Online Academic Catalog
& Student Handbook
2010-2011

Contact or Visit Horry-Georgetown Technical College:

Conway Campus
2050 Highway 501 East
Post Office Box 261966
Conway, South Carolina 29528-6066
(843) 347-3186, FAX (843) 347-4207
Five miles east of Conway on Highway 501, eight miles west of the Waterway

Georgetown Campus
4003 South Fraser Street
Georgetown, South Carolina 29440-9620
(843) 546-8406, FAX (843) 546-1437
Two miles south of Georgetown near the Georgetown Airport

Grand Strand Campus
743 Hemlock Avenue
Myrtle Beach, South Carolina 29577
(843) 477-0808, FAX (843) 477-0775
Two miles south of Coastal Grand Mall between U.S. 17 Bypass and U.S. 17 Business

On the web at www.hgtc.edu.

Disclaimer: Every attempt has been made to verify the accuracy and completeness of this document at the time of printing. This document does not constitute a contract between Horry-Georgetown Technical College and any individual or group. For the most current information, please visit the College website at http://www.hgtc.edu.

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Agriculture and Natural Resources

Industrial Technology

Occupational Technology

Public Service Technology

Course Descriptions

Related Financial Aid Deadlines for Fall 2010

April 1	Priority deadline for Fall 2010 Financial Aid
June 15	Fall VIP Payment Deadline
July 22	Reminder - First tuition deadline 5 pm Fall Semester purge for nonpayment

FALL SEMESTER 2010

August 6	Fall Application deadline for full semester and Fast Forward I classes
August 12	*Reminder - Second tuition deadline 5 pm Fall Semester purge for nonpayment; Final tuition deadline 5 pm Fast Forward I purge for nonpayment*
August 13	Late Registration Fees apply for Fall 2010 full term and Fast Forward I classes
August 16	Academic Year begins – Faculty return
August 16-20	In-Service/Faculty Administrative days
August 19	*Reminder - Final tuition deadline 5 pm full Fall purge for nonpayment*
August 23	Classes begin full Fall and Fast Forward I
August 25	Last day to Add/Drop Fast Forward I
August 26-30	Report of Non-Attendance for Fast Forward I
August 27	Last day to Add/Drop for full Fall
Aug 30-Sept 2	Report of Non-Attendance for full Fall
September 6	Labor Day Holiday – College closed (FNWD)
September 9	*Reminder – Final Tuition deadline 5 pm purge for nonpayment Late Start classes*
September 13	Classes begin – Late Start
September 15	Last day to Add/Drop Late Start classes
September 17	Deadline for withdrawals with non-punitive grade for Fast Forward I
October 7	Fast Forward I – last T/R class
October 11	Fast Forward I – last M/W class
October 12	Exams – Fast Forward I
October 12	*Reminder - Final Tuition deadline 5 pm Fast Forward II purge for nonpayment*
October 13	Grades due for Fast Forward I by 5:00 pm
October 13	Fast Forward II classes begin
October 15	Last Day to Add/Drop Fast Forward II classes
October 18-19	Report of Non-Attendance for Fast Forward II
October 25	Registration for Spring begins
October 27	Deadline for withdrawals with non-punitive grade for full Fall Semester & Late Start classes
November 2	No Classes – Election Day
November 12	Deadline for withdrawals with non-punitive grade for Fast Forward II classes
November 24	No Classes - Faculty Non-work Day
Nov 25-26	Thanksgiving Holidays – College Closed (FNWD)
December 2	*Reminder– First Tuition deadline 5 pm full Spring & Fast Forward I purge for nonpayment*
December 3	Late Registration Fees Apply for Spring 2011

December 3   Full Fall, Fast Forward II & Late Start – last M/W/F class
December 6   Full Fall, Fast Forward II & Late Start– last M/W class
December 7   Full Fall, Fast Forward II & Late Start – last T/R class
December 8   Full Fall, Fast Forward II & Late Start - Last W/F class
December 8   Study Day for day students
Dec 8-13 & 14Exams – full Fall & Fast Forward II (Note: evening exams begin Dec. 8;
                no evening exams Dec. 14)
December 15 Grades due 5 pm
December 16 Students can view grades on WaveNet 5 pm
December 17 Spring Application deadline for full semester and Fast Forward I classes
Dec 15 - 20   Faculty Administrative Days
December 20 Students can view Financial Aid Satisfactory Academic Progress Status
Dec 21-Jan 2 Winter Holidays – College closed (FNWD)

SPRING SEMESTER 2011
January 3   College Reopens – Staff return   (FNWD)
January 4 -7   Faculty Administrative Days
January 6   *Reminder - Final Tuition deadline 5 pm full Spring & Fast Forward I*
                purge for nonpayment
January 10   Classes begin Full Spring /Fast Forward I
January 12   Last day to Add/Drop Fast Forward I classes
January 17   Martin Luther King, Jr. Day – College closed (FNWD)
January 13-19 Report of Non-Attendance for Fast Forward I
January 14   Last day to Add/Drop full Spring classes
Jan 18-20, 24 Report of Non-Attendance for full Spring Semester
January 31   *Reminder – Final Tuition deadline 5 pm Late Start purge for nonpayment*
January 31   Classes begin Late Start
February 2   Last day to Add/Drop Late Start classes
February 3-9 Report of Non-Attendance Late Start
February 9   Fast Forward I – Deadline for withdrawals with non-punitive grade
February 24   Fast Forward I – last T/R class
February 28   Fast Forward I – last M/W class
March 1   Exams – Fast Forward I
March 2   Grades due Fast Forward I by 5:00 pm
March 2   Fast Forward II classes begin
March 2   *Reminder - Final Tuition deadline 5 pm Fast Forward II purge for nonpayment*
March 4   Last day to Add/Drop Fast Forward II classes
March 7-11   Report of Non-Attendance for Fast Forward II
March 14- 18 Spring Break – no classes (FNWD)
March 28   Deadline for withdrawals with non-punitive grade for full Spring & Late Start
April 4   Registration begins for Summer and Fall 2011
April 13   Deadline for withdrawals with non-punitive grade – Fast Forward II
April 22   No classes – Faculty Administrative. Day (Good Friday)
April 26   Full Spring, Fast Forward II & Late Start – Last T/R class
April 27   Full Spring, Fast Forward II & Late Start – Last M/W/F, M/W, & W/F class
April 28   Student Study Day

April 28	Scholars Event
April 29	Day Exams only – full Spring and Fast Forward II
May 2-4	Day & Evening Exams – full Spring and Fast Forward II
May 5	Commencement
*May 5-13	Faculty Administrative Days
May 9	Grades due by 5 pm
May 10	Students can view grades 5 pm
May 11	Students can view Financial Aid Satisfactory Academic Progress Status
May 13	9-month employment agreement ends

SUMMER SEMESTER 2011

May 12	*Reminder – Final Tuition deadline 5 pm full Summer and Summer I purge for nonpayment*
May 13	Late Registration fees apply
May 16	Academic Chairs Summer employment agreements begin
May 18	Faculty and Academic Coordinators Summer employment agreements begin
May 18	Classes begin for Full & Summer I
May 20	Last day to Add/Drop Summer I classes
May 23-24	Report of Non-Attendance for Summer I
May 23	Last day to Add/Drop full Summer classes
May 24-25	Report of Non-Attendance for full Summer
May 30	Memorial Day – College Closed
June 9	Deadline for withdrawals with non-punitive grade – Summer I
June 22	Last day of class for Summer I
June 23	Exams – Summer I
June 24	Grades due for Summer I by 5 pm
June 24	*Reminder - Tuition deadline 5 pm Summer II purge for nonpayment*
June 27	Summer II Classes begin
June 29	Last day to Add/Drop Summer II classes
Jun 30, Jul 11	Report of Non-Attendance for Summer II
July 1	Deadline for withdrawals with non-punitive grade – full Summer
July 4	Independence Holiday – College Closed
July 4 - 8	Independence Holidays – No Classes
July 26	Deadline for withdrawals non-punitive grade – Summer II
August 1	Last day of classes for full Summer and Summer II
August 2-4	Exams – full Summer and Summer II
August 8	Grades due 5 pm
August 9	Faculty and Academic Coordinators Summer employment agreements end
August 9	Students can view grades 5 pm
August 10	Students can view Financial Aid Satisfactory Academic Progress Status
August 12	Academic Chairs Summer employment agreements end

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SATURDAY CALENDAR
2010-2011

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FALL SEMESTER 2010
August 28   Classes begin
November 27 Thanksgiving Holidays
December 4   Last Saturday class
December 11 Final exams

SPRING SEMESTER 2011
January 15   Classes begin
March 19   Spring Break
April 30   Last Saturday Class
May 7   Final exams

SUMMER SEMESTER 2011
May 21   Classes begin
July 30   Last Saturday class
August 6   Final exams

Note: this calendar is designed for full-term classes. Classes scheduled in accelerated formats will need t be adjusted to meet the required hours.

HGTC to CCU Bridge students should consult the Bridge Calendar.

(Updates to the Academic Calendar are posted on WaveNet)

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General Information

Mission Statement

The mission of Horry-Georgetown Technical College is to provide accessible, affordable, high-quality, comprehensive two-year collegiate education and workforce training; to provide a student centered environment and inspire lifelong learning; to promote learning through exceptional teaching; to promote multicultural awareness and embrace diversity within the community; to promote economic development; and to lead in technological innovation.

Since its creation in 1966, Horry-Georgetown Technical College has continued to provide post-secondary vocational, technical, and occupational certificate, diploma, and associate degree programs leading directly to securing or continuing employment; associate degree programs which enable students to gain access to other post-secondary education; and continuing education classes, programs, and services which meet the job training, occupational advancement, and lifelong learning needs of the residents and employers in its service area.

As a member of the South Carolina Technical College System, the College is a public, two-year technical college, enrolling 5,500 to 7,500 college credit curriculum students (fall headcount) and providing continuing education programs for 8,000 to 10,000 participants per year. Within this authority and while maintaining a local emphasis on providing services to the individuals and employers in the rural, urban, and suburban areas of Horry and Georgetown Counties, certain academic programs serve regional, national, and even international needs. The College values partnerships with business, industry, community agencies, and other educational and governmental institutions which support the growth and development of the community.

In order to promote achievement by ethnically, socially, and economically diverse individuals, the College maintains open admissions. The College values inclusiveness and embraces diversity. The College provides students with the knowledge, skills, and experiences necessary for success in achieving their career and educational goals.

The College endeavors to fulfill its mission by fostering the belief that all people should have equal opportunity for personal and professional growth, and to develop skills, knowledge, and values necessary for a productive and meaningful life. We respect every member of the college community and are committed to fairness in our educational endeavors.

The faculty's primary function is to ensure student learning and academic goal achievement through innovative teaching that integrates theory and application. The College provides comprehensive student services to support individual and educational goals. The specific functions of the College are to provide occupational training activities, college transfer education, and related general education courses. The College provides developmental/remedial educational services. Through articulation with local school districts, the College provides post-secondary educational opportunities for secondary students. A vital part of the educational services is through the Workforce Development and Continuing Education Division, which provides customized job training, and occupational upgrading training programs and classes for

business and industry; and job training, occupational upgrading, licensing and certification, and personal interest classes for community residents. The College supports the economic development of its service area by participating in the training provided by the Center for Accelerated Training and Technology and its readySC™ program.   **<TOP>**

Program Accreditations and Approvals

Horry-Georgetown Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. C ontact the Commission on C olleges at 1866 S outhern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Horry-Georgetown Technical College.

The Civil Engineering Technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc.

The Culinary Arts Technology program is accredited by the American Culinary Federation Educational Institute Accrediting Commission.

The programs in Dental Assisting and Dental Hygiene are accredited by the Commission on Dental Accreditation and have been granted the accreditation status of "approval without reporting requirements."

The Emergency Medical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon t he recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions, 4101 W. Green Oak Blvd. Suite 305-599 Arlington, TX 76016.

The Forestry Management Technology program is accredited by the Society of American Foresters.

The Legal Assistant/Paralegal program is approved by the American Bar Association.

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) until 2016.

The Diagnostic Medical Sonography program at Horry-Georgetown Technical College is accredited by the Commission on A ccreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Joint Review Committee on E ducation in Diagnostic Medical Sonography (JRC-DMS).
Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756 727-210-2350; www.caahep.org

The Associate Degree Nursing and Practical Nursing programs are approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and are accredited by the NLNAC (National League for Nursing Accrediting Commission), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 (404-975-5000).

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). Commission on Accreditation of Allied Health, Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312) 553-9355.

Horry-Georgetown Technical College is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, (913) 339-9356, www.acbsp.org, for the offering of the Associate Degrees in Accounting, General Business and Administrative Office Technology. Students interested in reviewing the accreditation documents may view them in the Academic Deans' Office.

The Early Care and Education program is accredited by NAEYC (National Association of Education for Young Children) accreditation.

They Physical Therapy program has been granted accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandra, VA, 22314; phone 703-706-3245; e-mail: accreditation@apta.org).

The Pharmacy Technician program is accredited by the American Society of Health System Pharmacists, Accreditation Services Division, 7272 Wisconsin Avenue, Bethesda, MD, 20814.

The Wildlife Management emphasis within the Forestry Management Technology program is fully accredited by the North American Wildlife Technology Association (NAWTA).

Statement of Equal Opportunity/Non-Discrimination

Horry-Georgetown Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to the College's Affirmative Action/Equal Opportunity Officer: Associate Vice President for Human Resources and Employee Relations, Judy Hardee, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, who will serve as the College's Section 504, Title II, and Title IX Coordinator;

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to: Greg Thompson, Associate Vice President for Student Affairs, HGTC, PO Box 261966, Conway, SC 29528-6066, 843-349-5247.

Americans with Disabilities Act of 1990

The Americans with Disabilities Act (ADA) of 1990 makes it u nlawful to discriminate in admission policies, academic programs, services, or employment practices. It adopts the general prohibitions of discrimination under section 504 as well as the requirements for making programs accessible to individuals with disabilities and for providing a way to effectively communicate. The ADA of 1990 complements but does not replace Section 504.

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Admission, Tuition & Financial Aid

Open Admission

The College maintains open admission to fulfill the educational mission of the College and to promote achievement of individuals with varied potential. Open admission supports the College commitment to assess student potential and provide developmental education or appropriate referrals as necessary. However, open admission does not guarantee admission. The College reserves the right to refuse admission when such a decision is in the best interest of the College community.

As a student admitted to HGTC, you will e assigned your H-number (student ID number). Keep your H-number available at all times (make a copy to keep at home), since this number is required for many activities, including refund checks, activities, and more.

NOTE: Admission to specific programs at HGTC may require additional information, prerequisites, etc.

Admission Requirements

FOR NEW STUDENTS

To be eligible for admission to the College, a new student must:

⊳ Be 18 years old or possess a high school diploma or its equivalent;
Exceptions to above:
High school students participating in the Program for Accelerated College Enrollment (PACE) or Early College are subject to admissions requirements as outlined in the PACE section of the catalog.
An applicant who is less than 18 years of age, and who does not have a high school diploma or its equivalent, must present, prior to admission, the following:
Written permission to attend HGTC from the principal of the high school last attended or currently attending. Home-schooled students must have written permission from the state affiliation or local school district; and
Written parental/guardian permission to attend HGTC. Married or legally independent applicants are excluded from this requirement.

⊳ Complete and return an admission application, along with the required, non-refundable application fee; applications submitted without payment of the application fee WILL NOT BE PROCESSED;

⊳ Submit scores from SAT, ACT or COMPASS placement test (Placement test scores are required for appropriate course placement); and

Note: Applicants who have not taken the SAT or ACT may call or visit the Testing Center at any campus or site to schedule a time to take the College placement test. The College placement test in the areas of Reading Comprehension, Writing Skills, Pre-Algebra and Algebra is offered the first time free of charge as a service to applicants. A photo ID must be presented prior to testing. Test scores are available immediately upon completion.

An applicant/student may re-test once, after a 24-hour waiting period. After the first re-test, an applicant/student may only re-test again if he/she has completed the required developmental studies course sequence, completed an external remediation program, or one HGTC semester has elapsed since the last test date. A $25 fee is required for each re-test.

Placement testing is also available in alternate formats. To request special accommodations for testing, contact the Coordinator of Services for Students with Disabilities on the Conway Campus, or the Coordinator of Student Affairs on the Georgetown or Grand Strand Campus.

There is a ten-year time limit on acceptance of placement test scores. Exceptions to the ten-year time limit are test scores submitted by applicants who have previously attained bachelor's degrees, associate degrees, college diplomas or applicable college certificates.

▷ Submit high school transcript(s).
Applicant should request that an official high school transcript be forwarded to the HGTC Admissions Office. Faxed or electronic transcripts from schools are acceptable.

FOR TRANSFER STUDENTS

To be eligible for admission to the College, a transfer student must:
▷ Complete and return a College admission application, along with the non-refundable application fee; and
▷ Submit college transcript(s).
Transfer applicant should request that official transcript(s) from all colleges previously attended be forwarded to the HGTC Admissions Office. Transcripts should reflect that the applicant has completed at least one college-level Math and one college-level English composition course with an earned grade of "C" or above in these two courses. Developmental/remedial college courses are not applicable. A transfer applicant whose college transcripts do not reflect above requirements will be given the opportunity to submit SAT/ACT scores or to take the College placement test to determine course placement. Faxed or electronic transcripts from colleges are acceptable.

Notes About Transfer Courses

Courses being transferred must be equal in content to the courses required in the student's major at HGTC. Developmental courses are not accepted.

In order to transfer credit, a grade of "C" or better must have been received in the subject.
Credit for a course must show on an official transcript from the granting institution, and an official copy of this transcript must be on file at HGTC.

Transfer credit does not influence the student's grade point average while attending HGTC.

Credits transferred and/or exempted from other institutions may not exceed 75% of the total credits HGTC requires for graduation.

Statute of Limitations: Courses that meet the above-mentioned criteria are accepted for varying time limits as recommended by department chairs. The Registrar's Office uses an approved list when evaluating transfer credits. This applies to both internal and external courses. Any student whose courses were taken in excess of the approved time limit prior to evaluation is encouraged to take credit by proficiency examinations, where available, for validation of knowledge. When recommended by department chair and approved by appropriate administration, alternate validation of course competencies may be accepted.

Transfer and evaluation of transfer credit is at the discretion of the Registrar's Office and department chairs, when applicable.

Time Limits on Courses for Transfer and Program Admission
Some majors at HGTC are continually changing due to the nature of the profession. The following courses have transfer and program admission time limits. Students with questions should contact their academic advisor.

LIMIT	PREFIX/COURSE	MAJOR/SUBJECTAREA
One year	PNR	Practical Nursing
	RAD	Radiologic Technology
Two years	DAT	Expanded Duty Dental Assisting
	DHG	Dental Hygiene
	NUR	Associate Degree Nursing
	PTH	Physical Therapist Assistant
Five years	AOT	Administrative Office Technology
	ARV	Digital Arts
	BIO	Dental Hygiene, Nursing, Physical Therapist Assistant, Surgical Technology Majors only
	COS	Cosmetology
	CPT	Computer Technology
	EGT (151)	Engineering Technology
	IST	Information Systems Technology
	LEG	Legal Assistant/Paralegal
Ten Years	ACC	Accounting
	AHS	Allied Health Science
	BAF	Banking and Finance
	BUS	Business
	CRJ	Criminal Justice
	EGT (101)	Engineering Graphics
	FOR	Forestry
	HOS	Culinary Arts
	MAT	Associate Degree Nursing major only

MGT	Management
MKT	Marketing
OST	Office Systems Technology
WLD	Welding

FOR UNDECLARED MAJOR STUDENTS

To be eligible for admission to the College, an undeclared major student must:

 ‣ Complete and return a College admission application, along with the non-refundable application fee.

Note: Placement in certain courses as an Undeclared Major student is restricted, and all course placement requirements and course pre- and co-requisites must be met. A student accepted as an Undeclared Major is not eligible for federal/state financial aid or veteran's benefits, including Lottery Tuition Assistance, and is restricted to a total of 24 semester hours.

FOR INTERNATIONAL STUDENTS

The College welcomes the enrollment of international students who wish to pursue collegiate-level study in the United States. The College provides assistance to international applicants in processing the required documents necessary to secure a student F1 Visa. Assistance is also available for international students who wish to transfer to Horry-Georgetown Technical College from another college in the United States or who wish to change their current visa status to F1 Student.

