responsibilities for registration
 1. Students are responsible for seeking academic advisement with their health science advisor prior to registering each semester.
 2. Completion of all required courses in a health science curriculum is ultimately the student's responsibility. Failure to complete pre/co requisites in the required semester will result in administrative withdrawal of the student from the program. Please see Student Handbook for designated program for further information about progression and re-admission.

V. OTHER CRITERIA SPECIFIC TO HEALTH SCIENCE PROGRAMS

- A. Healthcare providers are a part of a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. A student must possess a functional level capable of performing the duties required related to the designated healthcare field. Essential eligibility requirements for participation in a designated health science program are identified in the specific discipline's Core Performance Standards. Potential students are provided copies of the Core Performance Standards upon request.
- B. Conviction of any crime (other than a minor traffic violation) may make the applicant ineligible to apply for certification/registry/licensure examinations. Criminal conviction or pending criminal charges of any of the following will likely make the applicant ineligible to apply for certification/registry/licensure:
 1. Crimes of violence (e.g., murder, manslaughter, criminal sexual assault, crimes involving the use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill).
 2. Crimes involving the distribution of illegal drugs.
 3. Crimes that involve Moral Turpitude (excluding fraudulent checks and shoplifting). It is the responsibility of the applicant to contact, as appropriate the applicable agency for clarification or advisement.
- C. Progression Criteria: All courses required within a program model must be completed in sequence with a grade of "C" or better.

VI. TRANSFER CANDIDATES

Students seeking advanced placement through transfer of courses must

1. Have acceptable courses, i.e., course content and credit equality as determined by the Admissions, Progression, and Graduation Committee. Health Science courses be completed within three years of entry date into the Health Science program of study.
2. Meet all other program admission requirements, including acceptable scores on the entrance test.
3. Be considered on a space availability basis.
4. Have a letter of recommendation from the director of the previous school attended within the last three years.
5. Complete at least 25% of degree/diploma credits at TCL in order to graduate from TCL.

VII. ALLOCATION OF CREDITS

The unit of measurement for course credits is the semester hour. Credits are based on classroom, on-campus laboratory, and clinical hours. A semester is 15 weeks of class and one week of examinations.

- A. Classroom credits: One credit is awarded for each 50-minute class hour per week.
- B. Laboratory/clinical credits: One credit is awarded for three, 60 minute laboratory/clinical hours per week.

ALLIED HEALTH

Certificate: Pre-Allied Health Studies

PRE-ALLIED HEALTH STUDIES CERTIFICATE

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



Required Certificate Courses			
	Lec	Lab	Cr
AHS 102 Medical Terminology	3	0	3
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
Select one of the following:			
BIO 112 Basic Anatomy & Physiology	4	0	4
BIO 210 Anatomy & Physiology I	2.5	3	4
Select one of the following:			
CPT 101 Introduction to Computers	3	0	3
CPT 170 Microcomputer Applications	3	0	3
16 Credits			

MASSAGE THERAPY

Degree: Certificate in Health Sciences
Major: Massage Therapy
Minimum Credits for Graduation: 31

Program Description: The Massage Therapy program prepares students for entry-level positions as professional massage therapists and the graduate is eligible to take the National Certification Examination required for licensure. Employment opportunities include private practice, hospitals and health care facilities, physical fitness facilities, sports medicine clinics, spas, and hotels/resorts.

Required Certificate Courses			
	Lec	Lab	Cr
BIO 112 Basic Anatomy & Physiology	4	0	4
BIO 238 Anatomy for Massage Therapy	2	3	3
PTH 120 Introduction to Massage	3	3	4
PTH 121 Principles of Massage I	3	3	4
PTH 122 Principles of Massage II	3	3	4
PTH 123 Massage Clinical I	1	6	3
PTH 124 Massage Business Application	3	0	3
PTH 126 Pathology for Massage Therapy	1.5	1.5	2
PTH 128 Clinical Application of Massage	2	6	4
31 Credits			

SAMPLE CURRICULUM – Massage Therapy

First Year - Fall Semester			
	Lec	Lab	Cr
BIO 112 Basic Anatomy & Physiology	4	0	4
PTH 120 Introduction to Massage	3	3	4
PTH 121 Principles of Massage I	3	3	4
Credits 12			

First Year - Spring Semester			
	Lec	Lab	Cr
BIO 238 Anatomy for Massage Therapy	2	3	3
PTH 122 Principles of Massage II	3	3	4
PTH 123 Massage Clinical I	0	9	3
PTH 126 Pathology for Massage Therapy	1.5	0.5	2
Credits 12			

First Year - Summer Semester			
	Lec	Lab	Cr
PTH 124 Massage Business App.	3	0	3
PTH 128 Clinical App. of Massage	2	6	4
Credits 7			

NURSING

ASSOCIATE DEGREE NURSING (ADN) OPTION

Degree: Associate in Health Science
Major: Nursing (ADN)
Credit Hours Required for Graduation: 68

Program Description: The Associate Degree Nursing (ADN) degree program prepares students for eligibility for licensure to work as Registered Nurses.

Required Major Courses			
	Lec	Lab	Cr
NUR 105 Pharmacology for Nurses	.5	1.5	1
NUR 134 Beginning Nursing Skills	3	6	5
NUR 135 Foundations of Nursing Practice	2.5	4.5	4
NUR 155 Contemporary Nursing Practice I	4	6	6
NUR 158 Health Promotion for Families I	3	3	4
NUR 214 Mental Health Nursing	2	6	4
24 Credits			

Required Related Courses			
	Lec	Lab	Cr
BIO 210 Anatomy and Physiology I	2.5	3	4
BIO 211 Anatomy and Physiology II	2.5	3	4
BIO 225 Microbiology	2.5	3	4
ENG 102 English Composition II	3	0	3
NUR 255 Contemporary Nursing Practice II	3.5	4.5	5
NUR 275 Contemporary Nursing Practice III	2.5	10.5	6
NUR 274 Issues in Nursing Practice	2.5	1.5	3
29 Credits			

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

SAMPLE CURRICULUM - Nursing (ADN) Option – Fall Entry

First Year - Fall Semester			
	Lec	Lab	Cr
BIO 210 Anatomy and Physiology I	2.5	3	4
NUR 134 Beginning Nursing Skills*	3	6	5
NUR 135 Foundations of Nursing Practice**	2.5	4.5	4
NUR 105 Pharmacology for Nurses**	.5	1.5	1
PSY 201 General Psychology	3	0	3
Credits 17			

Second Year - Fall Semester			
	Lec	Lab	Cr
MAT 120 Probability and Statistics	3	0	3
NUR 255 Contemporary Nursing Practice II	3.5	4.5	5
NUR 214 Mental Health Nursing	2	6	4
Credits 12			

* Fall I
 ** Fall II

First Year - Spring Semester			
	Lec	Lab	Cr
BIO 211 Anatomy & Physiology II	2.5	3	4
NUR 155 Contemporary Nursing Practice I	4	6	6
NUR 158 Health Promotion for Families I	3	3	4
PSY 203 Human Growth & Development	3	0	3
Credits 17			

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

First Year - Summer Semester			
	Lec	Lab	Cr
BIO 225 Microbiology	2.5	3	4
ENG 101 English Composition I	3	0	3
Credits 7			

SAMPLE CURRICULUM - Nursing (ADN) Option – Spring Entry

First Year – Spring Semester			
	Lec	Lab	Cr
BIO 210 Anatomy & Physiology I	2.5	3	4
NUR 134 Beginning Nursing Skills*	3	6	5
NUR 135 Foundations for Nursing Practice**	2.5	4.5	4
NUR 105 Pharmacology for Nurses**	.5	1.5	1
PSY 201 General Psychology	3	0	3
Credits 17			

Second Year – Spring Semester			
	Lec	Lab	Cr
MAT 120 Probability & Statistics	3	0	3
NUR 214 Mental Health Nursing	2	6	4
NUR 255 Contemp. Nursing Practice II	3.5	4.5	5
Credits 12			

* Spring I
 ** Spring II

First Year – Summer Semester			
	Lec	Lab	Cr
BIO 211 Anatomy & Physiology II	2.5	3	4
ENG 101 English Composition I	3	0	3
Credits 7			

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

First Year – Fall Semester			
	Lec	Lab	Cr
BIO 225 Microbiology	2.5	3	4
PSY 203 Human Growth & Dvpm.	3	0	3
NUR 155 Contemp. Nursing Practice I	3	6	6
NUR 158 Health Promotion for Families I	3	3	4
Credits 17			

PRACTICAL NURSING PROGRAM (PN) OPTION

Diploma: Health Science
 Major: Practical Nursing (PN)
 Credit Hours Required for Graduation: 42

Program Description: The Practical Nursing (PN) diploma program prepares students for eligibility for licensure to work as Licensed Practical Nurses.

Required Major Courses		Lec	Lab	Cr
NUR 105	Pharmacology for Nurses	.5	1.5	1
NUR 134	Beginning Nursing Skills	3	6	5
NUR 135	Foundations of Nursing Practice	2.5	4.5	4
NUR 155	Contemporary Nursing Practice I	4	6	6
NUR 158	Health Promotion for Families I	3	3	4
NUR 166	Issues in Practical Nursing	1	0	1
				21 Credits

Required Related Courses		Lec	Lab	Cr
BIO 210	Anatomy & Physiology I	2.5	3	4
BIO 211	Anatomy & Physiology II	2.5	3	4
NUR 167	Organizational Strategies for the PN	1.5	7.5	4
				12 credits

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

SAMPLE CURRICULUM - Practical Nursing (PN) Option

First Year - Fall Semester				
	Lec	Lab	Cr	
NUR 105	Pharmacology for Nurses	5	1.5	1
NUR 134	Beginning Nursing Skills*	3	6	5
NUR 135	Found of Nursing Practice**	2.5	4.5	4
PSY 201	General Psychology	3	0	3
BIO 210	Anatomy & Physiology I	2.5	3	4
				Credits 17

* Fall I
 ** Fall II

First Year - Spring Semester				
	Lec	Lab	Cr	
NUR 155	Cont. Nursing Practice I	4	6	6
NUR 158	Health Promo for Families I	3	3	4
PSY 203	Human Growth & Dvlpmt	3	0	3
BIO 211	Anatomy & Physiology II	2.5	3	4
				Credits 17

ADVANCED PLACEMENT PROGRAM SEQUENCE FOR LPN TO RN

Admission criteria: A currently practicing LPN who graduated from an NLNAC accredited and State Board of Nursing approved practical nursing program (or from TCL's practical nursing program) and who meets the admission criteria for the nursing program is eligible for advanced placement. LPN's are also required to have the first year general education and science courses in the ADN program model completed prior to the semester they advance place into the ADN program. Please note that MAT 120 is required in first semester of the second year and this course has prerequisites. The following nursing course must also be taken before the first semester of the acceptance year of the ADN program: NUR 201 Transition Nursing 3 0 3

Second Year - First Semester				
	Lec	Lab	Cr	
MAT 120	Probability & Statistics	3	0	3
NUR 255	Contemp. Nursing Practice II*	3.5	4.5	5
NUR 214	Mental Health Nursing	2	6	4
				Credits 12

* Experiential credit will be given to the LPN upon successful completion of NUR 255 Contemporary Nursing Practice II & NUR 201, Transition Nursing (successful completion is a grade of "C" or better) and meeting other criteria for progression. The experiential credits reflect credit for prior PN work and equal 17 credits.

First Year - Summer Semester					Second Year - Second Semester						
	Lec	Lab	Cr		Lec	Lab	Cr		Lec	Lab	Cr
NUR 166	Issues in Practical Nursing	1	0	1	ENG 102	English Composition II	3	0	3		
NUR 167	Organizat'l Strategies for the PN	1.5	7.5	4	NUR 275	Contemp. Nursing Practice III	2.5	10.5	6		
ENG 101	English Composition I	3	0	3	NUR 274	Issues in Nursing Practice	2.5	1.5	3		
				Credits 8	*** **	Humanities Elective	3	0	3		
									Credits 15		

RADIOLOGIC TECHNOLOGY

Degree: Associate in Health Sciences
 Major: Radiologic Technology
 Minimum Credits for Graduation: 80

Program Description: The Radiologic Technology (RAD) associate degree program prepares graduates to practice as Radiologic Technologists. Their primary role is to perform technical procedures producing radiographic examinations for the diagnosis of diseases and injuries. Students gain proficiency in basic radiological procedures and techniques and must have a willingness to care for the sick and injured. Students will have class, on campus laboratory, and clinical experiences. Graduates may be eligible to sit for the National Certification Examination given by the American Registry of Radiological Technologists (ARRT). The curriculum is designed to meet criteria established by the Joint Review Committee on Education in Radiologic Technology (JCERT) while fulfilling the recommendations of the American Registry of Radiological Technologists (ARRT) and the American Society of Radiologic Technologists (ASRT).

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

Required Related Courses				Lec	Lab	Cr
BIO 211	Anatomy & Physiology II	2.5	3	4		
RAD 101	Introduction to Radiography	2	0	2		
RAD 155	Applied Radiography I	0	15	5		
RAD 165	Applied Radiography II	0	15	5		
RAD 176	Applied Radiography III	0	18	6		
RAD 205	Radiographic Pathology	2	0	2		
RAD 225	Selected Radiographic Topics	2	0	2		
RAD 230	Radiographic Procedures III	2	3	3		
RAD 268	Advanced Radiography II	0	24	8		
RAD 276	Advanced Radiography III	0	18	6		
				43 Credits		

General Education Requirements				Lec	Lab	Cr
BIO 210	Anatomy & Physiology I	2.5	3	4		
ENG 101	English Composition I	3	0	3		
MAT 110	College Algebra	3	0	3		
PSY 201	General Psychology	3	0	3		
*** **	Approved Humanities Elective	3	0	3		
				16 Credits		

SAMPLE CURRICULUM - Radiologic Technology

First Year - Fall Semester				
	Lec	Lab	Cr	
BIO 210	Anatomy & Physiology I	2.5	3	4
MAT 110	College Algebra	3	0	3
RAD 101	Introduction to Radiography	1	3	2
RAD 130	Radiographic Procedures I	2	3	3
RAD 150	Clinical Applications	0	12	4
				Credits 16

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

First Year - Spring Semester				
	Lec	Lab	Cr	
BIO 211	Anatomy & Physiology II	2.5	3	4
ENG 101	English Composition I	3	0	3
RAD 110	Radiographic Imaging I	2	3	3
RAD 136	Radiographic Procedures II	2	3	3
RAD 155	Applied Radiography	0	15	5
				Credits 18

Second Year - Spring Semester				
	Lec	Lab	Cr	
RAD 205	Radiography Pathology	2	0	2
RAD 210	Radiographic Imaging III	3	0	3
RAD 268	Advanced Radiography II	0	24	8
*** **	Humanities Elective	3	0	3
				Credits 16

First Year - Summer Semester				
	Lec	Lab	Cr	
RAD 165	Applied Radiography II	0	15	5
RAD 230	Radiographic Procedures III	2	3	3
				Credits 8

Second Year - Summer Semester				
	Lec	Lab	Cr	
RAD 225	Selected Radiography Topics	2	0	2
RAD 276	Advanced Radiography III	0	18	6
				Credits 8



SURGICAL TECHNOLOGY

Diploma: Health Sciences
 Major: Surgical Technology
 Minimum Credits for Graduation: 50

Program Description: The Surgical Technology (SUR) diploma program prepares graduates to take the national certification examination to practice as a certified surgical technologist (CST).

Required Major Courses			
	Lec	Lab	Cr
SUR 101 Introduction to Surgical Technology	3	6	5
SUR 103 Surgical Procedures I*	2	6	4
SUR 104 Surgical Procedures II*	2	6	4
SUR 106 Advanced Surgical Procedures	1	3	2
SUR 110 Introduction to Surgical Practicum	1	12	5
SUR 112 Surgical Practicum I	0	12	4
SUR 113 Advanced Surgical Practicum	0	18	6
30 Credits			
Required Related Courses			
	Lec	Lab	Cr
AHS 121 Basic Pharmacology	2	0	2
BIO 211 Anatomy & Physiology II	2.5	3	4
BIO 225 Microbiology	2.5	3	4
10 Credits			
General Education Requirements			
	Lec	Lab	Cr
BIO 210 Anatomy & Physiology I	2.5	3	4
ENG 101 English Composition	3	0	3
PSY 201 General Psychology	3	0	3
10 Credits			

SAMPLE CURRICULUM - Surgical Technology

First Year – Spring Semester			
	Lec	Lab	Cr
AHS 121 Basic Pharmacology	2	0	2
BIO 210 Anatomy & Physiology I (Spring I)	2.5	3	4
BIO 211 Anatomy & Physiology II (Spring II)	2.5	3	4
SUR 101 Introduction to Surgical Technology	3	6	5
SUR 110 Introduction to Surgical Practicum	1	12	5
Credits 20			

First Year – Summer Semester			
	Lec	Lab	Cr
BIO 225 Microbiology	2.5	3	4
SUR 103 Surgical Procedures I (Summer I)	2	6	4
SUR 104 Surgical Procedures II (Summer II)	2	6	4
Credits 12			

First Year – Fall Semester			
	Lec	Lab	Cr
ENG 101 English Composition I	3	0	3
PSY 201 General Psychology	3	0	3
SUR 106 Advanced Surgical Procedures (Fall I)	1	3	2
SUR 112 Surgical Practicum I (Fall I)	0	12	4
SUR 113 Advanced Surgical Practicum (Fall II)	0	18	6
Credits 18			

INDUSTRIAL TECHNOLOGIES DIVISION

Automotive Technology
 • Basic Automotive Servicing Certificate

Building Construction Technology
 • Architectural Drawing Certificate
 • Basic Residential Carpentry Certificate
 • Light Construction Management Certificate
 • Residential Apprentice Electrician Certificate
 • Residential Foundations Certificate
 • Residential Plumbing Certificate

Computer Assisted Design (CAD)
 • Architectural Design Technician I Certificate
 • Architectural Design Technician II Certificate
 • Basic Design Technician Certificate
 • Computer Assisted Design (CAD) Certificate
 • CAD Drafting Applications I Certificate
 • CAD Drafting Applications II Certificate
 • Civil Design Technician Certificate
 • Mechanical Design Technician Certificate

Civil Engineering Technology
 • Civil Engineering Technology Degree

Cosmetology
 • Cosmetology Diploma

General Technology
 • General Technology Degree

Heating, Ventilation, and Air Conditioning
 • Commercial Refrigeration Certificate
 • Designing HVAC Systems Certificate
 • Heat Pump Certificate

Industrial Electronics Technology
 • Industrial Electronics Degree
 • Biomedical Equipment Repair Pathway
 • A+ Computer Servicing Certificate
 • Computer Networking Technology Certificate
 • Network Administrator Certificate
 • Network Engineer Certificate

Industrial Maintenance Technology
 • Basic Industrial Servicing Technology Certificate

Radio and Television
 • Basic Video Production Certificate

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY CERTIFICATE: Basic Automotive Servicing

Program Description: The Basic Automotive Servicing certificate program is the study of basic automotive maintenance procedures that include engine performance, electrical systems, brakes, suspensions, transmissions, and accessories. The student will be supplied the working knowledge to be an entry-level automotive technician. All students applying for the Basic Automotive Certificate must place into RDG 100 Critical Reading and MAT 100 Introduction to College Math on the COMPASS/ASSET before being registered. Students having an associate degree or higher or course work in ENG 101 English Composition and MAT 160 Math for Business and Finance or MAT 110 College Algebra may be exempt from taking the COMPASS/ASSET.

Required Certificate Courses			
	Lec	Lab	Cr
AUT 101 Engine Fundamentals (Engine Repair)	3	0	3
AUT 112 Braking Systems	4	0	4
AUT 122 Suspension & Alignment	3	0	3
AUT 131 Electrical (Electronic) Systems	4	0	4
AUT 145 Engine Performance	3	0	3
AUT 152 Automatic Transmission	4	0	4
AUT 232 Automotive Accessories	3	0	3
24 Credits			

BUILDING CONSTRUCTION TECHNOLOGY

Program Description: The Building Construction Technology certificate program prepares the student for employment in construction and construction related industries. Students are trained in all phases of residential and light commercial construction through a combination of classroom and practical application experiences.

BUILDING CONSTRUCTION TECHNOLOGY CERTIFICATES

Certificates: Architectural Drawing, Basic Residential Carpentry, Light Construction Management, Residential Apprentice Electrician, Residential Foundations, Residential Plumbing

ARCHITECTURAL DRAWING CERTIFICATE

Program Description: The Architectural Drawing certificate program is designed to give the student training in residential and light construction blueprint reading, a general overview of building codes, architectural planning, drafting and architectural computer assisted designs for residential construction.

Required Certificate Courses			
	Lec	Lab	Cr
BCT 112 Construction Print Reading	2	0	2
BCT 123 Architectural Construction Drafting	2.5	1.5	3
BCT 221 Construction Building Codes	3	0	3
EGT 151 Introduction to CAD	3	0	3
11 Credits			



BASIC RESIDENTIAL CARPENTRY CERTIFICATE

Program Description: The Basic Residential Carpentry certificate program is designed to give a student maximum instruction on planning, design, layout, and building operations used in residential building construction. The TCL Building Construction Technology certificate program is designed to supply a technician with the skills necessary to plan and build a residential structure using wood and composite wood materials. The coursework covers layout and construction of floors, walls, and roofing. It also covers interior and exterior finishes to include but not limited to siding, sheetrock, stucco, molding, applied coatings, and paneling. Basic residential carpentry students are also introduced to basic drawing and sketching and building codes. The Basic Residential Carpentry Certificate education may lead to employment as a carpenter, finish carpenter, roofer, drywall, exterior carpenter, or home improvement specialist.

Required Certificate Courses				
	Lec	Lab	Cr	
BCT 101	Introduction to Building Construction	5	0	5
BCT 102	Fundamentals of Building Construction	4	0	4
BCT 112	Construction Print Reading	2	0	2
BCT 131	Estimating/Quantity Take Off	2	0	2
BCT 201	Principles of Roof Construction	4	0	4
BCT 203	Exterior and Interior Finishing	5	0	5
BCT 209	Construction Project Management	3	0	3
BCT 221	Residential Building Codes	3	0	3
EGT 109	Intro to Engineering/Design Graphics	3	0	3
			31 Credits	

LIGHT CONSTRUCTION MANAGEMENT CERTIFICATE

Program Description: The Light Construction Management certificate program is designed to supply builders and contractors with the knowledge to pursue the Residential Builders Examination. The material covered in the certificate includes business organization, project management, construction laws, regulations and license requirements.

Required Certificate Courses				
	Lec	Lab	Cr	
ACC 101	Accounting Principles I	3	0	3
BCT 112	Construction Print Reading	3	0	2
BCT 131	Estimating/Quantity Take Off	2	0	2
BCT 209	Project Management	3	0	3
BCT 221	Construction Codes	3	0	3
BCT 222	License Preparation	3	0	3
MAT 160	Math for Business and Finance	3	0	3
MGT 120	Small Business Management	3	0	3
			22 Credits	

RESIDENTIAL APPRENTICE ELECTRICIAN CERTIFICATE

Program Description: The Residential Apprentice Electrician certificate program was designed by professional electricians to give you all the skills you would need to become an apprentice electrician. First, you get to learn the basic electrical skills you will need for the job. Reading volts, amps, and resistance and how to calculate these forces are presented in hands-on labs under the guidance of certified instructors. Then you will learn all the skills and techniques of wiring a residential dwelling. You will learn, install, and troubleshoot according to National Electrical Code standards. Finally, you will learn how to read construction prints, the language of the construction industry, and learn how to estimate the quantities of materials you or your company will need to finish the job. This, and on-the-job work experience, is the first step towards becoming a licensed electrician.

Required Certificate Courses				
	Lec	Lab	Cr	
BCT 112	Construction Print Reading	2	0	2
BCT 131	Estimating/Quantity Take Off	2	0	2
BCT 138	Residential Wiring	5	0	5
EEM 117	AC/DC Circuits I	4	0	4
EEM 140	National Electrical Code	3	0	3
			16 Credits	

RESIDENTIAL FOUNDATIONS CERTIFICATE

Program Description: The Residential Foundations certificate program is designed to give a student maximum instruction on planning, design, and layout of a foundation for a residential building. A building's foundation is the most important part of its construction. It must be planned and executed with a very high level of accuracy. Students are provided course work on soil conditions, construction materials and construction techniques used in building foundations. Students are also introduced to national and local building codes in the construction of foundations. Activities include learning to sketch and generate basic technical drawings and construction plans.

Required Certificate Courses				
	Lec	Lab	Cr	
BCT 101	Introduction to Building Construction	5	0	5
BCT 102	Fundamentals of Building Construction	4	0	4
BCT 103	Construction Site Layout	4	0	4
BCT 104	Site Layout and Preparation	2	0	2
BCT 112	Construction Print Reading	2	0	2
BCT 131	Estimating/Quantity Take Off	2	0	2
BCT 221	Residential Building Codes	3	0	3
EGT 109	Intro to Engineering/Design Graphics	3	0	3
			25 Credits	

RESIDENTIAL PLUMBING CERTIFICATE

Program Description: The Residential Plumbing certificate program is designed to give a student maximum instruction on planning, installing, testing, maintaining and repair residential plumbing items in a residential building. Students will have a complete knowledge of residential plumbing in the areas of planning and design, materials selection, installation and testing of water and sewer lines. Additionally, the coursework will emphasize the repair of sinks, toilets, kitchen appliances, and hot water heaters. Students are also introduced to national and local building codes in the construction of foundations. Activities include learning to sketch and generate basic technical drawings and construction plans.

Required Certificate Courses				
	Lec	Lab	Cr	
BCT 101	Introduction to Building Construction	5	0	5
BCT 102	Fundamentals of Building Construction	4	0	4
BCT 112	Construction Print Reading	2	0	2
BCT 131	Estimating/Quantity Take Off	2	0	2
BCT 151	Introduction to Residential Plumbing	3	0	3
BCT 152	Residential Plumbing	5	0	5
BCT 153	Plumbing Repairs	3	0	3
BCT 154	Plumbing Test and Connections	3	0	3
EGT 109	Intro to Engineering/Design Graphics	3	0	3
			30 Credits	

COMPUTER AIDED DESIGN CERTIFICATES

Basic Design Technician, Architectural Design Technician I, Architectural Design Technician II, Computer Assisted Design (CAD), CAD Drafting Applications I, CAD Drafting Applications II, Civil Design Technician, and Mechanical Design Technician.

BASIC DESIGN TECHNICIAN CERTIFICATE

Program Description: The Basic Design Technician certificate program is designed to introduce the students to the computer aided design and drafting techniques and how it can be used to generate engineering drawings. Proficiency in latest AutoCAD design software can be expected at the completion of this certificate. Topics covered within this certificate include introduction to engineering design and graphics, basic and intermediate CAD techniques and advanced 3-Dimensional computer aided drafting.

Required Certificate Courses				
	Lec	Lab	Cr	
EGT 109	Intro to Engineering Graphics	3	0	3
EGT 151	Intro to CAD	3	0	3
EGT 152	Fundamentals of CAD	3	0	3
EGT 252	Advanced CAD	3	0	3
			12 Credits	

ARCHITECTURAL DESIGN TECHNICIAN I CERTIFICATE

Program Description: The Architectural Design Technician I certificate program is designed to introduce the students to Architectural field of Engineering. Fundamental concepts of design and construction techniques in residential and light commercial buildings are learned. Students get an understanding of aesthetic aspect of architectural styles from prehistoric times to present and gain proficiency in print reading, building codes, estimating and take off.

Required Certificate Courses				
	Lec	Lab	Cr	
AET 101	Building Systems I	3	0	3
BCT 112	Construction Print Reading	2	0	2
BCT 221	Construction Building Codes	3	0	3
BCT 131	Estimating/Quantity Take Off	2	0	2
AET 202	History of Architecture	3	0	3
			13 Credits	

ARCHITECTURAL DESIGN TECHNICIAN II CERTIFICATE

Program Description: The Architectural Design Technician II certificate program is designed to provide students with advanced skills of designing and drawing residential and light commercial buildings in 3-Dimensions. Students will learn how to subdivide a given square footage of a proposed building into residential components for best functional utilization. The program will also help students develop a portfolio with projects from architectural, mechanical, HVAC, electrical, other residential and light commercial design components.

Required Certificate Courses				
	Lec	Lab	Cr	
AET 124	Residential Design I	3	0	3
EGT 225	Architectural Drawing Applications	4	0	4
EGT 258	Applications of CAD	3	0	3
EGT 259	Advanced Architectural CAD	3	0	3
			13 Credits	

COMPUTER ASSISTED DESIGN & DRAFTING (CAD) CERTIFICATE

Program Description: The Computer Assisted Design & Drafting (CAD) certificate program is designed to introduce the student to the computer and how it can be used to generate engineering drawings. Topics include disk operating system, basics of Computer Assisted Design (CAD), advanced CAD techniques, customizing CAD and 3-Dimensional CAD. Students taking CAD courses are required to be proficient in a Windows operating environment before registering for the class.



Required Certificate Courses			Lec	Lab	Cr
EGT 151	Introduction to CAD		3	0	3
EGT 152	Fundamentals of CAD		3	0	3
EGT 251	Principles of CAD		3	0	3
EGT 252	Advanced CAD		3	0	3
			12 Credits		

CAD DRAFTING APPLICATIONS I CERTIFICATE

Program Description: The CAD Drafting Applications I certificate program is designed to introduce the student to Architectural and Mechanical drafting using CAD software. Topics include floor plans, foundations plans, elevations, details, orthographic projection, types of surfaces, and dimensioning. This certificate includes the courses taught in the CAD certificate.

Required Certificate Courses			Lec	Lab	Cr
BCT 123	Architectural Construction Drafting		3	0	3
EGT 110	Engineering Graphics I		4	0	4
EGT 151	Introduction to CAD		3	0	3
EGT 152	Fundamentals of CAD		3	0	3
EGT 251	Principles of CAD		3	0	3
EGT 252	Advanced CAD		3	0	3
			19 Credits		

CAD DRAFTING APPLICATIONS II CERTIFICATE

Program Description: The CAD Drafting Applications II certificate program is designed as a platform for supplying additional training on architectural and civil add-on software. The program will supply the student with advanced CAD techniques for the architectural and civil fields and will give the students experience with projects from architectural, civil, mechanical, HVAC, and electrical fields that are beyond the current CAD certificate.

Required Certificate Course			Lec	Lab	Cr
BCT 123	Architectural Construction Drafting		3	0	3
EGT 110	Engineering Graphics I		4	0	4
EGT 151	Introduction to CAD		3	0	3
EGT 152	Fundamentals of CAD		3	0	3
EGT 251	Principles of CAD		3	0	3
EGT 252	Advanced CAD		3	0	3
EGT 257	Advanced Civil CAD		3	0	3
EGT 258	Applications of CAD		3	0	3
EGT 259	Advanced Architectural CAD		3	0	3

CIVIL DESIGN TECHNICIAN CERTIFICATE

Program Description: Civil Design Technician certificate program will provide knowledge base for students to work in the area of land surveying and civil applications. Topics covered will include basics of land surveying, map topography, plat preparation and civil project designing. Students will learn to operate surveying equipment, and complete drawing projects using concepts related to linear and angular measurements, map projections, data capture and land development. Portfolio development will be part of this certificate also.

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

MECHANICAL DESIGN TECHNICIAN CERTIFICATE

Program Description: Mechanical Design Technician certificate program is introduced to prepare workforce for design and manufacturing industries. This program will help students develop their basic and advanced engineering graphic skills to produce technical drawings. 3-Dimensional object based and state-of-the-art parametric design concepts will be introduced for designing machineries and their components. Additive and subtractive 3-D modeling concepts using solid modeling software will be applied for product development and techniques of rapid prototyping will be introduced. Students will demonstrate their machine design skills by producing models of working prototype and develop a portfolio to share with their prospective employers.

Required Certificate Courses			Lec	Lab	Cr
EGT 110	Engineering Graphics I		4	0	4
EGT 210	Engineering Graphics III		4	0	4
EGT 245	Principles of Parametric CAD		3	0	3
EGT 282	Rapid Prototyping I		4	0	4
EGT 258	Applications of CAD		3	0	3
			18 Credits		

CIVIL ENGINEERING TECHNOLOGY

Degree: Associate in Engineering Technology
Major: Civil Engineering Technology
Minimum Credits for Graduation: 77

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

Students applying to the Civil Engineering Technology associate degree program must supply the following documentation before registering for courses:

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

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

Required Related Courses			Lec	Lab	Cr
CET 205	Surveying II		4	0	4
CET 215	Soil Mechanics Fundamentals		2	0	2
CET 218	Hydraulics		3	0	3
CET 242	Concrete Design		3	0	3
CET 244	Structured Steel Design		3	0	3
CET 246	Environmental Systems Technology		3	0	3
CET 251	Highway Design		3	0	3
EGR 286	Engineering Surveying II		3	0	3
EGR 295	Engineering Surveying Lab I		0	3	1
EGR 296	Engineering Surveying Lab II		0	3	1
EGT 251	Introduction to CAD		3	0	3
ENG 260	Advanced Technical Communications		3	0	3
MAT 111	College Trigonometry		3	0	3
MAT 130	Elementary Calculus		3	0	3
PHY 201	Physics I		4	0	4
PHY 202	Physics II		4	0	4
			46 Credits		

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

SAMPLE CURRICULUM - Civil Engineering Technology

First Year - Fall Semester			Lec	Lab	Cr	Second Year - Fall Semester			Lec	Lab	Cr
CET 120	Construction Materials		3	0	3	EGR 194	Stats & Strength of Materials		4	0	4
EGR 285	Engineering Survey I		3	0	3	ENG 260	Advanced Tech Comms		3	0	3
EGR 295	Engineering Survey Lab I		0	3	1	PHY 201	Physics		3	3	4
EGT 109	Intro to Engineering/Design Graphics		3	0	3	PSY 201	General Psychology		3	0	3
ENG 101	English Composition I		3	0	3	SPC 205	Public Speaking		3	0	3
MAT 110	College Algebra		3	0	3				Credits 17		
			Credits 16								



First Year - Spring Semester			Lec	Lab	Cr
EGR 110	Intro to Computer Enviro.	3	0	3	
EGR 286	Engineering Survey II	3	0	3	
EGR 296	Engineering Survey Lab II	0	3	1	
EGT 151	Introduction to CAD	3	0	3	
MAT 111	College Trigonometry	3	0	3	
Credits 13					

Second Year - Spring Semester			Lec	Lab	Cr
CET 205	Surveying II	4	0	4	
CET 218	Hydraulics	3	0	3	
CET 244	Structured Steel Design	3	0	3	
MAT 130	Elementary Calculus	3	0	3	
PHY 202	Physics II	3	3	4	
Credits 17					

Second Year - Summer Semester			Lec	Lab	Cr
CET 215	Soil Mechanics Fundamentals	2	0	2	
CET 242	Concrete Design	3	0	3	
CET 246	Environmental Systems Tech.	3	0	3	
CET 251	Highway Design	3	0	3	
*** **	Humanities Elective	3	0	3	
Credits 14					

First Year - Spring Semester			Lec	Lab	Cr
COS 201	Salon Management	.5	7.5	3	
COS 206	Chemical Hair Waving	1	6	3	
COS 208	Chemical Hair Relaxing	.5	7.5	3	
COS 110	Scalp & Hair Care	1.5	4.5	3	
COS 110	Scalp & Hair Care	1.5	4.5	3	
ENG 101	English Composition I	3	0	3	
Credits 18					

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

COSMETOLOGY

Diploma: Business
 Major: Cosmetology
 Minimum Credits Required for Graduation: 54

Program Description: The Cosmetology (COS) diploma program prepares students for entry-level positions in salons. Hair, skin and nail care theories are studied to develop an understanding of the procedures used within the industry. Students entering the Cosmetology Diploma program must send an official copy of their high school transcripts to the Office of Admissions. The transcript must show the student has completed the tenth grade of high school. Students will not be permitted to register for the Cosmetology program until the Office of Admissions has the transcript on record. Students will be required to take the COMPASS/ASSET academic skills evaluation for placement in English, psychology and mathematics.

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

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

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

Select one of the following:

PSY 103	Human Relations	3	0	3
PSY 201	General Psychology	3	0	3
9 Credits				

SAMPLE CURRICULUM - Cosmetology

First Year - Fall Semester			Lec	Lab	Cr
COS 101	Fundamentals of Cosmetology	.5	7.5	3	
COS 106	Facials & Makeup	2	3	3	
COS 114	Hair Shaping	2	6	4	
COS 210	Hair Coloring	1	6	3	
COS 116	Hair Styling I	1	9	4	
COS 212	Hair Lightening	1	6	3	
PSY 201	General Psychology	3	0	3	
Credits 20					

GENERAL TECHNOLOGY

Degree: Associate in Occupational Technology
 Minimum Credits Required for Graduation: 64

Program Description: The General Technology (TEC) associate degree program allows the opportunity to combine fundamental general education courses with a technical specialty and a cross technology to form a degree program. Students applying to the General Technology associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomat (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the General Technology associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business & Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development students but will not be admitted into the General Technology programs until all requirements are met.

Required Major Courses

The major consists of at least 28 semester hours in an approved degree, diploma or technical education certificate program with course selection to be approved by the Division Dean. Courses must be selected from only one program area (one degree, one diploma, or one certificate program).

28 Credits

Cross Technology Courses

These courses consist of 15 semester hours from any one approved degree, diploma or technical education certificate program with advisor approval and 3.0 semester hours of cooperative education or appropriate substitute. The Cross Technology Courses must be in another technical program.

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

Select one of the following:

MAT 110	College Algebra	3	0	3
MAT 160	Math for Business and Finance	3	0	3

Select one of the following:

PSY 103	Human Relations	3	0	3
PSY 201	General Psychology	3	0	3
15 Credits				

Electives 6 Credits



SAMPLE CURRICULUM - HVAC Technology with Cross Training in Computer Assisted Design (CAD)

First Year - Fall Semester				Second Year - Fall Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
ACR 102 Tools & Service Techniques	3	0	3	ACR 118 Air Conditioning Fundamentals	3	0	3
ACR 240 Advanced Automatic Controls	3	0	3	ACR 160 Service Customer Relations	3	0	3
EEM 117 AC/DC Circuits I	4	0	4	ACR 210 Heat Pumps	4	0	4
EGT 151 Introduction to CAD	3	0	3	EGT 251 Principles of CAD	3	0	3
Select one course from the following:				SPC 205 Public Speaking	3	0	3
MAT 110 College Algebra	3	0	3	*** ** Humanities Elective	3	0	3
MAT 160 Math for Business & Finance	3	0	3	Credits 19			
Credits 16							

First Year - Spring Semester				Second Year - Spring Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
ACR 108 Refrigeration Fundamentals	3	0	3	ACR 110 Heating Fundamentals	4	0	4
ACR 131 Commercial Refrigeration	3	0	3	ACR 140 Automatic Controls	3	0	3
ACR 250 Duct Fabrication	3	0	3	EGT 252 Advanced CAD	3	0	3
EGT 152 Fundamentals of CAD	3	0	3	PSY 201 General Psychology	3	0	3
ENG 101 English Composition I	3	0	3	*** ** Elective	3	0	3
Credits 15				Credits 16			

HEATING, VENTILATION AND AIR CONDITIONING (HVAC) TECHNOLOGY

HVAC CERTIFICATES

Certificates: Commercial Refrigeration, Designing HVAC Systems, and Heat Pump.

COMMERCIAL REFRIGERATION CERTIFICATE

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

Required Certificate Courses	Lec	Lab	Cr
ACR 102 Tools & Service Techniques	3	0	3
ACR 107 Wiring Diagrams	2	0	2
ACR 108 Refrigeration Fundamentals	3	0	3
ACR 131 Commercial Refrigeration	4	0	4
ACR 140 Automatic Controls	3	0	3
ACR 160 Service Customer Relations	3	0	3
ACR 206 Advanced Electricity for HVAC/R	2	0	2
ACR 231 Advanced Refrigeration	4	0	4
ACR 240 Advanced Automatic Controls	3	0	3
Select one course from the following:			
ACR 251 Supervised Coop Work Exp. in HVAC	0	16	4
EEM 117 AC/DC Circuits I	4	0	4
31 Credits			

DESIGNING HVAC SYSTEMS CERTIFICATE

Program Description: The Designing HVAC Systems certificate program prepares students to design air conditioning systems. This includes equipment selection and duct design.

Required Certificate Courses	Lec	Lab	Cr
ACR 108 Refrigeration Fundamentals	3	0	3
ACR 110 Heating Fundamentals	4	0	4
ACR 118 Air Conditioning Fundamentals	3	0	3
ACR 160 Service Customer Relations	3	0	3
ACR 221 Residential Load Calculations	2	0	2
ACR 224 Codes & Ordinances	2	0	2
ACR 250 Duct Fabrication	3	0	3
20 Credits			

HEAT PUMP CERTIFICATE

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

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

Select one course from the following:

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

INDUSTRIAL ELECTRONICS TECHNOLOGY

Degree: Associate in Industrial Technology

Major: Electronics Technology

Minimum Credits Required for Graduation: 64

Program Description: The Industrial Electronics (EEM) associate degree program is designed to provide students with the basic technical background to pursue careers in the areas of electronic installation, servicing and maintenance and entry level computer repair.

- Student applying to the Industrial Electronics Technology associate degree program must supply the following documentation before registering for courses:
- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the EEM program until all requirements are met. Microsoft Certification Students: See your advisor for a list of courses required from Microsoft Certified System Engineer training.

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

Required Related Courses	Lec	Lab	Cr
EEM 244 Computer Servicing Troubleshooting	3	0	3
EEM 261 Electronic Communications	3	0	3
EEM 265 FCC General License Preparations	3	0	3
EEM 275 Technical Troubleshooting	3	0	3
IST 162 Intro to Workstation Networking Admin.	3	0	3
IST 163 Intro to Server Networking Config. Admin.	3	0	3
IST 164 Implementing Network Infrastructure Service	3	0	3
IST 165 Design of Directory Services Infrastructure	3	0	3
IST 166 Network Fundamentals	3	0	3

Select one of the following:

IST 201 Cisco Internetworking Concepts	3	0	3
IST 263 Designing Network Security	3	0	3
30 Credits			

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

Select one of the following:

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

Select one of the following:

PSY 103 Human Relations	3	0	3
PSY 201 General Psychology	3	0	3
15 Credits			

Elective 3 Credits



SAMPLE CURRICULUM - Electronics Technology

First Year - Fall Semester				Second Year - Fall Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
EEM 117 AC/DC Circuits I	4	0	4	EEM 244 Computer Svcs Troublesht	3	0	3
EEM 231 Digital Circuits I	3	0	3	EEM 261 Electronic Communications	3	0	3
EEM 241 Microprocessors	3	0	3	IST 163 Intro to Srvr Ntwrk Config Admin	3	0	3
ENG 101 English Composition I	3	0	3	IST 164 Implementing Ntwrk Infrastr Svc	3	0	3
PSY 201 General Psychology	3	0	3	*** ** Humanities Elective	3	0	3
			Credits 16				Credits 15
First Year - Spring Semester				Second Year - Spring Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
EEM 201 Electronic Devices I	3	0	3	IST 165 Design of Dir Svcs Troubleshtg	3	0	3
EEM 243 Intro to Computer Servicing	3	0	3	IST 201 Cisco Interntwrk Concepts	3	0	3
IST 162 Intro to Wrkstat Ntwrk	3	0	3	EEM 265 FCC Gen License Prep	3	0	3
IST 166 Network Fundamentals	3	0	3	EEM 275 Technical Troubleshooting	3	0	3
MAT 160 Math for Bus and Fin	3	0	3	SPC 205 Public Speaking	3	0	3
			Credits 15	*** ** Elective	3	0	3
							Credits 18

INDUSTRIAL ELECTRONICS TECHNOLOGY - CAREER PATHWAY IN BIOMEDICAL EQUIPMENT

Degree: Associate in Industrial Technology
Major: Electronics Technology – Biomedical Equipment Pathway
Minimum Credits Required for Graduation: 64

Program Description: Biomedical equipment repairer, often called biomedical equipment technicians, work on medical equipment such as defibrillators, heart monitors, medical imaging equipment (x-rays, CAT scanners, and ultrasound equipment), and are employed to work in a hospital or medical center environment.

Student applying to the Industrial Electronics Technology – Biomedical Equipment Pathway (EEM.BIO) associate degree program must supply the following documentation before registering for courses:

- An official copy of high school transcripts or Graduate Equivalency Diplomas (GED) transcripts. A certificate of completion will not be accepted as a substitute for a high school diploma or GED.
- All candidates for the EEM.BIO associate degree program must take the COMPASS/ASSET placement evaluation unless they have official college transcripts with a "C" or better in Math for Business and Finance (MAT 160) and English Composition I (ENG 101).
- Official transcripts must be sent from the issuing college directly to the Admissions Office at TCL via the mail.
- A copy of the high school or GED transcripts, COMPASS/ASSET placement evaluation, and/or college transcript must be at the TCL Admissions Office before a student can register.
- Students lacking these requirements may register as Career Development or certificate program students but will not be admitted into the program until all requirements are met.

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

Required Coursework in Electronics			
	Lec	Lab	Cr
BIO 112 Basic Anatomy & Physiology	4	0	4
BMT 220 Bio-Instrumentation I	4	0	4
BMT 230 Bio-Instrumentation II	4	0	4
BMT 233 Medical Equipment & Repair	3	0	3
BMT 235 Coop/Internship in Biomedical Equipment	3	0	3
EEM 244 Computer Servicing Troubleshooting	3	0	3
IST 162 Intro to Workstation Networking Admin.	3	0	3
IST 164 Implementing Networking Infrastr. Services	3	0	3
IST 166 Network Fundamentals	3	0	3
			30 Credits

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

Select one of the following:

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

Select one of the following:

PSY 103 Human Relations	3	0	3
PSY 201 General Psychology	3	0	3
			15 Credits

Elective 3 Credits

SAMPLE CURRICULUM - Electronics Technology – Biomedical Equipment Repair Pathway

First Year - Fall Semester				Second Year - Fall Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
EEM 117 AC/DC Circuits I	4	0	4	BIO 112 Basic Anatomy & Physiology	3	0	3
EEM 231 Digital Circuits I	3	0	3	BMT 220 Bio-Instrumentation I	4	0	3
EEM 241 Microprocessors	3	0	3	EEM 244 Computer Svcs Troubleshtg	3	0	3
ENG 101 English Composition I	3	0	3	IST 164 Implementing Ntwrk Infrastr Svc	3	0	3
			Credits 13				Credits 14
First Year - Spring Semester				Second Year - Spring Semester			
	Lec	Lab	Cr		Lec	Lab	Cr
EEM 201 Electronic Devices I	3	0	3	BMT 230 Bio-Instrumentation II	4	0	4
EEM 243 Intro to Computer Servicing	3	0	3	BMT 233 Medical Equipment & Repair	3	0	3
IST 162 Intro to Wrkstat Ntwrk Admin	3	0	3	IST 165 Design of Dir Svcs Troubleshtg	3	0	3
MAT 160 Math for Business & Finance	3	0	3	*** ** Humanities Elective	3	0	3
			Credits 12				Credits 13

Second Year - Summer Semester			
	Lec	Lab	Cr
BMT 235 COOP/Intern in Biomed Equip	3	0	3
PSY 103 Human Relations	3	0	3
SPC 205 Public Speaking	3	0	3
*** ** Elective	3	0	3
			Credits 12

INDUSTRIAL ELECTRONICS TECHNOLOGY CERTIFICATES

Certificates: A+ Computer Servicing, Basic Industrial Systems Technology, Basic Video Production, Computer Networking Technology, Network Administrator, and Network Engineer.

Students that are candidates for the A+ Computer Servicing, Computer Networking Technology, Network Administrator, and Network Engineer certificates must have completed the following procedures:

- Candidates must have taken the ASSET/COMPASS academic evaluation and be qualified for Critical Reading (RDG 100). This may be substituted with an official college transcript demonstrating the certificate candidate has successfully completed English Composition I (ENG 101) with a letter grade of "C" or better.
- Candidates for Computer Networking Technology certificates must be in the final stages of completing all prerequisite courses or proof of computer networking experience.
- The experience should be equal to one year of on-the-job experience and be in a written form on company letterhead paper. All documentation must be in place prior to general college registration.

A+ COMPUTER SERVICING CERTIFICATE

Program Description: The A+ Computer certificate program is the first step into a career in computer repair, computer networking, and computer system engineering. The A+ Computer Certificate gives students the opportunity to acquire the knowledge to be a computer hardware technician. Additionally, it also provides the prerequisite skills required for training in the Microsoft Certified Systems Engineer and Cisco Certified Network Associate. Contact an instructor for further details on classes.

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

COMPUTER NETWORKING TECHNOLOGY CERTIFICATE

Program Description: The Computer Networking Technology certificate program was developed to give students the background knowledge in their quest to become Cisco Certified Network Associates.

Admission Requirements: A+ Computer Servicing Certificate or documented work experience in computer networking or administration of computer networking. Contact an instructor for more information.



Required Certificate Courses			Lec	Lab	Cr
IST 162	Intro to Workstation Networking Admin.	3	0	3	
IST 163	Introduction to Server Networking	3	0	3	
IST 201	Cisco Internetworking Concepts	3	0	3	
IST 202	Cisco Router Configuration	3	0	3	
IST 203	Advanced Cisco Router Configuration	3	0	3	
IST 204	Cisco Troubleshooting	3	0	3	
18 Credits					

NETWORK ADMINISTRATOR CERTIFICATE

Program Description: The Network Administrator certificate program is designed for persons wanting the skills needed to install, maintain, and repair local area (LAN) networks in residential, business, government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Administrator (MCSA) certificate.