The following steps are required for international student admission to HGTC:

 ‣ Complete the Admissions Application and pay the application fee;
 ‣ Prospective students who do not speak English as their primary language must submit proof of English language proficiency (A minimum computer-based score of 175 or a paper-based score of 500 on the Test of English as a Foreign Language (TOEFL) is required. Individuals already in the United States may elect to participate in the college placement test (COMPASS) as an alternative to TOEFL.);
 ‣ Provide copies of current visa and passport documents, including both sides of the I-94 card;
 ‣ Provide official English language transcript of High School/Secondary School records;
 ‣ In compliance with U.S. Citizenship & Immigration Services (USCIS) requirements, international student applicants are required to provide documentation of financial resources adequate to cover tuition and expenses for the duration of the international applicant's program of study. A *Certification of Financial Support* form must be submitted for this purpose. Estimated annual expenses will vary and will be based upon current tuition and other appropriate information.

Following admission to HGTC, international applicants will be notified to pay a two semester tuition deposit. This deposit will be used to pay tuition and fees for the first two semesters of enrollment and is fully refundable if the student elects not to pursue study at the College. SEVIS

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form I-20 will be prepared when the deposit is paid. Students are also required to file form I-901 and pay the $100 SEVIS fee, utilizing the number assigned on the I-20.

Prospective international students currently in the U.S. with a valid visa other than F-1 Student must also complete *Application to Change Nonimmigrant Status* Form I-539 and submit the applicable fee to the U.S. Citizenship and Immigration Services.

Transfer credit may be awarded to international students who attended a college or university either outside or within the United States. Credits for coursework completed at a foreign college or university must be evaluated by World Education Services to be eligible for transfer.

FOR RETURNING STUDENTS
Returning students are those who previously enrolled in an associate degree, diploma or certificate program at HGTC (excluding PACE or other dually-enrolled students), but who have not been enrolled in classes during the previous twelve (12) calendar months. In order to be eligible for re-admission to the College, returning students will be required to provide updated information and pay a non-refundable re-admission fee.

PACE (PROGRAM FOR ACCELERATED COLLEGE ENROLLMENT) AND
EARLY COLLEGE HIGH SCHOOL
Students in PACE can take either University Parallel (86 courses approved by the Commission on Higher Education for transfer from two- to four-year public institutions-go to www.sctrac.org for details) or Applied Technology (courses that may or may not carry transfer credit to a four-year college); however, they must meet the same admissions criteria as any other student. The following criteria must be met for acceptance into PACE:

1. Obtain high school junior status;
2. Be recommended by his/her high school guidance counselor, principal or other designated school official as someone who can benefit from the program;
3. Have a letter of permission from parent(s) or guardian(s); and
4. Submit scores from one of the following placement tests: Scholastic Assessment Test (SAT), American College Testing Assessment (ACT), COMPASS or ASSET (College Placement Tests). *Minimum test scores must be met to enroll in college level courses.*

Note: Students are responsible for checking with the institution(s) to which they plan to transfer after high school to ensure transferability of courses from HGTC. **<TOP>**

TECHNICAL ADVANCED PLACEMENT (T.A.P.)
Through articulation agreements with Horry and Georgetown County high schools, high school students may receive Technical Advanced Placement (T.A.P.) credit for specific high school courses. This eliminates duplication of courses by allowing students who successfully complete specific high school courses to exempt specific entry-level College courses. T.A.P. credit may be obtained for these examples and other courses:

ACC 111– Accounting Concepts

AHS 102– Medical Terminology
ARV 110–Computer Graphics I
CPT 101– Introduction to Computers
EGT 151– Introduction to CAD
HOS 101– Principles of Food Production I
HOS140– The Hospitality Industry
IST 201– CISCO Internet Working Concepts
MKT 101– Marketing
TUF 162– Power Mechanics

Interested high school students should contact their high school guidance offices, and follow the T.A.P. procedures for submitting records to HGTC to determine eligibility and prepare for successful articulation.

UNIVERSITY PARALLEL PROGRAM
The Associate in Arts and Associate in Science degree programs are for students intending to pursue a bachelor's or higher degree from a senior college or university. Also known as the "university parallel program" or "university transfer degree," the Associate in Arts and Associate in Science curricula are comparable to the freshman and sophomore years at a university. A majority of courses in the programs are general education, such as English, mathematics, humanities, science, social and behavioral sciences, and fine arts. Other courses are selected based upon the student's intended major and are meant to satisfy prerequisite requirements for that major. Following are several majors that Associate in Arts or Associate in Science students may choose. This is not a complete list of possibilities: Accounting, Biology/Natural Sciences, Aerospace, Business Administration, African Studies, Chemistry, Anthropology, Computer Science/Information Systems, Architecture, Criminology, Art, Drama/Theater Arts, Economics, Political Science, Education, Public Administration, Engineering, Religion, English/Literature, Retailing, Foreign Language, Secondary Education, Forestry, Social Sciences, Geography, Sociology, Health Education/Recreation, Speech Communications, Health Sciences, Theater, History, Hotel, Restaurant and Tourism; International Studies, Interdisciplinary Studies, Linguistics, Management, Marine Science, Marketing/Advertising, Mass Communication/Journalism, Mathematics, Military Science, Music/Music Education, Philosophy, Physical Education, and Physics/Physical Science.

University Parallel courses may also serve as foundation requirements for advanced degrees in Horticulture, Pre-Dentistry, Pre-Law, Pre-Medicine, Pre-Optometry, Pre-Pharmacy, and Pre-Veterinary Medicine.

Students may take advantage of Transfer Agreements with Coastal Carolina University and Francis Marion University for Education Majors (HGTC's Early Care and Education and Associate of Arts/Science), with Coastal Carolina University for Psychology/Sociology Majors (HGTC's Criminal Justice and Human Services majors).

LIMITED ACCESS PROGRAMS ACCEPTANCE REQUIREMENTS
Some HGTC programs are limited in the number of students who can be accepted. Space may be restricted for a number of reasons, including availability of clinical teaching facilities, graduate

placement opportunities for students, limits imposed by state or professional accrediting agencies, and budget considerations. The following limited access programs accept applicants through a first-qualified, first-accepted process for "Wait List" that may include additional program acceptance requirements: Diagnostic Medical Sonography, Expanded Duty Dental Assisting, Limited General Radiological Technology, Mammography, Nuclear Medicine Technology, Physical Therapist Assistant, Practical Nursing, Radiologic Technology and Surgical Technology. Note: The Associate Degree Nursing, the Physical Therapist Assistant and the Dental Hygiene programs use top-qualified weighted criteria for admission.

Applicants are encouraged to apply early. For more information about the status (next available semester) of each limited access program's "Wait List," contact the Admissions Office at any campus.

NOTE: A social security number, resident alien card, or permanent resident card is required for licensure in some limited access programs. **<TOP>**

Residency

An applicant's residency classification for tuition purposes is determined by the Admissions Office in accordance with South Carolina Code of Laws #59-112-10 to #59-112-100, and College policies and procedures in place when admission application is made. Any applicant or student who would like to request a review of his/her residency classification must complete the Application for Review of Residency Classification form (available in the Admissions Office on all campuses), provide requested supporting documentation, and return the application and documentation to the Admissions Office. The deadline for submission of an Application for Review of Residency is the last day of late registration for the term for which residency reclassification is requested. Appeals of residency decisions may be made to the Assistant Vice President for Enrollment Development.

Applicants incorrectly classified as residents are subject to re-classification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts, an applicant may be charged tuition and fees past due and unpaid at the out-of-state or out-of-county tuition rate.

Tuition, Fees and Refunds

Tuition and fees are subject to change, so the College utilizes the website to publish current tuition and fees information. For the most accurate and current information, contact Student Accounts at (843) 349-5310 or visit www.hgtc.edu/tuition.

PAYMENT
Students are expected to pay at the time of registration. Fees may be paid by cash, check, money order, VISA, MasterCard or Discover.

LATE REGISTRATION FEES
A late fee is charged to students who register after the tuition deadline.

REFUNDS
It is HGTC policy that students or sponsoring agencies receive an equitable refund of tuition and fees upon the student's withdrawal.

TUITION REFUNDS FOR CREDIT COURSES
It is the student's responsibility to initiate and complete the withdrawal process in order for eligibility for a refund. Students should use their WaveNet account to drop classes. Refunds are calculated based on the date on which the course is dropped.

Tuition refunds will be made according to this refund policy.

REFUND POLICY SCHEDULE
Withdrawal or reduction in credit hours
Tuition Refund %:
   Before classes begin   100%
   During the Add/Drop period   100%
   Seven (7) calendar days after the Add/Drop period   50%
Fees Refund %:
   During the Add/Drop period   100%

Note: Refunds for terms that vary in length from the traditional semester term will be proportional to the semester term. Refunds for accelerated classes may be requested through Student Accounts. For canceled classes, a full refund for the cost of class will be refunded.

Refunds will be processed after the add/drop period. Students may request mailing of refund check to their address of record or may pick up r efunds at Student Accounts during the announced period.

All refunds will be processed and payable by check or charge card credit within 4-6 weeks after the start of the term.   **<TOP>**

FINANCIAL AID REFUNDS (TITLE IV RECIPIENTS) -Pell Grant, FSEOG, Academic Competitiveness Grant, Subsidized, Unsubusidized and Parent Plus Loans
(Title IV) recipients are considered to have earned the percent of Title IV funds equal to the percent of days they attended during the term.

REFUND/REPAYMENT OF TITLE IV FUNDS BY THE STUDENT
Students who fully withdraw before completing more than 60% of the term must return (repay) to the College the percentage of any unearned Pell Grant, Supplemental Education Opportunity Grant (SEOG) and Academic Competitiveness Grant (ACG) funds received.

The College must repay to Title IV funds any unearned percentage of tuition and fees paid to a student. Students who owe a repayment are not eligible for financial aid (Title IV funds) until

Title IV repayment has been satisfied through Student Accounts or the U.S. Department of Education. Names of students who are in repayment are forwarded to the Department of Education; these students are ineligible for Title IV funds at any college until all repayments are satisfied.

Stafford Loan recipients must be enrolled for at least 6 credit hours at the time they receive loan funds. If records show that the loan recipient was not in attendance, immediate repayment of the loan funds will be required of the student.

Refund and repayment schedules, and refund examples are available upon request from Student Accounts and the Financial Aid Office.

CONTINUING EDUCATION REFUNDS
It is the student's responsibility to request a refund from the Continuing Education Department at any campus at least one (1) working day before the class is scheduled to begin. No refunds will be issued on or after the first day of class. Exceptions that require more than one working day notification for a refund request are noted in the published Class Schedule and/or other publication or brochure advertising the class or program.

All refunds will be paid by check or charge card credit. Refunds will be mailed to the student's address of record unless otherwise requested. Processing and mailing of refunds require 2-4 weeks.   **<TOP>**

TUITION REFUND APPEALS
If a student feels the refund policy has not been fairly applied or there are special circumstances that should be considered, an appeal may be made in writing to the Associate Vice President for Student Affairs for credit courses. For non-credit courses, appeals are addressed to the Vice President for Workforce Development & Continuing Education.

Financial Aid
The HGTC Financial Aid Office assists students who demonstrate financial need and have a desire to attend college. The responsibility of meeting College costs rests primarily with the student and his/her family. Therefore, when the family meets its responsibility to the maximum of its ability, the College seeks to provide assistance for the remaining amounts.

The majority of financial aid is awarded on the basis of a student's demonstrated financial need. To establish need, a student must complete the Free Application for Federal Student Aid (FAFSA). Awards are made on a "package" concept, which usually consists of grants, employment, loans and/or scholarships.

All financial aid is awarded without regard to race, color, sex, age, religion, national origin, disability, or other individual distinction.

ELIGIBILITY REQUIREMENTS
To be considered for financial aid, a student must:

- be a citizen, permanent resident or eligible non-citizen of the U.S.;
- be admitted or enrolled in an eligible undergraduate course of study;
- have a high school diploma or GED, or fulfill the U.S. Department of Education's "ability to benefit" criteria;
- be making satisfactory academic progress in the course of study;
- not owe a refund on a grant received under the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or State Student Incentive Grant Program (Title IV, HEA Grant) for attendance at any institution;
- not be in default on any loan made under the Stafford Student Loan, Federal PLUS, Federal NDSL or Federal Perkins Loan program (Title IV, HEA Loan) for attendance at any institution;
- demonstrate financial need according to specific program requirements;
- be registered with the Selective Service (if a male at least 18 years of age, born after December 31, 1959, and not currently a member of the United States Armed Forces).

APPLICATION PROCEDURES
The financial aid process can take 6-8 weeks, so it is important to apply early; it is necessary to re-apply every year.

To apply for financial aid, a student should complete the Free Application for Federal Student Aid (FAFSA), online at www.fafsa.ed.gov. HGTC's school code is 004925.

You must first get your Personal Identification Number (PIN) at www.pin.ed.gov and, if a dependent student, a PIN for at least one parent or guardian. The PIN will allow you and your parent or guardian to electronically sign your FAFSA application.

HGTC's Financial Aid Office will receive an electronic copy of your FAFSA/SAR to confirm your eligibility, if you include our school code (004925) on your report.

NOTE: New students and former students not enrolled for one year or more must apply for admission to the College. A student may apply for financial aid prior to admission, but no financial aid awards can be made until a student is accepted in an approved program of study at the College. Financial aid does not cover the required College application fee.

To obtain priority for financial awards or scholarships for the following Fall Semester, applications should be submitted prior to April 1.   <TOP>

HGTC's VIP PROGRAM
All students who register and pay* for classes by the posted deadlines are eligible.

Benefits of becoming an HGTC VIP
- Avoid payment of the $25 enrollment fee
- Increase the likelihood of getting the classes you need and the schedule you want
- No waiting in long lines at the Financial Aid Office
- No "last-minute frenzy"
- Be entered for a chance to win a Bookstore gift certificate or iPods!

*To be considered a VIP and be entitled to the benefits listed above, including eligibility for participation in the giveaways, students MUST have completed all required registration and payment/financial aid processes by the posted deadline. Note: Financial Aid, including completion of the verification process (if selected), MUST be complete to be considered qualified.

VETERANS BENEFITS
HGTC is approved for all college-rated Veterans' educational programs and maintains a Veterans Affairs Office to assist students with VA-related issues. For Veterans Assistance information, call the Veterans Affairs Office at (843) 349-5298.

For general information or questions, visit the College's website at www.hgtc.edu. For assistance in completing Financial Aid forms or to make an appointment with a counselor, call (843) 349-5251.

FEDERAL FINANCIAL AID PROGRAMS
Federal Pell Grant Program (Title IV): This program provides funds to eligible students attending approved colleges, universities and other approved post-high school institutions. A student may apply if he/she is an undergraduate student enrolled in an eligible program and has not previously received a bachelor's degree. Awards range from $659 to $8325.

Federal Supplemental Educational Opportunity Grant (SEOG): This program awards funds to a limited number of students with exceptional financial need enrolled at least half-time in an eligible program and who have not previously received a bachelor's degree.

Academic Competitiveness Grant Program (ACG): This program provides grants of $750 for first-year students (high school graduates after 1-1-2005) and $1,300 for second-year students. Initial eligibility for ACG must also include certification of completion of a rigorous program of study in high school and/or private or home-school situations. Students may self-identify eligibility for ACG when filing the FAFSA. However, the institution will make final determination of eligibility based upon approved guidelines from the Department of Education.

To receive an ACG, students must:
- receive a Pell grant in the same award year;
- be enrolled at least half time in an associate's, bachelor's, or degree program, in a two-year program acceptable for full credit toward a bachelor's degree, or in a one- or two-year certificate program;

College Work-Study Program (CWS): This program provides jobs for students with demonstrated financial need and enrolled at least half-time in an eligible program. Eligible students may work up to an average of 15 hours per week depending upon the need and available funds. Jobs are available on campus in various departments.

Federal Direct Stafford Student Loan Programs: Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The

lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution.

Direct Subsidized Loans—are loans for students with financial need, as determined by federal regulations. No interest is charged while you are in school at least half-time, during your grace period and during deferment periods.

Direct Unsubsidized Loans (Federal Direct Unsubsidized Stafford/Ford Loans)—are loans for students that are not based on financial need. Interest is charged during all periods.

Direct PLUS Loans—are low-interest loans available to parents of dependent students or for graduate or professional-degree students. Interest is charged during all periods.

T.E.A.C.H. GRANT PROGRAM

Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students.

As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. IMPORTANT: If you fail to complete this service obligation, all amounts of TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed. Note: TEACH Grant recipients will be given a 6-month grace period prior to entering repayment if a TEACH Grant is converted to a Direct Unsubsidized Loan.

STATE FINANCIAL AID PROGRAMS

LIFE Scholarship: The LIFE Scholarship Program covers the amount of tuition and fees plus an additional $300 boo k allowance for eligible undergraduate students attending two-year colleges in South Carolina. Initial eligibility is based on a high school GPA of 3.0. To receive the LIFE Scholarship, the student must, among other things:

- Not be in default on a Federal Title IV or State of South Carolina educational loan;
- Not owe a refund on Federal Title IV or State of South Carolina student financial aid program;
- Not have had any felony, alcohol or drug-related convictions under the laws of any state or under the laws of the U.S.;
- Not be enrolled in Developmental Studies courses (100 level and below); and

Retain renewal eligibility, based on e arning a minimum 3.0 c umulative GPA and 30 non - remedial credit hours per academic year. LIFE Scholarship awards may only be used for Fall and Spring semesters.

For complete LIFE Scholarship Program information, visit the S.C. Commission on Higher Education website at www.che.sc.gov.

South Carolina Need-Based Grant Program: This program assists the neediest South Carolinians who wish to attend eligible public and private colleges or universities in the state. Program funding depends upon action by the General Assembly and the amount awarded to students is contingent upon the funds appropriated to the program.

To be eligible for the Need-Based Grant, the student must:
- Submit FAFSA
- have a valid Federal SAR (Student Aid Report) on file in the Financial Aid Office;
- be a legal South Carolina resident and enrolled or accepted for enrollment at least as a half-time (6 semester hours) undergraduate student in a degree or certificate program authorized by the Commission on Higher Education;
- meet HGTC standards of academic progress;
- seek—for the first time—an associate or other recognized credential in a one-year program as authorized by the Commission on Higher Education;
- enroll half-time at the time of grant disbursement and complete 12-24 semester credit hours each regular academic year (Fall/Spring only);
- have a 2.0 GPA each regular academic year (Fall/Spring semesters only);
- certify that he/she has not been convicted of any felonies, alcohol or drug-related offenses under the laws of any state or under the laws of the U.S. (student must notify the Financial Aid Office should this status change by the start of the school year); and
- certify that he/she does not owe a refund or repayment on a State Grant, Federal Pell Grant, or Federal Supplemental Educational Opportunity Grant, and is not in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs.

SOUTH CAROLINA EDUCATION LOTTERY TUITION ASSISTANCE PROGRAM
A portion of Education Lottery revenues are used to fund tuition assistance for technical college students. The actual amount of tuition assistance available to each student will be determined each semester by the State Board for Technical Education. Most student financial aid is awarded on the basis of financial need. Lottery Tuition Assistance is an exception and is not awarded on the basis of financial need.

To be eligible for Lottery Tuition Assistance, a student must:
- qualify for in-state residency;
- complete a Free Application for Federal Student Aid (FAFSA); however, Lottery Tuition Assistance is not awarded on the basis of financial need; OR complete the FAFSA Waiver form—this form is only used for students enrolled in PACE programs, students who have earned a bachelor's degree or students who are enrolled in programs which are not eligible for Title IV aid;
- enroll in a certificate, diploma or associate degree program and maintain at least six credit hours each semester. Continuing Education programs, which are non-credit, are not eligible);
- make clear progress toward completion of a certificate, diploma or associate degree (maintain a 2.0 GPA after attempting 24 credit hours of study);

- not have received Lottery Tuition Assistance for more than one certificate, diploma or degree earned within any five-year period, unless the additional certificate, diploma or degree constitutes progress in the same field of study (as determined by the institution);
- not be a LIFE scholarship award recipient; and
- not be in default on any government student loan program.