Required Certificate Courses			Lec	Lab	Cr
EEM 117	AC/DC Circuits I	4	0	4	
EEM 231	Digital Circuits I	3	0	3	
EEM 241	Microprocessor I	3	0	3	
EEM 275	Technical Troubleshooting	3	0	3	
IST 162	Intro. to Workstation Networking Admin.	3	0	3	
IST 163	Introduction to Server Networking	3	0	3	
IST 164	Implementing Windows Network Infrastructure	3	0	3	
IST 166	Networking Fundamentals	3	0	3	
IST 201	Cisco Internetworking Concepts	3	0	3	
28 Credits					

NETWORK ENGINEER CERTIFICATE

Program Description: The Network Engineer certificate program is designed for persons wanting the skills needed to design, install, maintain, and repair local are (LAN) network in residential, business government, and industrial environments. The coursework prepares the student for the Microsoft Certified Systems Engineer (MCSE) certificate. More emphasis is spent on designing and security systems than in the MCAS certificate.

Required Certificate Courses			Lec	Lab	Cr
IST 162	Intro. to Workstation Networking Admin	3	0	3	
IST 163	Introduction to Server Networking	3	0	3	
IST 164	Implementing Windows Network Infrastructure	3	0	3	
IST 165	Implementing Windows Directory Service	3	0	3	
IST 166	Networking Fundamentals	3	0	3	
IST 263	Designing Network Security	3	0	3	
18 Credits					

INDUSTRIAL MAINTENANCE TECHNOLOGY

INDUSTRIAL MAINTENANCE TECHNOLOGY CERTIFICATE

Certificate: Basic Industrial Systems Technology.

BASIC INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE

Program Description: Upon completion of this certificate a student will have basic entry skills in maintenance procedures, industrial electricity, commercial and industrial wiring, bench work for assembling and disassembling basic maintenance items. The student will also have basic skills in piping systems. The student will have fundamental knowledge of industrial systems and their operations.

Required Certificate Courses			Lec	Lab	Cr
EEM 166	Commercial & Industrial Wiring	4	0	4	
IMT 101	Introduction to Industrial Maintenance	2	0	2	
IMT 106	Fundamentals of Industrial Technology	3	0	3	
IMT 114	Bench Work & Assembly	2	0	2	
IMT 140	Industrial Electricity	5	0	5	
IMT 151	Piping Systems	3	0	3	
19 Credits					

RADIO AND TELEVISION TECHNOLOGY

RADIO AND TELEVISION TECHNOLOGY CERTIFICATE

Certificate: Basic Video Production.

BASIC VIDEO PRODUCTION CERTIFICATE

Program Description: The Basic Video Production certificate program was developed to provide/expand the skills needed for audio/video production used in digital production for radio, TV, large scale digital storage, or Internet presentations. Student will develop skills via course work and intern/supervised work situations. Graduates of this certificate will work in audio and video production as it applies to radio, TV, Internet or mass storage technology.

Required Certificate Courses			Lec	Lab	Cr
RTV 101	Audio Techniques	3	0	3	
RTV 103	Field Operations	3	0	3	
RTV 105	Television Studio Operations	3	0	3	
RTV 113	Video Editing	3	0	3	
RTV 121	Introduction to Broadcasting	3	0	3	

Choose three (3) courses from the following (must be a sequence):

RTV 222	Television Studio Techniques	3	0	3
RTV 224	Television Production	3	0	3
RTV 226	Television Directing	3	0	3
RTV 231	SCWE in Broadcasting I	3	0	3
RTV 232	SCWE in Broadcasting II	3	0	3
RTV 233	SCWE in Broadcasting III	3	0	3
24 Credits				



COURSE DESCRIPTIONS

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

ACC 101 Accounting Principles I 3 Cr. This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing financial records at the end of the accounting cycle, and preparing financial statements. Prerequisite: A minimum math score of 39 on ASSET or 36 on COMPASS or MAT 032.	ACR 140 Automatic Controls 3 Cr. This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls used in the refrigeration and air conditioning industry.
ACC 102 Accounting Principles II 3 Cr. 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.	ACR 160 Service Customer Relations 3 Cr. This course covers how to deal with different types of customers, selling techniques, and correct record keeping.
ACC 124 Individual Tax Procedures 3 Cr. This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.	ACR 206 Advanced Electricity for HVAC/R 2 Cr. This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems. Prerequisite: ACR 140.
ACC 150 Payroll Accounting 3 Cr. This course introduces the major tasks of payroll accounting, employment practices, federal, state, and local governmental laws and regulations, internal controls, and various forms and records.	ACR 210 Heat Pumps 4 Cr. This course is a study of theory and operational principles of the heat pump, its operation, installation, and maintenance. Prerequisite: ACR 102, ACR 107, ACR 108, and ACR 140.
ACC 230 Cost Accounting I 3 Cr. This course is a study of the accounting principles involved in job order cost systems. Prerequisite: ACC 102.	ACR 220 Advanced Air Conditioning 4 Cr. This course is an advanced study of air conditioning systems. Includes advanced troubleshooting techniques along with a variety of industrial/commercial systems.
ACC 240 Computerized Accounting 3 Cr. This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports, and documents. Prerequisite: ACC 101 or instructor approval.	ACR 221 Residential Load Calculations 2 Cr. This course is a study of heat losses/gains in residential structures. Methods for determining heat loss/gain are included along with building load requirements.
ACR 102 Tools & Service Techniques 3 Cr. This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.	ACR 224 Codes and Ordinances 2 Cr. 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 107 Wiring Diagrams 2 Cr. This course covers the basic requirements for interpretation of wiring diagrams used in air conditioning and refrigeration equipment.	ACR 231 Advanced Refrigeration 4 Cr. This course is an in-depth study of commercial and industrial refrigeration equipment as typically found in the college service area. Includes advanced servicing techniques and the exploration of "unique" refrigeration systems. Prerequisite: ACR 108 or permission from instructor.
ACR 108 Refrigeration Fundamentals 3 Cr. This course is an introduction to the principles of refrigeration including the physics of refrigeration, refrigerant cycle and system components.	ACR 240 Advanced Automatic Controls 3 Cr. This course is a study of pneumatic and electronic controls used in air conditioning and refrigeration. Prerequisite: ACR 140
ACR 110 Heating Fundamentals 4 Cr. This course covers the basic concepts of oil, gas, and electric heat, their components and operation. Systems will be reviewed as to operational characteristics and environmental efficiencies.	ACR 250 Duct Fabrication 3 Cr. This course covers the design, fabrication, and installation of air duct systems.
ACR 118 Air Conditioning Fundamentals 3 Cr. This course is an introduction to the principles of air conditioning, including systems function, design and load estimation.	ACR 251 Supervised Cooperative Work Experience in HVAC 4 Cr. This course includes supervised work experience at an approved site in accordance with specific documented requirements. Prerequisite: Instructor approval.
ACR 131 Commercial Refrigeration 4 Cr. This course is a study of maintenance and repair of commercial refrigeration systems. Prerequisite: ACR 102, ACR 108, ACR 140, and ACR 231.	AET 101 Building Systems I 3 Cr. This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

AET 202 History of Architecture 3 Cr.
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

AET 124 Residential Design I 3 Cr.
This course is a study of residential components, such as Site/House Interface and dining areas, kitchens bedrooms, and baths, and how the function and form the entire residence.

AHS 102 Medical Terminology 3 Cr.
This course covers medical terms including roots, prefixes, and suffixes, with emphasis on spelling, definition, and pronunciation. **Prerequisites:** ENG 100 and RDG 100 or COMPASS placement scores for ENG 101 & PSY 201.

AHS 106 Cardiopulmonary Resuscitation 1 Cr.
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 121 Basic Pharmacology 2 Cr.
This course covers the natures of drugs, their actions in the body and side effects. **Corequisites:** BIO 210, BIO 211, SUR 101 & SUR 110.

AHS 161 Introduction to Health Careers 1 Cr.
This course introduces the student to a variety of health careers. **Prerequisites:** Eligible for RDG 100, MAT 100 and ENG 100 or appropriate placement scores.

AHS 205 Ethics/Law Allied Health 3 Cr.
This course is an introduction to ethical, bioethical and legal concepts related to allied health professions.

ANT 101 General Anthropology 3 Cr.
This course is the study of physical and cultural anthropology. This course explores subfields of anthropology to examine primatology, human paleontology, human variation, archeology and ethnology. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

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

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

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

ART 108 History of Western Art 3 Cr.
This course is a visual and historical survey of western art from the renaissance through modern times. The techniques, form, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environment which produced them. **Prerequisite:** ENG 101.

ART 111 Basic Drawing 3 Cr.
This course provides an introduction to the materials and the basic techniques of drawing.

ART 205 Survey of Materials 3 Cr.
This course is an overview of non-structural materials used in interiors. Topics include their composition, characteristics, applications, specifications, and government regulations.

ART 211 Introduction to Painting 3 Cr.
This course is an introduction to materials and techniques of painting.

ART 212 Introduction to Watercolor 3 Cr.
This course is an introduction to the transparent American watercolor techniques, emphasizing the creation of landscapes and still-life subjects that utilize appropriate brush techniques and proper color mixing for this medium.

ARV 110 Computer Graphics I 3 Cr.
This course is a study of the fundamentals of computer assisted graphics and design. **Prerequisites:** CPT 101 or CPT 170 or instructor approval and eligible for ENG 100 or RDG 100 or successful completion of ENG 032.

ARV 122 3D Design I 3 Cr.
This course is a foundation design course that examines the principles, theory, techniques and materials of three dimensional form, space and structure. **Prerequisites:** ENG 101, RDG 100, and CPT 101 or CPT 170.

ARV 132 3D Design II 3 Cr.
This course covers the second level of an introduction to three dimensional design utilizing the elements and principles of design and some of the basic materials and processes available to the designer. **Prerequisite:** ARV 122.

ARV 210 Computer Graphics II 3 Cr.
This course is an advanced computer art course which includes a study of the creation of graphic design using electronic imagery. **Prerequisite:** ARV 110.

ARV 217 Computer Imagery 3 Cr.
This course covers the use of the computer as a tool to create images that address the needs of the visual communication field. **Prerequisites:** CPT 101 or CPT 170 or instructor approval, ENG 100, a minimum reading score of 35 on ASSET or 61 on COMPASS.

ARV 222 Computer Animation 3 Cr.
This course introduces techniques of creating the illusion of motion and three dimensional space. **Prerequisites:** CPT 101 or CPT 170 or instructor approval, ENG 100, a minimum reading score of 45 on ASSET or 88 on COMPASS.

ARV 223 3D Animation I 3 Cr.
This course covers advanced techniques used in creating three dimensional animation software.

ARV 224 3D Animation II 3 Cr.
This course includes advanced projects in three-dimensional animation using computer software.

ARV 226 Digital Video Production 3 Cr.
This course covers the study of digital video editing techniques used in the production of digital video for both multimedia CDROMS and web sites. **Prerequisite:** CPT 101 or CPT 170.

ARV 227 Web Site Design I 3 Cr.
This course is an introduction to the production of an interactive World Wide Web site. **Prerequisite:** CPT 101 or CPT 170.



- ARV 228 Web Site Design II 3 Cr.**
This course covers a study of advanced Web site design techniques culminating in an interactive Web site. **Prerequisite:** ARV 227.
- ARV 230 Visual Arts Business Procedures 3 Cr.**
This course covers a study of professional practices involved in the organization and operation of businesses concerned with the visual arts. **Prerequisites:** CPT 101 or CPT 170 or instructor approval, ENG 100, a minimum reading score of 45 on ASSET or 80 on COMPASS.
- ARV 264 Special Projects in Graphics 3 Cr.**
This course includes an advanced project as assigned from conception to final production.
- ARV 266 Seminar in Graphic Arts 3 Cr.**
This course offers an introduction to contemporary topics and issues in graphic design.
- AST 101 Solar System Astronomy 4 Cr.**
This course is a descriptive survey of the universe with an emphasis on basic physical objects in the solar system. Related topics of current interest are included in the course. **Prerequisites:** MAT 100.
- AST 102 Stellar Astronomy 4 Cr.**
This course is a descriptive survey of the universe with an emphasis on basic physical objects and galactic and extragalactic objects. Related topics of current interest are included in the course. **Prerequisite:** AST 101.
- AUT 101 Engine Fundamentals 3 Cr.**
This course is a study of automotive engine fundamentals and principles of engine operations, including horsepower calculations, cubic inch displacement calculations, efficiency combustion theory, etc. It also includes types of engines, cylinders, valve arrangements, lubrications, fuel, exhaust and cooling systems.
- AUT 112 Braking Systems 4 Cr.**
This course covers hydro-boost power brakes and vacuum power brakes as well as master cylinders, caliper rebuilding and how to machine disc brake rotors and drums.
- AUT 122 Suspension and Alignment 4 Cr.**
This course is a study of suspension and steering systems including nonadjustable and adjustable wheel alignment angles and application of balancing and alignment equipment.
- AUT 131 Electrical (Electronic) Systems 3 Cr.**
This course is a study of the individual systems and components that, when combined, form the entire automotive electrical system. The course includes starting and charging systems, ignition, engine, chassis and accessory systems as well as instruction in the proper use of electrical schematics. **Prerequisites:** AUT 101, AUT 145 or instructor permission.
- AUT 145 Engine Performance 3 Cr.**
This course covers the diagnosis of various performance problems using the appropriate diagnostic equipment and diagnostic manuals. Logical thinking is also included in this course.
- AUT 152 Automatic Transmission 4 Cr.**
This course is a basic study of power flow and hydraulics, including torque converter operation.
- AUT 232 Automotive Accessories 2 Cr.**
This course is a study of devices and systems considered accessories by the automotive industry. Study includes windshield wiper systems, power door locks, windows and seats, clocks, and environmental systems.
- BAF 101 Personal Finance 3 Cr.**
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning. **Prerequisite:** BUS 101, MAT 100 or placement scores for MAT 110 or instructor approval.
- BAF 201 Principles of Finance 3 Cr.**
This is an introductory course to the field of finance. The monetary and credit system are examined along with how the demand for funds is met in both the public and private sector. **Prerequisite:** BUS 101 with eligibility for MAT 110 or instructor approval.
- BAF 260 Financial Management 3 Cr.**
This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting, and cost of capital. **Prerequisites:** ACC 102 and MAT 100.
- BCT 101 Introduction to Building Construction 5 Cr.**
This course is an introduction to residential and light commercial construction, terms, tools of the trade and their safe use.
- BCT 102 Fundamentals of Building Construction 4 Cr.**
This course is a study of framing for residential and light commercial buildings. **Prerequisite:** BCT 101 or instructor approval.
- BCT 103 Construction Site Layout 4 Cr.**
This course covers location and layout of building corners, elevation, and the use of appropriate tools.
- BCT 104 Construction Site Layout 2 Cr.**
This course is a study of principles, equipment, and methods used to perform site layouts and distance measurements.
- BCT 112 Construction Print Reading 2 Cr.**
This course is a study of residential and light commercial prints.
- BCT 123 Architectural Construction Drafting 3 Cr.**
This course covers an introduction to the principles of architectural planning and design with an emphasis on residential and light commercial construction.
- BCT 131 Estimating/Quantity Take Off 2 Cr.**
This course covers construction estimation and quantity take-off for construction trades based on local and national building codes.
- BCT 138 Residential Wiring 5 Cr.**
This course is a study of wiring methods and practices used in residential applications. **Corequisite:** EEM 117 or instructor approval.
- BCT 151 Introduction to Residential Plumbing 3 Cr.**
This course covers plumbing theory as it relates to residential construction. Introduces the varieties of pipe, fixtures, and their repair and installation methods.
- BCT 152 Residential Plumbing 5 Cr.**
This course is a study of the plumbing methods and practices used in residential application.
- BCT 153 Plumbing Repairs 3 Cr.**
This course covers repair work in domestic and commercial plumbing installation.
- BCT 154 Plumbing Test and Connections 3 Cr.**
This course is a study and application of Dww piping systems, testing Dww piping, testing water lines, testing faucets and valves, and installing water heaters.

- BCT 201 Principles of Roof Construction 4 Cr.**
This course is a study of design and construction of roof systems and roofing materials for residential and light commercial construction.
- BCT 203 Exterior & Interior Finishes 5 Cr.**
This course is a study of exterior and interior finishes for residential and light commercial buildings.
- BCT 204 Cabinet Making 4 Cr.**
This course is a study of design and construction of cabinets, custom case work, and counter tops. **Prerequisite:** BCT 101 or instructor approval.
- BCT 209 Construction Project Management 3 Cr.**
This a course designed with projects using building construction skills.
- BCT 221 Construction Building Codes 3 Cr.**
This course is a study of local, state, and national building code requirements as they apply to residential and commercial construction.
- BCT 222 License Preparation 3 Cr.**
This course is designed for preparation for the contractor exam and licensing.
- BIO 100 Introductory Biology (non-degree credit)* 4 Cr.**
This is a course in general biology designed to introduce principles of biology. **Prerequisites:** RDG 032, MAT 032, and ENG 032 or placement scores for RDG 100 and ENG 100. These credits do not apply toward graduation.
- BIO 101 Biological Science I 4 Cr.**
This course is a study of the scientific method, basic biochemistry, cell structure and function, cell physiology, cell reproduction and development, Mendelian genetics, population genetics, natural selection, evolution, and ecology. **Prerequisites:** ENG 100, RDG 100 or placement scores for ENG 101, PSY 201, and successful completion of high school biology or BIO 100 within the past five years.
- BIO 102 Biological Science II 4 Cr.**
This course is a study of the classification of organisms and structural and functional considerations of all kingdoms (particularly major phyla as well as viruses.) Vertebrate animals and vascular plants are emphasized. **Prerequisite:** BIO 101.
- BIO 112 Basic Anatomy and Physiology 4 Cr.**
This course is a basic integrated study of the structure and function of the human body. Common disease processes of cells, tissues, organs and systems are stressed. Medical terminology is integrated throughout the course. **Prerequisites:** MAT 032, ENG 032, RDG 100 or appropriate placement scores for MAT 100, ENG 100, and PSY 201
- BIO 210 Anatomy and Physiology I 4 Cr.**
This is the first in a sequence of courses, including an intensive coverage of the body as an integrated whole. All body systems are studied. **Prerequisites:** ENG 100, RDG 100, or placement scores for ENG 101, PSY 201, and successful completion of high school biology or chemistry or BIO 100 or CHM 100 within the past five years.
- BIO 211 Anatomy and Physiology II 4 Cr.**
This is a continuation of a sequence of courses, including intensive coverage of the body as an integrated whole. All body systems are studied. **Prerequisite:** BIO 210.
- BIO 225 Microbiology 4 Cr.**
This is a detailed study of microbiology as it relates to infection and the disease processes of the body. Topics include immunity, epidemiology, medically important microorganisms, and diagnostic procedures for identification. **Prerequisites:** BIO 100 or BIO 210.

- BIO 238 Musculoskeletal System Anatomy 3 Cr.**
This course is a continuation of BIO 110 and is designed for the massage therapy student. It emphasizes the muscular and skeletal systems with laboratory exercises on the bones, bone markings, and the muscles addressing their origin, insertion, innervation and action. **Prerequisites:** BIO 112.
- BMT 220 Bio-Instrumentation I 4 Cr.**
This course covers cardiovascular measurements, blood pressure measurement, measurements of heart sound, measurement of physical variable, and characteristics of the various analog-to-digital and digital-to-analog techniques. **Prerequisites:** EEM 117, EEM 201, EEM 231, EEM 241, & EEM 243.
- BMT 230 Bio-Instrumentation II 4 Cr.**
This course covers techniques involved in biophysical parameter measurements, electrical safety and troubleshooting methods and general biomedical equipment. **Prerequisite:** BIO 220. **Corequisites:** EEM 244, IST 162, IST 164, & IST 166.
- BMT 233 Medical Equipment and Repair 3 Cr.**
This course covers the application of the performance analyzer, tester, and simulator for troubleshooting and calibration of medical equipment. **Corequisites:** EEM 244, IST 162, IST 164, & IST 166.
- BMT 235 Cooperative/Internship in Biomedical Equipment Repair 3 Cr.**
The cooperative/internship is designed to provide job success skills and on the job work experience in local biomedical/electronics industries. The course emphasizes time management and problem resolution in biomedical equipment repair environment. **Corequisites:** EEM 244, IST 162, IST 164, & IST 166.
- BUS 101 Introduction to Business 3 Cr.**
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.
- BUS 110 Entrepreneurship 3 Cr.**
This course is an introduction to the process of starting a small business, including forms of ownership and management.
- BUS 121 Business Law I 3 Cr.**
This course is a study of legal procedures, law and society, classifications and systems of law, the tribunals administering justice and their actions, contracts, sales, transfer of titles, rights and duties of the parties, conditions and warranties.
- BUS 123 Business Law II 3 Cr.**
This course is a study of negotiable instruments, law of property, acquisition and transfer of title, bailment, duties and liabilities of common carriers, innkeepers, warehousemen and agencies. **Prerequisite:** BUS 121.
- BUS 140 Business Mathematics 3 Cr.**
This course covers applications of business mathematics in the study of discounting, marking up, inventory, and insurance. Other topics may include payroll and commission computations, introduction to stocks and bonds, and other accepted business practices. **Prerequisite:** A minimum math score of 39 on ASSET or 36 on COMPASS or MAT 032.
- BUS 210 Introduction to E-Commerce in Business 3 Cr.**
This course is the study of electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and how they apply to the process of buying and selling goods and services online.



- BUS 220 Business Ethics 3 Cr.**
This course includes an exploration of ethical issues arising in the context of doing business. Representative topics: employee rights and responsibilities, corporate regulations and rights, discrimination, truth in advertising, employee privacy, environmental exploitation and free enterprise.
- BUS 268 Special Projects in Business 3 Cr.**
This course includes research, reporting, and special activities for successful employment in the business world.
- CET 120 Construction Materials 3 Cr.**
This course includes a study of basic materials used in construction, including research of building product specifications.
- CET 205 Surveying II 4 Cr.**
This course includes electro-optical instrumentation techniques and complex computations used in surveying.
- CET 215 Soil Mechanics Fundamentals 2 Cr.**
This course is an introduction to soils and their engineering properties, including classification and foundations.
- CET 218 Hydraulics 3 Cr.**
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices, and weirs.
- CET 242 Concrete Design 3 Cr.**
This course covers the design of concrete structural members according to the ACI codes, quality control of concrete and structural inspection.
- CET 244 Structural Steel Design 3 Cr.**
This course covers the design of beams, columns, floor framing, tension and compression members, and bolted and welded connections according to AISC specifications.
- CET 246 Environmental Systems Technology 3 Cr.**
This course covers a study of the sources, treatment, collection and distribution of water and waste water.
- CET 251 Highway Design 3 Cr.**
This course covers a study of the design and construction of a highway.
- CGC 110 Electronic Publishing 3 Cr.**
This is an introductory course to the fundamentals of electronic publishing. Prerequisite: CPT 101 or CPT 170.
- CHM 100 Introductory Chemistry (non-degree credit)* 4 Cr.**
This is an introductory course in general chemistry and principles of chemistry. Emphasis is placed on mathematical solutions and laboratory techniques. Prerequisites: MAT 100 or RDG 032, placement scores for RDG 100 & MAT 110. These credits do not apply toward graduation.
- CHM 101 General Chemistry I 4 Cr.**
This is the first of a sequence of courses in fundamental principles of chemistry. Topics include atomic and molecular structure, nomenclature, formulas and equations, common substances and reactions, stoichiometry, states of matter, solutions, and equilibria. It also covers the basic practices and procedures of chemistry.
- CHM 110 College Chemistry I 4 Cr.**
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. Prerequisites: MAT 100, RDG 100 or placement scores for MAT 110, PSY 201, and successful completion of high school chemistry or CHM 100 within the past five years.
- CHM 111 College Chemistry II 4 Cr.**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equations, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are kinetics, thermodynamics, and electrochemistry. Prerequisite: CHM 110
- CHM 112 College Chemistry III 4 Cr.**
This course is a continuation of the study of atomic and molecular structure, nomenclature and equation, properties, reactions, and states of matter, stoichiometry, gas laws, solutions, and equilibria. Other topics included are organic chemistry and biochemistry. Prerequisite: CHM 111.
- CHM 211 Organic Chemistry I 4 Cr.**
This course is the first in a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry.
- CHM 212 Organic Chemistry II 4 Cr.**
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy. Prerequisite: CHM 211.
- COL 103 College Skills 3 Cr.**
This course may include selected topics such as career planning, study skills, stress management, tutoring, group guidance and other subjects to facilitate student success. These credits do not apply toward graduation.
- COL 105 Freshman Seminar 3 Cr.**
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshman adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills. These credits do not apply toward graduation.
- COL 106 Skills for College Success 1 Cr.**
This course is designed to enhance the skills of entering freshmen to facilitate their ability to succeed in the college environment. The course topics include student/instructor expectations, time management, library/computer orientation, listening/not-taking, studying for success, learning styles/personality types, and diversity and differences on campus. These credits do not apply toward graduation.
- COL 107 Computer Literacy Skills for College Success 3 Cr.**
This course is designed for students who need an introduction to computer literacy and word processing skills in order to develop or improve basic keyboarding and to use the computer for self-paced computer-based and web-based instruction and communication. These credits do not apply toward graduation.
- COL 108 Basic Graphing Calculator Skills 3 Cr.**
This course includes the following topics: understand the menus, use basic arithmetic functions, solve equations, explore and evaluate functions, draw on a graph, use geometry features, use basic probability and statistics functions, set up matrices, link calculators, use applications and fix errors.
- COS 101 Fundamentals of Cosmetology 3 Cr.**
This course is an introductory course to the fundamentals of professional ethics, hygiene, good grooming and salesmanship as they relate to the practices of the salon including hair-style, type of dress and style of makeup.