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ACADEMIC SATISFACTORY PROGRESS FOR TITLE IV (FEDERAL) AND STATE STUDENT AID RECIPIENTS

Students receiving financial assistance through the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loan Programs, Federal College Work-Study (FCWS) and/or State Grant programs must make satisfactory progress towards a degree, diploma or certificate. The standards by which satisfactory progress is measured are outlined in the Satisfactory Academic Progress policy on the college website, and copies are available in the Financial Aid Office. Continued eligibility for financial aid depends on maintaining satisfactory progress while attending HGTC.

Students may appeal any decision regarding financial assistance and satisfactory progress to the Financial Aid Appeals Committee. Financial Aid satisfactory academic progress appeals forms are located on the financial aid forms page at www.hgtc.edu/financialaid. Appeals must be submitted to the Financial Aid Appeals Committee and MUST be submitted in person to the committee when the student attends the mandatory counseling session. Students will be notified of their financial aid satisfactory progress status at the end of each semester via the student's WaveNet account. It is the student's responsibility to check their financial aid satisfactory progress and to attend a counseling session, if required. Failure to complete the appeals process will result in cancellation of financial aid for any future terms. If the Financial Aid Appeals Committee decides that justifiable evidence of extenuating circumstances exists, aid may not be terminated and all payments may be made on a probationary basis. The committee will have flexibility to determine how or if payments are disbursed, depending on circumstances.

INSTITUTIONAL STUDENT LOAN PROGRAMS

To request a loan, ask about eligibility in the Financial Aid Office.

John D. Gilland, III Memorial Fund: Established in 1986 by Dr. and Mrs. J.D. Gilland of Conway in memory of their son, this fund provides emergency loans for full-time students who reside in Horry County.

Plantation Federal Student Emergency Loan Fund: Established in 1993 by Plantation Federal Savings Bank, this loan fund provides emergency loans for full-time students who reside in Georgetown County.

Ruth Lewis and Helen G. Stuart Emergency Loan Fund: Established in 1997, this fund provides emergency loans for Georgetown residents enrolled full-time and attending classes at one of HGTC's Horry County campuses. The fund honors Ruth Lewis, the mother of Neil Lewis, who established the fund, and Helen G. Stuart, a long-time HGTC employee. Loans are limited to one per academic year.

Franklin and Elsie Burroughs Endowed Loan Fund: Established in 2000 by family members and friends to memorialize Mr. and Mrs. Burroughs, this fund provides emergency loans through the HGTC Foundation. Funds are available to full-time students with a minimum 2.0 GPA, and who were born in Horry County or who graduated from Horry County schools.

Foundation Emergency Book Loan: Established in 2003 by the HGTC Foundation to provide small emergency book loans for students.

HGTC FOUNDATION SCHOLARSHIPS

Since 1978, College efforts to meet the educational needs of Horry and Georgetown County have been supported the Horry-Georgetown Technical College Foundation. As a non-profit corporation, the Foundation seeks to enhance the College's image in the community and to raise, invest, manage and disburse funds in support of the students, faculty, staff, programs and activities of the institution.

The Foundation is governed by a distinctive group of community leaders, including corporate executives, bankers, attorneys, investment counselors and distinguished citizens. Currently, the assets of the Foundation exceed $5 million, with almost one-half million in endowed scholarships. The Foundation is a tax exempt, non-profit organization with 501(c)(3) status, providing tax-deductible benefits to all donors.

The availability of funds for Foundation scholarships is based solely on the contributions of donors and whether the funds have already been disbursed for the semester or year. Funds are generated from three sources: the College, the Foundation and the HGTC Alumni Association. All funds are administered through the College's Financial Aid Office.

For a complete list of Foundation Scholarships, inquire at the Financial Aid Office.

In addition, other local civic organizations, professional organizations and businesses contribute to the scholarship fund of the College. Organizations which have contributed during the prior academic year include: Future Business Leaders of America, American Business Women's Association, Friends of J. R. Gonzales, Grand Strand Regional Medical Center Auxiliary, Hartwell Plastics, Myrtle Beach Hospitality Association, Rotary Club of Myrtle Beach, South Carolina Heat Pump Association, Myrtle Beach Garden Club, Waccamaw Rotary Club, Myrtle Beach Pavilion, AgroEvo USA Company, Conway Medical Center, Myrtle Beach Garden Club and Tupperware.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Free Tuition for Certain Veterans' Children: This program is provided under the provisions of Title 59-111-20 Code of Laws of South Carolina. Students who may be eligible for this assistance must contact their local county Veterans Affairs Office.

Senior Citizen Tuition Waiver: Tuition in excess of $10 can be waived for students age 60 or older if space is available, provided that the student is a legal resident of South Carolina and that neither the student nor his or her spouse is a full-time employee at a public institution.

Veterans Benefits: Horry-Georgetown Technical College is approved for training under Public Law 16-634, 815, 894, and 88-36 for both day and evening programs. The College maintains a full-time Veterans Affairs Coordinator in the Financial Aid Office.

Veterans and war orphans seeking to attend HGTC should contact the HGTC Veterans Affairs Office and the nearest Veterans Administration Office and/or local county service officer well in advance of College registration dates to ensure all necessary forms are completed. All applicants are subject to HGTC admissions requirements.

Under procedures established by the Veterans Administration, a veteran who applies for advance payments for tuition, fees and other charges will have his/her first VA check awaiting him/her at the College upon registration. For the procedure to work properly, the veteran should apply for the advance payment at least 60 days prior to the beginning of the semester by completing the necessary form in the Office of the Veterans Affairs Coordinator at HGTC.

Advance payments of tuition, fees, and other charges under Title 38 U.S. Code for veteran students and/or eligible persons who fail to enter, withdraw, or are discontinued prior to completion of the course, will be refunded, subject to the limitation set out in VA regulation 14255 (E), in an amount which does not vary more than 10% from the exact pro-rated portion of such tuition, fees and other charges that the length of the completed portion of the course bears to its total length. The exact ratio will be determined on the ratio of the number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payment of tuition and fees has been made.

Veteran students with academic deficiencies who require remedial work may enroll for Developmental Studies coursework in order to meet specific curriculum entrance requirements. Students enrolled in Developmental Studies courses who carry 12 semester hours of credit are classified as full-time students with the Veterans Administration.

For additional information on educational benefits for veterans, contact the Veterans Affairs Coordinator in the Financial Aid Office at (843) 349-5298.

Vocational Rehabilitation (VOC REHAB): The Conway and Georgetown Vocational Rehabilitation Offices serve vocationally disabled citizens of Horry and Georgetown counties. VOC REHAB can supply funds for educational assistance, as well as assist in job placement and follow up. For more information about eligibility, call (843) 248-2235 in Conway, (843) 546-2595 in Georgetown or visit VOC REHAB's Offices at 3009 Fourth Avenue, Conway, or 1777 North Fraser Street Georgetown.

Important note about Financial Aid: Eligibility requirements, available programs and other information change regularly. For the most accurate, up-to-date information, visit www.hgtc.edu/financialaid.

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Student Services

Philosophy

The Student Services Division reflects the community college mission of HGTC by fostering a learning environment enhancing whole student development. The division provides essential programs, services and activities that enhance students' cognitive, social, multi-cultural, psychological, physical, ethical and interpersonal development.

Student Services offers learning support services to help students clarify and attain educational goals while acquiring the skills needed to advance personal growth and fulfillment. The division provides valuable, responsive programs, services and activities, integrated with educational experiences to meet student needs and interests.

Student Services shares the leadership for creating and maintaining a positive learning environment that enables the College to be an effective educational community.

Career Resource Center

Not only is the proper academic background required for success in today's workforce, but also individuals must possess the ability to present themselves as quality potential employees. The Career Resource Center exists to meet these needs of students and alumni as they prepare to enter the workforce, as well as the needs of employers who seek to fill positions. The Career Resource Center is located on the Conway Campus in Building 1100. Many services are also available online via the College website.

The Center offers mock interviews, resume/cover letter development, computer access, counseling, printing services for resume production, salary databases, an online job board (www.collegecentral.com/hgtc), resume software, on-campus recruitment and interview facilities, career fairs, and a full career library. There is no charge to employers, students or alumni for any of these services.

Counseling and Disability Services

Counseling services help create a college environment that maximizes student success and the total development of students. Confidential academic, career and limited personal counseling is available to enrolled students on each campus. Appointments are encouraged; walk-ins will be accommodated based on counselor availability.

ACADEMIC COUNSELING

Academic counseling is focused on student retention, from first contact with the College through graduation. Counselors work with students to assist in clarifying educational goals and choosing an appropriate major. Counselors support and facilitate student success by providing retention counseling and offering numerous educational and informative seminars/workshops on topics including test-taking strategies, time management, study skills and stress management**.** New Student Enrollment Advisors assist incoming students with major and course selection, and in

developing their MAP (My Academic Plan). During the first semester, each student is assigned an academic advisor, for program guidance.

PERSONAL COUNSELING
Counselors provide limited confidential consultation and assistance with educational and personal problems that may interfere with progress toward student goals. A network of community resources and referral agencies exists to support the mental health needs of students.

SERVICES FOR STUDENTS WITH DISABILITIES
HGTC is committed to providing an accessible environment for students with disabilities. The primary purpose of Services for Students with Disabilities is to improve the educational development of students with disabilities through the understanding and support of the campus environment. This mission is accomplished through direct assistance to students with disabilities, encouragement of their independence, creation and maintenance of an accessible physical environment, and the provision of a supportive psychological environment so that students may achieve their educational objectives.

The College understands that students with disabilities may require unique appropriate academic accommodations and must have their needs assessed on a case-by-case basis.

Inquiries may be directed to the Coordinator of Services for Students with Disabilities on the Conway Campus or the Coordinator of Student Affairs on the Grand Strand or Georgetown Campus, who will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.   **<TOP>**

Academic Fresh Start Policy

The Academic Fresh Start Policy recognizes the new focus and purpose of the returning student and provides a way of reflecting a measurement of current academic achievement without previously earned grades lowering overall grade point average. Returning students may apply for Academic Fresh Start through the Counseling Center on t he Conway Campus or with the Coordinator of Student Affairs on the Grand Strand or Georgetown campuses after completing a minimum of twelve (12) credit hours in two (2) sequential semesters and having a minimum of 2.0 GPA. A counselor will review the full criteria to determine eligibility. If the student is eligible, an application and essay will be forwarded for final approval to the department in which the student is pursuing his/ her associate degree, diploma or certificate**.**

Health Services

HGTC is a nonresidential College and does not provide infirmary facilities. First aid kits are available in many locations across campuses. Significant illness or injury is treated by health care professionals through the process below.

Depending upon the severity of the case, if a student is incapacitated and immediate evacuation is necessary, the College will provide assistance by contacting local emergency medical technicians, and the student will be taken to the nearest hospital. When this is required, local health professionals will assist. In these cases, the following steps are taken:

1. A faculty or staff member should immediately call 911 to request an ambulance and notify Public Safety.

2. A faculty or staff member should then notify the Associate Vice President for Student Affairs (Conway Campus) or Campus Provost (Georgetown and Grand Strand campuses) and provide the name of the medical facility to which the student was taken and file an accident/incident report.

3. The Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand campuses) will immediately contact a family member.

4. If accidental injury occurs during evening classes, the evening security should be contacted immediately, who should in turn notify the Associate Vice President for Student Affairs (Conway Campus) or the Campus Provost (Georgetown and Grand Strand campuses).

5. The President or Senior Vice President must be notified of all injuries.

In less severe cases, the student is asked to contact the nearest faculty or staff member, make arrangements to see a physician if needed, and have a parent, spouse or friend take him/her home.

Help Desk

The Information Technology Department's Help Desk provides assistance to students for their WaveNet and D2L needs. Call 349-5340 or e-mail helpdesk@hgtc.edu.

ID Card/H-Number

ID cards are available at the Security Office on the Conway Campus and Student Services Office at Georgetown and Grand Strand campuses. ID cards are required for certain services, financial actions (such as refunds) and student activities. Your H-number is your student identification number and is required for many services. Student should have their ID cards and H-number while on campus.

Replace lost ID cards immediately. Contact Helpdesk for H-number retrieval.

Insurance for Students

The College maintains a group policy providing limited accident insurance, and all students are automatically enrolled in such coverage. The cost of the policy is included in tuition and fees. This accident insurance covers students: (1) on the College campus during a scheduled school day; and (2) participating, other than as a spectator, in activities and athletics sponsored and supervised by the College—except the play or practice of intercollegiate football and social activities or travel in connection therewith—and College sponsored and supervised group travel in connection with such covered activities. For specific coverage information, contact the Office of the Associate Vice President for Student Affairs on the Conway Campus.

HGTC provides access to optional accident and illness insurance for students. Students may purchase this plan individually. For specific information on how to purchase coverage, contact the Office of the Associate Vice President for Student Affairs.

Students should report injury to their professor or Student Services immediately.

College Closing/Cancellation of Classes

Should inclement weather or other circumstances require the cancellation of classes, the College will contact various news media to announce closing status. Those TV and radio stations to which the College will provide closing information are: WBTW TV-13, WPDE TV-15/WWMB TV-21, WCSC Live 5, WGTN 1400 AM, WJYR 1450 AM, WLMC 1470 AM, WLGI 90.9, WMYB 92.1, WJXY HOT 93, Pirate 100, WKZQ 101.7, WYAK 103.1, Sunny 106.5, Kiss FM 98.5, WYAV 104.1, and WRNN 99.5. In addition, all campus general telephone numbers and the College website will be updated with the most recent closing information as soon as it is made available.

Students should note that the cancellation of day classes does not automatically result in the cancellation of evening classes. It is the responsibility of the student to frequent the listed radio and TV stations for announcements concerning classes.

Student Housing

The College does not maintain dormitories on campus. However, students seeking housing may request a list of local accommodations from the Admissions Office at any campus. This list includes numerous hotels and motels along the Grand Strand, as well as apartment listings in the Conway and Georgetown areas.

The College does not make recommendations regarding living accommodations nor assume responsibility for student conduct or activities off campus.

Lost and Found

Information on lost and found items may be obtained at the Public Safety Office in Building 1100 on the Conway Campus. On the Georgetown and Grand Strand campuses, lost and found inquiries should be directed to the front desk.

Campus Security Act

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to collect and make available crime statistics for certain crimes committed on campus. Title II of the Act also calls for institutions to provide statistical data about the on-campus occurrence of certain criminal offenses that have been reported to campus security authorities or local police agencies. Also, Title II of the Act requires that institutions provide students information on institutional policies regarding security procedures and campus law enforcement, as well as a description of programs designed to inform students about crime prevention. The Federal Crime Report is filed in October each year and includes statistics for the previous Calendar year. The report may be accessed at ope.ed.gov/security. The report is made available to enrolled students and employees by October 1st of each year via WaveNet, the College intranet. Prospective students and employees will be provided a copy of the most recent report upon request to the Office of Student Affairs on the Conway Campus.

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Public Safety

HGTC maintains a secure college environment. The crime rate at HGTC has been low, as indicated by the statistics reported. It is the College's goal to continue to ensure this secure environment for students, faculty, staff and visitors.

The College partners with Coastal Carolina University to provide public safety and general security for all three campuses. Campus security efforts are assisted by local law enforcement agencies: Conway Campus is assisted by the City of Conway Police Department and Horry County Police Department; Grand Strand Campus is assisted by the City of Myrtle Beach Police Department; and Georgetown Campus is assisted by the Georgetown County Sheriff's Department.   **<TOP>**

STUDENT RESPONSIBILITY
It is the responsibility of students on each campus to make themselves aware of personal safety measures. Crime prevention materials are displayed on the individual campuses.

Contact Numbers and Procedures for Reporting Crimes and Emergencies
Conway Campus:
Associate Vice President for Student Affairs (Bldg 1100)   349-7550
Public Safety   349-7806
Emergencies, Lock-outs, Jump Starts   251-6111

Grand Strand Campus:
Public Safety   477-2115
Front Desk   477-0808/444-7291
Emergencies, Lock-outs, Jump Starts   251-9405

Georgetown Campus:
Front Desk   546-8406/520-1400
Emergencies, Lock-outs, Jump Starts   955-2440

EMERGENCIES ON ALL CAMPUSES
In the event of an emergency situation, a student or visitor, faculty or staff person should contact security, push the red button on the nearest emergency call box, or report the problem to the most accessible faculty or staff person who will notify the appropriate individual.

Student Computer Use Agreement
The College recognizes its obligation to provide continuing guidance as to what constitutes academic honesty, and to promote procedures and circumstances to reinforce this principle. Computer and Internet use is for locating educational material directly related to Horry-Georgetown Technical College academics. Personal use is prohibited. Any unethical or morally questionable use of computers or the Internet is prohibited.

Software copyright and license agreements must be observed. Respecting the intellectual work and property of others is essential to the mission of HGTC. Unauthorized software copying, including programs, applications, databases, code or others' work is not condoned. Any policy

violation will be reported to the Associate Vice President for Student Affairs and charges will be filed against the student under the Student Code for the South Carolina Technical College System.

Check Policy

Students may make payments with checks written for the exact amount of the charges. All checks must be made payable to Horry-Georgetown Technical College. Any student who presents a check to the College, payment of which is refused by the drawee, is charged a penalty and is thereafter required to pay all fees by cash, money order, cashier's check or credit card. A student not redeeming a check promptly after notification of its return will be subject to the full extent of the South Carolina laws governing bad checks.

Transcripts

The Registrar's Office provides for a student—upon written request—a transcript of his or her academic grades. A request form may be completed in the Registrar's Office, or a student may request a transcript by letter with his/her signature. Telephone requests or requests made by relatives/friends are not acceptable. Fees are required for each official and unofficial transcript requested. A dditional information and forms are available at www.hgtc.edu >Quick Links> Transcripts.

Barnes & Noble College Bookstore

Barnes & Noble College Bookstore serves the HGTC community with the following items and services:

Required Textbooks

Arranged alphabetically by subjects, then numerically by course numbers.

Course cards contain the course numbers and are located directly below textbooks.

During registration for classes, contact by phone or e-mail the campus bookstore to prepackage your book order for purchasing ease prior to commencement of classes (credit card prepayment is required).

Bookstore Website

The bookstore offers many services and products on its website, at http://hortec.bkstore.com. There, find the most current information about the bookstore, its services, and products.

Supplies

A full line of supplies, including paper, pens, pencils, binders, notebooks and any other supplies required or recommended for courses, is offered by the bookstore.

PAYMENT

Students are expected to pay for books and supplies when purchased. Payments may be made by cash, check, money order, Visa, MasterCard, Discover or American Express.

REFUNDS AND EXCHANGES
With a receipt, a full refund will be given during the first week of classes. Up to thirty days after the beginning of classes, a full refund will be given with a receipt, only if it occurs within two days of the date of the receipt or with proof of class schedule change.

All other textbook refunds requested up to thirty days after the start of classes will be honored at 75% of the purchase price, with a receipt, if textbooks are in original condition, including unopened disks.

All merchandise other than textbooks may be returned, with a receipt, for a refund. Without a receipt, a merchandise credit will be issued at the current selling price. Cash-back on merchandise credits will not exceed $10. All merchandise must be in its original condition.

EXCEPTIONS: Custom course materials, outlines, study guides, magazines and prepaid phone cards. Software must be unopened for exchange or refund. Opened software may be exchanged for identical item only.

PURCHASE OF USED BOOKS
The Bookstore buys back used books every day. Book value is highest during final exam week at the end of each semester.

To sell books to the Bookstore, a student must present an HGTC ID card or other photo identification.
Prices are variable:
Top value (generally 50% of the retail price of the book) is paid when:
      (a) Book is adopted for a succeeding semester.
      (b) Book is current edition and is in good re-sellable condition.
Less than top value is paid when:
      (a) Books are overstocked.
      (b) Books are not being used at the College or have uncertain future use at the College.
         Such books are purchased at prices established by reputable national used book
         wholesalers.
No value:
      (a) Old editions.
      (b) Manuals and exercise books which are marked.
      (c) Books in poor condition.

BOOKSTORE HOURS/CONTACT INFORMATION
Conway Campus:
   Monday-Thursday   7:45 am-7:00 pm
   Friday   7:45 am-12:30 pm
Additional hours scheduled as necessary to meet the needs of evening classes. Call (843) 349-5220 for specific information.

Grand Strand Campus:
   Monday-Thursday   8:30 am-1:00 pm; 3:00 pm-7:15 pm

Additional hours scheduled as necessary to meet the needs of evening classes. Call (843) 238-8076 for specific information.

Georgetown Campus:
The bookstore on this campus is open from late registration until the end of add/drop for each semester. Hours are posted on a monthly basis as determined by the campus provost and bookstore manager. Call (843) 545-9898 for more specific information.

BOOKSTORE LOCATIONS
The bookstore on the Conway Campus is located in Building 200. The bookstore for the Georgetown Campus is located next to the student canteen. The Grand Strand Campus bookstore is located in the Elizabeth Mattocks Chapin Building.   **<TOP>**

Student Activities

The College provides extracurricular, co-curriculum, intramural sports and cultural activities. The College also sponsors many student organizations and clubs, including a chapter of the national honor society, Phi Theta Kappa.

The College provides student development programs and leadership training, each created and designed to enhance students' community college experiences.

STUDENT CLUBS AND ORGANIZATIONS
Clubs and organizations provide students the opportunity to be involved in professional and social areas of campus life. Organizations change each year to reflect the interests of the student body, but the following are examples of clubs and organizations.

Association of Information Technology Professionals (AITP) Student Chapter Club: The AITP Student Club is a college affiliate chapter of the national professional Association of Information Technology Professionals, sponsored by the Computer Technology Department. Membership is cross-curriculum and open to anyone interested in data processing and computers.

Collide: College Ministry

Construction Specifications Institute, Grand Strand Chapter: Membership is open to all students in Civil Engineering Technology and Construction Project Management Technology or construction industry-related curricula.

Creative FX Club: Membership is open to all students interested in Digital Arts.

Golf Course Superintendents' Association of America (GCSAA) Student Chapter: GCSAA is a curriculum-specific club serving Golf and Sports Turf Management students.

International Association of Administrative Professionals (IAAP): The International Association of Administrative Professionals is a not-for-profit professional association for office

professionals worldwide; the mission is to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Dr. Ronald E. McNair Club: Dr. Ronald E. McNair was a South Carolina astronaut and scientist who, along with six other crew members, lost his life on January 28, 1986, when the space shuttle Challenger exploded shortly after takeoff. In his honor and memory, the Dr. Ronald E. McNair Club was founded. Its purposes are: 1) to promote academic excellence through achievement; 2) to provide leadership development; 3) to provide a student support network; and 4) to explore educational opportunities. Membership is extended to any currently enrolled student who completes a formal application for membership and pays the annual membership fee.

HIM Club (Health Information Management): HIM Club is a curriculum-specific club, organized to provide students with an educational, social, and networking group. HIM club will also promote awareness to the student body and community.

Human Services Club: The Human Services Club provides an opportunity for students to enhance knowledge and skills that will assist them in personal and leadership development, to address the physical and social needs of their communities through active participation in community service projects, and to promote better relations between people worldwide through a framework of friendship and service.

International Student Union: The International Student Union (ISU) strives to enrich HGTC through its two part mission. First, the ISU assists international students to acclimate to local culture and the academic climate of the college. It allows people of different cultures and backgrounds to connect through the common academic experience.

Limited X-Posure- The Limited General Radiology club is actively involved with numerous community service projects. This is a curriculum-specific club for students enrolled in Limited General Radiology program.

Phi Theta Kappa: Phi Theta Kappa is the prestigious international honor society serving community/technical colleges. Alpha Nu Sigma, HGTC's chapter of Phi Theta Kappa, has been recognized as one of the nation's best, earning 5-Star status three of the past four years. Since academic excellence is one of the hallmarks of Phi Theta Kappa, membership is by invitation only and is based on a minimum 3.5 GPA.

Practical Student Nurses' Association: Practical Student Nurses' Association is a curriculum-specific club and holds meetings based on an agenda of interest to the professional development of the student nurse.

Rad-to-the-Bone: Rad-to-the-Bone is a curriculum-specific club serving Radiologic Technology students. This club provides students the opportunity for leadership development and community service.

Sonographers''R''US: Sonographers''R''US is curriculum-specific serving Diagnostic Medical Sonography program students. The club allows for co-curriculum activities; seminars for professional development opportunities; and active participation in community service.

Student American Dental Hygienists' Association (SADHA): SADHA is a College affiliate chapter of the national professional association. Membership is limited to students of the Dental Hygiene Program.

Study Abroad Club: This club's purpose is to expand cultural awareness and understanding to the student and to ensure the presence of the club to the surrounding community by volunteering, and raising awareness of important international issues to the campus

Society of American Foresters, Student Chapter: The club is curriculum-specific, serving Forestry Management Technology students. The goal of the club is to provide forestry students opportunities to interact with forestry and natural resource professionals in South Carolina and the Southeast.

Student Ambassadors: Ambassadors work to support a number of important College events, including New Student Orientation and other special programs. Ambassadors are selected through a competitive application process each Spring.

Student Nurses' Association: The Student Nurses' Association is a curriculum-specific club and holds meetings based on an agenda of interest to the professional development of the student nurse.

Surgical Technology Club: The Surgical Technology Club is a curriculum specific club and holds meetings based on an agenda of interest to the professional development of the surgical technology student.

WaveNet and WaveNet Central

Each student who is admitted to the College receives a WaveNet username and password. Each student must retain the username and password in order to access WaveNet. At the time of admission, students also receive an "H number," which is the student's unique student identification number.

Regular use of WaveNet is critical for student success at HGTC! WaveNet is the online communication tool for all students, providing access for e-mail from the college, online registration, dropping/adding classes, D 2L courses, student personal information (financial accounts, grades and more), and announcements of College activities, services, and cancellations.

It is the responsibility of students to login to WaveNet to review announcements, email and updates no less than once each week. Daily checks of WaveNet are more advisable, so that students receive timely information.

WaveNet Central includes the people, the place and the computers for learning how to use WaveNet, for understanding how WaveNet is important, and for discovering all the help that WaveNet can provide.

WaveNet Central is available at Conway, Grand Strand and Georgetown campuses in or near the Admissions Office, Monday-Thursday, 8 a.m.-5 p.m. and Friday, 8 a.m.-12 pm. Call 843-349-5277 for more WaveNet Central information.

NOTE: In the event you forget your WaveNet login information or your login information does not allow you to access WaveNet, you can have your password reset by the Help Desk.

On campus, visit one of the following locations for Help Desk assistance:
- Conway: Building 200, Room 213
- Georgetown, Building 100, Room 103
- Grand Strand: Building 200, Room 111

Off campus, you are required to fax a picture ID to (843) 347-7338, along with the following information:
- Printed name and signature
- Contact telephone number
- Fax number

Upon receipt of this information, your temporary password and instructions will be faxed back to you.

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Student Rights, Responsibilities and Discipline

Student Rights & Responsibilities

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The statements of rights and responsibilities are designed to clarify those rights students may expect to enjoy as members of the student body of a community college and the obligations which admission to the College places upon students. Students are responsible to be informed of all policies and procedures required for continued attendance. These are generally found in this catalog and other College publications available in the Admissions and Registrar's offices on the Conway Campus, and the Coordinator of Student Affairs Office on the Georgetown and Grand Strand Campuses.

PARKING

Students may use only designated parking areas not reserved for faculty, staff, visitors, individuals with disabilities or other restricted areas. Restricted areas are marked by blue curbing and/or signage designating special use.

To park on College property, vehicles must be registered with the College and have an appropriate decal affixed. Parking decals may be obtained from the Public Safety Office on every campus. To register a vehicle, you must have a valid driver's license, College identification number (H number) and current vehicle registration. Parking decals are valid for one year, from August to August.

Students who demonstrate a valid need to use parking areas designated for individuals with disabilities may obtain a campus parking permit for use of those designated spaces.

Parking violation appeal forms may be obtained from the Public Safety office on the Conway Campus. At the Grand Strand and Georgetown Campuses, parking violation appeal forms may be obtained from the front desk. All violation appeal forms must be submitted within seventy-two (72) hours from the time of the violation.

SPEED LIMIT ON CAMPUS

The speed limit around buildings and parking areas on all campuses is ten (10) miles per hour. Students who abuse this limit will be denied the privilege of bringing their automobiles and cycles on campus.

DRESS AND PERSONAL APPEARANCE

HGTC students are expected to use mature judgment in personal appearance and the selection of attire. If extreme or distasteful style of dress interferes with the educational process, appropriate attire will be suggested. Department chairs have the prerogative to require dress appropriate to the career field for which the student is preparing.

EATING, DRINKING AND SMOKING

Eating and drinking are allowed in designated areas. Students who eat, drink or smoke in classrooms are subject to disciplinary action. HGTC is a smoke-free environment and smoking is limited to outside areas.

BULLETIN BOARDS

Posters, notices or any information posted on b ulletin boards must first be approved by the Associate Vice President for Student Affairs or designee. Students are responsible for information posted through notices on bul letin boards by the College administration. Bulletin boards are located in every building on each campus.

FIREARMS POLICY

No person, except a licensed guard, law enforcement officer or an active member of the armed forces, may have in his possession, carry and/or bring a firearm of any kind into buildings or onto grounds, parking lots and/or any area immediately adjacent to the buildings and/or grounds of the College. Under the authority of South Carolina Code Section 16-23-420 (c), any person who violates the provisions of this policy is guilty of a felony and upon conviction can be fined not more than $5000 or imprisoned not more than five years, or both.

GRADE REVIEW

Students have the right to request a review of an assigned grade no later than the end of the semester immediately following the semester in which the grade was assigned. Requests for grade review must be addressed in writing to the Office of the Registrar, who will coordinate the review process and response.

WAVENET

Students are responsible for maintaining their WaveNet account information, for checking WaveNet academic and financial information no less than weekly and for checking WaveNet e-mails daily for information about classes, deadlines and more.

RIGHTS & RESPONSIBILITIES OF STUDENTS WITH DISABILITIES

A student with a disability has the right to an equal opportunity to participate in and benefit from programs offered at the College. To ensure this right, students with disabilities at the College:

- Have the responsibility of identifying themselves to the Coordinator of Services for Students with Disabilities on t he Conway Campus or to the Coordinator for Student Affairs on Grand Strand or Georgetown campuses prior to the start of each semester as requiring special academic or physical accommodations.
- Have the responsibility of providing current documentation from an appropriate professional identifying the disability and recommending accommodations in order to activate the faculty notification process.
- Have the responsibility of demonstrating how the disability affects a particular delivery system, instructional method or evaluation criteria when requesting accommodations.
- Have the responsibility of actively participating in the search for accommodations and auxiliary aids. This responsibility extends to working with the College to seek financial assistance from government agencies and private sources.
- Have the responsibility of meeting with class professors each semester to discuss arrangements for accommodations.
- Have the same obligations as any student for meeting and maintaining the College's academic and technical standards.

- Have the right to be evaluated based on ability, not disability. If the disability affects the outcome of an evaluation method, a student is entitled to an evaluation by alternate means.
- Are entitled to an equal opportunity to learn. If the location, delivery system or instructional method limits access, participation or ability to benefit, students have the right to reasonable alterations in those aspects of the course (or program) to accommodate the disability.
- Are entitled to an equal opportunity to participate and benefit from the academic community. This includes access to services, extracurricular activities and transportation at a comparable level as that provided to other students.
  Have a right to appeal decisions concerning accommodations by filing a petition with the Associate Vice President for Student Affairs.

Following an appeal to the Associate Vice President for Student Affairs, have the right to appeal by filing a petition with the regional Office of Civil Rights or through the Civil Court system.

POLICY FOR A DRUG-FREE ENVIRONMENT

The College: Horry-Georgetown Technical College is concerned about the adverse effects that drugs and alcohol can have upon s ociety, families and education. To that end, HGTC is committed to establishing and promoting a campus that is free from alcohol and illegal drug use.

The Law: As part of HGTC's commitment to all levels of achievement, policies in compliance with the Drug-Free Workplace Act of 1988, t he Drug-Free Schools and Communities Act Amendments of 1989, a nd the South Carolina Drug-Free Workplace Act of 1990 ha ve been implemented. Public Law 101-226 requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs by students and employees.

Sanctions: HGTC does not tolerate the attempted or actual violation of any federal, state or local laws regarding alcohol and drugs. In addition to the penalties imposed by HGTC, referral may be made to the appropriate criminal court. Counseling and treatment options may also be presented. Student disciplinary action may be taken in response to conduct that poses a threat to persons or property in the College community or disrupts the orderly conduct of College activities. All employees (including student workers) must adhere to laws and policies as a condition of employment.

HGTC officials are designated by the College President to be responsible for overseeing and implementing all actions and programs relating to these policies. The Associate Vice President for Student Affairs (or designee) is responsible for administering The Student Code for the South Carolina Technical College System. The Associate Vice President for Human Resources and Employee Relations (or designee) is responsible for College personnel issues.

Risks: Individual reactions to alcohol and other drugs are unpredictable. The use of mood altering chemicals can lead to injuries, accidents, addiction, property damage, illegal activities, birth defects, psychosis or death. Poor judgment may lead to participation in risky activities, such

as unplanned or unprotected sex. AIDS is a very real risk, as are other sexually transmitted diseases and health concerns.

According to Dr. Peter Johnson of the University of South Carolina School of Medicine, tobacco use is responsible for more deaths than any other drug in the U.S.: 433,000 per year (2007). Alcohol is responsible for at least 150,000 U.S. deaths each year. Alcohol-related car crashes are the number one cause of death in the college-age population. Under no circumstances should a person drive a car after drinking.

The purchase or possession of alcoholic beverages by persons under the age of 21 is prohibited by law. Some violations mandate the loss of the offender's driver's license for 90 days, as well as fines and imprisonment. Legal penalties for drug violations are even tougher. Depending on the nature of the substance, the driver's license of any individual convicted of a controlled substance violation can be suspended for a period of at least six months and up to one year. Other legal penalties can range from a $100 fine or 30 days in jail to life imprisonment and an $8 million fine. All convictions are recorded on an individual's permanent criminal record.

Risks from alcohol and other drug use may be heightened by:
- the type, amount and strength of the chemical;
- the interaction of two or more substances;
- physical and emotional state;
- gender, body size, age, general health and family history; and
- activities engaged in while under the influence.

Marijuana (pot, hash, etc.) can impair short-term memory, coordination and judgment. Confusion and rapid mood changes may occur. It can be psychologically addictive and is known to have cancer-causing properties.

Hallucinogens come in a vast array of chemical compounds such as LSD, PCP, XTC, mushrooms, etc. They can cause a variety of effects ranging from nausea and increased blood pressure to distortions in body image, delusions, sensory cross over, paranoia and psychotic episodes. Overdoses may result in liver damage, heart and lung failure and/or convulsions.

Cocaine is extremely addictive. It can cause seizures, strokes, heart attacks or death the first or 100th time of use. It can also cause impotence.

Counseling: The Counseling Center encourages early intervention and the seeking of assistance on a voluntary basis. All on-campus services are free to students, faculty and staff. Confidentiality is maintained consistent with professional standards.

Assessment and referrals to appropriate community resources are facilitated as needed. Current listings of many area self-help groups are available, as well as free pamphlets with facts on alcohol, drugs and other life-style issues. Educational outreach programs are offered regularly on a variety of topics. Anyone interested in these services may stop by the Career Services and Counseling Center in Building 1100 on the Conway Campus, Coordinator of Student Services

Offices on the Grand Strand and Georgetown Campuses, or call (843) 349-5302 for information or an appointment.

Policies: All policies regarding alcohol and substance abuse are published in this College catalog. All policies affecting college employees are available in the Office of Human Resources, at (843) 349-5213.

Further information regarding Drug-Free Schools and Campuses and Public Law 101-226 may be obtained in the Career Services and Counseling Center located in Building 1100 on the Conway Campus or by calling (843) 349-5302.   **<TOP>**

Student Code for the South Carolina Technical College System (3-2-106.1)

The Student Code for the South Carolina Technical College System applies to all HGTC students and is revised periodically. An approved, current copy is available from the office of the Associate Vice President for Student Affairs. A statement on College policy on student conduct and due process procedures follows.

GENERAL PROVISIONS (2007)

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 that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student.

II. Solutions of Problems

The College will seek to solve problems by internal procedures of due process. When necessary, 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 may apply at each college in which the student is enrolled.

III. Definitions
   When used in this document, unless the content requires other meaning,
   A. "College" means any college in the South Carolina Technical College System.
"President" means the chief executive officer of the College.
"Administrative Officer" means anyone designated at the College as being on the administrative staff such as president, vice president, Dean of students or student services, chief academic officer, Dean of instruction, or business manager.
"Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services, or his/her designee.
"Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs, or his/her designee
"Student" means any person taking any course(s) offered by the College.
"Professor" means any person employed by the College to conduct classes.
"Staff" means any person employed by the College for reasons other than conducting classes.
"SGA" means Student Government Association of the College.
"Campus" means any place where the College conducts or sponsors educational, public service, or research activities.
"Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.
"Suspension" means a temporary separation of the College and student under specified conditions.
"Expulsion" means permanent separation of the College and student.

STUDENT CODE
I. General Rights of Students
     A. Nondiscrimination—There shall be no discrimination in any respect by the College against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.
     B. Freedom of Speech and Assembly—Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place and manner.

Students desiring to conduct an assembly must submit a request to the President, or other designated College official, requesting a specific date, time, location and manner no later than 15 working days prior to the date of the desired event. The request will be approved, amended or denied no 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 professors to teach or the rights of other students to learn.

The professor 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 professor has explained the unacceptability of such conduct, the professor may dismiss the student for the remainder of that class period.

The professor 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 from that class and referral in writing by the faculty member to the Chief Student Services Officer. These procedures for classroom behavior do not limit the action that may be taken for proscribed conduct under Section III herein and professors 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— Professors will follow the announced standards in evaluating and grading students.
Grades are awarded for student academic achievement. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic achievement. Assigned grades may be reviewed by request to the professor or upon written request to the Registrar, but grades are not subject to grievance process.

H. Privacy— Information about individual student views, beliefs and political associations acquired by professors, counselors or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

I. Records

1. General—The Student Records Office will maintain and safeguard student records. All official student and former student records are private and confidential and shall be preserved by the College. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs.

2. Confidentiality of Records— Before information in any student file may be released to anyone, the student must give prior written consent except in those instances stated below:

   a. To professors and administrators for legitimate educational purposes.

   b. To accrediting organizations to carry out their functions.

   c. To appropriate parties to protect the health and safety of students or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released.

   d. The Chief Student Services Officer may release directory information as authorized by the College through federal and state privacy legislation.

   e. If the inquirer has a court order, the Chief Student Services Officer or someone designated by that official will release information from the student's file.

3. Disciplinary Records—Records of disciplinary action shall be maintained in the office of the Chief Student Services Officer. No record of disciplinary action shall be entered or made on the student's academic records.

4. Treatment of Records After Student Graduation or Withdrawal— When students 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 Organizations—An essential prerequisite for a student organization to be approved is that it have educational importance and that its objectives be clearly explained in a proposed charter. The formation of organizations strictly as social clubs should be discouraged. Prior to consideration for approval as an organization, an organization constitution or bylaws must be prepared, a person (college employee) 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, D, 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 (a) to interfere with or disturb in any way or in any place the students or teachers of any school or college in this state, (b) to enter upon any such school or school premises, (c) to loiter around the premises, except on business, without the permission of the principal or president in charge, or, (d) to act in an obnoxious manner thereon." (Section 16-17-420 part 2 of South Carolina Code of Laws).

C. Academic Misconduct—All forms of academic 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 and includes, but is not limited to, 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. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
        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.
    3. "Collusion" means knowingly assisting another person in an act of academic dishonesty.
    4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.
D. Falsification of information, and other unlawful acts, with intent to deceive is defined as:
    1. Forgery, alteration or misuse of college documents, records or identification cards.
    2. Destruction of evidence with the intent to deny its presentation to the appropriate hearing or appeals panel when properly notified to appear.
E. Infringement of rights of others is defined to include, but not limited to, the following:

1. Physical or verbal abuse inflicted on another person.
2. Severe emotional distress inflicted upon another person.
3. Theft, destruction, damage or misuse of the private property of members of the College community or non-members of the College community occurring on campus or off campus during any college approved activity.
4. Sexual harassment inflicted on another person. This is defined as sexual discrimination where the harassing conduct creates 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 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 that follow are designed to channel faculty, staff or student complaints against students. Due process of law is essential in dealing with infractions of college regulations and state and federal statutes. Consequently, any disciplinary sanction imposed on a student or organization will follow the 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 order of the College, an administrative officer may direct student involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate administrative suspension. If the student fails to cease and desist, or if the student's continued presence constitutes a danger, the President of the College, or his/her designee, may temporarily suspend the student from the College pending the outcome of a disciplinary hearing on the charge(s).