- COS 102 Sanitation Procedures 3 Cr.**
This course is a study of the various methods of sanitation used in the salon with emphasis on the importance of sanitation and sterilization as it relates to the practice of cosmetology.
- COS 106 Facials and Make-Up 3 Cr.**
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety. Includes massage, lashes and brows.
- COS 108 Nail Care 3 Cr.**
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.
- COS 110 Scalp and Hair Care 3 Cr.**
This course is a study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp with emphasis on preserving the health and beauty of the scalp and hair.
- COS 112 Shampoo and Rinses 4 Cr.**
This course is a study of procedures and safety precautions in the application of shampoo and rinses.
- COS 114 Hair Shaping 4 Cr.**
This is an introductory course to the techniques of hair shaping. Emphasis is given to the correct use and safety of implements, proper hair sectioning, and various techniques used in hair design in relationship to body structure.
- COS 116 Hair Styling I 4 Cr.**
This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry. Emphasis is on hair design, curl types and the creation of special styling effects.
- COS 120 Mannequin Practice 3 Cr.**
This course covers cosmetology applications including hair shaping, chemical waving, hair styling, and hair coloring.
- COS 201 Salon Management 3 Cr.**
This course is a study of salon management, including rules, regulations, and codes governing the practice of cosmetology. Covers a variety of salon ownership models along with salon financial and operating characteristics.
- COS 206 Chemical Hair Waving 3 Cr.**
This course is a study of methods of permanently waving the hair, including product, chemistry, and safety. Includes product classification, scalp and hair analysis and problem recognition.
- COS 208 Chemical Hair Relaxing 3 Cr.**
This course is a study of methods of chemically relaxing the basic structure of hair, including product, chemistry, and safety. Emphasizes the removal of curl from overly curly hair by the use of chemical agents.
- COS 210 Hair Coloring 3 Cr.**
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry. Includes an introduction to chemistry as it applies to hair coloring.
- COS 212 Hair Lightening 3 Cr.**
This course is a study of the lightening of hair, including methods, procedures, safety precautions, chemistry, corrective measures, purpose and effects.
- COS 220 Cosmetology Clinical Practice I 3 Cr.**
This course is an integration of cosmetology skills in a simulated salon environment.
- COS 222 Cosmetology Clinical Practice II 3 Cr.**
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.
- CPT 101 Introduction to Computers 3 Cr.**
This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.
- CPT 111 Basic Programming I 3 Cr.**
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. Prerequisite: CPT 101 or CPT 170.
- CPT 168 Programming Logic and Design 3 Cr.**
This course examines problem-solving techniques applied to program design. Topics include a variety of documentation techniques as means of solution presentation. This course also includes a general introduction to computer concepts. Prerequisite: CPT 101 or CPT 170.
- CPT 170 Microcomputer Applications 3 Cr.**
This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.
- CPT 172 Microcomputer Database 3 Cr.**
This course introduces microcomputer Database concepts, including generating reports from Database, creating, maintaining, and modifying Databases. Prerequisite: CPT 101 or CPT 170.
- CPT 186 Visual Basic.net I 3 Cr.**
This course introduces the student to development of Visual Basic windows applications using the Microsoft.net framework. Prerequisite: CPT 101 OR CPT 170.
- CPT 207 Complex Computer Applications 3 Cr.**
This course covers analyzing, designing, and implementing computerized solutions to realistic business applications areas. Prerequisites: CPT 101 or CPT 170
- CPT 211 Basic Programming II 3 Cr.**
This course focuses on menu-driven systems, interactive program design, subroutines, file conversions, and file creation and maintenance using advanced techniques for basic programming. Prerequisite: CPT 111.
- CPT 232 C++ Programming I 3 Cr.**
This introductory course in C++ Programming I emphasizes the designing, coding, testing and debugging of C ++ Programs involving input/ output operations, data types, storage classes, decision structures, looping, functions, arrays, and simple pointers, and strings. Prerequisite: CPT 111.
- CPT 233 C++ Programming II 3 Cr.**
This course introduces object-oriented design techniques using C++. Topics include classes, friends, overloading operators, inheritance, and virtual functions. Prerequisite: CPT 232.
- CPT 236 Introduction to JAVA Programming 3 Cr.**
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 111.



- CPT 237 Advanced JAVA Programming 3 Cr.**
This course is a study of advanced topics of the JAVA programming language by building on basic knowledge of the JAVA language. Topics covered will include multi-reading, swing classes, swing event models, advanced layout managers, the Javabean component model, and network programming and server-side programming. **Prerequisite:** CPT 236.
- CPT 238 Internet Scripting 3 Cr.**
This course is a study of Internet programming including the syntax of scripting languages and Internet programming concepts and examines topics related to client-side scripting language programming as well as introducing topics related to server-side scripting. **Prerequisite:** CPT 101 OR CPT 170.
- CPT 240 Internet Programming with Database 3 Cr.**
This course is a study of the implementation of dynamic web pages focusing on the development of web sites that interact with databases utilizing current server-side technologies along with the databases to deliver dynamic content. **Prerequisite:** CPT 101 or CPT 170.
- CPT 242 Database 3 Cr.**
This course introduces Database models and the fundamentals of Database design. Topics include Database structure, Database processing, and application programs which access a Database. **Prerequisite:** CPT 101 or CPT 170.
- CPT 257 Operating Systems 3 Cr.**
This course examines the theory of operating systems and how the operating systems theory is implemented in current operating systems. **Prerequisite:** CPT 101 or CPT 170.
- CPT 260 Fundamentals of Operating Systems and Web Servers 3 Cr.**
This course is a study of operating techniques needed for setting up and maintaining web servers. **Prerequisite:** CPT 176 or CPT 257.
- CPT 264 Systems and Procedures 3 Cr.**
This course covers the techniques of system analysis, design, development, and implementation. **Prerequisite:** CPT 111 or CPT 101.
- CPT 267 Technical Support Concepts 3 Cr.**
This course is a study of technical support/help desk concepts and techniques for supporting computers and computer services. **Prerequisite:** CPT 101 or CPT 170.
- CPT 268 Computer End-User Support 3 Cr.**
This course prepares students to train and support end-users. Topics include end-user support functions, developing training modules, and strategies to provide ongoing technical support. Emphasis is on solving problems with users (needs analysis, troubleshooting, and interaction with users). **Prerequisite:** CPT 101 or CPT 170.
- CPT 270 Advanced Microcomputer Applications 3 Cr.**
This course emphasizes the integration of popular microcomputer software packages using advanced concepts in microcomputer applications software. **Prerequisite:** CPT 101 or CPT 170.
- CPT 272 Advanced Microcomputer Database 3 Cr.**
This course emphasizes accessing Databases using advanced concepts in microcomputer Database application software. Techniques include SQL, applications generators, and Database programming to generate various applications. **Prerequisite:** CPT 172.
- CPT 276 CPT Internship 3 Cr.**
This course is an intensive application development experience in an approved business setting. All CPT required major and required related courses or instructor approval. **Prerequisite:** CPT 101 or CPT 170.
- CPT 286 Visual Basic.net II 3 Cr.**
This course is a study of advanced techniques for visual basic programming using the Microsoft.net framework. **Prerequisite:** CPT 186.
- CRJ 101 Introduction to Criminal Justice 3 Cr.**
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 Cr.**
This course includes an introduction to the philosophy and application of security. The protection of personnel, facilities, and other assets as well as administrative, legal and technical problems of loss prevention and control are analyzed. **Prerequisite:** CRJ 101.
- CRJ 115 Criminal Law I 3 Cr.**
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses, and various legal principles upon which criminal law is established are reviewed. **Prerequisite:** CRJ 101 or LEG 135.
- CRJ 120 Constitutional Law 3 Cr.**
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined. **Prerequisite:** CRJ 101.
- CRJ 125 Criminology 3 Cr.**
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies, and the reaction of society to crime and criminals. **Prerequisite:** CRJ 101.
- CRJ 130 Police Administration 3 Cr.**
This course is a study of the organization, administration, and management of law enforcement agencies. **Prerequisite:** CRJ 101.
- CRJ 135 Correctional Administration 3 Cr.**
This course is a study of the structure, organization, and management of adult and juvenile correctional facilities. **Prerequisite:** CRJ 101.
- CRJ 140 Criminal Justice Report Writing 3 Cr.**
This course is a study of the proper preparation and retention of criminal justice records and reports, including observational skills, formatting, and the value of accurate, complete, and selective written articulation of information and observations. **Prerequisite:** CRJ 101, ENG 100.
- CRJ 145 Juvenile Delinquency 3 Cr.**
This course includes a survey of the sociological, biological, and psychological theories involved in juvenile delinquency, modern trends in prevention, and treatment. **Prerequisite:** CRJ 101.
- CRJ 150 Interviewing and Counseling 3 Cr.**
This course is a study of the basic elements of human relationships in order to provide techniques for interviewing and conducting individual therapy. Small group dynamics and interview counseling sessions are examined as information gathering methods. Particular emphasis is placed on interpersonal relationships and the development of communication skills. **Prerequisite:** CRJ 101.

- CRJ 202 Criminalistics 3 Cr.**
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms identification, pathology, toxicology, ballistics and clandestine operations. **Prerequisite:** CRJ 101.
- CRJ 218 Crisis Intervention 3 Cr.**
This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises. **Prerequisite:** CRJ 101.
- CRJ 220 Judicial Process 3 Cr.**
This course includes an overview of the lawmaking function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice. **Prerequisite:** CRJ 101.
- CRJ 222 Ethics in Criminal Justice 3 Cr.**
This course is a study of the application of ethical theories to the criminal justice profession. **Prerequisite:** CRJ 101.
- CRJ 224 Police - Community Relations 3 Cr.**
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations. **Prerequisite:** CRJ 101.
- CRJ 230 Criminal Investigation I 3 Cr.**
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects. Different methods of conducting crime scene searches and methods used in investigating various crimes are studied in the course. **Prerequisite:** CRJ 101.
- CRJ 236 Criminal Evidence 3 Cr.**
This course is a study of the established rules of evidence from arrest to release in the administration of criminal justice. **Prerequisite:** CRJ 101.
- CRJ 238 Industrial and Retail Security 3 Cr.**
This course is a study of the proper methods of reducing losses caused by shoplifting, employee theft, and industrial espionage. The proper use of security hardware such as alarm systems, CCTV, and fencing are also studied in the course. **Prerequisite:** CRJ 101.
- CRJ 240 Correctional Treatment 3 Cr.**
This course is a study of the methods of classification and categorization of inmates. Consideration is given to various treatment plans and methods of rehabilitation programs. Particular emphasis is placed on the practicalities and limitations of treatment and rehabilitation of offenders in an institutional setting. **Prerequisite:** CRJ 101.
- CRJ 242 Correctional Systems 3 Cr.**
This course is an introduction to aspects of the correctional function in criminal justice, including organization, process, procedure, and clients incarcerated and on conditional release. **Prerequisite:** CRJ 101.
- CRJ 244 Probation, Pardon and Parole 3 Cr.**
This course is a study of the development, organization, operation, and results of systems of probation and parole as substitutes for incarceration. The philosophy and methods of treatment of offenders and the operational problems and activities of the probation/parole officer are studied in the course. **Prerequisite:** CRJ 101.

CRJ 246 Special Problems in Criminal Justice 3 Cr.
In this course issues are examined within the criminal justice community/profession which are of special concern to students and practitioners because of such elements as timeless, local concern, legalistic, and or other dynamic factors of such issues. **Prerequisite:** CRJ 101.

CRJ 260 Seminar in Criminal Justice 3 Cr.
This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice. **Prerequisite:** CRJ 101.

ECD 101 Introduction to Early Childhood 3 Cr.
This course includes an overview of the history, theories, and curriculum models of early education. Emphasis is on current trends/issues, with a review of state/national regulations. Characteristics of quality programs and professional teachers are explored in the course. This is a state certified course and student completing it successfully receive the South Carolina Childcare Certificate.

ECD 102 Growth and Development I 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week.

ECD 105 Guidance and Classroom Management 3 Cr.
This course is an overview of developmentally appropriate, effective guidance and classroom management techniques for the teacher of young children. A positive proactive approach is stressed in the course. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week.

ECD 106 Observation of Young Children 3 Cr.
This course is a study of 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. Appropriate methods are given for recording behavior in young children. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week.

ECD 107 Exceptional Children 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisite:** ECD 102, ECD 103 or instructor approval.

ECD 108 Family & Community Relations 3 Cr.
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 Cr.
This course is designed to focus on application of administrative concepts and practices to those trained in child development. The principles presented in this course can be applied in many types and sizes of child care centers. The four functions common to administration - planning, implementation, operating and evaluating - are presented in detail in this course.

ECD 131 Language Arts 3 Cr.
This course is a study of methods and materials in age-appropriate language experiences. Opportunities are provided to develop listening, speaking, pre-reading and pre-writing skills through planning, implementation, and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation, and presentation of children's literature are included. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisites or Corequisites:** ENG 032, ENG 012.

ECD 132 Creative Experiences 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisite:** ECD 131 or ECD 133.

ECD 133 Science & Math Concepts 3 Cr.
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. (This 3 credit hour course consists of 2 lecture hours per class (2 credits) and 3 lab hours (1 credit) in various childcare settings.) **Prerequisites:** MAT 032, MAT 012.

ECD 135 Health, Safety, and Nutrition 3 Cr.
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. (This 3 credit hour course consists of 2 lecture hours per class (2 credits) and 3 lab hours (1 credit) in various childcare settings.)

ECD 200 Curriculum Issues in Infant & Toddler Development 3 Cr.
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisites:** ECD 101, ECD 102.

ECD 201 Principles of Ethics & Leadership in Early Care & Education 3 Cr.
This course includes an overview of historical views of leadership and issues and challenges of leadership in early care & education. Emphasis is on current trends and issues. This course also review ethical principles as they relate to children, families, colleagues and the community and society. **Prerequisites:** ENG 100, RDG 100.

ECD 203 Growth and Development II 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisite:** ECD 102 or instructor approval.

ECD 205 Socialization & Group Care of Infants & Toddlers 3 Cr.
This course is the study of the socialization and group care of infants and toddler. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisites:** ECD 101, ECD 102.

ECD 207 Infants & Toddlers with Special Needs 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisites:** ECD 101, ECD 102.

ECD 210 Early Childhood Intervention 3 Cr.
This course provides a study of a variety of intervention procedures reflecting various models, including child centered, child directed, behavioral, cognitive, and social approaches to instruction. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisite:** ECD 107 or instructor approval.

ECD 237 Methods and Materials 3 Cr.
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. Each 3 credit hours consist of 2.5 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisite:** ECD 131 or ECD 133.

ECD 243 Supervised Field Experience I 3 Cr.
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices. Each 3 credit hours consist of 1 lecture hour per week and 6 lab hours in various childcare settings per week. **Prerequisite or Co-requisite:** ECD 132 or instructor approval.

ECD 251 Supervised Field Experiences in Infant/Toddler Environment 3 Cr.
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers. Each 1 credit hour consist of 6 lecture hours per week and 1.5 lab hours in various childcare settings per week. **Prerequisites:** ECD 101, ECD 102, ECD 200.

ECO 210 Macroeconomics 3 Cr.
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls, the government's role in economic decisions and growth. **Prerequisites:** ENG 101, MAT 100.

ECO 211 Microeconomics 3 Cr.
This course includes the study of the behavior of households and firms. Including supply and demand, elasticity, price/input in different market structures, pricing of resources, regulations and comparative advantage and trade. **Prerequisite:** ENG 101, MAT 100.

EEM 117 AC/DC Circuits I 4 Cr.
This course is a study of direct and alternating theory, Ohm's Law, series, parallel, and combination circuits. Circuits are constructed and tested.

EEM 140 National Electrical Code 3 Cr.
This course is a study of the National Electrical Code and is based on the latest codes as published by the National Fire Protection Association. **Prerequisite:** Instructor approval.

EEM 166 Commercial and Industrial Wiring 4 Cr.
This course is a study of wiring methods and practices in commercial and industrial applications.

EEM 201 Electronic Devices 1 3 Cr.
This course is the study of the fundamental principles of common electronic devices and circuits. Emphasis is placed on solid-state principles and applications. **Prerequisite:** EEM 117 or instructor approval.

EEM 231 Digital Circuits I 3 Cr.
This course is a study of the logic elements, mathematics, components and circuits utilized in digital equipment. Emphasis is placed on the function and operation of digital integrated circuit devices. **Prerequisite:** EEM 117 or instructor approval.

EEM 241 Microprocessor 3 Cr.
This course is an introduction to basic microprocessor concepts such as microprocessor structure, numbering systems, computer arithmetic, programming, architecture, and basic interfacing techniques. **Corequisite:** EEM 231 and EEM 117 or instructor approval.

EEM 243 Introduction to Computer Servicing 3 Cr.
This course is an introduction to the fundamental operation and capabilities of peripheral devices. Topics such as input/output standards and interfacing to minicomputers are covered. This course prepares you for the Microsoft exam Implementing and Supporting Microsoft Windows NT 4 Workstation. **Prerequisites:** EEM 117, EEM 231, EEM 241, or instructor approval.

EEM 244 Computer Servicing Troubleshooting 3 Cr.
This course covers the troubleshooting process used to locate faulty components in minicomputer systems. Topics such as visual inspecting and diagnostic testing are covered. **Prerequisite:** EEM 243 or instructor approval.

EEM 261 Electronic Communications 3 Cr.
This course is an introduction to the electronic circuits used in radio frequency applications. Basic modulation, detection methods, antennas and transmission cables are covered. **Prerequisite:** EEM 201 or instructor approval.

EEM 265 FCC General License Preparation 3 Cr.
This course covers the materials necessary to prepare for successful completion of the FCC General License examination. **Prerequisite:** EEM 261 or instructor approval.

EEM 275 Technical Troubleshooting 3 Cr.
This course consists of a systematic approach to troubleshooting. Techniques used to analyze proper circuit operation and malfunctions are studied. **Prerequisite:** EEM 201 or instructor approval. **Corequisite:** EEM 244 or instructor approval.

EGR 110 Introduction to Computer Environment 3 Cr.
This course provides an overview of computer hardware, available software, operating systems and applications.

EGR 194 Statics & Strength of Materials 4 Cr.
This course covers external and internal forces in structures and/or machines, including conditions of equilibrium, systems of force, moments of inertia and friction. It also covers the stress/strain relationships in materials.

EGR 285 Engineering Surveying I 3 Cr.
This course covers linear measurements, leveling, compass and transit/theodolite, theory of errors, areas, stadia, coordinate geometry, state plane coordinates, and standard map projections.

EGR 286 Engineering Surveying II 3 Cr.
This course covers land surveying and boundary laws, public land surveys, topographic mapping, horizontal and vertical curves, lot calculations, and engineering astronomy.

EGR 295 Engineering Surveying Lab I 1 Cr.
This course covers horizontal control, including distance and angular measurements, traversing, and preparation of a plat. Vertical control includes the performance of a level loop.

EGR 296 Engineering Surveying Lab II 1 Cr.
This course covers locating buildings and other objects within a boundary survey, performing a topographic survey, preparing a topographic map, and staking out a horizontal curve.

EGT 105 Basic Civil Drafting 2 Cr.
This course covers the application of drawing techniques to structures, map topography, and other civil applications.

EGT 109 Introduction to Engineering/Design Graphics 3 Cr.
This course is a study of basic graphical concepts for engineering graphics, including freehand sketching and computer applications.

EGT 110 Engineering Graphics I 3 Cr.
This is an introductory course in engineering graphics science which includes beginning drawing techniques and development of skills to produce basic technical drawing.

EGT 151 Introduction to CAD 3 Cr.
This course covers the operation of a computer aided drafting system. The course includes interaction with a CAD station to produce technical drawings. Emphasis is placed on the use of AutoCAD software.

EGT 152 Fundamentals of CAD 3 Cr.
This course includes a related series of problems and exercises utilizing the computer graphics station as a drafting tool. Advanced CAD drafting skills required using AutoCAD software. **Prerequisite:** EGT 151 or instructor approval.

EGT 210 Engineering Graphics III 4 Cr.
This advanced course in engineering graphics science covers the production of technical working drawings.

EGT 225 Architectural Drawing Applications 4 Cr.
This is an advanced drawing course for architectural applications.

EGT 245 Principles of Parametric CAD 3 Cr.
This course is the study of 3D product and machine design utilizing state-of-the-art parametric design software.



EGT 251 Principles of CAD 3 Cr.
This course includes the additional use of CAD software for production of technical drawings and related documentation. Topics such as script files, customizing menus and text fonts using the AutoCAD software are covered. **Prerequisite:** EGT 152 or instructor approval.

EGT 252 Advanced CAD 3 Cr.
This course covers advanced concepts of the CAD software and its applications. Topics such as creating 3-D wire framed construction, shading techniques, user coordinate systems and computer animations using the AutoCAD software are covered. **Prerequisite:** EGT 152 or instructor approval.

EGT 257 Advanced Civil CAD 3 Cr.
This is an advanced CAD course for the Civil add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments using the new commands and features.

EGT 258 Applications of CAD 3 Cr.
This course covers how CAD is used within the different drafting and design fields. This course is project oriented. Students will complete CAD projects for the Architectural, Civil, Mechanical, HVAC, and Electrical fields.

EGT 259 Advanced Architectural CAD 3 Cr.
This is an advanced CAD course for the Architectural add-on software package. Students will learn the new commands and features associated with the add-on package. Students will complete their drawing assignments

EGT 282 Rapid Prototyping I 4 Cr.
This course includes a series of problems and exercises utilizing additive and subtractive prototyping technologies and 3D modeling applications to produce working prototypes.

ENG 012 Developmental English Workshop (non-degree credit)* 1 Cr.

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. **Prerequisite:** A minimum writing score of 30 on ASSET or 30 on COMPASS. Workshop must be taken in conjunction with the class. These credits do not apply toward graduation.

ENG 032 Developmental English (non-degree credit)* 3 Cr.

Developmental English is intended for students who need assistance in basic writing. Based on assessment of student needs, instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. **Prerequisite:** A minimum writing score of 30 on ASSET or 30 on COMPASS. Class must be taken in conjunction with the workshop. These credits do not apply toward graduation.

ENG 100 Introduction to Composition (non-degree credit)* 3 Cr.

This course is a study of basic writing and different modes of composition and may include a review of usage and grammar. **Prerequisite:** A minimum writing score of 37 on ASSET or 56 on COMPASS or ENG 032. These credits do not apply toward graduation.

ENG 101 English Composition I 3 Cr.
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:** A minimum writing score of 44 on ASSET or 78 on COMPASS or ENG 100.

ENG 102 English Composition II 3 Cr.
This is a college transfer course in which the following topics are presented: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. **Prerequisite:** ENG 101.

ENG 160 Technical Communications 3 Cr.
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. **Prerequisites:** ENG 100 and word processing skills.

ENG 201 American Literature I 3 Cr.
This course is a study of American Literature from the Colonial period (1620+) to the Civil War (1860) in conjunction with the political, social, intellectual, and literary history surrounding these writings. **Prerequisites:** ENG 102.

ENG 202 American Literature II 3 Cr.
This course is a study of American Literature from the Civil War to the present. **Prerequisite:** ENG 102.

ENG 203 American Literature Survey 3 Cr.
This course is a survey of American Literature: Major authors, genres, and periods. **Prerequisite:** ENG 102.

ENG 205 English Literature I 3 Cr.
This is a college transfer course in which the following topics are presented: the study of English literature from the Old English period to the Romantic period with emphasis on major writers and periods. **Prerequisite:** ENG 102.

ENG 206 English Literature II 3 Cr.
This is a college transfer course in which the following topics are presented: the study of English literature from the Romantic period to the present with emphasis on major writers and periods. **Prerequisites:** ENG 102.

ENG 208 World Literature I 3 Cr.
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. **Prerequisite:** ENG 102.

ENG 209 World Literature II 3 Cr.
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. **Prerequisite:** ENG 102.

ENG 214 Fiction 3 Cr.
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. **Prerequisite:** ENG 102.

ENG 218 Drama 3 Cr.
This course is a study of drama from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. **Prerequisite:** ENG 102.

ENG 222 Poetry 3 Cr.
This course is a study of poetry from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. **Prerequisite:** ENG 102.