2. The President, or his/her designee, shall notify the Chief Student Services Officer in writing about the nature of the infraction and the name of the student before 5:00 P.M. of the first class day following imposition of the administrative suspension. The Chief Student Services Officer will inform the student, in writing, about the decision. This written notice will be hand-delivered to the student or sent by certified mail within two working days of receiving the information from the President or his/her designee.

B. Academic Misconduct

1. A professor 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 professor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the professor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the professor will inform the student about the decision and the academic sanction that will be imposed. The professor 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,*
> > *With consultation regarding options).

3. If the student is found responsible for the academic misconduct, within five working days of the meeting, the professor will submit a written report about the incident and the sanction imposed to the Chief Instructional Officer.

4. The Chief Instructional Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or sanction by submitting a written request to the Chief Instructional Officer within seven working days of the date of the Chief Instructional Officer's letter.

5. If the student requests an appeal, the Chief Instructional Officer, or designee, will schedule a time for the meeting. The Chief Instructional Officer, or designee, will send a certified letter to the student. In addition to informing the student that the Chief Instructional Officer, or designee, will hear the appeal, this letter must also contain the following information:

> a. A restatement of the charges
> b. The time, place and location of the meeting
> c. A list of witnesses that may be called
> d. A list of the student's procedural rights. These procedural rights are presented in the Student Code and Grievance Policy, Section V.A.1.e.

6. On the basis of the information presented at the appeal, the Chief Instructional Officer, or designee, will render one of the following decisions:

> a. Accept the decision and sanction imposed by the professor
> b. Accept the professor's decision but impose a less severe sanction
> c. Overturn the professor's decision

7. The Chief Instructional Officer, or designee, will send the student a letter within two working days of the meeting. This letter will inform the student of the decision and inform the student that the decision can be appealed to the President of the College by sending a letter detailing the reasons for the appeal to the President's Office within five working days.

8. After receiving the student's request, the President will review all written materials relating to this incident and render one of the following decisions. The President's decision is final and cannot be appealed further.

      a. Accept the decision and the sanction imposed

      b. Accept the decision but impose a less severe sanction

      c. Overturn the decision

      d. Remand the case to the Student Appeals Committee to re-hear the case according to the procedures listed in section IV.D and section V.

C. Student Misconduct

1. A charge involving a student infraction must be filed in writing at the office of the Chief Student Services Officer within 5 working days after the alleged infraction or after such infraction becomes known to an administrative officer of the College.

2. Within 5 working days after the charge is filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule immediately a meeting with the student. After discussing the alleged infraction with the student, the Chief Student Services Officer may act as follows:

      a. Drop the charges.

      b. Impose a sanction consistent with those shown in Section IV.D.2.c, Student Appeals Committee.

      c. Refer the student to a College office or community agency for services.

3. The decision of the Chief Student Services Officer, or designee, shall be presented to the student in writing within 5 working days following the meeting with the student. In instances where the student cannot be reached to schedule an appointment, or where the student refuses to cooperate, the Chief Student Services Officer, or designee, shall send a certified letter to student's last known address providing the student with a list of the charges, the Chief Student Services Officer's, or designee's, decision, and instructions governing the appeal process.

4. A student who disagrees with the decision may request a hearing before the Student Appeals Committee. This request must be submitted within 2 working days after receipt of the decision unless a request is made and approved for an extension of time. The Chief Student Services Officer shall refer the matter to the Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed and the relevant facts revealed by the preliminary investigation.

D. The Student Appeals Committee—Each college shall have a Student Appeals Committee (hereafter referred to as the Committee) to consider the case of a student who declines to accept the findings of the Chief Student Services Officer. The hearing shall be held within 15 working days after the student has officially appealed the decision of the Chief Student Services Officer.

1. Membership of the Committee shall be composed of the following:

a. Three faculty members appointed by the chief instructional officer and approved by the President.

b. Three student members appointed by the appropriate student governing body and approved by the President.

c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.

d. The Chief Student Services Officer serves as an ex officio nonvoting member of the Committee.

e. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.

2. Functions of the Committee are described as follows:

a. To hear an appeal from a student charged with an infraction that may result in disciplinary action.

b. To hand down a decision based only on evidence introduced at the hearing.

c. To provide the student defendant with a statement of the committee's decision findings of fact and if applicable, to impose one or more of the following sanctions:

1. Academic Misconduct

a. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.

b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.

c. Assign a failing grade for the course; and/or

d. Require the student to withdraw from the course.

2. Student Misconduct

a. A written reprimand.

b. An obligation to make restitution or reimbursement.

c. A suspension or termination of particular student privileges.

d. Disciplinary probation.

e. Suspension from the College.

f. Expulsion from the College.

g. Any combination of the above.

V. Procedures for Hearings Before the Student Appeals Committee

A. Procedural Duties of the Chief Student Services Officer—At least 7 working days prior to the date set for hearing before the Committee, the Chief Student Services Officer shall send written notice to all involved and a certified letter to the student's last known address providing the student with the following information:

a. A restatement of the charge or charges.

b. The time and place of the hearing.

c. A list of all witnesses who might be called to testify.

d. The names of Committee members.

e. A statement of the student's basic procedural rights. These rights follow:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. Payment of legal fees is the responsibility of the student.

2. The right to produce witnesses on one's behalf.

3. The right to request, in writing, 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 working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the president.

4. The right to present evidence. The Committee may determine as to what evidence is admissible.

5. The right to know the identity of the person(s) bringing the charge(s).

6. The right to hear witnesses on behalf of the person bringing the charges.

7. The right to testify or to refuse to testify without such refusal being detrimental to the student.

8. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within 7 working days after receipt of the decision.

9. On written request of the student, the hearing may be held prior to the expiration of the seven-day advance notification period, if the Chief Student Services Officer concurs with this change.

B. The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:

a. The student and the person who initiated the charges; however, the hearing may be conducted without either party present if either party ignores the notice of the hearing and is absent without cause.

b. Counsels for the student and the College.

c. A person, mutually agreed upon by the student and the Committee, to serve in the capacity of recorder.

d. Witnesses who shall:

Give testimony singularly and in the absence of other witnesses and leave the committee meeting room immediately upon completion of the testimony.

2. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.

3. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.

4. 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.

5. In addition to written notes, the hearing may be tape recorded, except for the Committee's deliberations. After the conclusion of the hearing, the tape will be kept in the office of the Chief Student Services Officer. The student may listen to the tape of

his/her hearing under the supervision of the Chief Student Services Officer or designee. The student is not entitled to a copy of the tape or a written transcript of the hearing.

6. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to impose sanctions, if applicable.

7. Decisions of the Committee shall be made by majority vote.

8. Within 2 working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the committee's decision and a summary of the rationale for the decision.

C. Appeal to the President—When the student appeals to the President, the President, whose decision is final, shall have the authority to:

1. Receive from the student an appeal of the Committee's decision.

2. Review the findings of the proceedings of the Committee.

3. Hear from the student, the Chief Student Services Officer and the members of the Committee before ruling on an appeal.

4. Approve, modify or overturn the decision of the Committee.

5. Inform the student in writing of the final decision within 10 working days of the receipt of the appeal.   <TOP>

Student Grievance Procedure for the South Carolina Technical College System (3-2-106.2)-2007

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:

A. Alleged discrimination on the basis of age, gender, race, disability or veteran's status, excluding sexual harassment complaints.

B. Alleged 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.

C. Academic matters, excluding individual grades, except where the conditions in items A or B above apply.

II. Definitions

When used in this document, unless the content requires other meaning,

A. "College" means any college in the South Carolina Technical Education System.

B. "President" means the chief executive officer of the College.

C. "Administrative Officer" means anyone designated at the College as being on the administrative staff such as the President, Chief Academic Officer, Chief Student Services Officer, etc.

D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.

E. "Chief Instructional Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
F. "Student" means a person taking any course(s) offered by the College.
G. "Professor" means any person employed by the College to conduct classes.
H. "Staff" means any employee of the College who was employed by the College for reasons other than conducting classes.
I. "Campus" means any place where the College conducts or sponsors educational, public service or research activities.

III. Procedures
A. First Step
The student must contact (call, e-mail or visit) the professor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within ten instructional weekdays of the incident that generated the complaint.

B. Second Step
If the student is not satisfied with the outcome of the informal conference, the student may file written grievance. The Chief Student Services Officer, or designee, shall make a grievance form available to the student and explain the grievance process to the student.

The completed grievance form must be presented to the Chief Student Services Officer, or designee, within ten instructional weekdays after satisfying the first step in the process. The Chief Student Services Officer, or designee, shall give written acknowledgment of receipt of the grievance form. This acknowledgment shall be given immediately or no later than two instructional weekdays after receipt of the student's grievance form. The Chief Student Services Officer, or designee, will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten instructional weekdays of receipt of the grievance form. As a part of the effort to resolve the issue, the supervisor will consult with the accused and the Chief Administrative Officer of the division or component concerned.

C. Third Step
If the supervisor's written response does not resolve the matter, the student may request to appear before the Student Grievance Committee. The student must submit a written request within five instructional weekdays after receiving the supervisor's written response. The request shall include a copy of the original grievance form and the reason why the supervisor's response was unsatisfactory. The student must attach a copy of the supervisor's response to the request. The Chief Student Services Officer shall immediately notify the President, who shall insure 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 five and fifteen instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no l ater than five instructional weekdays prior to the scheduled meeting.

D. Fourth Step
If either party is not satisfied with the Committee's decision, that person may submit an appeal to the President of the College within ten instructional weekdays of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final.

IV. The Student Grievance Committee
    A. The Student Grievance Committee shall be composed of the following:
        1. Three students recommended by the governing body of the student body.
        2. Two faculty members recommended by the Chief Instructional Officer.
        3. One Student Services staff member recommended by the Chief Student Services Officer.
        4. One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson.
        5. The Chief Student Services Officer, or designee, who serves as an ex officio, non-voting member of the committee.

    All recommended members must be approved by the President.

    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.

Rights of the Parties Involved in a Grievance
When a grievance committee meeting is scheduled, the parties involved are entitled to:
        1. A written notice of the complaint that shall be forwarded to all parties at least five instructional weekdays prior to the meeting unless the student filing the complaint waives this requirement. This notice shall include the following:
            a. A brief description of the complaint, including the name of the person filing the complaint;
            b. The date, time and location of the meeting; and
            c. The name of any person who might be called as a witness.
        2. Review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Chief Student Services Officer or his/her 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 who shall not address the Committee or ask any witness a question. Payment of legal fees is the student's responsibility.

Hearing Procedures

1. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only members of the Committee may be present.

2. Hearings are informal and a tape recording of the testimony presented during the appeal may be made. The Committee's deliberations are not tape-recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Chief Student Services Officers. Either party in the appeal may listen to this tape recording under the supervision of the Chief Student Services Officer or designee.

3. The Committee may question the student and the employee. The Committee may also question the employee's supervisor and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the appeal.

4. Both parties to the appeal may ask questions of the other during the meeting. These questions must be relevant to the issues of the appeal. The Chairperson of the Committee will determine the appropriateness of the questions.

5. The student shall bear the burden of proof.

6. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson shall vote and thus break the tie.

7. The chairperson shall forward a copy of the Committee's decision to all parties involved and to the office of the President of the College within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision. <TOP>

Student Grievance Procedure for Concerns Related to Faculty English Fluency

I. Purpose

The purpose of the Student Grievance Procedure for Concerns Related to Faculty English Fluency is designed to provide a system to address student complaints regarding the proficiency of their faculty member(s) in both the written and spoken English language.

II. Procedures

A. First Step

The student must file a written grievance with the Associate Vice President for Student Affairs and Campus Life. A grievance form shall be made available to the student by the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs will explain this grievance procedure to the student.

B. Second Step

The completed grievance form must be returned to the Associate Vice President for Student Affairs and he or she shall give written acknowledgement of receipt of the grievance form to the student. This acknowledgement shall be given immediately or no later than two (2) working days after receipt of the grievance form from the student. The Associate Vice President for Student Affairs will then refer the grievance to the Vice President for Academic Affairs and Provost, Grand Strand Campus who will convene the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry-Georgetown Technical College Procedure 3.1.14.1 – English Fluency Requirements for Faculty Employment.

The Committee will be provided with the written grievance form provided by the student.

Within thirty (30) days of the filing of the grievance, the Committee will examine the faculty member for English fluency and will provide the Associate Vice President for Student Affairs with a written report of its determination.

C. Third Step

The Associate Vice President for Student Affairs will provide the report of the Committee to the student within five (5) working days of receipt of the report from the Committee.

D. Fourth Step

The student may appeal the Committee's decision to the President of the College within ten (10) working days of receipt of the Committee report from the Associate Vice President for Student Affairs.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary and will render a decision within ten (10) working days of receipt of the appeal. The decision of the President is final. <TOP>

Guidelines for Collection, Allocation and Management of Student Activities Fee

Student Activities Fee Allocation Committee (**SAFAC**)
Student activities fees are held by the College in an account restricted to services, events and functions that directly support activities designed for student use only. These funds are allocated by the Student Activities Fee Allocation Committee (SAFAC), which has twelve members, nine of whom are students.

The purposes of the Student Activities Fee Allocation Committee are to:
- allocate student activities fees within the framework of the purpose statement (Section I) and the overall philosophy statement (Section II);
- promote broad and diverse representation in the allocation process;

- evaluate activities in terms of program and fiscal performance and direct value to students;
- plan for future funding needs of student activities;
- publicize the use of the student activities fee and the allocation process;
- provide educational experiences for those involved in the allocation process;
- recommend to the Associate Vice President for Student Affairs any necessary revisions to the policies and procedures contained in this document;
- function as a direct link between the students and the administration;
- offer students the opportunity to provide input to the direction and emphasis of college affairs; and
- allow students the opportunity to present concerns related to the Student Activities Fee Allocation Committee.

SAFAC plans major campus events, such as a f all Welcome Back Party, periodic campus entertainment and cultural events. Information on the Student Activities Fee Allocation Committee and its responsibilities can be obtained from the Director of Student Activities on the Conway Campus.

SECTION I: PURPOSE OF STUDENT ACTIVITY FEE
The philosophy and/or intent of charging a student activities fee is to provide the students with opportunities for participating in enriching co-curriculum or extra-curricular activities and to provide the students with opportunities for enhancing their lives. In all instances, the student activities fee is to first, foremost and directly, benefit the student.

The term "student activities" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve and benefit students, including recreational activities, intramural and intercollegiate athletics, clubs, artist and lecture series, cultural entertainment series, debating and oratorical activities, ethnic activities, student publications and any other student activities and services specifically authorized and approved by the Student Activities Fee Allocation Committee (SAFAC).

SECTION II: OVERALL PHILOSOPHY
The students of Horry-Georgetown Technical College constitute a group of individuals with diverse needs and interests. Since all students are required to pay the student activities fee, the Student Activities Fee Allocation Committee (SAFAC) is responsible to all students to make wise, honorable decisions that serve the best interests of the entire student body and within the guidelines recommended by the College Cabinet.

Student activities fees will never provide sufficient funds to support all the student activity needs and interests of every student. Accordingly, the allocation of such funds is necessarily a process of reconciliation and judgment, undertaken within the framework of the overall philosophy that is to be directly beneficial to the students.

An overall philosophy for the allocation of student activities fees must account for diverse and even competitive interests, but should also embrace the concept that all students have one goal in common — the pursuit of higher education. Therefore, while student activity fees legally may be

used to facilitate any purpose defined in this document, it is particularly appropriate that special emphasis be given to activities that:
- facilitate the pursuit of academic programs;
- create a social environment that encourages a sense of community;
- enhance intellectual development; and
- promote the development of personal and interpersonal skills.

Furthermore, while it is desirable that student activities fees be a continuing source of funds for many ongoing activities, it is also important that the allocation process be flexible in meeting the changing needs of students: thus, the establishment of the Student Activities Fees Allocation Committee (SAFAC)

SECTION III: PURPOSES OF SAFAC
The purposes of the Committee are to:
- allocate student activities fees within the framework of the purpose statement (Section I) and the overall philosophy statement (Section II) and recommend to the cabinet the allocations;
- promote broad and diverse representation in the allocation process;
- evaluate activities in terms of program and fiscal performance and direct value to students;
- plan for future funding needs of student activities;
- publicize the use of the student activities fee and the allocation process;
- provide educational experiences for those involved in the allocation process;
- recommend to the Associate Vice President for Student Affairs any necessary revisions to the policies and procedures contained in this document;
- function as a direct link between the students and the administration;
- offer students the opportunity to provide input to the direction and emphasis of college affairs; and
- allow students the opportunity to present grievances.

SECTION IV: COMPOSITION OF SAFAC
SAFAC is an annual College committee that meets and conducts business each spring semester. The membership of the committee typically changes annually according to the process outlined below.

The composition of the Student Activities Fee Allocation Committee will be as follows:
A. Voting Members:
- Five (5) students chosen by the Director of Student Activities and Associate Vice President for Student Affairs through a competitive application process;
- Four (4) students appointed by the Provost or his/her designee as follows: Two (2) students from Georgetown Campus and two (2) from Grand Strand Campus will be appointed.
- Two (2) faculty members and one (1) staff member.
  a. The two faculty members are to be nominated by the Faculty Assembly.
  b. The one staff member will be appointed by the Associate Vice President for Student Affairs.

B. Non-Voting Members
    1. Associate Vice President for Student Affairs;
    2. The Director of Student Activities; and
    3. Other Student Affairs Division Member

C. The Chair
The Chair of the SAFAC shall be a student member elected by the Committee from the above-referenced membership.

D. Vacancies
 Vacancies shall be filled as follows:
- Student member vacancies shall be filled based upon nominations from the student body, faculty and/or staff with the approval and consent of SAFAC.
- Faculty member vacancies shall be filled through the nomination of another member from the Faculty Assembly or from a nomination by the Chair of the Faculty Assembly.
- Staff member vacancies shall be filled by appointment from the Associate Vice President for Student Affairs.

E. The Director of Student Activities
The Director of Student Activities shall be responsible for planning, orientation and other duties required to manage the work of the Committee and shall oversee the election processes.

F. The Secretary shall be responsible for writing and distributing the minutes.

SECTION V: SAFAC FUNDING
This method of funding is intended to provide support to qualifying programs' year-round budgets. SAFAC should take special care in assuring that Student Activity Funds are distributed equitably among all campuses. Within the stated philosophy and policies, the SAFAC will consider requests (this does not mean that funding will automatically occur, however) from legally existing student organizations, clubs, campuses, programs, intramural sports program, student publications, cultural arts committee and any other legitimate student activity programs.

SECTION VI: AMOUNT AND COLLECTION PROCESS
A. Recommended charges for student activities are $1 per credit hour.
B. Responsibility

The Vice President for Business Affairs, on behalf of the students, is responsible for:
    a. setting up a separate account within the College bookkeeping system for the student activities fees;
    b. keeping the student activities fees/funds intact, separate, and safeguarded;
    c. notifying the SAFAC and appropriate College officials of the amounts collected.

The Associate Vice President for Student Affairs is responsible for quickly notifying the concerned parties named above whenever there is evidence that the enrollment for a period

will differ significantly from the anticipated enrollment used in the student activities fee budgeting and allocation cycle.

The College Cabinet has prescribed guidelines for the allocation of SAFAC monies which should direct the allocation process.