ENG 230 Women in Literature 3 Cr.
This course is a critical study of women's writings examined from historical, social, and psychological points of view. **Prerequisite:** ENG 102.

ENG 236 African American Literature 3 Cr.
This course is a critical study of African American literature examined from historical, social, and psychological perspectives. **Prerequisite:** ENG 102.

ENG 260 Advanced Technical Communications 3 Cr.
This course develops skills in research techniques and increases proficiency in technical communications. **Prerequisite:** ENG 101.

ESL 031 English as a Second Language 3 Cr.
English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and Basic English grammar. This course provides the beginning skills for the non-native English speaking student. These credits do not apply toward graduation.

ESL 032 English as a Second Language 3 Cr.
English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and Basic English grammar. This course provides intermediate skills for the non-native English speaking student. These credits do not apply toward graduation.

ESL 033 English as a Second Language 3 Cr.
English as a Second Language is intended for non-native English speaking students who need assistance in developing and improving listening and speaking skills, written communication skills, and Basic English grammar. This course provides advanced English language skills for the non-native English speaking student. These credits do not apply toward graduation.

FRE 101 Elementary French I 4 Cr.
This course consists of a study of the four basic language skills: listening, speaking, reading, and writing. Includes an introduction to French culture. **Prerequisite:** A minimum writing score of 44 on ASSET or 78 on COMPASS or ENG 100.

FRE 102 Elementary French II 4 Cr.
This course continues the development of basic language skills and includes a study of French culture. **Prerequisite:** FRE 101.

FRE 201 Intermediate French I 3 Cr.
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. **Prerequisite:** FRE 102.

FRE 202 Intermediate French II 3 Cr.
This course continues the review of French grammar with attention given to more complex grammatical structures and reading more difficult prose. **Prerequisite:** FRE 201.

GEO 101 Intro to Geography 3 Cr.
This course is an introduction to the principles and methods of geographic inquiry. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

GEO 102 World Geography 3 Cr.
This course includes a geographic analysis of the regions of the world, i.e., North and South America, Europe, Australia, and Africa. Diversity of each region is emphasized by examining its physical environment, natural resources, social, cultural, economic and political systems. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

GER 101 Elementary German I 4 Cr.
This course is a study of the four basic language skills: Listening, speaking, reading, and writing. The course includes an introduction to German culture. **Prerequisite:** A minimum writing score of 44 on ASSET or 78 on COMPASS or ENG 100.

GER 102 Elementary German II 4 Cr.
This course continues the development of the four basic language skills and the study of German culture. **Prerequisite:** GER 101.

HIS 101 Western Civilization to 1689 3 Cr.
This course is a survey of western civilization from ancient times to 1689, including the major political, social, economic, and intellectual factors shaping western cultural tradition. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

HIS 102 Western Civilization Post 1689 3 Cr.
This course is a survey of western civilization from 1689 to the present, including major political, social, economic, and intellectual factors which shape the modern western world. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

HIS 201 American History: Discovery to 1877 3 Cr.
This course is a survey of U.S. History from discovery to 1877. This course includes political, social, economic, and intellectual developments during this period. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

HIS 202 American History: 1877 to Present 3 Cr.
This course is a survey of U.S. History from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.

HOS 140 The Hospitality Industry 3 Cr.
This course is a survey of the hospitality industry and the principles of operations of both lodging and food service industries.

HOS 141 Resort Development and Management 3 Cr.
This course is a study of the operation of resort properties, including historical development, planning, financial investment management, and marketing.

HOS 150 Hotel Management 3 Cr.
This course covers the management of the lodging phase of the hospitality industry, including front office, housekeeping, and engineering.

HOS 255 Food Service Management 3 Cr.
This course is a study of operational food service management. Topics include food service operations, layout and design of restaurants, marketing and sales promotion, food and beverage procedures, and public relations.

HOS 256 Hospitality Management Concepts 3 Cr.
This course is a study of the theory and principles of management as applied to the hospitality industry.



HOS 258 Convention Management 3 Cr.
This course is a study of acquiring, soliciting and servicing convention or individual properties in the hospitality industry.

HOS 262 Hospitality Software Applications 3 Cr.
This course includes using microcomputer software in managing various areas of the hospitality industry.

HOS 265 Hotel, Restaurant, and Travel Law 3 Cr.
This course covers legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper. This course also covers the legal aspects of the hospitality.

HOS 266 Destination Tour Management 3 Cr.
This course covers the development and management of group tours at the tourist destination, including idea conception, logistic planning, financial management, supplier relation, marketing and staff training. Students examine tours offered by area operators and develop their own tours.

IMT 101 Introduction to Industrial Maintenance 2 Cr.
This course is an introduction to Industrial Maintenance.

IMT 106 Fundamentals of Industrial Technology 3 Cr.
This course is a study of basic industrial topics, including teamwork, blueprint reading, and problem solving in an integrated format.

IMT 114 Benchwork and Assembly 2 Cr.
This course covers the use of hand and power tools, measuring, and prints associated with an assembly project.

IMT 140 Industrial Electricity 5 Cr.
This course covers basic electrical fundamentals, including measuring devices, circuitry and controls for industrial circuits.

IMT 151 Piping Systems 3 Cr.
This course covers plumbing and piping systems used in industrial commercial and/or residential construction. Emphasis is placed on the reading and sketching of piping schematics as well as the fabrication and design of piping systems.

IST 162 Intro to Workstation Networking Administration 3 Cr.
This course is an introductory study of the administration of a single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup. **Prerequisite:** EEM 244 or instructor approval.

IST 163 Intro to Server Networking Configuration Admin 3 Cr.
This course is a study of installing and configuring a local area network (LAN). Tasks will include system design, installation and configuration, system policies, partitions, files, volume, and support of applications running under the server software. Additionally, remote access service (RAS), Internet service, and compatibility issues will be introduced. **Corequisite or Prerequisite:** IST 162.

IST 164 Implementing Network Infrastructure Servicing 3 Cr.
This course is a study of the fundamentals of installing, configuring and utilizing windows networking services while exploring techniques used to design, create and implement secure communications across the networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts. **Prerequisite:** IST 162.

IST 165 Design of Directory Services Infrastructure 3 Cr.
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure. **Prerequisite or Corequisite:** IST 163

IST 166 Network Fundamentals 3 Cr.
This course is a study of local area networking concepts through discussions on connectivity, communications and other networking fundamentals. The course is designed to prepare the student to be successful in completing industry network fundamental certification exams. **Prerequisite or Corequisite:** IST 162.

IST 201 Cisco Internetworking Configuration 3 Cr.
This course is a study of current and emerging computer networking technology. Topics covered include safety, networking, network terminology and protocols, network standards, LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, STAR topology, IP addressing, and network standards. **Prerequisite:** IST 162, 163, 164 or permission of instructor.

IST 202 Cisco Router Configuration 3 Cr.
This course is a study of LANs, WANs, OSI models, Ethernet, token ring, fiber distributed data interface TCP/IP addressing protocol, dynamic routing, routing, and the network administrator's role and function. **Prerequisite:** IST 201 or instructor approval.

IST 203 Advanced Cisco Router Configuration 3 Cr.
This course is a study of configuring Cisco routers. **Prerequisite:** IST 202 or instructor approval.

IST 204 Cisco Troubleshooting 3 Cr.
This course is a study of troubleshooting network problems. **Prerequisite:** IST 203 or instructor approval.

IST 220 Data Communications 3 Cr.
This course is a study of the fundamentals of data communications. Basic signaling, networking, and various transmission media are covered. **Prerequisite:** CPT 101.

IST 225 Internet Communications 3 Cr.
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 101.

IST 226 Internet Programming 3 Cr.
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, uploading and maintaining Internet pages and applications. **Prerequisite:** CPT 101.

IST 227 Internet Operations and Management 3 Cr.
This course covers the duties/responsibilities of an Internet webmaster, appropriate hardware, software & telecommunications technology, designing, implementing and maintaining a web site, and utilizing security mechanisms. **Prerequisite:** CPT 101.

IST 237 Intermediate Website Design 3 Cr.
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 101.

IST 263 Design Network Security 3 Cr.
This course is an advanced study of security features of networks including authentication protocol, public key infrastructure, IPSCD, and certificate servers. **Prerequisites:** IST 162, IST 163.

IST 266 Internet and Firewall Security 3 Cr.
This course is an introduction to firewalls and other network security components that can work together to create an in-depth defensive perimeter around a Local Area Network (LAN). **Prerequisite:** CPT 101 or CPT 170.

IST 272 Relational Database 3 Cr.
This course provides a comprehensive foundation in both SQL and relational database design and implementation. Dynamic and embedded SQL programming techniques are emphasized. **Prerequisite:** CPT 172 or CPT 242.

IST 274 Database Administration 3 Cr.
This course is a study of the duties and responsibilities of a database administrator. This course covers setting up, maintaining, and troubleshooting a distributed, multi user database. **Prerequisite:** CPT 172 or CPT 242.

IST 281 Presentation Graphics 3 Cr.
This course covers the state-of-the-art presentation graphics software packages. Successful completion prepares the student for Microsoft Office User Specialist certification exam. **Prerequisite:** CPT 101.

IST 290 Special Topics in Information Sciences 3 Cr.
This course covers special topics in information sciences technologies, including backup, recovery and server tuning.

LEG 120 Torts 3 Cr.
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause, and defenses. **Prerequisites:** ENG 101 and LEG 135 or instructor approval.

LEG 132 Legal Bibliography 3 Cr.
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests. **Prerequisites:** ENG 101, LEG 120, LEG 213, LEG 214, LEG 233 or instructor approval.

LEG 135 Introduction to Law and Ethics 3 Cr.
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and law of society. Emphasis is on ethics and the role of the paralegal in the legal system. **Prerequisite:** ENG 100 or approval or eligibility for ENG 101 or instructor approval.

LEG 201 Civil Litigation 3 Cr.
This course is a study of the principles of litigation and the rules of procedure for each court in the South Carolina system, including pleading, practice, and discovery procedure. **Prerequisite:** ENG 101 and LEG 135 or instructor approval.

LEG 213 Family Law 3 Cr.
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody, and the juvenile. **Prerequisite:** ENG 101 and LEG 135 or instructor approval.

LEG 214 Property Law 3 Cr.
This course includes an overview of South Carolina property law, including the mechanics of various commercial and private property transactions and mortgage foreclosures. **Prerequisite:** ENG 101 and LEG 135 or instructor approval.

LEG 231 Criminal Law 3 Cr.
This course includes a study of the definition and classification of criminal offenses, criminal responsibility, and legal procedures in a criminal prosecution. **Prerequisites:** ENG 101 and LEG 135 or instructor approval.

LEG 233 Wills, Trusts, and Probate 3 Cr.
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils, and fundamentals of trust and probate administration. **Prerequisites:** ENG 101 and LEG 135 or instructor approval.

LEG 234 Title Examination Procedures I 3 Cr.
This course is a study of the common law and statutory requirements related to the transfer of real property with utilization of the appropriate indices and documents in the appropriate city and county offices. **Prerequisites:** ENG 101 and LEG 135 or instructor approval.

LEG 242 Law Practice Workshop 3 Cr.
This course includes the application of substantive knowledge in a practical situation as a paralegal. **Prerequisites:** LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

LEG 244 Special Projects for Paralegals 3 Cr.
This course provides specialized paralegal training with an update on changes in the laws and procedures. **Prerequisites:** LEG 120, LEG 213, LEG 214, and LEG 233 or instructor approval.

MAT 012 DE Mathematics Workshop (non-degree credit)* 1 Cr.
This course provides support for mastery of MAT 032 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects). **Prerequisite:** A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Workshops must be taken in conjunction with class. These credits do not apply toward graduation.

MAT 032 Developmental Mathematics (non-degree credit)* 3 Cr.
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. **Prerequisite:** A minimum math score of 30 on ASSET or a minimum pre-algebra score of 16 on COMPASS. Class must be taken in conjunction with workshops. These credits do not apply toward graduation.

MAT 100 Intro to College Math (non-degree credit)* 5 Cr.
This course includes the following topics in an algebraic context: mathematical methods, techniques, ways of thinking and problem solving. Also included are operations with real numbers, variable expressions, polynomials; factoring; solving simple, fractional, linear, quadratic equations and inequalities; graphing; system of equations; functions. **Prerequisite:** A minimum math score of 39 on ASSET or minimum pre-algebra score of 36 on COMPASS or MAT 032. These credits do not apply toward graduation.

MAT 110 College Algebra 3 Cr.
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:** A minimum algebra score of 47 on ASSET or 71 on COMPASS or MAT 100.

MAT 111 College Trigonometry 3 Cr.
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 Demoiivre's theorem; vectors; conic sections; sequences; and series. **Prerequisite:** MAT 110.



- MAT 112 Precalculus 3 Cr.**
This course includes the following topics; algebraic, exponential, logarithmic, and trigonometric functions and their graphs, analytic trigonometry, analytic geometry, and applications of trigonometry. **Prerequisite:** MAT 100.
- MAT 120 Probability and Statistics 3 Cr.**
This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variable, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; Types I and II errors; linear regression; and correlation. **Prerequisite:** MAT 100.
- MAT 122 Finite College Math 3 Cr.**
This course includes the following topics: logic, sets, Venn diagrams, counting problems, probability, matrices, systems of equations, linear programming, including the simplex method and applications, graphs, and networks. **Prerequisite:** MAT 100.
- MAT 130 Elementary Calculus 3 Cr.**
This course includes the following topics: differentiation and integration of polynomials, rational, logarithmic, and exponential functions, and interpretation and application of the processes. **Prerequisite:** MAT 110.
- MAT 140 Analytical Geometry and Calculus I 4 Cr.**
This course includes the following topics: derivatives and integrals of polynomials; rational, logarithmic, exponential, trigonometric, and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. **Prerequisites:** MAT 110 + MAT 111 or MAT 112.
- MAT 141 Analytical Geometry and Calculus II 4 Cr.**
Includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. **Prerequisite:** MAT 140.
- MAT 160 Math for Business and Finance 3 Cr.**
This course includes the following topics: commissions, mark-on, and depreciation, interest on unpaid balances, compound interest, payroll, taxes, and graphs. The content includes but is not limited to a review of decimals and percents, ratio and proportion, and measurement and emphasizes real-life applications. **Prerequisites:** A minimum algebra score of 43 on ASSET or 46 on COMPASS or MAT 100.
- MAT 240 Analytical Geometry and Calculus III 4 Cr.**
This course includes the following topics: multivariable calculus, including vectors; partial derivatives and their applications to maximum and minimum problems with and without constraints; line integrals; multiple integrals in rectangular and other coordinates; and Stokes' and Green's Theorems. **Prerequisite:** MAT 141.
- MAT 242 Differential Equations 4 Cr.**
This course includes the following topics: solution of linear and elementary non-linear algebra to solve systems; applications; series; laplace transform; and numerical methods. **Prerequisite:** MAT 240.
- MED 107 Medical Office Management 4 Cr.**
This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.
- MGT 101 Principles of Management 3 Cr.**
This course is a study of management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.
- MGT 120 Small Business Management 3 Cr.**
This course is a study of small business management and organization, forms of ownership, and the process of starting a new business. **Prerequisites:** ACC 101 or instructor approval.
- MGT 150 Fundamentals of Supervision 3 Cr.**
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized. **Prerequisite:** ENG 101.
- MGT 201 Human Resources Management 3 Cr.**
This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment; selection and assessment of personnel; and wage, salary, and benefit administration. **Prerequisite:** ENG 101.
- MGT 230 Managing Information Resources 3 Cr.**
This course is a study of the development, use and management of information resources, and systems in business and industry. **Prerequisite:** CPT 101.
- MGT 270 Managerial Communications 3 Cr.**
This course is a study of the skills used to create a climate for effective communication in the decision making and problem solving process. Use of proper written and oral communication techniques will be discussed. **Prerequisite:** ENG 101.
- MKT 101 Marketing 3 Cr.**
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 Cr.**
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 135 Customer Service Techniques 3 Cr.**
This course discusses how businesses can improve customer service to build loyalty and improve business results. An understanding of customer expectations and effective communication is included.
- MUS 105 Music Appreciation 3 Cr.**
This course is an introduction to the study of music with focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various western and non-western historical style periods, and appropriate listening experiences. **Prerequisite:** ENG 101.
- MSY 101 Masonry Fundamentals 5 Cr.**
This course is an introduction to masonry skills and tools.
- MSY 102 Advanced Masonry 5 Cr.**
This course covers masonry walls and corner construction.
- NUR 105 Pharmacology for Nurses 1 Cr.**
This course is an introduction to the basic concepts of pharmacology related to drug administration. Dosage calculations are covered as well as concepts of medication administration and an overview of drug categories. **Prerequisites:** NUR 134 or Advanced Placement; completion of MAT 100 or COMPASS placement for MAT 120. **Corequisites:** NUR 135, PSY 201, BIO 210.

- NUR 134 Beginning Nursing Skills 5 Cr.**
This course includes a study of beginning nursing skills. The course prepares the student to assist in patient care and function as efficient member of the nursing team. **Prerequisite:** Acceptance into the nursing program, completion of MAT 100 or COMPASS placement for MAT 120. **Corequisites:** PSY 201, BIO 210.
- NUR 135 Foundations of Nursing Practice 4 Cr.**
This course introduces nursing care of the individual with selected commonly occurring health problems having predictable outcomes. **Prerequisite:** Completion of MAT 100 or COMPASS placement for MAT 120; NUR 134 or Advanced Placement. **Corequisites:** NUR 105, PSY 201, BIO 210
- NUR 155 Contemporary Nursing Practice I 6 Cr.**
This course provides further development of proficient nursing care of individuals experiencing commonly occurring health problems with predictable outcomes. **Prerequisites:** NUR 105, NUR 124, NUR 1035. **Corequisites:** BIO 211, NUR 158, PSY 203.
- NUR 158 Health Promotion for Families I 4 Cr.**
This course focuses on nursing care of the childbearing and childrearing families experiencing normal developmental changes and common health problems. **Prerequisite:** NUR 105, NUR 134, NUR 135. **Corequisite:** BIO 211, NUR 155, PSY 203.
- NUR 166 Issues in Practical Nursing 1 Cr.**
This course addresses current practice issues for the practical nurse. **Prerequisite:** BIO 211, PSY 203, NUR 158, NUR 155. **Corequisite:** ENG 101, NUR 167.
- NUR 167 Organizational Strategies for the Practical Nurse 4 Cr.**
This course assists the student in development of organizational skills and strategies of delegation in structured care settings. **Prerequisite:** BIO 211, PSY 203, NUR 158, NUR 155. **Corequisite:** NUR 166, ENG 101.
- NUR 201 Transition Nursing 3 Cr.**
This course facilitates the transition of the practical nurse graduate to the role of associate degree nursing student. **Prerequisite:** Current LPN license.
- NUR 214 Mental Health Nursing 4 Cr.**
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. **Prerequisite:** BIO 225; first year nursing courses and general education requirements, or NUR 201 & acceptance into advanced placement. **Corequisite:** MAT 120, NUR 255.
- NUR 255 Contemporary Nursing Practice II 5 Cr.**
This course develops clinical reasoning necessary for holistic nursing care of individuals and families experiencing health related concerns with predictable and unpredictable outcomes. **Prerequisite:** BIO 225, first year nursing courses and general education requirements, or NUR 201 & acceptance into nursing program. **Corequisite:** MAT 120, NUR 214.
- NUR 274 Issues in Nursing Practice 3 Cr.**
This course addresses current issues in nursing practice. **Prerequisites:** MAT 120, NUR 255, NUR 214. **Corequisite:** ENG 102, Approved Humanities Elective, NUR 275.
- NUR 275 Contemporary Nursing Practice III 6 Cr.**
This course further develops the role of the nurse in delivering care to individuals with complex health issues. **Prerequisites:** MAT 120, NUR 255, NUR 214. **Corequisite:** ENG 102, Approved Humanities Elective, NUR 274

- OST 101 Introduction to Keyboarding 2 Cr.**
This is an introductory course in keyboarding and basic formatting principles. **Co-requisite:** OST 106. **Prerequisite:** ENG 100 or eligibility for ENG 101.
- OST 105 Keyboarding 3 Cr.**
This course focuses on the mastery of keyboarding and formatting principles. **Prerequisite:** Prior keyboarding experience. **Prerequisite:** ENG 100 or eligibility for ENG 101.
- OST 106 Keyboarding Lab 1 Cr.**
This lab focuses on improving keyboarding speed and accuracy. **Corequisite:** OST 101. **Prerequisite:** ENG 100 or eligibility for ENG 101.
- OST 110 Document Formatting 3 Cr.**
This course emphasizes speed, accuracy, and developing document formatting skills using keyboarding competencies. **Prerequisite:** OST 105 or instructor approval.
- OST 115 Medical Office Terminology 3 Cr.**
This course is the study of root derivations of terms and technology for the medical office.
- OST 121 Machine Transcription 3 Cr.**
This course provides experience in transcribing business documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques, and proper punctuation of business documents. **Prerequisite:** OST 105, ENG 100 or instructor approval.
- OST 122 Medical Machine Transcription I 3 Cr.**
This course is designed to develop speed and accuracy in transcribing complex medical terms and documents from dictation equipment. **Prerequisite:** OST 110 or instructor approval.
- OST 125 Advanced Medical Office Terminology 3 Cr.**
This course is a study in the use of prefixes and suffixes, recognition of sounds and spelling of medical terminology, including common drug names. **Prerequisite:** OST 115
- OST 137 Office Accounting 3 Cr.**
This course introduces the fundamentals of basic accounting principles and focuses on basic financial records of a typical office.
- OST 138 Office Accounting Applications 3 Cr.**
This course provides specialized instruction and practical applications of forms and procedures related to the accounting cycle. **Prerequisite:** OST 137.
- OST 141 Office Procedures I 3 Cr.**
This is an introductory course to a variety of office procedures and tasks using business equipment, systems and procedures. This course will include time and stress management, preparation for meetings, and dress for successful, business etiquette, human relation skills and job seeking/keeping skills. **Prerequisites:** OST 105 and OST 163.
- OST 161 Information Management 3 Cr.**
This course emphasizes information management functions and various types of information systems, technology, and procedures.
- OST 163 Information Processing 3 Cr.**
This course introduces the basic concepts of information processing. **Prerequisite:** OST 105 or instructor approval.



- OST 165 Information Processing Software 3 Cr.**
This course includes applications of information processing software. Emphasis is placed on function for acceptable document formatting and processing.
- OST 180 Customer Service Skills 3 Cr.**
This course is a study of issues in the workplace relating to effective customer service. The course includes topics such as oral, written, verbal and nonverbal communication skills, effective telephone techniques and cultural diversity in the workplace.
- OST 210 Document Production 3 Cr.**
This course emphasizes the production of documents found in typical business offices. The major focus is on productivity and excellence. **Prerequisite:** OST 110 or instructor approval.
- OST 234 Administrative Office Communications 3 Cr.**
This course emphasizes communication skills necessary in the business environment. It includes composing business correspondence, developing effective verbal and nonverbal communication, listening skills, and telephone techniques.
- OST 254 Office Simulation 3 Cr.**
This course integrates a wide variety of skills and knowledge through practical work experiences in a simulated office environment.
- OST 255 OST Senior Practicum 3 Cr.**
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:** OST 254.
- OST 261 Office Spreadsheet Applications 3 Cr.**
This course introduces the concepts of spreadsheets for information management in an office environment. **Prerequisite:** CPT 170.
- OST 263 Office Database Application 3 Cr.**
This course introduces the concepts and structures of a database and the application of the concepts in an office environment.
- OST 265 Office Desktop Publishing 3 Cr.**
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents. **Prerequisite:** OST 163 or word processing experience.
- PHI 101 Introduction to Philosophy 3 Cr.**
This course includes a topical survey of the three main branches of philosophy - epistemology, metaphysics, and ethics - and the contemporary questions related to these fields. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.
- PHI 105 Introduction to Logic 3 Cr.**
This course is an introduction to the structure of argument, including symbolization, proofs, formal fallacies, deductions, and inductions. **Prerequisite:** MAT 100.
- PHI 106 Logic II Inductive Reasoning 3 Cr.**
This elementary logic course is an introduction to inductive reasoning; patterns of inductive reasoning including analogical reasoning, inductive generalizations, scientific reasoning, and casual reasoning will be examined. Probability theory, decision analysis, and the criteria for the acceptability of inductive arguments will be covered also. **Prerequisite:** PHI 105.
- PHI 110 Ethics 3 Cr.**
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.
- PHI 115 Contemporary Moral Issues 3 Cr.**
This course examines moral issues in contemporary society including basic principles and applications of ethics. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.
- PHI 201 History of Philosophy 3 Cr.**
This course is a survey of the history of philosophical thinking. **Prerequisite:** PHI 101.
- PHY 201 Physics I 4 Cr.**
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. **Prerequisite:** MAT 130 or MAT 140.
- PHY 202 Physics II 4 Cr.**
This course covers physics topics including mechanics, wave motion, sound, heat, electromagnetism, optics, and modern physics. **Prerequisite:** PHY 201
- PHY 221 University Physics I 4 Cr.**
This is the first in a sequence of courses. The course includes a calculus based treatment of the following topics: vectors, laws of motion, rotation, vibratory and wave motion. **Prerequisite:** MAT 141.
- PHY 222 University Physics II 4 Cr.**
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. **Prerequisite:** PHY 221.
- PHY 223 University Physics III 4 Cr.**
This course is a continuation of the calculus based treatment of the following topics: particle and wave aspects of matter and radiation, statistical mechanics, solid state, and nuclear physics. **Prerequisite:** PHY 222.
- PSC 201 American Government 3 Cr.**
This course is a study of national governmental institutions with emphasis on the constitution, the functions of executive, legislative and judicial branches, civil liberties and the role of the electorate. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 101.
- PSC 215 State and Local Government 3 Cr.**
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 101.
- PSY 103 Human Relations 3 Cr.**
This course is a study of human relations, including the dynamics of behavior, interrelationships, and personality as applied in everyday life. **Prerequisite:** RDG 032.
- PSY 201 General Psychology 3 Cr.**
This course includes the following topics and concepts in the science of behavior: scientific method, biological bases for behavior, perception, motivation, learning memory, development, personality, abnormal behavior, therapeutic techniques, and social psychology. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 100.
- PSY 203 Human Growth and Development 3 Cr.**
This course is a study of the physical, cognitive, and social factors affecting human growth, development, and potential. **Prerequisite:** PSY 201 or instructor approval.

- PSY 205 Adolescent Psychology 3 Cr.**
This course is the study of the development of the adolescent with special emphasis on physiological, psychological, and behavioral aspects. **Prerequisite:** PSY 201 or instructor approval.
- PSY 208 Human Sexuality 3 Cr.**
This course is a study of biological, psychological, and sociological perspectives of human sexuality. Historical, cross-cultural, and ethical issues are considered in the course. **Prerequisite:** PSY 201 or instructor approval.
- PSY 210 Educational Psychology 3 Cr.**
This course is a study of the teaching-learning process with emphasis on learning theory, transfer, problem solving, habit formation, individual difference, and other factors that facilitate learning. **Prerequisite:** PSY 201.
- PSY 212 Abnormal Psychology 3 Cr.**
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. **Prerequisite:** PSY 201 or instructor approval.
- PSY 225 Social Psychology 3 Cr.**
This course is a study of individual behavior as influenced by social roles, group identification, attitudes and values. **Prerequisite:** PSY 201 or SOC 101 or instructor approval.
- PTH 120 Introduction to Massage 4 Cr.**
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations, and SC Law for licensure. Swedish techniques are introduced. **Prerequisite:** Acceptance into the Massage Therapy program. **Corequisite:** PTH 121.
- PTH 121 Principles of Massage I 4 Cr.**
The course is an in-depth study of Swedish massage techniques and applications to a complete body massage. **Prerequisite:** Acceptance into the Massage Therapy program. **Corequisite:** PTH 120.
- PTH 122 Principles of Massage II 4 Cr.**
This course introduces basic assessment skills and applications of therapeutic techniques to muscles, tendons, ligaments, and other structures. **Prerequisites:** PTH 120, PTH 121, BIO 112. **Corequisites:** BIO 238, PTY 12, PTY 126.
- PTH 123 Massage Clinical I 3 Cr.**
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage. **Corequisites:** PTH 122, PTH 126.
- PTH 124 Massage Business Application 3 Cr.**
This course addresses the basic business skills necessary to operating a massage business including writing resumes, marketing, bookkeeping, taxes, and record keeping. **Prerequisites:** BIO 238, PTH 122, PTH 123, PTH 126.
- PTH 126 Pathology for Massage Therapy 2 Cr.**
This course covers basic pathology for the massage therapy student. The course includes signs and symptoms of diseases with emphasis on recognition and identification, as prescribed in massage therapy. **Prerequisites:** BIO 112, PTH 120, PTY 121. **Corequisites:** BIO 238, PTH 122, PTH 123.
- PTH 128 Clinical Applications of Massage 4 Cr.**
Student will perform massage therapy in a clinical massage setting. Students will be closely supervised and evaluated by instructors in all aspects of massage. **Prerequisites:** BIO 238, PTH 122, PTH 123, PTH 126.

- RAD 101 Introduction to Radiography 2 Cr.**
This course provides an introduction to Radiologic technology with emphasis on orientation to the radiology department, ethics, and basic radiation protection. **Prerequisite:** Acceptance into Radiologic Technology Program. **Corequisites:** RAD 130, RAD 150, MAT 110, BIO 210.
- RAD 110 Radiographic Imaging I 3 Cr.**
This course provides a detailed study of the parameters controlling radiation quality and quantity for radiographic tube operation and image production. **Corequisites:** BIO 210, MAT 110, RAD 101, RAD 130, RAD 150.
- RAD 115 Radiographic Imaging II 3 Cr.**
This course continues a detailed study of primary and secondary influencing factors and accessory equipment related to imaging. **Prerequisite:** RAD 165, RAD 230. **Corequisites:** RAD 176, RAD 201.
- RAD 130 Radiographic Procedures I 3 Cr.**
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen, and extremities are included. **Corequisites:** BIO 210, MAT 110, RAD 101, RAD 150.
- RAD 136 Radiographic Procedures II 3 Cr.**
This course is a study of radiographic procedures for visualization of the structures of the body. **Prerequisites:** BIO 210, MAT 110, RAD 100, RAD 150. **Corequisites:** BIO 211, RAD 110, RAD 155.
- RAD 150 Clinical Applications 4 Cr.**
This course includes practice of hands-on clinical skills in hospital/outpatient environments. **Corequisites:** BIO 210, MAT 110, RAD 101, RAD 130.
- RAD 155 Applied Radiography I 5 Cr.**
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures. **Prerequisites:** BIO 210, RAD 101, RAD 130, RAD 150. **Corequisites:** BIO 211, RAD 110, RAD 136.
- RAD 165 Applied Radiography II 5 Cr.**
This course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital. **Prerequisites:** BIO 211, ENG 101, RAD 110, RAD 136, RAD 155. **Corequisites:** RAD 230.
- RAD 176 Applied Radiography III 6 Cr.**
This course includes clinical education needed for building competence in performing radiographic procedures with in the clinical environment. **Prerequisites:** RAD 165, RAD 230. **Corequisites:** RAD 115, RAD 201.
- RAD 201 Radiation Biology 2 Cr.**
This course is a study of the principles of radiobiology and protection. It emphasizes procedures that keep radiation exposure to patients, personnel, and the population at large at a minimum. **Prerequisites:** RAD 165, RAD 230. **Corequisites:** RAD 115, RAD 176.
- RAD 205 Radiographic Pathology 2 Cr.**
This course provides a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis, and treatment. **Prerequisite:** RAD 115, RAD 176, RAD 201, PSY 201. **Corequisites:** RAD 210, RAD 268.
- RAD 210 Radiographic Imaging III 3 Cr.**
This course provides a detailed study of advanced methods and concepts of imaging. **Prerequisites:** PSY 201, RAD 115, RAD 176, RAD 201. **Corequisites:** RAD 205, RAD 268.



RAD 225 Selected Radiographic Topics 2 Cr.
This course is a study of selected areas related to radiography. **Prerequisites:** RAD 205, RAD 210, RAD 268. **Corequisite:** RAD 276.

RAD 230 Radiographic Procedures III 3 Cr.
This course is a study of special radiographic procedures. **Prerequisites:** BIO 211, ENG 101, RAD 110, RAD 136, RAD 155. **Corequisite:** RAD 165.

RAD 268 Advanced Radiography II 8 Cr.
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere. **Prerequisites:** PSY 201, RAD 115, RAD 176, RAD 201. **Corequisites:** RAD 205, RAD 210.

RAD 276 Advanced Radiography III 6 Cr.
This course includes routine and advanced radiographic procedures in the clinical environment. **Prerequisites:** RAD 205, RAD 210, RAD 268. **Corequisite:** RAD 225.

RDG 012 Development Reading Workshop (non-degree credit)* 1 Cr.

Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. **Prerequisite:** A minimum reading score of 28 on ASSET or 26 on COMPASS. Workshop must be taken in conjunction with class. These credits do not apply toward graduation.

RDG 032 Developmental Reading (non-degree credit)* 3 Cr.

Developmental reading is intended for students who need improvement in basic reading skills. Based on assessment of student needs, instruction includes vocabulary, comprehension, use of reference materials and an introduction to analysis of literature. **Prerequisite:** A minimum reading score of 28 on ASSET or 26 on COMPASS. Class must be taken in conjunction with workshop. These credits do not apply toward graduation.

RDG 100 Critical Reading (Non-degree credit)* 3 Cr.
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills. It also stresses effective methods of studying and learning in all college subjects. Practical laboratory along with individual and group study practice sessions are provided with an emphasis on comprehension, concentration, memory, test-taking, writing, and vocabulary. Rudiments of lecture note taking, critical thinking, and speed reading are presented. **Prerequisite:** A minimum reading score of 35 on ASSET or 61 on COMPASS or RDG 032. These credits do not apply toward graduation.

RTV 101 Audio Techniques 3 Cr.
This course covers the introduction to the tools and processes involved in audio production, including basic training in the operation of sound recording and playback systems.

RTV 103 Field Operations 3 Cr.
This course introduces the setup, operation, and application of video equipment for field production.

RTV 105 Television Studio Operation 3 Cr.
This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

RTV 113 Video Editing 3 Cr.
This course is designed to teach students to edit video using a cuts-only format, logical sequencing, technical correctness and creative story editing will be emphasized.

RTV 121 Introduction to Broadcasting 3 Cr.
This course covers the history of broadcasting, federal communications policies, and basic operational practices.

RTV 222 Television Studio Techniques 3 Cr.
This course covers an introduction to TV production, including camera movements, directing instructors, editing and sequential photography.

RTV 224 Television Production 3 Cr.
This course covers advanced studio techniques, utilizing the mixing of both audio and video sources.

RTV 226 Television Directing 3 Cr.
This course covers planning and organizing broadcast programs for the most effective use of studio time and facilities.

RTV 231 SCWE in Broadcasting I 3 Cr.
This course includes supervised production experience at a television and/or radio location.

RTV 232 SCWE in Broadcasting II 3 Cr.
This course includes production experience at a television and/or radio production location.

RTV 233 SCWE in Broadcasting III 3 Cr.
This course includes production experience at a television and/or radio production location.

SOC 101 Introduction to Sociology 3 Cr.
This course emphasizes the fundamental concepts and principles of sociology, including culture, socialization, interaction, social groups and stratification, effects of population growth and technology in society and social institutions. **Prerequisite:** A minimum reading score of 45 on ASSET or 88 on COMPASS or ENG 101.

SOC 102 Marriage and the Family 3 Cr.
This course introduces the institutions of marriage and the family from a sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social changes. **Prerequisite:** SOC 101.

SOC 205 Social Problems 3 Cr.
This course is a survey of current social problems in America, stressing the importance of social change and conflicts as they influence perceptions, definitions, etiology, and possible solutions. **Prerequisite:** SOC 101.

SOC 206 Social Psychology 3 Cr.
This course examines the behaviors of individuals in interaction in terms of the personality system (attitudes, needs, traits, feelings, learning, and perception), the social system (relations between/among persons), and the cultural system (agreed-upon ideas about the social and non-social world). **Prerequisite:** SOC 101 or PSY 201.

SOC 210 Juvenile Delinquency 3 Cr.
This course presents the nature, extent, and causes of juvenile delinquency behavior, including strategies used in the prevention, intervention, and control of deviant behavior. **Prerequisite:** SOC 101.

SOC 220 Sociology of the Family 3 Cr.
This course includes an application of theory and research related to family behaviors, roles, and values with emphasis on understanding family problems. **Prerequisite:** SOC 101 or instructor approval.

SOC 235 Thanatology 3 Cr.
This course is a study of dying, death, bereavement, and widow/widower hood from a cross-cultural perspective with emphasis on the many legal and ethical issues in this field. **Prerequisite:** SOC 101.

SPA 101 Elementary Spanish I 4 Cr.
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. **Prerequisite:** A minimum writing score of 44 on ASSET or 78 on COMPASS or ENG 100.

SPA 102 Elementary Spanish II 4 Cr.
This course continues development of the basic language skills and the study of the Spanish culture. **Prerequisite:** SPA 102.

SPA 150 Community Spanish I 3 Cr.
This course is an introduction to speaking and understanding Spanish for professionals who work with the public.

SPA 151 Community Spanish II 3 Cr.
This course continues the study of speaking and understanding Spanish for professionals who work with the public.

SPA 201 Intermediate Spanish I 3 Cr.
This course is a review of Spanish grammar with attention given to complex grammatical structures and reading difficult prose. **Prerequisite:** SPA 102.

SPA 202 Intermediate Spanish II 3 Cr.
This course continues the review of Spanish grammar with attention given to more complex grammatical structures and reading more difficult prose. **Prerequisite:** SPA 201.

SPC 205 Public Speaking 3 Cr.
This course is an introduction to principles of public speaking with application of speaking skills. **Prerequisite or Corequisite:** ENG 101.

SPC 209 Interpersonal Communication 3 Cr.
This course focuses on understanding communication as a complex, interactive process. It stresses the importance of applying communication theory to everyday communication situations covering topics such as perception formation, relational information and conflict. **Prerequisite:** ENG 101 or instructor approval.

SPC 210 Oral Interpretation of Literature 3 Cr.
This course presents the principles and practices in oral interpretation of literary works. **Prerequisites:** ENG 102 and SPC 205.

SUR 101 Introduction to Surgical Technology 5 Cr.
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. **Prerequisites:** Acceptance into the surgical technology program. **Corequisites:** AHS 121, BIO 210, BIO 211, SUR 110.

SUR 103 Surgical Procedures I 4 Cr.
This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment, and team responsibility, patient safety, medical/legal aspects, and drugs used in surgery are emphasized. **Prerequisites:** AHS 121, BIO 211, SUR 101, SUR 110. **Corequisites:** BIO 225, SUR 104.

SUR 104 Surgical Procedures II 4 Cr.
This course is a study of the various specialties of surgical procedures. **Prerequisites:** AHS 121, BIO 211, SUR 101, SUR 110. **Corequisites:** BIO 225, SUR 103.

SUR 106 Advanced Surgical Procedures 2 Cr.
This course is a study of advanced surgical procedures. **Prerequisites:** BIO 225, SUR 104. **Corequisites:** ENG 101, PSY 201, SUR 112, SUR 113.

SUR 110 Introduction to Surgical Practicum 5 Cr.
This course is an introduction to the application of surgical technique by assisting in the preoperative roles in various clinical affiliations. **Prerequisites:** Acceptance into the surgical technology program. **Corequisites:** AHS 121, BIO 210, BIO 211, SUR 101.

SUR 112 Surgical Practicum I 4 Cr.
This course includes the application of preoperative theory under clinical supervision. **Prerequisites:** BIO 225, SUR 104. **Corequisites:** ENG 101, PSY 201, SUR 106, SUR 113.

SUR 113 Advanced Surgical Practicum 6 Cr.
This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations. **Prerequisites:** BIO 225, SUR 104. **Corequisites:** ENG 101, PSY 201, SUR 106, SUR 112.

THE 101 Introduction to Theatre 3 Cr.
This course includes the appreciation and analysis of theatrical literature, history, and production. **Prerequisite:** ENG 101.





2006 - 2007 Student Handbook

Table of Contents

Student Services & Resources	103	College Procedures	107
Career Planning/Job Placement	103	Attendance	107
Student Support Services	103	Schedule Changes	107
Academic Support Center	103	Dropping, Withdrawing from a Class	107
Services for Students with Disabilities	103	Course Drop/Add	107
Student Organizations	103	Request for Incomplete	107
Phi Theta Kappa	103	Withdrawal from Courses	107
Student Government Association	103	Withdrawal from College	107
Student Rights and Responsibilities	103	Change of Curriculum	107
Student Code	104	Priority Registration Procedures	108
Security Procedures on Campus	104	Course Overloads	108
Campus Security Report	104	Standards for Satisfactory Academic Progress	108
Students Right to Know	104	Satisfactory Academic Progress for Veterans Administration Benefits	108
Security & Access to Facilities	104	Graduation Requirement	108
Campus Law Enforcement	104	Residential Requirements for Graduation	108
Accidents	104	Institutional Competencies for Graduation	108
Reporting an Accident	104	Graduation with Honors	109
Insurance Coverage	104	President's and Vice President's List (Academic Honors)	109
Student Conduct on Campus	104	Cosmetology Admission Requirements	109
Dress Code	104	English Fluency of Faculty	109
Alcohol/Drug Policy	104	Purpose	109
Smoking Policy	105	Procedure	109
Food and Beverage Policy	105	Student Complaint	109
Musical Instrument Policy	105	Student Code for the South Carolina Technical College System	109
Motor Vehicles on Campus	105	General Provisions	109
Pedestrian Tunnel	105	Principles	109
Class Cancellation in Hazardous Weather	105	Solutions of Problems	110
Lost and Found	105	Definitions	110
Parking	105	Student Code	110
Locating a Student on Campus	105	General Rights of Students	110
Academic Procedures and Policy	105	Student Government and Student Organizations	111
Credit for Prior Learning	105	Proscribed Conduct	111
Post Secondary Transfer Credits	105	Rules of Student Disciplinary Procedure and Sanctions	112
Credit-by-Examination	106	Procedures for Hearings Before the Student Appeals Committee	114
CLEP and CEEB	106	Student Grievance Procedure for the	
(College Level Examination Program and College Entrance Exam Board)	106	South Carolina Technical College System	115
DANTES/USAFI and Apprentice Experiential Credit	106	Purpose	115
Directed Independent Study	106	Definitions	115
Academic Freedom Policy	106	Procedures	115
		The Student Grievance Committee	116

STUDENT SERVICES & RESOURCES

Career Planning/Job Placement Office Coleman Hall, Building 2, First Floor

This office offers assistance to TCL students and alumni in obtaining employment. The office maintains a file of companies and job openings. Job openings are posted in the office and at various campus locations. The office utilizes a computerized system, South Carolina Occupational Information System (SCOIS), which provides access to job information in South Carolina. The office also provides career information and placement services for enrolled students and individuals throughout the College's four-county service area. Career counseling sessions and group workshops and seminars on career planning, resume writing, job search techniques, interviewing skills, and other relevant topics are offered. An extensive collection of career-oriented audio/visual and printed materials such as films, videotapes, magazines, books, career files, college catalogs, handouts on career fields, and other related materials is available to assist with career planning and job placement needs.

Workshops and seminars are available through the office for local high schools and community organizations. Presentations may be designed to meet the needs of the individual or group. In addition, career workshops are sponsored each semester to provide the opportunity for employers and community residents to meet and explore employment needs and hiring criteria. Students applying for graduation must complete an application and meet with the Career Planning/Job Placement Coordinator. For further information, contact the office at 843 525-8224.

Student Support Services Coleman Hall, Building 2, Second Floor

Student Support Services is a federally funded TRiO program dedicated to increasing retention and graduation rates, facilitating transfer from two- to four-year colleges, and fostering a college climate supportive of students with academic needs. Students' academic needs are addressed through a wide range of career and educational services. Career awareness, exploration, and preparation are strengthened through self-evaluation exercises, guidance software programs, personality and vocation assessments, and special career seminars. Educational skills are strengthened through improved study strategies and test-taking skills, tutoring in requested subjects, and special workshops as requested by students. Participating students' academic needs are addressed through a college-wide network of services, assistance in matching course selection with planned careers, identification of college transfer opportunities, and special needs services. Students' professional growth is enhanced through cultural enrichment activities, peer tutoring and mentoring, personal counseling, and personal development seminars. Interested students must meet the residency requirements for federal financial assistance and be enrolled in or be accepted at TCL. Students must have an identified academic need and be willing to actively participate in a program of services which will enhance their ability to complete a program of study at TCL. For further information regarding the Student Support Services Program, contact 843 525-8328, 525-8353 or 525-8221 or visit the office on the second floor of Coleman Hall, Building 2.

Academic Support Center Building 9, Room 129

The Academic Support Center is equipped with computers, multimedia technology, textbooks, and academic resources and provides tutoring for general education classes and other college curricula. Qualified professional and peer tutors provide tutoring assistance in a variety of college curricula. For information, contact the Academic Support Center at 843 525-8229.

Services for Students with Disabilities

Services for students with disabilities are available to assist students who request such services and have a documented disability. TCL offers direct services as well as referrals to the Commission of the Blind, Vocational Rehabilitation and other community resources. To ensure the quality and availability of services the College requests students with disabilities notify the counselor in the Student Success Center of any necessary accommodations at least 30 working days prior to the first day of class, if possible. For further information, contact 843 525-8219 or 8229. The hearing impaired number is 843 470-8387.

Student Organizations

Student organizations at TCL include the Nursing Organization, Radiological Technology Organization, Phi Theta Kappa, and the Student Government Association. For further information, contact a counselor at 843 525-8218

Phi Theta Kappa

Phi Theta Kappa, a national honor society of American two-year colleges, recognizes and encourages leadership and academic excellence among associate degree students. To qualify for membership, students must be enrolled in an associate degree program, have completed 12 credit hours and maintain a 3.5 grade point average. For more information, contact the PTK advisors at 843 525-8347 or a counselor at 843 525-8218.

Student Government Association

Technical College of the Lowcountry Student Government Association (SGA) coordinates and promotes participation in student activities, maintains communication between students and administration encourages social development, and stimulates good citizenship and democracy among students. All students enrolled at TCL are members of the SGA. For more information regarding the TCL Student Government Association, contact the SGA advisor at 843 525-8218.

STUDENT RIGHTS AND RESPONSIBILITIES

In this section the student will find information about their rights and responsibilities while at TCL. This section discusses security procedures on campus, College alcohol and drug policies, use of motor vehicles on campus, pedestrian tunnel usage and other policies concerning student behavior while on campus.

Student Code

The Student Code and Grievance Procedure for South Carolina's technical colleges set forth in detail the rights and responsibilities of the individual student. It is provided in full in the appendices of this handbook.

Security Procedures on Campus

The College maintains a security staff during all normal business hours, evening hours, and weekend hours when classes are in session. Security may be contacted by cellular telephone at 843 986-6971 or, if no answer, at 843 812-4115. The City of Beaufort Police Department is also available for emergency response by dialing 911. During regular business hours, accidents, crimes or other incidents may be reported directly to the Vice President for Finance at 843 525-8249. The Vice President for Finance maintains communication with security, local police and other emergency personnel and will contact them as needed. However, if an incident involves personal injury, fire or other threat of injury or personal safety, it should be reported immediately to local emergency personnel. If the available telephone is a pay phone, dial 911. If it is a College telephone, dial 9, then 911. Report also to campus security, the business office or the nearest college official or instructor as soon as possible. The College reserves the right to exclude persons exhibiting disruptive or inappropriate behavior from the campus. In situations where a person that has been asked to leave by college officials or security personnel refuses to do so, the local police will be called. The College Safety and Security Plan contain additional information on security and other emergency procedures. The Plan is available at the Business Office and the Learning Resource Center (library).

Campus Security Report

The Technical College of the Lowcountry's Annual Campus Security Report required by the Crime Awareness and Security Act of 1990 is available upon request in the Business Office. Applicants can also access the report through the College's Website.

Student Right to Know

Information about the Technical College of the Lowcountry's graduation rate is available on the College's Website, is printed in the institution's annual Fact Book, and is available in the office of the Vice President for Student Affairs.

Security and Access to Facilities

College facilities are normally in use during both full day and evening programs Monday through Saturday and Sundays during LRC operational hours. College security and employees are on duty evenings, weekends, and holidays. Faculty members and students with evening classes should be aware that after 10:00 p.m., exit doors are secured in all buildings. Also, most outdoor and parking lot lighting is extinguished by automatic timer at approximately 11:00 p.m.

Campus Law Enforcement

College security staffs do not have power of arrest except as private citizens. The security staff is directed to request local police assistance as necessary and a follow-up contact with either the Vice President for Finance, the Vice President for Student Affairs or the Office of the President, in that order.

Accidents

Accidents involving students, on campus or off campus, engaged in any college approved program or activity, should be promptly reported to the Vice President for Student Affairs and the appropriate Division Deans. If medical care is required, the student should seek care at any hospital or with a physician. In case of emergency, Emergency Medical Services (EMS) at 911 should be called immediately. Following the accident the student must submit an accident report and complete an insurance claim form. Insurance claim forms are available in the Vice President for Student Affairs Office. Any medical bills should be submitted with the claim form at the time. The administrative assistant for the Vice President for Student Affairs will submit all claim forms and bills to the insurance company. It is important for the student to complete the necessary forms as soon as possible following the accident (claims must be filed within 90 days of the accident).