SECTION VII: BUDGETING PROCESS AND PROCEDURES
A. Scheduling:
　1. The budget requests shall be submitted to SAFAC by March 1 to be considered for the following year and any subsequent revisions of the original budget request must be approved by SAFAC;
　2. SAFAC shall schedule adequate time to study funding requests and to investigate questions about the requests or the organizations submitting them. Additionally, SAFAC shall schedule an open meeting for organizations to present their requests. Each club/organization will be limited to a 5-minute presentation and the club's/organization's adviser will be limited to 2 minutes (a total of 7 minutes per club presentation).
　3. The allocations shall be finalized by April 15 and reviewed by the cabinet. The clubs will be notified of their budgets.
B. Specific Operational Procedures:
　1. Quorum shall be five voting student members and one faculty/staff voting member. This is a prerequisite of all official SAFAC meetings;
　2. A two-thirds vote of those voting members in attendance will be required to approve the request(s) and approve the final budget;
　3. All meetings shall be open to the College community in accordance with the Freedom of Information Act;
　4. SAFAC shall operate within the guidelines prescribed by the College Cabinet and shall set its own rules of operation except in those areas specified herein or in other applicable college policy/procedures. Otherwise, Robert's Rules of Order shall be followed;
　5. The Associate Vice President for Student Affairs shall give to SAFAC the projected annual student activities fee income figure which shall be the maximum allocated;
　6. SAFAC shall project its operating costs (if any) and build that amount into its allocation recommendations. The account shall be administered by the Director of Student Activities.
C. Administrative Approval:
　The allocations made by SAFAC are presented to the Cabinet by the Associate Vice President for Student Affairs. Final approval rests with the Cabinet.

　Activity requests not approved by the Cabinet will be remanded to SAFAC for reconsideration.

SECTION VIII: TRAINING OF SAFAC MEMBERS
Training of SAFAC members will be coordinated by the Director of Student Activities and shall include the following topics:
　A. College history, its community, culture, etc.;
　B. SAFAC history, philosophy and responsibilities;
　C. College budgeting process with attention to the uniqueness of auxiliary funding;
　D. Orientation to the organizations typically funded by student activities fees;

E. Elements of group decision making; and

F. Present status, plans, and priorities of the different managerial divisions of the College.

SECTION IX: PROCEDURES FOR STUDENT ORGANIZATION FUND ACCOUNTABILITY

A. All SAFAC allocations will be housed in the student organization's account within the College's bookkeeping system and must be spent on approved activities.

B. Student organizations may establish and maintain separate bank accounts outside of the College for student funds collected by means other than SAFAC allocations.

C. SAFAC allocations designated for profit generating activities shall be returned to that student organization's account within the College's bookkeeping system; not to exceed the amount of money originally allocated by SAFAC.

D. Student organizations must submit a proposal to redirect the SAFAC allocations that were returned from profit generating activities to that student organization's account within the College's bookkeeping system SAFAC allocations must be spent within the next fiscal year or they will be returned to SAFAC for reallocation.

E. Student organizations that plan to solicit funds from external organizations must coordinate this with the President of the College through the Office of the Vice President for Technology and Institutional Planning.

F. Financial statements must be prepared on a semi-annual basis and distributed to any and all interested parties.

G. Annually, a financial report for the SAFAC year will be submitted to the President for review.

H. Financial records are to be available for review by the Student Activities Director or other interested parties at any time.

I. Members of the organizations may retain financial control over their internal and external funds; and two signatures shall be required on all checking accounts for expenditures with the two signatures being that of 1) a designated member and 2) the club advisor. Internal accounts must follow the College requisition process.

SECTION X: FORMS AND REPORTS

Forms necessary for the SAFAC to complete its task will be identified, developed and periodically reviewed by that body.

Academic Information, Support Services & Policies

The Grading Scale

HGTC has a standardized, recommended grading scale for academic courses. The grading scale requires that grades within the indicated range be defined as:

A: 90-100   B: 80-89   C: 70-79   D: 60-69   F: Below 60

A different grading scale may exist in some academic programs. The grading scale is provided for each class. Refer to the specific academic program section for further information.

The following grades are used:

A—EXCELLENT: used in GPA calculations; carries a value of 4 quality points and earns credit hours.

B—ABOVE AVERAGE: used in GPA calculations; carries a value of 3 quality points and earns credit hours.

C—AVERAGE: used in GPA calculations; carries a value of 2 quality points and earns credit hours.

D—BELOW AVERAGE: used in GPA calculations; carries a value of 1 quality point and earns credit hours.

F—FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

I—INCOMPLETE: does not affect GPA calculations; defaults to "F" automatically after one term if the incomplete work has not been completed and generates 0 quality points and 0 credit hours. (See special note below.)

WF—WITHDRAWN FAILURE: used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. (Hours attempted are used in GPA calculations.)

W—WITHDRAW: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours. May be utilized when extenuating circumstances warrant.

S—SATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, but does cause credit hours and CEUs to be earned.

U—UNSATISFACTORY: not used in GPA calculations; carries a value of 0 quality points, earns 0 credit hours.

SC—SATISFACTORY COMPLETION: not used in GPA calculations; earns credit hours, generates no grade points.

NC—NO CREDIT: not used in GPA calculations; earns no credit hours; generates no grade points.

CF—CARRY FORWARD: not used in GPA calculations; earns no credit hours; generates no grade points.

TR—TRANSFER: not used in GPA calculations; earns credit hours; generates no grade points. A "TR" is given for allowable equivalent credits earned at other accredited colleges, universities or technical colleges. All "TR" grades must be supported by an official transcript of record from an accredited postsecondary institution.

E—EXEMPT: not used in GPA calculations; earns credit hours; generates no grade points. An "E" is awarded for HGTC courses which students have been permitted to exempt as a result of testing, articulation, equivalent work experience or other educational experience.
AU—AUDIT: not used in GPA calculations; carries a value of 0 quality points and earns 0 credit hours.

Note regarding grade of "I" (Incomplete): A grade of Incomplete ("I") is assigned when the student does not complete work or take the final exam due to illness or for other reasons over which the student has no control. This grade is given only with the approval of the professor involved. An incomplete must be removed by the end of the following term. Otherwise, grade becomes an automatic Failure ("F"). **<TOP>**

Attendance Policies and Procedures

Students are responsible for all course work and class assignments; so, they are expected to regularly and promptly attend all meetings of classes in which they are enrolled. Students should limit absences to those that are unavoidable and, with professor's consent, should make up all missed work, if permitted.

HGTC maintains a general attendance policy requiring students to be present for a minimum of 80% of classes to be eligible to receive credit for any course. However, a more rigid attendance policy may be required by individual professors. At a minimum, a student may be withdrawn from a course after he/she has been absent in excess of 10% of the total contact hours for a course. Professors define absentee limits for their classes at the beginning of each term. Students withdrawn from a course due to excessive absences will receive a grade of Withdraw ("W") up to the 2/3 point of the semester. Thereafter, a Withdraw ("W") or Withdraw Failure ("WF") will be assigned, depending upon his/her academic status at the time of last date attended.

Attendance records begin the first day of class for ALL students, regardless of registration date.

Withdrawal

The College maintains that it is the responsibility of the student to apply for honorable withdrawal. This protects the student's records, his/her right to re-enroll and the right to transfer credits. The Academic Calendar shows each of the dates mentioned below.

Students needing to withdraw from a course or courses must go to WaveNet, on the College website, prior to the two-thirds point of the semester.

During the add/drop period for the term, the student will perform a Web Drop. If student withdraws during this period, class (es) do not appear on the transcript and no tuition is charged.

After the add/drop period and before two-thirds points for the term, the student will perform a withdrawal which results in a grade of "W."

After the two-thirds point, a student will receive a "W" if passing the course on the date last attended, or "WF" ("U" for Developmental Studies courses) if failing the course on the last date attended.

After the two-thirds point, the withdrawal grade of "W" (passing) or "WF" ("U") (not passing) will be assigned by the course instructor. Students should contact the course instructor to initiate withdrawal after the two-thirds point. Students should discuss their withdrawal plans and the grade with the instructor(s) prior to withdrawal.

Because changes in course loads impact financial aid, veteran's benefits and other enrollment-related financial situations, it is important that students who anticipate withdrawing from a course or courses investigate the impact of this withdrawal with the appropriate College office. Students who do not attend or withdraw from classes may be required to repay funds allocated for financial assistance for tuition, books, etc.

In addition, courses in some academic programs are sequenced and scheduled only at specific times during the year. Withdrawal from these courses often lengthens the time required for students to complete an academic program of study. Students are strongly encouraged to discuss the impact of withdrawal on program completion time with their academic advisor. <TOP>

Grade Quality Point System

The College operates on a semester-hour credit system. Semester-hour credits represent the number of hours completed with a passing grade. Grade quality points are determined by the grade earned. Each grade is assigned on a "grade point equivalent" in grade points for each semester hour scheduled. All grades for attempted courses are shown on the student's permanent record. Credit hours and quality points are computed in the student's Grade Point Average (GPA).

The Grade Quality Point System is as follows:

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0
I	Appears as hours not earned until grade assigned (non-punitive)

Computing GPA: *Example*

Course	Grade	Point Equivalent	Credit Hrs. Attempted	Grade Points Earned
BIO 101	C	2	x 4	8
PSY 201	B	3	x 3	9
ENG 102	C	2	x 3	6
MAT 110	B	3	x 3	9
ENG 231	I	0	x 3	0
TOTAL:			16.0	32.0

GPA is calculated by dividing the total grade points earned (32) by the total credit hours attempted (16), minus those hours with non-punitive grades (3):

Example: 32 ÷ (16-3) = 32 ÷ 13 = 2.46 GPA

Academic Average

A student's quality points must be at least double the number of semester hours of credit pursued in order to maintain a scholastic average of "C" (2.00) or better, which is required in order to graduate.

Honors

The College recognizes outstanding academic achievement every term through the President's List and the Dean's List. Students are given these honors using the following criteria:

President's List: Term grade point average (GPA) of 3.75 or higher, with a minimum of 12 credit hours for full-time students or a minimum of 6.0 credit hours for part-time students.

Dean's List: Term GPA of 3.50 to 3.74, with a minimum of 12 credit hours for full-time students or a minimum of 6.0 credit hours for part-time students.

Note: Students receiving an Incomplete (I) cannot be considered for these recognitions until a grade change has been processed through the Registrar's Office.

STANDARDS OF PROGRESS

There are three different standards of progress HGTC students need to be aware of:
1. Students must meet the College's standards of progress called Academic Standing in order to continue enrollment.
2. Students who receive federal financial aid must also meet the federal government's guidelines for Satisfactory Academic Progress (SAP) to remain eligible for federal financial assistance.
3. South Carolina Lottery Tuition Assistance (LTA) recipients are required to meet the State of South Carolina's Reasonable Academic Progress (RAP) standards.

Other non-federal financial aid programs have academic progress standards, which are defined in the information regarding each program. It is the student's responsibility to be familiar with all standards of progress requirements.

ACADEMIC STANDING

Students are notified of their academic standing, if other than good standing, via e-mail to their WaveNet e-mail account only.

A. Good Standing: A student is in Good Standing with the College when he/she maintains a minimum 2.0 Grade Point Average (GPA). Some academic programs have more stringent requirements to remain in the program of study; students are advised of these requirements in

program progression standards. It is the responsibility of the student to be aware of the requirements for his/her program of study.

B. Academic Warning: A student pursuing an Associate Degree, Diploma, or Certificate is considered to be in serious academic difficulty when his/her semester GPA falls below 2.0 and will be placed on Academic Warning. A student who is on Academic Warning should meet with his/her academic advisor, seek tutoring services and consider reducing the number of classes attempted for the Academic Warning term.

C. Academic Probation: Any student who fails to earn a 2.0 GPA for two semesters in a row will be subject to a semester of Academic Probation. Students on Academic Probation are strongly encouraged to meet with a member of the counseling staff and his/her academic advisor to determine a course of action to improve the student's academic performance. Possible courses of action include a reduction in course load, participation in tutorial services, developmental studies and/or withdrawal from extracurricular activities.

D. Academic Suspension: Students who fail to earn a 2.0 GPA while on Academic Probation are subject to Academic Suspension from the College for one semester. Students re-admitted after one semester of suspension must achieve a minimum 2.0 GPA in ALL classes attempted. Re-admission after a second term of academic suspension should also include participation in counseling through Student Services to confirm the student's goals and program of study, and to encourage proper study patterns and participation in tutoring.

Re-Admission after Suspension: To be re-admitted to HGTC after Academic Suspension, the student must submit an application directly to the Registrar's Office on the Conway Campus or the Office of Student Services on the Georgetown or Grand Strand Campus. Permission to re-enroll does NOT imply that the student is eligible for any form of financial assistance. <TOP>

SATISFACTORY ACADEMIC PROGRESS (Financial Aid)

Federal regulations require that, in order to receive financial aid under the student financial assistance programs (PELL/SEOG/FWS/ACG), a student must maintain Satisfactory Academic Progress (SAP) according to the standards and practices below:

- A student must maintain Satisfactory Academic Progress (be in Good Standing) according to the institutional standards. In WaveNet, this is referred to as GPA.
- A student must complete his/her educational objective within a maximum time frame (150%). The maximum time frame set by the Federal Government is one and one-half times the length of degree, diploma, and certificate programs, respectively. Example: If a student's program of study requires 50 credit hours for completion, Federal aid will pay for 75 credit hours attempted in that program. In WaveNet, this is referred to as MAX.
- A student must pass a minimum of 68% of the hours attempted toward his or her program of study, generally defined as receiving a grade of C or better in a course. In WaveNet, this is referred to as HOURS.
- Some of the things that will affect your Satisfactory Academic Progress are: repeating a course, withdrawing from a course, failing a course, and changing majors.
- Financial Aid will pay for attempting a course twice only. If a student attempts a course more than twice, it is the student's responsibility to pay for the course.

- The College must make the determination that the student is maintaining Satisfactory Academic Progress each semester.

Students are notified of their financial aid status at the end of each semester via WaveNet accounts. It is every student's responsibility to check Financial Aid status at the end of each semester. Because of FERPA (Federal Educational Rights and Privacy Act), this information cannot be communicated by phone.

To appeal a Financial Aid suspension, the student must complete the Financial Aid Appeal form (located on the Financial Aid Page of the HGTC website, in the Financial Aid Forms section) AND attend a mandatory Financial Aid appeal information session. Appeal forms must include documentation to verify the appeal statement. Financial Aid appeals must be submitted in person at the Financial Aid appeal information session.

Failure to complete the appeal process (Form AND Appeal Session) will result in cancellation of financial aid for any future terms. If the Financial Aid Appeal Committee decides that justifiable evidence of extenuating circumstances exists, aid may be continued and all payments may be made on a probationary basis. The Appeal Committee will determine how, or if, payments are disbursed, depending on circumstances.

REASONABLE ACADEMIC PROGRESS/ RAP (S.C. Lottery Tuition Assistance)

The South Carolina Lottery Tuition Assistance (LTA) program requires that the student be in Good Standing as defined by HGTC and have achieved a minimum 2.0 GPA after completing 24 credit hours. Additional requirements are defined in the Financial Aid section of this Catalog.

Advanced Placement Credit

HGTC accepts the Advanced Placement Examination program of the College Entrance Examination Board. A score of 3 or higher must be attained for credit to be granted. The course must be required in the student's course of study. Contact the Assistant Vice President for Enrollment Development and Registration for determination of a specific course exemption.

International Baccalaureate Credit

HGTC awards International Baccalaureate credit to students for courses in which a grade of four (4) or higher has been made on the appropriate International Baccalaureate Organization (IBO) examination while in high school. All courses may not apply toward a degree. A listing of courses which may be exempted, as well as the complete IBO credit policy and procedure, is available from the Registrar's Office or the Office of Academic Affairs.

Residency Credit Requirement

A minimum of 25% of the total credit hours required for graduation must be earned at HGTC in order for the degree, diploma or certificate to be awarded by the College. Therefore, no more than 75% of the required credit hours may be transferred in and/or exempted.

Experiential Exemption Credit

Applicants with appropriate life experience or relevant background may receive exemption credit for a limited number of courses not available through proficiency tests. As with credit by proficiency and CLEP, experiential exemption credit cannot be granted if the applicant has an outstanding grade of "I" (Incomplete) in the course for which he/she seeks credit, or if he/she has previously audited or failed the course. The Department Chair or Assistant Vice President for Enrollment Development and Registration can provide procedural information.

Auditing of Courses

A student who desires to attend classes regularly, but who does not wish to take final examinations or receive grades or credit, may register as an auditor at the discretion of the professor and appropriate department chair. A record will be kept of classes attended. Credit for such courses cannot be established at a later date. A student enrolled in a course for credit cannot change to audit, and once a student is enrolled in a course for audit, he/she cannot change to credit. The participation of auditing students in class discussions, tests or examinations is optional with the professor. Audit students are expected to attend class regularly and pay all tuition and fees. A student may register for the course for a subsequent semester for credit. Also, please note that students who receive financial aid or VA assistance will not receive funds for audited courses.

Add/Drop Period

Students should consult the Academic Calendar for add/drop dates. Any change of classes during the add/drop period will not be entered on the student's academic record/transcript. However, after the add/drop period, each student will receive an academic grade for every course for which he or she is registered, whether the student attends the class or not. Financial aid grant is charged if a student is registered for a class; financial aid must be repaid if the class is not attended.

Privacy of Student Records/FERPA

The Family Educational Right to Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. *Student should submit to Assistant Vice President for Enrollment Development and Registration, Academic Dean or Department Chair a written request that identifies the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.*

2. The right to request an amendment of the student's education records that the student believes is inaccurate. *Students may ask the college to*

amend a record that they believe is inaccurate. The student should send a written request to the college official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that that FERPA authorizes disclosures without consent. *One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review a record in order to fulfill his/her professional responsibility.*

4. The right to file a complaint with the US Department of Education concerning alleged failures by HGTC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, US Department of Education; 400 Maryland Avenue SW; Washington, DC 20202-4605.

Separate files are maintained for records in the following categories: 1) academic, 2) disciplinary, 3) counseling, 4) financial aid and 5) placement. When justified by legitimate law enforcement needs, the campus Public Safety officer may maintain confidential records relating primarily to its investigative function.

I. Directory Information to be issued:

The Elementary and Secondary Education Act of 1965 includes a section on "Furnishing Information." Directory information as defined by HGTC is name, address, curriculum, enrollment status (full or part-time), graduation status, and telephone number.

It is College policy to provide this information only under the following conditions:

1. School officials with a legitimate educational interest will be given access to all directory information.

2. Individuals requesting information without written consent will be given curriculum, enrollment status and graduation status only. Students who wish to request non-disclosure of these three items may submit a written request to the Assistant Vice President for Enrollment Development and Registration Office.

3. Student telephone numbers, addresses and location will be issued to non-school officials only by written permission of the student or with special approval from the Associate Vice President for Student Affairs.

II. Methods of Furnishing Student Records Information:

According to the Education Amendments of 1974, whenever a student has attained 18 years of age or is enrolled in a postsecondary institution, the consent to issue records and the rights of viewing those records are required of and accorded to the student alone. Therefore, only the student may view his or her record or request in writing any issuance of the record. If parents or other designated individuals wish to review or receive copies of a student record, they must have the student's written permission to view or receive a copy. A copy of this consent form will be maintained in the student's record. The student's record may not be revealed to any other party without written consent from the student except in the following cases:
1. Other school officials who have a legitimate educational interest.
2. Officials of other schools in which the student intends to enroll.
3. Authorized representatives of the Comptroller General, administrative head of an educational agency, and State education auditors.
4. Judicial representatives in compliance with a subpoena or law enforcement order. (A copy of this order would be placed in the student's record with date of issuance posted.)
5. Agency representatives in connection with a student application for a receipt of financial aid.   **<TOP>**

Graduation Requirements
Students are eligible for graduation upon completion of the following:
1. Satisfactory completion of the required number of hours and courses specified in their curriculum (students who are re-admitted to the same program after two or more calendar years of inactive enrollment will be required to utilize the current catalog to meet graduation requirements);
2. Achievement of necessary program grade point average of 2.00;
3. Payment of all fees and financial obligations due the College; and
4. Filing of an "Application for Degree, Diploma or Certificate" with the Assistant Vice President for Enrollment Development and Registration and payment of a $10 non-refundable graduation fee.
In compliance with the Student Right-to-Know Act of 1990, information on student graduation/completion and transfer–out rates can be accessed through the College website at www.hgtc.edu/ir or upon request.