Reporting an Accident

Accidents should be reported to the nearest instructor or person in charge. Depending on the nature of the injury, EMS personnel should be contacted. Report immediately all accidents requiring emergency assistance to 911 or the Vice President for Finance at (843) 525-8249. Remember to dial 9 first to reach an outside line if dialing from campus.

Insurance Coverage

Every precaution possible is taken to ensure the safety of students. All curriculum students are automatically provided with accident insurance coverage. Students are covered to and from classes on campus only and while engaged in any regular school program. Claims must be filed within 90 days of the accident. Accident insurance information may be obtained from the Vice President for Student Affairs at 843 525-8215. Students enrolled in health science programs must obtain personal health/medical insurance and provide evidence of such coverage to participate in clinical experiences in selected health care facilities. Contact the Health Sciences Division Dean for specific program requirements at 843 525-8267.

STUDENT CONDUCT ON CAMPUS**Dress Code**

Appropriate attire is left to the student's discretion. Students are encouraged to dress in a manner that represents the College in a positive fashion. Some academic programs and curriculums require specific dress or uniform. This information will be provided by the program's Division Dean, academic program guidelines, or in class syllabi.

Alcohol/Drug Policy

The Technical College of the Lowcountry recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The College supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs. All locations will also implement drug-free awareness programs for employees and students.



Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations and the risk of injury, poor health, or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their personnel officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services are encouraged.

Smoking Policy

Smoking is not allowed in College buildings. Smoking is allowed on the outside patio adjacent to the student lounge in MacLean Hall, building 12. The smoking policy is in accordance with the Clean Air Act passed by Beaufort County in September 1986.

Food and Beverage Policy

Eating and drinking are not permitted in MacLean Auditorium, the LRC, classrooms, labs, lecture areas, or shops except as approved by the Vice President for Finance.

Musical Instruments Policy

Students are not permitted to play musical devices, including radios and tape players, inside MacLean Auditorium, the LRC, classrooms, labs, lecture areas, or shops except as approved by the Vice President for Academic Affairs. The use of cellular telephones and pagers are not permitted during classes or labs.

Motor Vehicles on Campus

Students must park in designated parking areas and obey all parking regulations as established by the College. Violations are punishable by fines, towing of vehicle at the owner's expense and/or loss of driving privileges on campus. Speed limit signs are posted around the buildings and parking areas. Students who exceed these limits will be denied the privilege of bringing their vehicles on campus. Students who expect to operate a motor vehicle on campus must register the vehicle upon enrolling at TCL. For more information, contact the Security Office at 843 525-8301.

Pedestrian Tunnel

Beaufort City ordinances require that all pedestrians crossing Ribaut Road in the vicinity of the College use the College's tunnel. Pedestrians crossing Ribaut Road at the College who do not use the tunnel are subject to fine. These ordinances are enforced to protect pedestrians from injury and so that the traffic flow is not impeded.

Class Cancellation in Hazardous Weather

In the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes. Please tune to The River, 98.7 FM for announcements of college closing due to hazardous weather.

Lost and Found

Report lost or found items to the Security, located in building 11.

Parking

Student parking is available throughout the campus in the unassigned parking areas that are striped with white lines. A student is required to have a current parking decal and must obey all parking regulations. The maximum speed for vehicles on campus is ten (10) miles per hour and all posted signs must be honored. Illegally parked vehicles and other vehicle violations will be issued a ticket and/or towed at the owner's expense. An appeal process is available by completion of an appeal form available from the cashier in the Business Office.

Locating a Student on Campus

If a student needs to be located on campus for emergency reasons, the Registrar will take the name and phone number of the person calling and relay the information to the student. The Registrar provides this service only in emergency situations and may be reached at 843 525-8210 or 525-8209.

ACADEMIC PROCEDURES AND POLICY**Credit for Prior Learning**

Generally, there is no need to take a class when a student has already learned the material. Four alternative ways of earning credit are listed below:

Post Secondary Transfer Credits (advanced standing)

If a student has taken courses at another college that the student wishes to apply to his or her program at Technical College of the Lowcountry, the student must see that the Admissions Office receives an official transcript before beginning at TCL. Courses for transfer

credit will be evaluated in terms of the TCL program requirements by the academic advisor, with the assistance of the Division Dean. Transfer of credit request form must be completed by the student with the academic advisor and submitted for approval, generally within the first term of enrollment at TCL. In cases where the course is not obviously or directly comparable, it will be necessary for the student to submit course syllabi and assignments for an in-depth evaluation of the potential equivalency of that course to one which TCL offers. Once received, transcripts become the property of the Student Records Office. Official transcripts are issued by the college where the courses were originally taken. For more information contact the Registrar at 843 525-8210.

Credit-by-Examination

Credit-by-Examination (CBE), which gives students the opportunity to demonstrate mastery in the material covered in a TCL course, may substitute for course work. In some cases students submit written examinations covering the content of a course. In other cases, students provide performances or demonstrations of their skills in certain areas. Upon successful completion of exams, TCL will award college credit. A student may not seek CBE for a course that has been unsuccessfully, or attempted completed through CBE attempt. For more information, contact the Division Dean.

CLEP (College-Level Examination Program) and CEEB (College Entrance Exam Board)

TCL grants credit to students who achieve satisfactory scores on many CLEP and CEEB exams in both general areas and various other specific subject areas. For more information, contact your advisor.

DANTES/USAFI and Apprenticeship Experiential Credit

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

Directed Independent Study

Independent study is a contract between the student and his or her academic division allowing the student to undertake and earn credit for specific learning activities outside of the classroom.

Tuition and fees are assessed for independent studies. This procedure outlines the steps to apply for an independent study.

1. Prior to the first day of classes, a student may give a written request to the Division Dean permission to undertake independent study of a course in his or her curriculum.
2. The Division Dean may assign an appropriate faculty member to work with the student to develop a proposal for independent study or may deny the request. This proposal must include the following:
 - a. A cover page that provides academic term, course title, course credit, student name and number, and blank lines for signatures of the student, instructor, Division Dean, and Vice President for Academic Affairs (VPAA).
 - b. A set of course objectives to be met by the student.
 - c. A calendar of student activities and check points during which the instructor will meet the student to review progress.
 - d. An explanation of the method of evaluation on which the grade will be awarded.
 - e. A copy of the current student transcript.
3. The instructor and the student will sign the proposal and forward it to the Division Dean.
4. The Division Dean may recommend approval, return it to the instructor for revision, or disapprove. If approved the Division Dean will sign the proposal and forward it to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs has final approval authority. The Vice President for Academic Affairs may recommend approval, return it to the Division Dean for revision, or disapprove. If approved, a copy of the proposal is returned to the academic advisor to proceed with registration of the student in the Direct Independent Study.
6. Once the proposal is approved, the course will be entered in the current schedule of classes.
7. Prior to the start of any learning activity, the student must verify to the instructor that all tuition and fees for the course have been paid by showing a receipt copy of the registration form.
8. The Proposal for Independent Study must be approved and learning activities begun prior to the end of the drop/add period.

Academic Freedom Policy

To ensure an instructional program marked by excellence, it is the policy of Technical College of the Lowcountry to support and defend academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. The faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matters which have no relation to the subject being taught. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Technical College of the Lowcountry also recognizes that every freedom carries with it attendant responsibilities. Faculty members must fulfill their responsibilities to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge

their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make efforts to indicate that they are not speaking for the institution. At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

COLLEGE PROCEDURES

Attendance

TCL expects that students will participate in all scheduled instructional classes and laboratory periods, regardless of the mode of delivery. Students are expected to be in class on time and to attend a minimum of 90% of the total class hours or laboratory periods for each course to be eligible to receive a passing grade. Students are responsible for making up the work missed during any absence. If it becomes necessary to add/drop a course or withdraw from a course(s) or the college, it is the student's responsibility to complete the college's approved withdrawal process as specified. If a student exceeds the 10% limit on absences, the instructor must: (1) withdraw the student from the class with a grade of "WP" if the student had been making satisfactory progress; (2) withdraw the student from the class with a grade of "WF" if the student had been making unsatisfactory progress; or (3) examine the extenuating circumstances and allow the student to continue in the class and make up the work.

Schedule Changes

Students may change their schedules after their original registration through the scheduled drop/add period by submitting an official Drop/Add/Withdrawal form. TCL reserves the right to change scheduled courses, times, dates and instructors.

Dropping, Withdrawing From Class

When a student is unable to attend any or all classes for which the student has registered, it is the student's responsibility to submit an official Drop/Add/Withdrawal form.

Course Drop/Add

Students may make changes to their class schedule during the drop/add period by following these procedures:

1. Students must obtain a Drop/Add/Withdrawal form from the Student Records Office and then meet with their academic advisor and instructors to complete the form.
2. Students must take the completed Drop/Add/Withdrawal form to the Student Records Office to have schedule change(s) processed and recorded in the data information system. In addition, students receiving financial assistance or veterans benefits must take the form to the Financial Assistance Office or the Veterans Services Office.
3. After reassessment, if additional tuition or fees are owed, students must make payment at the Business Office to be enrolled in the course. Any refund due will be mailed to the student by the Business Office within approximately three weeks.

Changes to class schedules may be made only during the drop/add period. Refer to the academic calendar in this catalog for official drop/add dates.

Request for Incomplete

When a student has completed most of the work in a class but is unable to finish, the student and instructor may fill out a Request for Incomplete form. This is a contract between the student and the instructor which indicates the work to be finished, the time limit within which the work must be completed, and the grade earned if the work is not completed. A student does not need to re-register to finish course work the next term.

General College policy requires that missed work be made up by the mid-point of the next semester. When the work has been completed and given to the instructor for evaluation, it is the instructor's responsibility to see that a Grade Change form is sent to the Student Records Office, changing the student's record from "Incomplete" to the grade earned. If the form is not submitted, the "I" will default to an "F" at the end of that semester. If the instructor with whom the student completed the Request for Incomplete form is no longer available, the Division Dean may assign someone else to evaluate the work and complete the change of grade form.

Withdrawal from Courses

Students may withdraw from classes at any time prior to the first day of the final exam period of an academic term. Students requesting to withdraw from a course(s) after the academic term's drop/add period must complete and submit a Withdrawal Form to the Office of the Registrar. Students must contact their instructor and academic advisor to complete the Withdrawal Form. For students who have never attended a class, the instructor will submit a completed Withdrawal Form with the official class (21-day) roster. The instructor for the course will assign the student a grade of "W". The instructor for each course for which a withdrawal is requested will assign the student a grade of "W" or "WF" in accordance with the TCL Procedure 3-1-3-1.7 Recording of Grades. The grade will be recorded on the Withdrawal Form, on the final grade roster, and on the student's academic record. The Office of the Registrar inputs the student's withdrawal onto the student's academic record and forwards copies of the completed Withdrawal Form to the Business Office, the Financial Aid Office, the academic advisor, and the student.

Withdrawal from College

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

Change of Curriculum

To change curriculum programs, including a change within the same division, students must obtain a Change of Major form at the Admissions Office, and meet with their current and new academic advisors to complete the form. Students receiving financial assistance



or Veterans benefits should inform the Financial Assistance Office or Veterans Services Office of the curriculum change. Students must meet admission requirements for the new program. Upon completion of the curriculum change process, students will be admitted to the new program of study. For more information, contact the Admissions Office at 843 525-8208.

Priority Registration Procedures

Continuing students should take advantage of priority registration, held during the final weeks of each semester. Students must follow the procedures listed below to register early for classes each term.

- Complete a registration form with the assistance of an academic advisor.
- Take the completed form to the Student Records Office to have tuition and fees assessed. The Student Records Office is located in Coleman Hall, building 2.
- Following tuition and fee assessment proceed to the cashier in the Business Office, Anderson Hall, Building 3, to pay tuition and fees. Students receiving financial assistance or veterans benefits must take the registration form to the Financial Assistance Office or the Veterans Services Office located in Coleman Hall, Building 2.
- Upon payment of tuition and fees, students will be given a copy of their registration form certifying payment. This will serve as a receipt and must be taken to the first class meeting for each course.
- Students are not officially enrolled for classes until all required registration steps have been completed, including payment of tuition and fees.
- Students who have not paid their tuition by the end of priority registration will be removed from class rolls and lose the classes for which they registered; students may re-register during regular registration. Please note that some classes may no longer be available.

Course Overloads

A full-time student is defined as anyone carrying 12 or more credit hours per semester, except during summer, when nine hours constitutes a full load. If a student wishes to take more than 18 hours per semester, the student should be referred by their academic advisor to the Vice President for Academic Affairs. The Vice President will conduct a personal interview with the student and evaluate the student's ability to successfully complete the academic work. Approval or disapproval will be noted on the student's registration form, which should then be presented by the student for registration.

Standards for Satisfactory Academic Progress

A semester/term and cumulative grade point average (GPA) of 2.0 shall be used to determine satisfactory academic standing. Students who fall below this standard will be subject to institutional intervention. Students who are not making satisfactory academic progress will have their academic records thoroughly reviewed by the Probation/Suspension Committee.

The Probation/Suspension Committee will make one of the following recommendations to the Vice President for Student Affairs:

1. Clear - the committee may recommend a clear status due to an administrative or record keeping error.
2. Probation - the committee may recommend probationary status for the next term of attendance.
3. Continued Probation - the committee may recommend continued probationary status for a specific period of time when students are making significant academic progress but whose cumulative GPA is not yet above the minimum requirement.
4. Suspension - the committee may recommend that a student be suspended for a minimum of one term when, after a probationary term(s), the student has not met minimum academic requirements. Students requesting readmission to the College following suspension must submit an application for readmission to the Admissions Office. Final approval for reinstatement resides with the Vice President for Student Affairs.

Satisfactory Academic Progress

for Veterans Administration Benefits

Satisfactory academic progress for students receiving Veterans Administration benefits is detailed in the section entitled "Additional Financial Assistance for Veterans" in the "Financial Assistance & Money Matters" section of the course catalog.

Graduation Requirements

Each term, the Student Records Office will notify college personnel and students of the graduation application deadline. Students must complete an Application for Graduation, which is available at the Student Records Office and Division Office. Completed graduation applications are due in accordance with established deadlines. Debts to the College, including library fines, must be cleared prior to the completion of the Application for Graduation. Students must return the completed application to the Academic Advisor for review. Academic advisors will review the graduation requirements with the student. If a student is able to complete all course requirements during the subsequent term, the academic advisor may approve the application and forward it to the Division Dean. If the student cannot be scheduled to complete all requirements for graduation during the subsequent term, the academic advisor will disapprove the application and work with the student to plan for program completion. Students must receive a grade of "C" or better in all courses within their curriculum, with a minimum cumulative grade point average of 2.0, to qualify for any degree, diploma, or certificate award from the Technical College of the Lowcountry.

Residential Requirements for Graduation

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

Institutional Competencies for Graduation

Associate degree graduates are expected to demonstrate the following competencies:

1. Proficiency in the basic academic skills of reading, writing, oral communication, fundamental mathematical skills and the basic use of computers.
2. Proficiency in problem solving and critical thinking
3. The ability to acquire and use information
4. The ability to work with a variety of technologies

Graduation with Honors

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

Highest Honors	4.0 cumulative GPA
High Honors	3.75 - 3.99 cumulative GPA
Honors	3.50 - 3.74 cumulative GPA

President's and Vice President's Lists (Academic Honors)

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

- President's List: A student must complete a minimum of 12 graded (A, B, C, D, F) credit hours with a GPA of 4.0.
- Vice President's List: A student must complete a minimum of 12 graded (A, B, C, D, F) credit hours with a GPA of 3.55 to 3.99.

Cosmetology Admission Requirements

Students entering the Cosmetology Diploma program must send an official copy of their high school transcripts to the Office of Admissions. The transcript must show the student has completed the tenth grade of high school. Students will not be permitted to register for the Cosmetology Diploma program until the Office of Admissions has the transcript on record.

English Fluency of Faculty

Purpose

To ensure that (1) all permanent and adjunct faculties, whose first language is other than English and who teach one or more courses, possess adequate proficiency in both the written and spoken English language and (2) that appropriate response is given to student complaints about an instructor's English fluency.

Procedure

1. Applicants for permanent and adjunct faculty vacancies will proceed through the college's normal screening process with assessment based on standard job related criteria to include perceived written and oral communication abilities.
2. If an applicant becomes a finalist for a faculty position but his/her written or oral proficiency is judged by the Interview Committee to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee. The committee will ensure that an English fluency evaluation is made through the performance of at least the following minimum proficiency exercises:
 - a. Provide written response of at least one page to an essay question concerning either teaching methods or the academic discipline.
 - b. Conduct an oral instructional presentation related to the subject area with at least half the presentation using the lecture method.
3. The Interview Committee, assigned by the President for each vacancy, will also serve as the English Fluency Evaluation Committee. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises in addition to controls and security to ensure independent and original work by the applicant. The applicant must be evaluated by committee consensus to be proficient in both minimum proficiency exercises.
4. Standardized tests or other valid proficiency testing instruments may be used only to corroborate the result of the minimum proficiency exercises.

Student Complaint

1. A student who files a complaint regarding the English fluency of an instructor must do so in writing.
2. Within 30 calendar days, the instructor will be referred to the English Fluency Evaluation Committee as appointed by the President or his/her designee for a proficiency evaluation using the exercises as prescribed in Section 2 (a) and 2 (b).
3. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. However, if student complaints continue or the supervisor determines a continuing fluency/communication deficiency exists, appropriate actions can be initiated.
4. A permanent instructor judged deficient by the committee will be given one academic term to develop sufficient skills to be judged proficient. If during the term the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, the instructor may be terminated.
5. An adjunct instructor judged deficient by the committee may be terminated immediately.
6. An annual report will be submitted by June 30 of each year to the State Board for Technical and Comprehensive Education. The summary report will indicate the total number of student complaints involving faculty English fluency and the resolution of each complaint.

Student Code for the South Carolina Technical College System

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 in 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 for the South Carolina Technical College System sets forth the rights and responsibilities of the individual students.

II. Solutions of Problems

The college will seek to solve problems by internal procedures of due process. When necessary, off-campus 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 two 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 will apply only at the college where the infraction occurred.

III. Definitions

When used in this document, unless the content requires other meaning:

- A. "College" - any college in the South Carolina Technical College System.
- B. "President" - the chief executive officer of the college.
- C. "Administrative Officer" - anyone designated at the college as being on the administrative staff such as President, Vice President, Vice President for Student Affairs, Chief Academic Officer, Dean of Instruction, or Business Manager.
- D. "Chief Student Services Officer" - the chief student services person at the college or his or her designee.
- E. "Chief Instructional Officer" - the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- F. "Student" - a person taking any course(s) offered by the college either full time or part time.
- G. "Instructor" - any person employed by the college to conduct classes.
- H. "Staff" - any person employed by the College for reasons other than conducting classes.
- I. "SGA" - Student Government Association of the college.
- J. "Campus" - any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" - 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" - a temporary separation of the college and student under specified conditions.
- M. "Expulsion" - 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 business days prior to the date of the desired event. The request will be approved, amended, or denied no later than 10 working days prior to the desired event.

C. Freedom of the Press

In official student publications, they are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.

D. 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 are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to

learn. 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 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

1. Instructors will follow the announced standards in evaluating and grading students.
2. 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 assistance, (5) disciplinary, (6) financial, and (7) veterans affairs.
2. 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.
3. 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 authorize release of directory information as defined by the college under 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.
4. Treatment of Records after Student Graduation or Withdrawal
When students withdraw or graduate 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, establishes the governance structure for students at a college. Amendments to the constitution require approval as stipulated in each Student Government Association constitution.

B. Student Organization

An essential prerequisite for a student organization to be approved is that it has educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, and a person must be identified who is willing to serve as advisor, and the names of charter members must be submitted.

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 violations 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 or any other location where such activity is conducted or sponsored by the college.

This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person 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:

1. to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state,
2. to enter upon any such school or school premises,
3. to loiter around the premises, except on business, without the permission of the principal or president in charge, or,
4. 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 misconduct 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 tests is defined to include the following:
 - a. Copying from another student's test.
 - b. Using materials during a test not authorized by the person giving the test.
 - c. Collaborating with any other person during a test without permission.
 - d. Obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an unadministered test.
 - e. Bribing 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 offered for credit.
 3. "Collusion" – assisting another person in an act of academic misconduct.
 4. "Fabrication" – 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 such 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 closing 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 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. Violation 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 adversely interferes with other normal functions and services.

IV. Rules of Student Disciplinary Procedure and Sanctions

The sanctions which 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 provisions of this code.

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 students involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the students fail to cease and desist, or if their continued presence constitutes a danger, the administrative officer may then suspend them from the college until a resolution of the matter can be made.

2. The administrative officer invoking such administrative suspension shall notify the Chief Student Services Officer in writing of the individuals involved and the nature of the infraction before 5:00 p.m. of the first class day following its imposition. If immediate identification of the student or students is impossible, such notice shall be given within 2 business days after identification has been determined.
- B. Academic Misconduct
1. An instructor, who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct, must meet with the student to discuss this matter. The instructor may 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.
 2. If the instructor, after meeting with the student determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - b. Require the student to repeat or resubmit the paper, project, assignment or examination involved in the act of misconduct.
 - c. Assign a failing grade for the course.
 - d. Require the student to withdraw from the course.
 3. If the student is found responsible for the academic misconduct, within five business 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 sanctions, 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 business 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 Officer, or designee, will hear the appeal, this letter must also contain the following information:
 - a. A statement of the charge(s)
 - b. The time 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 business 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 business days.
 8. After receiving the student's request, the President will review all written materials relating to the incident and render one of the following decisions. The President's decision is final and cannot be appealed further.
 - a. Accept the decision and sanction
 - 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 business days after the alleged infraction or after such infraction becomes known to an administrative officer of the college.
 2. Within 5 business days after the charge is filed, the Chief Student Services Officer 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 may act as follows:
 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section IV, C, 2, c, Student Appeals Committee.
 - c. Refer the student to a college office or community agency for services. The decision of the Chief Student Services Officer shall be presented to the student in writing within 5 business days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Chief Student Services Officer, or where the student refuses to cooperate, the Chief Student Services Officer shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's decision, and instructions governing the appeal process.
 3. A student who disagrees with the decision of the Chief Student Services Officer may request a hearing before the Student Appeals Committee. This request must be submitted within 2 business days after receipt of the Chief Student Service Officer's 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 findings of the Chief Student Services Officer. The hearing shall be held within fifteen (15) business 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:

- Three faculty members appointed by the Chief Instructional Officer and approved by the President.
- Three student members appointed by the appropriate student governing body and approved by the President.
- One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
- The Chief Student Services Officer serves as an ex-officio non-voting member of the Committee.
- The chair shall be appointed by the President from among the membership of the Committee.

2. Functions of the Committee are described as follows:

- To hear an appeal from a student charged with an infraction that may result in disciplinary action.
- To hand down a decision based only on evidence introduced at the hearing.
- 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 sanctions:

1. Academic Misconduct

- Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct
- Require the student to repeat the paper, project, assignment or examination involved in the act of misconduct.
- Assign a failing grade for the course.
- Require the student to withdraw from the course.

2. Student Misconduct

- A written reprimand.
- An obligation to make restitution or reimbursement.
- A suspension or termination of particular student privileges.
- Disciplinary probation.
- Suspension from the college.
- Expulsion from the college.
- Any combination of the above.

V. Procedures for Hearings Before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer

At least 7 business 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 restatement of the charge or charges.
- The time and place of the hearing.
- A list of witnesses who might be called to testify
- The names of Committee members.
- A statement of the student's basic procedural rights. These rights follow:
 - 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.
 - The right to produce witnesses on one's behalf.
 - The right to request, in writing, the President to 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 business days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.
 - The right to present evidence. The Committee may determine as to what evidence is admissible.
 - The right to know the identity of the person(s) bringing the charge(s).
 - The right to hear witnesses on behalf of the person bringing the charges.
 - The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - The right to appeal the decision of the Committee 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.
 - 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

- Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - The student. The hearing may be conducted without the student present if the student ignores the notice of the hearing and is absent without cause.
 - Counsels of the accused, the grievant and the college.
 - A person mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.
 - Witnesses who shall:
 - Give testimony singularly and in the absence of other witnesses.
 - Leave the committee meeting room immediately upon completion of the testimony.

- 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.
 - 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.
 - 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 tape or a written transcript of the hearing.
 - Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or nonoccurrence with the original finding and to impose sanctions, if applicable.
 - Decisions of the Committee shall be made by majority vote.
 - Within 2 business days after the decision of the Committee, the Chief Student Services Officer shall send a certified letter to the student's last known address providing the student with the committee's decision.
- C. Appeal to the President**
- When the student appeals to the President, the President, whose decision is final, shall have the authority to:
- Receive from the student an appeal of the Committee's decision.
 - Review the findings of the proceedings of the Committee.
 - Hear from the student, the Chief Student Services Officer, and the members of the Committee before ruling on an appeal.
 - Approve, modify, or overturn the decision of the Committee.
 - Inform the student in writing of the final decision within 10 business days of the receipt of the appeal.

Student Grievance Procedure for the South Carolina Technical College System

I. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty or staff, concerning the following:

- Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.
- Sexual harassment complaints should be directed to the Chief Student Services Officer. Because of the sensitive nature of this kind of complaint, a conference with the Chief Student Services Officer will replace the first step of the grievance procedure. The Chief Student Services Officer 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.
- 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,

- College - any college in the South Carolina Technical Education System.
- President - the chief executive officer of the college.
- "Administrative Officer" - 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.
- Chief Student Services Officer - the chief student services person at the college or his or her designee.
- "Chief Instructional Officer" - the Administrative Officer at the College who has overall management responsibility for academic programs and services, or his/her designee.
- Student - a person taking any course(s) offered by the college either full time or part time.
- Instructor - any person employed by the college to conduct classes.
- Staff - any employee of the college who was employed by the college for reasons other than conducting classes.
- Campus - 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 10 instructional weekdays of the incident which generated the complaint.

B. Second Step

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Chief Student Services Officer. The Chief Student Services Officer will explain the grievance process to the student. The completed grievance form must be presented to the Chief Student Services Officer within 10 instructional week days after satisfying the first step in the grievance process. The Chief Student Services Officer shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than 2 instructional weekdays after receipt of the grievance form from the student. The Chief Student Services Officer will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within 10 instructional weekdays of receipt of the grievance form from the Chief Student Services Officer. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.



C. Third Step

If the written statement of the supervisor does not resolve the matter, the student may, request to appear before the Student Grievance Committee. The student must submit a written request within 5 instructional week days after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response is unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Officer shall notify immediately the President who shall ensure that the Committee is organized in a manner consistent with Section IV, A of this procedure. The Chief Student Services 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 5 and 15 instructional weekdays following the date of the request. A postponement, if either party submits a written request no later than 5 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 10 Instructional weekdays of the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within 10 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 Services staff member recommended by the Chief Student Services Officer.
4. One administrator, appointed by the President of the college, who shall serve as chairperson of the Committee.
5. The Chief Student Services Officer, or designee, who serves as an ex-officio, non-voting member of the Committee. 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 forwarded to all parties at least 5 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 Services Officer, or designee.
3. Appear in person and 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 shall not address the Committee nor ask any witness a question. Payment of legal fees is the student's responsibility.

APPENDIX I**TCL COMMISSION**

Mr. Angus Cotton
Chairman, Beaufort County

General Arthur E. Brown, Jr., (U.S. Army Ret.)
Vice Chairman, Beaufort County

Mrs. Patricia Green
Secretary/Treasurer, Beaufort County

Dr. George Chenault
Beaufort County

Mr. Ronnie Stanley
Hampton County

Mr. Fred Nimmer
Jasper County

To be appointed
Colleton County

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

Mr. Ralph A. (Nick) Odom, Jr., Chair
Fifth Congressional District

Mr. Brantley Harvey, Jr., Vice Chair
Second Congressional District

Mr. Dan P. Gray
First Congressional District

Vacant
Third Congressional District

Rev. Benjamin Snoddy
Fourth Congressional District

Vacant
Sixth Congressional District

Dr. Barry Russell
President

Mr. Robert A. Faith
Ex-Officio

Ms. Inez Tenenbaum
Ex-Officio

Mr. Montez C. Martin, Jr.
Member At-Large

Vacant
Member At-Large

Mr. Robert E. Barnett
Member At-Large

Mr. Guy Tarrant
Member At-Large

**THE LEGISLATIVE DELEGATION FOR THE
TECHNICAL COLLEGE OF THE LOWCOUNTRY**

The Honorable Lawrence K. Grooms
Senator - District 37

The Honorable C. Bradley Hutto
Senator - District 40

The Honorable John W. Matthews, Jr.
Senator - District 39

The Honorable Clementa C. Pinckney
Senator - District 45

The Honorable Scott H. Richardson
Senator - District 46

The Honorable William K. Bowers
Representative - District 120

The Honorable Robert L. Brown
Representative - District 116

The Honorable Catherine Ceips
Representative - District 124

The Honorable Eugene Chalk, Jr.
Representative - District 123

The Honorable Bill Herbkersman
Representative - District 118

The Honorable Kenneth Hodges
Representative - District 121

The Honorable R. Thayer Rivers, Jr.
Representative - District 122



Appendix II ADMINISTRATION

Anne S. McNutt	843 525-8247
President	
B.S., English, East Tennessee State University	
M.A., English, East Tennessee State University	
Ph.D., Higher Education Administration, George Peabody College for Teachers (Vanderbilt University)	
J. Clyde Hincer	843 525-8249
Vice President for Finance	
B.S., Education, Western Carolina College	
M.A., Mathematics, University of Illinois	
Ron Jackson	843 525-8215
Vice President for Student Affairs	
B.A., Communication & Theater, Charleston Southern University	
M.S., Management, Southern Wesleyan University	
Michael Helmick	843 525-8244
Vice President for Academic Affairs	
B.S., Industrial Arts, University of West Florida	
M.S., Technology, East Tennessee State University	
Ed.D., Educational Leadership and Policy Assessment, East Tennessee State University	
Nancy H. Weber	843 525-8214
Vice President for Continuing Education and Institutional Advancement	
B.A., Biology, Transylvania University	
M.S.Ed., Guidance and Counseling, Eastern Illinois University	
Mark Adelman	843 525-8204
Associate Vice President for New River Campus	
B.A., Journalism, University of Georgia	
J.D., Law, Georgia State University College of Law	

FACULTY

Beasley, Sharon - Instructor, Health Services	843 525-8263
A.D.N., Health Sciences, Technical College of the Lowcountry	
B.S.N., Nursing, University of South Carolina	
M.S.N., Nursing, Armstrong Atlantic State University	
Bible, Colleen - Program Coordinator, Health Sciences	843 525-8345
B.S.N., Nursing, Medical University of South Carolina	
Brewer, Anthony - Instructor, Electronics Technology	843 525-8299
A.S., Electronics Technology, Technical College of the Lowcountry	
Burckhalter, Teresa - Instructor, Health Sciences	843 525-8273
B.S., Nursing, University of North Carolina	
M.S.N., Nursing, University of Virginia	
Buss, JoLane - Instructor, Surgical Technology	843-470-8415
A.A.S., Surgical Technology, Southeast Community College	
B.S., Physical Education, Washington State University	
M.A., Physical Education, University of Northern Colorado	
Calhoun, Angie - Developmental Instructor, English and Reading	843 525-8280
B.A., Elementary Education, University of South Carolina	
M.A., Human Resource Development, Webster University	



Campbell, Jenni - Instructor, Speech	843 525-8293
B.S., Communications, Ohio University	
M.A., Liberal Learning, Marietta College	
M.A., Political Communication, Emerson College	
Chemsak, John - Instructor, HVAC	843 525-8289
A.S., HVAC, Technical College of the Lowcountry	
Conner, Dusty - Instructor, Cosmetology	843 525-8313
Gary's Beauty School	
South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist	
Daniels, James - Instructor, Mathematics	843 525-8332
B.S., Math-Statistics, State University of New York at Stony Brook	
M.Ed., Mathematics, The Citadel	
DeLoach, Libby - Instructor, Cosmetology	843 525-8320
Diploma, Cosmetology, Beaufort Technical College	
South Carolina Board of Cosmetology Licensed Instructor, Registered Cosmetologist	
Dukes, Laura - Instructor, Paralegal	843 525-8235
B.A., Political Science, University of South Carolina	
J.D., Law, University of South Carolina Law School	
Dunning, Philip - Instructor, Business	843 525-8343
B.S., Economics, University of South Carolina	
M.B.A., Business Administration, The Citadel	
Eckstrom, Richard - Instructor, Civil Engineering	843 470-8386
B.S., Biochemistry, Cornell University	
M.S., Civil Engineering, College of Engineering and Information Technology, University of South Carolina	
Eichinger, John - Instructor, Radiologic Technology	843 470-8397
B.S., Radiologic Technology, Salem College	
M.S., Radiologic Education, Midwest State University	
Feight, Everett - Division Dean, Industrial Technology	843 525-8296
B.S., Industrial, East Carolina University	
M.Ed., Industrial Education, College of New Jersey	
Halsey, Cindy - Public Services Librarian	843 470-8396
B.A., Interdisciplinary Studies, University of South Carolina	
M.S., Library Information Sciences, University of South Carolina	
Hamid, Hadi - Instructor, CAD	843 525-8291
B.E., Mechanical Engineering, NED University of Engineering and Technology	
M.S., Mechanical Engineering, Northern Illinois University	
Harper, Mary - Division Dean, Health Sciences	843 525-8276
B.S., Nursing, Montana State University	
M.S.N., Health Nursing, University of South Carolina	
Hirsch, Shana - Instructor, English	843 525-8347
B.A., Interdisciplinary Studies, University of South Carolina	
M.A., English, University of South Carolina	
Hudson, Michael - Instructor, Biology	843 470-5950
B.S., Biology, Baptist College of Charleston	
M.Ed., Biology, The Citadel	
Hunt, Rosemary - Instructor, Spanish	843 525-8274
B.S., Secondary Education, College of Charleston	
M.A., Spanish, California State University	

Jarmulowicz, Mary Ann - Instructor, Health Sciences 843 525-8256
 A.A., Nursing, Golden West College
 B.S., Computer Studies, University of Maryland University College
 B.S.N., Nursing, California State Fullerton
 M.S.N., Nursing, Georgetown University

Johnson, David H. - Instructor, Business 843 525-8222
 B.S., Mechanical Engineering, Worcester Polytechnic Institute
 M.B.A., Business Administration, Suffolk University

Kobe, Gerry - Instructor, Building Construction 843 525-8290
 A.S., Building Construction, Technical College of the Lowcountry

Lee-Learned, Barbara - Instructor, Health Sciences 843 525-8261
 A.D.N., Nursing, Quinnipiac College
 B.S.N., Nursing, Central Connecticut State University
 M.S.N., Nursing, Armstrong Atlantic State University

Long, John - Developmental Instructor, Mathematics 843 525-8259
 B.S., Business, Pepperdine University
 M.A., Business, Webster University

Lopaniak, Cheryl - Instructor, English 843 525-8326
 B.A., English, Andrews University
 M.A.T., English, Memphis State University

Maggi, Joseph - Instructor, Business 843 470-8411
 B.S., Industrial Engineering, Polytechnic Institute of New York
 M.B.A., Finance, Pace University
 D.P.S., Professional Studies, Pace University of New York

Mauriocourt, Gregory - Instructor, History 843 525-8334
 B.S., History, Hiram College
 M.S., History, Cleveland State University

Merwin, Deborah - Instructor, Health Sciences 843 525-8335
 B.S.N., Nursing, Pace College
 M.S.N., Nursing, University of South Carolina

Mullen, Barbara, Instructor - Computer Technology 843 525-8325
 B.S., Business Administration/Management, Limestone College
 M.A., Computer Resources & Information Management/Human Resource Development, Webster University

Mullins, Tom - Instructor, Psychology 843 525-8306
 B.A., Psychology, King College
 M.A., Clinical Psychology, Murray State University

Newcomb, Cora - Instructor, Office Systems Technology 843 525-8295
 B.S., Business Administration, University of South Carolina
 Ed. M., Vocational Adult Education, Temple University

Paden, Mary K. - Instructor, Health Sciences 843 525-8378
 Diploma, Methodist Hospital
 B.S.N., University of North Carolina
 M.S.N., University of North Carolina

Parisi, Leah - Instructor, Paralegal 843 525-8278
 B.S., Nursing, Ohio State University
 M.A., Health Care Administration, Lindenwood College
 J.D., Loyola Law School, Los Angeles
 Ed.D., Institutional Management, Pepperdine University

Perry, Ann - Instructor, English 843 525-8270
 B.A., English, Benedict College
 M.A., English, Pittsburgh State University

Roth, Lucille C. - Division Dean, Arts & Sciences 843 525-8255
 B.A., Mathematics, Winthrop College
 M.Ed., Secondary Education-Math, Francis Marion College
 Ed.D., Higher Education/Administration, North Carolina State University

Shaw, Richard N. - Division Dean, Instructional Support Services 843 525-8236
 B.A., History, Youngstown State University
 M.S., Library Science, University of North Carolina

Simmons, Darlene - Instructor, Biology/Chemistry
 B.S., Chemistry, Bennett College
 M.S., Biological Sciences, Purdue University

Smith, Jean - Instructor, Computer Technology 843 525-8322
 B.S., Mathematics, Ohio University
 M.S., Computer Science, Rutgers University

Smith, Karen - Computer Technology 843 525-8323
 B.S., Business Education, Trenton State
 M.S., Business Education, Emporia State University

Speaks, Ronald - Instructor, Mathematics 843 525-8277
 B.S., Mathematics, Benedict College
 M.A., Education, Pepperdine University

Stewart, Noah - Instructor, Criminal Justice 843 525-8223
 B.S., Criminal Justice, Charleston Southern University
 M.Cr.J., Criminal Justice, University of South Carolina

Stoor, Eileen - Instructor, Health Sciences 843 525-8389
 B.S.N., Nursing, University of Michigan
 M.S.N., Nursing/Medical-Surgical, University of Michigan

Vido, Karen P. - Instructor, Early Childhood Development 843 525-8329
 B.A., Mass Communication, Winthrop University
 M.A.T., Elementary Education, University of South Carolina

West, Andrea - Instructor, Mathematics 843 525-8239
 B.A., Business Administration, Columbia College
 M.Ed., Secondary Education, University of South Carolina



Index

A

- A+ Computer Servicing Certificate 27, 69, 79
- Academic Programs 26
- Accounting Certificate 27, 42, 55
- Accreditations 1
- Addresses, Campus 4
- Administration 118
- Administrative Offices 4, 8
- Admissions 4, 8, 12
 - Admissions Requirements 12
 - Early College Credit Opportunities 13
 - Residency Policy 14
 - Transfer Students 15, 29
 - Veterans 21, 22
- Advanced Computer Programming Certificate 27, 42, 44
- Americans with Disabilities Act 2
- Architectural Drawing Certificate 27, 69
- Arts & Sciences Division 34
 - Associate of Arts 27, 28, 34, 35
 - Associate in Science 27, 28, 34, 36, 37
 - Basic Arts 27, 34, 38
 - Child Care Management 27, 34, 41
 - Early Care in Education Degree 34, 39
 - Early Childhood Development 27, 34, 42
 - Early Childhood Development Diploma 27, 34, 41
 - General Education 26, 27, 34, 38
 - Liberal Arts Core 27, 34, 39
 - Math and English Core 27, 34, 39
 - General Education Certificate 34, 38
- Associate Degree Programs 27
 - Associate of Arts 27, 28, 34, 35
 - Associate in Science 27, 28, 34, 36, 37
 - Civil Engineering Technology 27, 69, 73
 - Computer Technology 27, 42, 43, 44
 - Criminal Justice Technology 27, 42, 46, 47, 48
 - Early Care in Education 27, 34, 39, 40
 - General Business 27, 42, 50, 51, 52, 53, 54, 55, 56
 - General Technology 27, 69, 75, 76
 - Industrial Electronics Technology 27, 69, 77, 78, 79
 - Nursing (ADN) 27, 61, 64, 65
 - Office Systems Technology 27, 42, 56, 57
 - Paralegal 27, 42, 59, 60, 61
 - Radiologic Technology 27, 61, 67

B

- Basic Residential Carpentry Certificate 27, 69, 70
- Bookstore 12
- Business Technologies Division 42
 - Accounting 27, 42, 55
 - Advanced Computer Programming 27, 42, 44
 - Automated Office Assistant 27, 42, 57, 58
 - Computer Technology 27, 42, 43, 44, 45, 46
 - Correctional Office Administration 27, 42, 49
 - Correctional Training 27, 42, 49
 - Criminal Justice 27, 42, 46, 47, 48
 - Criminal Justice and Law 27, 42, 49
 - CRJ Transfer Pathway 27, 42, 48
 - E-Commerce 27, 42, 55
 - Fire Service Administrator 27, 42, 51
 - General Business Degree 27, 42, 50, 51, 52, 53, 54
 - Golf Instruction Management 27, 42, 52
 - Help Desk Management 27, 42, 45
 - Hospitality Management 27, 42, 53, 54, 56
 - Law Enforcement Psychology 27, 42, 49
 - Law Enforcement Training 27, 42, 50
 - Law Enforcement/Security Management 27, 42, 54, 55
 - Management Development 27, 42, 56
 - Medical Office Assistant 27, 42, 58, 59
 - Microcomputer Programming 27, 42, 45
 - Multimedia Design 27, 42, 45, 46
 - Office Applications for Business and Industry 27, 42, 59

- Office Systems Technology 27, 42, 56, 57, 58, 59
- Paralegal 27, 42, 59, 60, 61
- Relational Database Administrator 27, 42, 46
- Small Business 27, 42, 56
- Webmaster 27, 42, 46
- Word Processing 27, 42, 59

C

- CAD Drafting Applications I Certificate 27, 69, 71, 72
- CAD Drafting Applications II Certificate 27, 69, 72
- Calendar 5
- Certificate Programs 27
 - A+ Computer Servicing 27, 69, 79
 - Accounting 27, 42, 55
 - Advanced Computer Programming 27, 42, 44
 - Architectural Design Technology I 27, 69, 71
 - Architectural Design Technology II 27, 69, 71
 - Architectural Drawing 27, 69
 - Basic Arts 27, 34, 38
 - Basic Automotive Servicing 27, 69
 - Basic Design Technician 27, 69, 71
 - Basic Industrial Systems Technology 27, 69, 80
 - Basic Residential Carpentry 27, 69, 70
 - Basic Video Production 27, 69, 81
 - CAD Drafting Applications I 27, 69, 71, 72
 - CAD Drafting Applications II 27, 69, 72
 - Child Care Management 27, 34, 41
 - Civil Design Technician 27, 69, 72
 - Commercial Refrigeration 27, 69, 76
 - Computer Assisted Design (CAD) 27, 69, 71, 72
 - Computer Networking Technology 27, 69, 79, 80
 - Computer Technology 27, 42, 44, 45, 46
 - Correctional Office Administration 42, 49
 - Correctional Training 27, 42, 49
 - Criminal Justice and Law 27, 42, 49
 - Designing HVAC Systems 27, 69, 72
 - Early Childhood Development 27, 34, 41, 42
 - E-Commerce 27, 42, 55
 - General Education 26, 27, 34, 38
 - Help Desk Management 27, 42, 45
 - Heat Pump 27, 69, 76
 - Hospitality Management 27, 42, 56
 - Infant/Toddler Care 27, 34, 42
 - Law Enforcement Psychology 27, 42, 49
 - Law Enforcement Training 27, 42, 49
 - Liberal Arts Core 27, 34, 39
 - Light Construction Management 27, 69, 70
 - Management Development 27, 42, 56
 - Massage Therapy 27, 61, 64
 - Math and English Core 27, 34, 39
 - Mechanical Design Technician 27, 69, 72
 - Medical Office Assistant 27, 34, 58
 - Microcomputer Programming 27, 42, 45
 - Multimedia Design 27, 42, 45, 46
 - Network Administrator 27, 69, 80
 - Network Engineer 27, 42, 49
 - Office Applications for Business & Industry 27, 42
 - Paralegal Specialist 27, 42, 61
 - Pre-Allied Health Studies 27, 61, 63, 64
 - Relational Database Administrator 27, 42, 46
 - Residential Apprentice Electrician 27, 69, 70
 - Residential Foundations Certificate 27, 69, 70
 - Residential Plumbing Certificate 27, 69, 71
 - Small Business 27, 42, 56
 - Webmaster 27, 42, 46
 - Word Processing 27, 42, 59
- College Transfer Programs 28
- Community Service 10, 20
 - Educational Talent Search 10
 - Lowcountry Tech Prep Consortium 11
 - Upward Bound 11
- Computer Networking Technology 27, 69, 79, 80
- Computer Technology Certificates 27, 42, 44, 45, 46
- Continuing Education 4, 11
- Correctional Office Administration Certificate 42, 49



Correctional Training Certificate 27, 42, 49
 Cosmetology 4, 27, 69, 74, 75
 Course Descriptions 82
 Criminal Justice Technology 27, 42, 46, 47, 48, 49

D

Degree, Diploma and Certificate Programs 27
 Developmental Education 26

E

Early Care in Education 27, 34, 39, 40, 41, 42
 Early Care in Education Degree 34, 39
 Early Childhood Development Certificate 27, 34, 41, 42
 E-Commerce Certificate 27, 42, 55
 English Fluency of Faculty 25

F

Facilities 8
 Fees and Expenses 17
 Payment 18, 22
 Tuition 17, 22
 Fire Service Career Pathway 27, 42, 51, 52

G

General Business 27, 42, 50, 51, 52, 53, 54, 55
 General Education 26, 27, 34, 38
 Grade Appeal 23, 24
 Grades 23, 29
 Graduation Requirements 24, 108
 Honors 24, 25, 108
 Residential Requirements 24, 108

H

Health Sciences 27, 61, 62, 63
 Health Sciences Division 61
 Associate Degree Nursing (ADN) 27, 61, 64, 65
 Massage Therapy 27, 61, 64
 Practical Nursing (PN) 27, 61, 66
 Pre-Allied Health Studies 27, 61, 63, 64
 Radiologic Technology 27, 61, 67
 Surgical Technology 27, 61, 68
 Help Desk Management Certificate 27, 42, 45
 Hospitality Management Certificate 27, 42, 56
 Hospitality/Tourism Career Pathway 27, 42, 53
 Humanities Electives, Approved 28

I

Industrial Electronics Technology 27, 69, 77, 78, 79
 Industrial Technology Division 27, 69
 A+ Computer Servicing 27, 69, 79
 Architectural Drawing 27, 69
 Architectural Design Technology I 27, 69, 71
 Architectural Design Technology II 27, 69, 71
 Basic Automotive Servicing 27, 69
 Basic Design Technology 27, 69, 71
 Basic Industrial Design Technology 27, 69, 80
 Basic Video and Production 27, 69, 81
 CAD Drafting Applications I 27, 69, 71, 72
 CAD Drafting Applications II 27, 69, 72
 Carpentry (Basic) 27, 69, 70
 Civil Design Technician 27, 69, 72
 Civil Engineering Technology 27, 69, 73
 Commercial Refrigeration 27, 69, 76
 Computer Assisted Design (CAD) 27, 69, 71, 72
 Computer Networking Technology 27, 69, 79, 80
 Construction Management (Light) 27, 69, 70
 Cosmetology 27, 69, 74, 75
 Designing HVAC Systems 27, 69, 76
 Electrician, Residential Apprentice 27, 69, 70

Foundations, Residential 27, 69, 70
 General Technology 27, 69, 75, 76
 Heat Pump 27, 69, 76
 Industrial Electronic Technology 27, 69, 77, 78, 79
 Mechanical Design Technician 27, 69, 72
 Network Administrator 27, 69, 80
 Network Engineer 27, 69, 80
 Plumbing, Residential 27, 69, 71
 Transfer Pathway in Bio-Medical Equip Tech 27, 69, 78, 79
 Institutional Competencies 108

L

Law Enforcement Training 27, 42, 49
 Learning Resources Center, Library 4, 11
 LRC Hours 12
 LRC Services 11
 Legislative Delegation for TCL 117
 Light Construction Management Certificate 27, 69, 70

M

Management Development Certificate 27, 42, 56
 Map - Beaufort Campus 4
 Microcomputer Programming Certificate 27, 42, 45
 Mission Statement 2
 Multimedia Design Certificate 27, 42, 45

N

Network Administrator Certificate 27, 69, 80
 Network Engineer Certificate 27, 69, 80

O

Office Applications for Business & Industry Certificate 27, 42, 61
 Office Systems Technology 27, 42, 56, 57

P

Paralegal Specialist Certificate 27, 42, 61
 Paralegal 27, 42, 59, 60, 61
 Payment by Financial Assistance 9, 18, 20, 21
 FSEOG 20
 LIFE Scholarship 21
 Loan Programs 18, 20
 Lottery Tuition Assistance 21
 Other Sources of Financial Assistance 21
 Pell Grant 20
 Work Study Program 20
 TCL Foundation Scholarships 21
 Pre-Allied Health Studies Certificate 27, 61, 63, 64

R

Radiologic Technology 27, 61, 67
 Refund Policy 17, 18
 Relational Database Administrator Certificate 27, 42, 46
 Residential Apprentice Electrician Certificate 27, 69, 70
 Residential Foundations Certificate 27, 69, 70
 Residential Plumbing Certificate 27, 69, 71

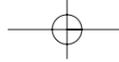
S

Small Business Certificate 27, 42, 56
 State Board for Technical & Comprehensive Education 117
 Student Support Services 10, 103
 TRI0 Programs 10
 Surgical Technology 27, 61, 68

T

TCL Commission 2, 117
 TCL Foundation, Inc 4, 10, 21
 Telephone Numbers 4





Transcripts 15, 17
Transferring Credits 29
 AA/AS Approved Transfer Courses 27
 State Policies and Procedures 29
 Transfer Blocks 30, 34, 36, 37

W

Webmaster 27, 42, 46
Word Processing Certificate 27, 42, 59