Commencement Ceremony
Commencement exercises are held each May. Students who complete academic requirements during the fall or spring terms are expected to participate. Students who will complete requirements by end of summer term may participate in commencement. The same requirements apply to these students. To participate, summer term candidates must have a minimum 2.00 program GPA at the time of the ceremony.
The honors printed in the commencement program and announced when the student receives his/her diploma are as follows:
1. Cum Laude–graduating with a program of study GPA of 3.50-3.74.

2. Magna Cum Laude–graduating with a program of study GPA of 3.75-3.99.
3. Summa Cum Laude–graduating with a program of study GPA of 4.00.

Academic Support Services

DISTANCE LEARNING
The mission of Distance Learning is to enhance learning through technology and to provide greater access to higher education opportunities to the populations of Horry and Georgetown counties and the State. Emerging technologies are used to enhance student learning and accessibility to current academic programs and support the overall mission of the College.

INTERNET (ONLINE) COURSES
Online courses are courses delivered through the Internet via the learning management system, Desire2Learn with web tools (D2L). Lecture and materials, written and interactive assignments, related Internet links, e-mail and discussion boards enhance learning through communication. Students discuss the course material with their professors and other students through discussion boards. Online courses allow students to take courses in any location with Internet access. Student may be required to come to campus or arrange for a proctor for testing or other activities, as needed.

To successfully complete an online course, students should have access to a computer with current capabilities at home, work or other nearby location and basic computer skills in the following areas: Internet searching, word processing, using e-mail and attachments, and basic computer troubleshooting. Online learning requires self-motivation and commitment on the part of the student.

TESTING CENTERS
Testing Centers are operated on all campuses and offer proctored testing services for students and faculty in a controlled, secure testing environment during operational hours. Students are required to present a photo ID and applicable fee receipts prior to testing. Children are not allowed to accompany students into the Testing Centers.

Pre-Nursing Assessment Test – RN (P-NAT)
Conway Campus
A qualifying P-NAT test score is one of the options for admission consideration for the Associate Degree Nursing program. The fee is $35, and an appointment is needed. The P-NAT may be taken once.

Health Occupations Basic Entrance Test (HOBET)
Conway Campus
HOBET is a computerized diagnostic instrument used to help evaluate academic and social skills of new applicants to health occupations programs. A qualifying HOBET test score is one of the options for admission consideration for the HGTC Radiologic Technology program. A fee is due and an appointment is needed. Applicants to HGTC's Radiologic Technology program may take HOBET only once.

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Pearson VUE Certification Exams
Conway Campus
The Conway Campus Testing Center is an official Pearson VUE Certification Testing Center and is authorized to offer certification exams in many areas including computer and health science technologies. Exam fees vary. For additional information and to register online, see the VUE Pearson website at www.vue.com.

Internet, Distance Learning and Make-Up Testing
All Campuses
HGTC Testing Centers administer Internet, distance learning and makeup tests for students who have professors' approval. Students are encouraged to contact the Testing Center at the desired campus for hours of operation. There is no charge for this service.

Testing Services for Students Requesting Accommodations
All Campuses
Testing services for students requesting accommodations are provided in conjunction with the recommendations of the Coordinator of Services for Students with Disabilities on the Conway Campus or the Coordinator of Student Affairs on the Grand Strand or Georgetown campuses. Inquiries regarding testing services for students requesting accommodations may be directed to one of those individuals at the desired campus.

College Placement Testing (COMPASS and ASSET)
All Campuses
COMPASS is a computerized adaptive testing system used to place students in appropriate college-level courses. It is designed to help determine a student's strengths and needs in the areas of Reading, Writing, and Math basic skills. COMPASS testing is provided free of charge as a service to prospective students, and an appointment is needed. A fee is required for a re-test and must be approved by a new student enrollment advisor or counselor.
ASSET is a paper-and-pencil placement test used to determine student strengths and needs in Reading, Writing, and Math basic skills. ASSET testing is provided free of charge as a service to prospective students. It can only be taken once, and an appointment is needed. ASSET is also available in alternate formats for students requesting accommodations.

External Testing for other Colleges and Agencies
All Campuses
The College Testing Centers are members of the National College Testing Association Consortium of College Testing Centers and, time and space permitting, offer proctored Internet and traditional testing services for students attending other colleges and students sitting for various certification exams. Students should contact the Testing Center at the desired campus for appointments. There is no charge for this service.

STUDENT SUCCESS AND TECHNOLOGY CENTER (SSTC)
The Student Success and Technology Center (SSTC) is a FREE student support center for students who need assistance in academics and technology at HGTC. The purpose of the SSTC is to provide all students with an equal opportunity to succeed in college by addressing students' unique educational, career, and personal needs. The mission of the SSTC is to improve

academic achievement, assist in technological innovation in the classroom, and foster successful leadership development of Horry-Georgetown Technical College students. This mission is geared towards retention of HGTC students by helping students overcome academic problems and obtain a technologic aptitude to succeed in the workforce.

The SSTC provides such services as follow:

- Academic Tutoring and Writing Center Tutoring
- Technology Tutoring, Support and Training for online courses, D2L and any other technology needs
- Online Resource Center: www.hgtc.edu/sstclinks
- Assistance with SMARTHINKING, our 24 -hour Online Tutoring Center
- Free technology and College Success workshops

For more information about the SSTC, including locations and hours and information on our services, visit www.hgtc.edu/sstc. .   **<TOP>**

LIBRARY

Each campus has a full service library providing study areas, private study rooms, computers with Internet access, and video viewing facilities. The three campus library collections include print materials, newspapers, serials, multimedia CDs, and DVDs. These resources support the academic and personal needs of students, faculty and staff, members of the business and industrial community, and residents of the service area.

Services

The general library collection is available for check out with an HGTC student ID card.

Materials may be requested from any campus library and items will be delivered to the campus most convenient for pickup. There is no charge for this service.

The Library offers workshops to actively promote Information Literacy and the development of lifelong learning skills. Library services are available via the Internet and may be accessed at http://www.hgtc.edu/library.

Rules and Policies

These rules and policies apply to all HGTC students and public patrons:
- Students may borrow no more than eight (8) library materials at any one time.
- Items will be renewed based on item type at the library's discretion for a maximum of one renewal period.
- Overdue items may not be renewed over the telephone or online.
- Overdue items must be returned and fines paid before any other items are checked out.
- Library materials must be returned to the library at the end of each semester.
- Adequate clearance of fines and return of materials is necessary before graduation.
- When an item is lost or damaged, the patron is responsible for the publisher's price of the item plus a processing fee.
- Newspapers, serials, reference books, and reserve materials are for in-library use only.
- No smoking, eating or drinking is allowed in the library.
- Cell phone use is not permitted in the library.

- Students are required to log-in to a library computer with their last name and H# before each use.
- Students are guaranteed 3 hours of computer use per day.
- To maintain the confidentiality of students' records, the library staff cannot look up student H#'s.
- Computers are for educational use only. Chatting, gaming and downloading of software are strictly prohibited. Further details are included in the HGTC Computer Use Policy.
- Unauthorized stored files, including those stored on hard drive, will be deleted without prior notice.
- Library staff reserves the right to ask disruptive patrons to leave the library. Continued and/or repeated disruption may subject student patrons to disciplinary actions and public patrons to revocation of use of services.

Service Hours
Service hours for each semester will be posted on the Library website and at each campus library. Special hours during holidays or breaks will be posted at each library.

Contact Information
Conway Campus
Circulation Desk .... (843) 349-5268
Reference Desk .... (843) 349-5394
Fax Number .... (843) 347-0552

Elizabeth Mattocks Chapin Memorial Library, Grand Strand Campus
Circulation Desk .... (843) 477-2012
Reference Desk .... (843) 477-2018
Fax Number .... (843) 477-8065

Georgetown Campus
Circulation Desk .... (843) 520-1424
Fax Number .... (843) 520-1423

In compliance with the Americans with Disabilities Act, accommodations to serve students with disabilities are available.   **<TOP>**

COOPERATIVE EDUCATION
For selected academic programs, current work experience may be applicable for college credit. College credit given for work experience may be defined under Cooperative Education as Cooperative Work Experience (CWE) or Supervised Cooperative Work Experience (SCWE). This cooperative type of work experience is a unique plan of education that integrates classroom study with planned and supervised work experience. It is called "cooperative education" because it depends upon cooperation between educational institutions and employers to form a total educational program. The College views cooperative work experience as an essential mechanism in the accomplishment of its responsibility to provide a broad range of occupationally-oriented

programs addressing the specific needs of service area industries and businesses, and to educate and train technicians for the job market.

- SCWE requires four contact hours to generate one credit. The ratio is 4:1.
- SCWE may be required for graduation in certain programs.
- SCWE may not exceed 600 clock hours per term.
- SCWE requires a written agreement between the employer and the College, including identical, detailed, predefined educational objectives and experiences for all students enrolled in the course.
- SCWE requires faculty supervision of the student, with on-site visitation a minimum of every two weeks. The SCWE requires equally shared supervision of the student by the faculty and employer.
- SCWE requires a detailed written project to be completed by the student.
- SCWE or CWE may constitute no more than 15% of credits applied toward graduation requirements.

Cooperative Work Experience (CWE)
- CWE will require five contact hours to generate one credit. The ratio is 5:1.
- The educational objectives for CWE may be negotiated among the faculty, student and work site supervisor and may vary among students enrolled.
- CWE is usually not required for graduation.
- CWE is monitored by an authorized College representative a minimum of two times per semester.
- CWE may or may not require the student to complete a written report.
- CWE requires the supervision of the student to be the primary responsibility of the employer.
- CWE requires a minimum of 75 clock hours and may not exceed 600 clock hours per term.
- CWE or SCWE may constitute no more than 25% of credits applied toward graduation.

The student should consult with his/her respective program department chair for advisement for CWE and Supervised Cooperative Education.

DEVELOPMENTAL STUDIES
HGTC provides developmental studies to assist under prepared students in achieving the knowledge and skills necessary to perform satisfactorily in college. Developmental studies courses are conducted through a lab and lecture approach. Labs offer a nontraditional approach to learning. Credits for developmental studies classes do not apply to graduation requirements or transfer as college credit.

All students seeking admission to the college are required to submit scores from SAT, ACT or College placement test. Students are required to take developmental courses if they do not meet the scores required for course placement. The length of developmental studies program enrollment is limited to a maximum of 30 semester hours.

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Transfer: State Policies & Procedures

On May 2, 1996, the Commission on Higher Education approved unanimously the statewide agreement on transfer and articulation. This policy was revised in December, 2009.

The SC Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the SC Transfer and Articulation Center SCTRAC web portal: www.SCTRAC.org.

This web portal is an integrated solution to meet the needs of SC public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with www.SCTRAC.org to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

Admissions Criteria, Course Grades, GPA's, Validation
All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:
- The institution's definition of a transfer student.
- Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- Information about course equivalencies and transfer agreements.
- Limitations placed by the institution or its programs for acceptance of standardized examinations (SAT or ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for course work taken at another institution while the student is academically suspended at his/her home institution, and so forth.
- Information about 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; also, describe whether all coursework take prior to transfer or only 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.
- 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 had passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

S.C. Transfer and Articulation Center (SCTRAC)

All two-year and four-year public institutions will publish information related to course articulation and transfer, including but limited to items a through d above, on the SC Transfer and Articulation Center website (www.SCTRAC.org). Course equivalency information listing all courses accepted form each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on www.SCTRAC.org. This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public SC institutions of higher education will be made available on www.SCTRAC.org, will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on www.SCTRAC.org will be reviewed at least annually and updated as needed.   <TOP>

Statewide Articulation of 86 Courses

The Statewide Articulation Agreement of 86 courses approved the SC Commission on Higher Education for transfer from two-to-four year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to one on this list, it will identify comparable courses of course categories for acceptance of general education courses on the statewide list. This list of courses is available online at www.che.sc.gov as well as at www.SCTRAC.org.

Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities and Social Sciences; Business; Engineering, and Science and Mathematics. The remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses list in each Transfer Block will be reviewed periodically by the Commissions' Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy and the Transfer Blocks will be updated as needed, displayed on www.SCTRAC.org.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduate of any SC public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed registered nurse.

Any student who has completed either an Associate of Arts of Associate of Science degree program at any public two-year SC institution which contains the total coursework found in the Art, Humanities, and Social Sciences or the Science and Mathematics 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. However, as agreed by the Advisory

Committee on Academic Programs, 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. For a complete listing of all courses in each Transfer Block, see http:/www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm**.**

Assurance of Transferability of Coursework Covered by the Transfer Policy

Course (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students regionally accredited SC public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy 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.

Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

Transfer Officers

Each institution will provide the contact information for the institutions Transfer Office personnel, include telephone numbers, office address, and e-mail address on its website and on www.SCTRAC.org. Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer
- 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.

Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including

institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on www.SCTRAC.org. Furthermore, course catalogs for each public two- and four-year institution will contact a section entitled "Transfer: State Policies and Procedures." This section will:

- Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
- Refer interested parties to www.SCTRAC.org as well as to institutional Transfer Guide and institutional and Commission on H igher Education's websites (www.che.sc.gov) for further information regarding transfer.

Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks are updated as needed.

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 the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics 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. However, as agreed by the Advisory Committee on Academic Programs, 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.

Statewide Articulation Agreement:
Technical College Courses Transferable
to Public Senior Institutions

The Statewide Articulation Agreement of 86 courses approved by the Commission on Higher Education for transfer from two- to four-year public institutions is 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 w ill identify comparable courses or course categories for acceptance of general education courses on the statewide list. (www.SCTRAC.org)

Technical College Courses Transferable to Public Senior Institutions

NUMBER	TITLE	CREDITS
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
ANT 101	General Anthropology	3
ART 101	Art History and Appreciation	3
ART 105	Film as Art	3

ART 108	History of Western Art	3
AST 101	Solar System Astronomy	4
AST 102	Stellar Astronomy	4
BIO 101	Biological Sciences I	4
BIO 102	Biological Sciences II	4
BIO 210	Anatomy and Physiology I	4
BIO 211	Anatomy and Physiology II	4
BIO 225	Microbiology	4
CHM 110	College Chemistry I	4
CHM 111	College Chemistry II	4
CHM 112	College Chemistry II	4
CHM 211	Organic Chemistry I	4
CHM 212	Organic Chemistry II	4
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
ENG 101	English Composition I	3
ENG 102	English Composition II	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
ENG 260	Advanced Technical Comm.	3
FRE101	Elementary French I	4
FRE102	Elementary French II	4
FRE201	Intermediate French I	3
FRE202	Intermediate French II	3
GEO 101	Introduction to Geography	3
GEO 102	World Geography	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-1877	3
HIS 202	American History: 1877-Present	3
MAT 110	College Algebra	3
MAT 111	College Trigonometry	3
MAT 120	Probability and Statistics	3
MAT 122	Finite College Mathematics	3

MAT 130	Elementary Calculus	3
MAT 140	Analytical Geometry/Calculus I	4
MAT 141	Analytical Geometry/Calculus II	4
MAT 240	Analytical Geometry/Calculus III	4
MAT 242	Differential Equations	4
MUS105	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PHI 105	Introduction to Logic	3
PHI 106	Logic II: Inductive Reasoning	3
PHI 110	Ethics	3
PHI 115	Contemporary Moral Issues	3
PHI 201	History of Philosophy	3
PHY 201	Physics I	4
PHY 202	Physics II	4
PHY 221	University Physics I	4
PHY 222	University Physics II	4
PHY 223	University Physics III	4
PSC 201	American Government	3
PSC 215	State and Local Government	3
PSY 201	Introduction to Psychology	3
PSY 203	Human Growth & Development	3
PSY 208	Human Sexuality	3
PSY 212	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Marriage and the Family	3
SOC 205	Social Problems	3
SOC 206	Social Psychology	3
SOC 210	Juvenile Delinquency	3
SOC 220	Sociology and the Family	3
SOC 235	Thanatology	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA201	Intermediate Spanish I	3
SPA202	Intermediate Spanish II	3
SPC 205	Public Speaking	3
SPC 210	Oral Interpretation of Literature	3
THE 101	Introduction to Theatre	3

TRANSFER BLOCKS

The following Transfer Blocks (March 2009) suggest courses for students who have not chosen their transfer institution or who have not chosen a definite major:

ARTS, HUMANITIES AND SOCIAL SCIENCES MAJORS
Technical College Courses

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
BIO 101	Biological Science I	4 credits
ENG 201	American Literature I	3 credits
	or	
ENG 202	American Literature II	3 credits
	or	
ENG 205	English Literature I	3 credits
	or	
ENG 206	English Literature II	3 credits
HIS 101	Western Civilization to 1689	3 credits
	or	
HIS 102	Western Civilization Post 1689	3 credits
	or	
PHI 101	Introduction to Philosophy	3 credits
	or	
PHI 110	Ethics	3 credits
MAT 130	Elementary Calculus	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
	or	
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
	or	
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
MUS 105	Music Appreciation	3 credits
PSY 201	General Psychology	3 credits
	or	
SOC 101	Introduction to Sociology	3 credits
PSC 201	American Government	3 credits

TRANSFER BLOCK FOR BACCALAUREATE BUSINESS MAJORS
Technical College Courses

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
BIO 101	Biological Science I	4 credits

	And	
BIO 102	Biological Science II	4 credits
	Or	
CHM 110	College Chemistry I	4 credits
	And	
CHM 111/112	College Chemistry II	4 credits
ENG 205	English Literature I	3 credits
	or	
ENG 206	English Literature II	3 credits
MAT 130	Elementary Calculus	3 credits
ACC 101	Principles of Accounting I	3 credits
ACC 102	Principles of Accounting I	3 credits
ECO 210	Macroeconomics	3 credits
ECO 211	Microeconomics	3 credits
HIS 101	Western Civilization to 1689	3 credits
	or	
HIS 102	Western Civilization Post 1689	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
	or	
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
	or	
SPA 101	Elementary Spanish I	4 credits
SPA 102	Elementary Spanish II	4 credits
ART 101	Art History and Appreciation	3 credits
	or	
MUS 105	Music Appreciation	3 credits

GENERAL EDUCATION TRANSFER BLOCK
FOR BACCALAUREATE ENGINEERING MAJORS
Technical College Courses

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
CHM 111	College Chemistry II	4 credits(Prereq: CHM 110)
PHY 221	University Physics I	4 credits
MAT 140	Analytical Geometry & Calculus I	4 credits
MAT 141	Analytical Geometry & Calculus II	4 credits
HIS 101	Western Civilization to 1686	3 credits

Project Lead the Way (PLTW) Articulation Agreements. See institution list for PLTW courses accepted—Go to www.SCTRAC.org

TRANSFER BLOCK FOR SCIENCE AND MATHEMATICS MAJORS
Technical College Courses

ENG 101	English Composition I	3 credits
ENG 102	English Composition II	3 credits
MAT 140	Analytical Geometry & Calculus I	4 credits
HIS 102	Western Civilization Post 1689	3 credits
ENG 201	American Literature I	3 credits
	or	
ENG 202	American Literature II	3 credits
	or	
ENG 205	English Literature I	3 credits
	or	
ENG 206	English Literature II	3 credits
ART 101	Art History and Appreciation	3 credits
	or	
MUS 105	Music Appreciation	3 credits
	or	
THE 101	Introduction to Theatre	3 credits
PSY 201	General Psychology	3 credits
	or	
SOC 101	Introduction to Sociology	3 credits
PSC 201	American Government	3 credits
FRE 101	Elementary French I	4 credits
FRE 102	Elementary French II	4 credits
	or	
GER 101	Elementary German I	4 credits
GER 102	Elementary German II	4 credits
	**Total Credits:	6-8 credits

TRANSFER BLOCK FOR NURSING MAJORS

Currently in Revision –go to www.SCTRAC.org for current information.
For the Nursing Transfer Block, 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 for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

TRANSFER BLOCK FOR TEACHER EDUCATION MAJORS
Booklet Version provides information on all Education programs–go to www.SCTRAC.org for booklet and current information. HGTC has agreements with Coastal Carolina and Francis Marion Universities to benefit students interested in transfer for Teacher Education.   **<TOP>**

HGTC Courses Approved for Credit by Proficiency Exam

Registered students may challenge a limited number of courses with the approval of the appropriate Department Chair and Academic Associate Vice President/Dean and by paying appropriate fee(s). Students cannot receive credit by examination for a course that is equivalent to or at a lower level than that in which they are currently enrolled or for which they have previously enrolled. Students may not challenge any course that has been previously audited or failed. All prerequisites must be completed before taking a proficiency examination. Any student interested in Credit by Proficiency Examination can obtain an application at the Office of the Registrar's Office on the Conway Campus or the Office of the Coordinator of Student Affairs on either the Grand Strand or Georgetown campuses.

Applicant Procedures:
- Obtain an application for proficiency examination from advisor or from the Registrar's Office.
- Pay required fee per examination. NOTE: *Student must show proof of payment to the department chair/designee administering the examination before the examination is scheduled.*
- Schedule proficiency examination with appropriate department chair/designee or testing center. NOTE: *As most exams are scheduled for the third day of add/drop week, applicants are encouraged to schedule exams during the registration process.*
- A numerical grade of 75 or higher is needed in order to pass the exam and receive credit.

The following courses are approved for credit by proficiency exam.

ACC	111	Accounting Concepts
ACC	112	Organizational Accounting
ACC	124	Individual Tax Procedures
ACC	150	Payroll Accounting
AHS	102	Medical Terminology
AHS	141	Phlebotomy for the Healthcare Provider (lecture portion)
AOT	105	Keyboarding
AOT	110	Document Formatting
AOT	121	Machine Transcription
BUS	101	Introduction to Business
CPT	101	Introduction to Computers
CPT	168	Program Logic and Design
EGT	101	Basic Technical Drawing
EGT	151	Introduction to Auto CAD
MAT	101	Beginning Algebra
MAT	102	Intermediate Algebra
MAT	155	Contemporary Mathematics
MAT	170	Algebra, Geometry & Trigonometry I

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Transferring from HGTC

The associate in arts/sciences degree curriculum is designed to allow maximum transfer of credits. Go to www.SCTRAC.org for specific transfer information for SC public institutions, since transfer requirements for senior colleges and universities vary. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student plans to transfer. A student planning to transfer the first two years from HGTC to a senior college or university should visit www.SCTRAC.org for a copy of that institution's catalog and contact information for admissions, course equivalencies and related transfer information or visit that college's website for technical college transfer information.

Courses required in associate degrees in any of the technologies offered at HGTC may be accepted as transfer credit at four-year colleges and universities. Students should visit www.SCTRAC.org, see an academic advisor for further information, or check the website of the college or university of interest for further clarification and/or verification.

HGTC provides a variety of transfer opportunities through articulation agreements and letters of understanding with colleges and universities across the southeastern United States. For more specific information, the student should contact:

- www.SCTRAC.org or
- The appropriate Associate in Arts/Associate in Science faculty advisor on all three campuses

HGTC maintains a number of articulation agreements with in-state and out-of-state senior colleges and universities guaranteeing transfer credit to students who meet the criteria outlined in the agreements. In many cases, these agreements allow students to transfer to senior institutions at junior status. For specific information, students should contact the HGTC Admissions Office. It is the responsibility of students to plan a program of study to meet the specific requirements of the four-year college/university they plan to attend. A student's planning should include www.SCTRAC.org or contacting the program director at the four-year college/university to review the institution's academic requirements.

General Academic Degree Requirements

Students must successfully complete the required semester credit hours of the academic program with a minimum 2.00 grade point average to be eligible for graduation.

Further, students must submit a graduation application upon meeting the program requirements to be awarded a degree, diploma or certificate.

Some programs are approved for Cooperative Work Experience (CWE or SCWE). Check with your academic advisor.

Some programs have articulation agreements with baccalaureate institutions. Students should see their academic advisors or www.SCTRAC.org for details.

Electives must be chosen from courses on the associate degree level and are subject to the approval of the academic advisor.   **<TOP>**

Programs of Study

To access a clickable directory of HGTC associate degree, diploma and certificate program requirements, visit the online [Graduation Requirements page](#).

Overview

HGTC offers more than 60 programs of study in a wide variety of career areas, including many courses, classes and programs for transfer to senior institutions. Length of programs vary from several months to several years, depending upon t he student's ability to adhere to the recommended sequence of courses, academic success in required courses and whether the student is able to attend on a full- or part-time basis.

Students must take the courses listed in their respective curriculum display in order to complete their program and must adhere to prerequisites, where indicated. Also, a semester-by-semester sequence is indicated and students are advised to follow the suggested plan. However, specific ordering of courses may be altered as circumstances warrant. Please consult your academic advisor or directions from the displays.

Certain curriculum displays for pathways are for advisement purposes only. These displays represent agreements with select four-year institutions and select programs. Students completing the requirements in their display will receive an Associate in Arts, Associate in Science or Associate in Applied Science degree. Contact your academic advisor for additional information. Examples include:

Associate in Arts: Business
Associate in Science: Environmental Science
Associate in Science: Horticulture
Associate in Applied Science: Business

Students who plan to pursue a bachelor's degree should elect to enroll in the transferable English, mathematics, humanities, social sciences and behavioral sciences courses to fulfill degree requirements. The optional, college-transferable English sequence is ENG 101 and SPC 205. The optional, college-transferable math sequence is MAT 110 or MAT 120. Students should refer to Associate in Arts/Science course displays to determine the college-transferable humanities, social sciences, and behavioral sciences.

General Education Program Learning Outcomes

The General Education Program helps the student strengthen academic skills, broaden intellectual horizon, develop and explore new academic interest, reflect on pe rsonal and professional values, develop an appreciation for multiculturalism and build a foundation of knowledge for future course work and life-long learning. A ll associate degrees require a minimum of 15 s emester hour credits of general education which include at least one course from each of the following areas: h umanities/fine arts; social/behavioral sciences; natural sciences/mathematics. This general education core provides graduates with appropriate reading,

writing, oral communication, fundamental mathematical skills and the basic use of computers. (SBTCE Program Models)

Through the general education core all associate degree graduates will demonstrate the following competencies upon completion of their program of study:

- Communicate effectively
- Possess quantitative problem solving skills
- Think critically
- Display ethical and professional behavior in a multicultural environment
- Exhibit proficient use of information technology.

Student Grievance Procedure for Concerns Related to Faculty English Fluency

I. Purpose

The purpose of the Student Grievance Procedure for Concerns Related to Faculty English Fluency is designed to provide a system to address student complaints regarding the proficiency of their faculty member(s) in both the written and spoken English language.

II. Procedures

A. First Step

The student must file a written grievance with the Associate Vice President for Student Affairs and Campus Life. A grievance form shall be made available to the student by the Associate Vice President for Student Affairs. The Associate Vice President for Student Affairs will explain this grievance procedure to the student.

B. Second Step

The completed grievance form must be returned to the Associate Vice President for Student Affairs and he or she shall provide written acknowledgement of receipt of the grievance form to the student. This acknowledgement shall be given immediately or no later than two (2) working days after receipt of the grievance form from the student. The Associate Vice President for Student Affairs will then refer the grievance to the Vice President for Academic Affairs and Provost, Grand Strand Campus, who will convene the English Fluency Evaluation Committee for a proficiency evaluation using the procedures and methods described in Horry-Georgetown Technical College Procedure 3.1.14.1 – English Fluency Requirements for Faculty Employment.

The Committee will be provided with the written grievance form provided by the student. Within thirty (30) days of the filing of the grievance, the Committee will investigate the grievance and will provide the Associate Vice President for Student Affairs with a written report of its determination.

C. Third Step

The Associate Vice President for Student Affairs will provide the report of the Committee to the student within five (5) working days of receipt of the report from the Committee.

D.Fourth Step

The student may appeal the Committee's decision to the President of the College within ten (10) working days of receipt of the Committee report from the Associate Vice President for Student Affairs.

The President shall review the Committee's findings, conduct additional inquiries deemed necessary and will render a decision within ten (10) working days of receipt of the appeal. The decision of the President is final.

Programs of Study in Agriculture Technology

Degree: Associate in Applied Science
Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)
Credit Requirements: 77 semester credit hours

The Forestry Management Technology program trains students for the position of forest technician, a middle-management level professional trained to work with a graduate professional forester. The Forestry Management Technology program is accredited by the Society of American Foresters and is approved for Cooperative Work Experience. Graduates will be qualified for entry level positions with state and federal forest agencies, pulp and timber companies, consultant foresters and other employment where skills of surveying, timber cruising, map drawing and forest management are needed. Students have the opportunity to become certified in the following areas: TOP Logger, South Carolina Commercial Pesticide License, American Red Cross First Aid and CPR. HGTC offers the only two-year Forestry Management program in South Carolina.

FIRST SEMESTER (FALL)

ENG	155	Communications I*	3
FOR	102	Multiple Use of Forest Lands	3
FOR	118	Forest Drafting	2
FOR	130	Dendrology	3
FOR	154	Mensuration	3
MAT	101	Beginning Algebra*	3
		TOTAL	17

SECOND SEMESTER (Spring)

CPT	101	Intro to Computers	3
ENG	160	Technical Communications*	3
FOR	121	Woodland Safety and First Aid	1
FOR	156	Timber Cruising and Marking	4
FOR	258	Forest Surveying and Engineering	4
MAT	168	Intro to Geometry & Trigonometry	3
		TOTAL	18

THIRD SEMESTER (SUMMER)

FOR	220	SCWE in Forestry	8
		TOTAL	8

FOURTH SEMESTER (FALL)

FOR	230	Forest Products	2
FOR	257	Forest Ecology	2
FOR	265	Equipment and Timber Harvesting	4
FOR	269	Forest Statistics & Data Processing	3
FOR	271	Silviculture	4
PSY	103	Human Relations*	3
		TOTAL	18

FIFTH SEMESTER (SPRING)

FOR	240	Mapping and Photo Interpretation	3
FOR	263	Forest Management	4
FOR	268	Forest Protection Practices	4
PHI	110	Ethics	3
		Elective	2
		TOTAL	16
		TOTAL CREDIT HOURS	**77**

*Students continuing toward a bachelors degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor.

Degree: Associate in Applied Science
Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)
Emphasis: Timber Harvesting
Credit Requirements: 78 semester credit hours

The Forestry Management Technology program, Timber Harvesting Emphasis, trains students as a middle-management professional trained to work with a logger or graduate professional forester working in the timber procurement field. The program is approved for Cooperative Work Experience. Graduates will be qualified for entry level positions with pulp and timber companies, timber buyers and brokers, timber harvesting firms and other employment where skills of surveying, timber cruising, map drawing and forest management are needed. Students have the opportunity to become certified in the following areas: TOP Logger, South Carolina Commercial Pesticide License, American Red Cross First Aid and CPR. HGTC offers the only two-year Forestry Management Program in South Carolina.

FIRST SEMESTER (FALL)

ENG	155	Communications I*	3
FOR	102	Multiple Use of Forest Lands	3
FOR	105	Equipment Basics and Safety	3
FOR	130	Dendrology	3
FOR	154	Mensuration	3
MAT	155	Contemporary Mathematics	3
		TOTAL	18

SECOND SEMESTER (SPRING)

CPT	101	Introduction to Computers	3
ENG	160	Technical Communications*	3
FOR	121	Woodland Safety and First Aid	1
FOR	156	Timber Cruising and Marking	4
IMT	160	Preventative Maintenance	3
MAT	168	Intro. to Geometry and Trigonometry	3
		TOTAL	17

THIRD SEMESTER (SUMMER)

FOR	220	SCWE in Forestry	8
		TOTAL	8

FOURTH SEMESTER (FALL)

FOR	180	Industry and Government Standards	3
FOR	230	Forest Products	2
FOR	257	Forest Ecology	2
FOR	265	Equipment and Timber Harvesting	4
FOR	271	Silviculture	4
PSY	103	Human Relations*	3
		TOTAL	18

FIFTH SEMESTER (SPRING)

FOR	140	Timber Harvesting Operations	3
FOR	240	Mapping and Photo Interpretation	3
FOR	263	Forest Management	4
FOR	268	Forest Protection Practices	4
PHI	103	Workplace Ethics*	3
		TOTAL	17
		TOTAL CREDIT HOURS	**77**

*Students continuing toward a bachelors degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor.

Degree: Associate in Applied Science
Major: FORESTRY MANAGEMENT TECHNOLOGY (FOR3)
Emphasis: Wildlife Management
Credit Requirements: 79 semester credit hours

The Forestry Management Technology program with emphasis in Wildlife Management will train students for natural resource technician positions to work jointly with a graduate forester, wildlife biologist or other land management professional. The Forestry Management Technology program is approved for Cooperative Work Experience. Graduates will be qualified for entry-level positions with state and federal land management agencies, natural resource consulting firms and others involved in on-the-ground stewardship where skills of forest and wildlife management are needed. Students have the opportunity to become certified in the following areas: South Carolina Commercial Pesticide License, South Carolina Prescribed Burning Certification, and American Red Cross First Aid and CPR.

FIRST SEMESTER (FALL)

ENG	155	Communications I*	3
FOR	102	Multiple Use of Forest Lands	3
FOR	130	Dendrology	3
FOR	154	Mensuration	3
NRM	230	Wildlife Management	3
MAT	101	Beginning Algebra*	3
		TOTAL	18

SECOND SEMESTER (SPRING)

CPT	101	Introduction to Computers	3
ENG	160	Technical Communications*	3
FOR	121	Woodland Safety and First Aid	1
FOR	156	Timber Cruising and Marking	4
NRM	235	Wildlife Management Techniques	3
MAT	168	Intro to Geometry & Trigonometry	3
		TOTAL	17

THIRD SEMESTER (SUMMER)

FOR 220	SCWE in Forestry	8
	TOTAL	8

FOURTH SEMESTER (FALL)

FOR	269	Forest Statistics & Data Processing	3
FOR	271	Silviculture	4
NRM	130	Outdoor Recreation Management	3
NRM	151	Vertebrate Natural History	3
NRM	250	Wetland Ecology	3
PSY	103	Human Relations*	3
	OR		
PSY	201	General Psychology	
		TOTAL	18

FIFTH SEMESTER (SPRING)

FOR	240	Mapping and Photo Interpretation	3
FOR	263	Forest Management	4
FOR	268	Forest Protection Practices	4
PHI	110	Ethics	3
NRM	201	Soil Fertility and Plant Production	3
		TOTAL	17
		TOTAL CREDIT HOURS	**79**

*Students continuing toward a bachelors degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160; MAT 110 is recommended in place of MAT 101; and PSY 201 in place of PSY 103. Consult your academic advisor.

Degree: Associate in Applied Science
Major: GOLF & SPORTS TURF MANAGEMENT (GSTM)
Emphasis: Golf Course Management
Credit Requirements: 77 semester credit hours

This curriculum prepares students for golf and sports turf management employment in positions of superintendent, assistant superintendent or foreman. Other employment areas include turf management, sod production, park management, and turf products sales positions. HGTC offers the only two-year Golf and Sports Turf Management program in South Carolina.

FIRST SEMESTER (FALL)

ENG	101	English Composition I	3
HRT	110	Plant Form & Function	4
HRT	125	Soils	4
MAT	170	Algebra, Geometry & Trigonometry I	3
TUF	102	Turf Equipment	4
		TOTAL	18

SECOND SEMESTER (SPRING)

ENG	160	Technical Communications I **	3
TUF	172	Turf Management I	3
TUF	174	Turfgrass Pests I	3
SPA	155	Technical Spanish I	3
HRT	205	Computers in Horticulture	3
CWE	XX3	Cooperative Work Experience*	3
		TOTAL	18

THIRD SEMESTER (SUMMER)

TUF	201	SCWE in Golf Course Management	8
		TOTAL	8

FOURTH SEMESTER (Fall)

HRT	113	Plant Materials	3
SPC	101	Oral Communications **	2
TUF	175	Turfgrass Pests II	3
TUF	252	Turf Management II	3
TUF	272	Turf Irrigation & Drainage	5
		TOTAL	16

FIFTH SEMESTER (Spring)

TUF	215	Turf Business Practices	3
HRT	154	Grounds Maintenance	3
PSY	103	Human Relations **	3
TUF	262	Pesticides	3
TUF	274	Turf Records & Budgets	2
TUF	276	Golf Course Construction	3
		TOTAL	17
		TOTAL CREDIT HOURS	**77**

*Students must take CWE in the first or second semester and prior to TUF 201.
**Entering students following a bachelor's degree path are advised to take ENG 102, English Composition II, in place of ENG 160; SPC 205 Public Speaking, in place of SPC 101; and PSY 201, General Psychology, in place of PSY 103.

Degree: Associate in Applied Science
Major: GOLF & SPORTS TURF MANAGEMENT (GSTM)
Emphasis: Sports Turf Management
Credit Requirements: 75 semester credit hours

This curriculum prepares students for employment in sports turf management positions and other career areas, including turf management, sod production, park management, and turf products sales positions. HGTC offers the only two-year Golf and Sports Turf Management program in South Carolina.

FIRST SEMESTER (FALL)

ENG	101	English Composition I	3
HRT	110	Plant Form & Function	4
HRT	125	Soils	4
MAT	170	Algebra, Geometry & Trigonometry I	3
TUF	102	Turf Equipment	4
		TOTAL	18

SECOND SEMESTER (SPRING)

HRT	205	Computers in Horticulture	3
ENG	160	Technical Communications I **	3
TUF	172	Turf Management I	3
TUF	174	Turfgrass Pests I	3

TUF	204	Sports Turf Seminar	2
CWE	XX3	Cooperative Work Experience*	3
		TOTAL	17

THIRD SEMESTER (SUMMER)

| TUF | 203 | SCWE in Sports Turf Management | 8 |
| | | TOTAL | 8 |

FOURTH SEMESTER (FALL)

SPA	155	Technical Spanish I	3
SPC	101	Oral Communications**	2
TUF	175	Turfgrass Pests II	3
TUF	252	Turf Management II	3
TUF	278	Sports Field Construction & Drainage	3
		TOTAL	14

FIFTH SEMESTER (Spring)

TUF	215	Turf Business Practices	3
HRT	154	Grounds Maintenance	3
PSY	103	Human Relations**	3
TUF	262	Pesticides	3
TUF	173	Sports Turf Surveying & Layout	2
TUF	270	Techniques of Sports Field Maintenance	4
		TOTAL	18
		TOTAL CREDIT HOURS	**75**

*Students must take CWE in the first or second semester and prior to TUF 201.
**Entering students following a bachelor's degree path are advised to take ENG 102, English Composition II, in place of ENG 160; SPC 205 Public Speaking, in place of SPC 101; and PSY 201, General Psychology, in place of PSY 103.

Certificate: **LANDSCAPE MANAGEMENT**
Credit Requirements: 18 semester credit hours

The Landscape Management Certificate program is an evening program designed to give students technical knowledge and skills needed in the landscape profession. Some examples of employment opportunities include landscape and lawn care companies, university grounds departments, cemeteries, and retail garden centers. Each course is taught one night per week to accommodate individuals with a full-time work schedule. Courses are offered once per year, but flexible scheduling is available for students choosing to take longer to complete the program. Students are not required to take all six courses and may choose specific classes that meet individual needs.

FIRST SEMESTER (FALL)

HRT 113	Plant Materials	3
HRT 121	Commercial Irrigation	3
HRT 241	Turf Management	3
	TOTAL	9

SECOND SEMESTER (SPRING)

HRT 104	Landscape Design & Implementation	3
HRT 143	Insect/Pest Control	3
HRT 153	Landscape Construction	3
	TOTAL	9
	TOTAL CREDIT HOURS	**18**

Certificate: Natural Resources and Environment Certificate
Credit Requirements: 17 credit hours

This certificate provides student the opportunity to determine appropriate methods of management of varied natural resources. T his certificate is appropriate for those currently employed or seeking employment in natural resources industry or public agencies in the area of forestry, wildlife, outdoor recreation or conservation. Entry level positions include Forest Aide, Natural Resource Aide, Biological Science Aid, etc.

FIRST SEMESTER

FOR 102	Multiple Use of Forestlands	3*
FOR 154	Mensuration	3*
NRM 230	Wildlife Management I	3
	Total	9

SECOND SEMESTER

FOR 230	Forest Products	2*
NRM 130	Outdoor Recreation	
OR		
FOR 206	Forest Ecology	3*
NRM 231	Habitat Assessment & Applications	3
	Total	8
	TOTAL CREDIT HOURS	17

*Eligible for Clemson Transfer Credit with grade of "C" or better.

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Programs of Study in Arts & Science

Degree: Associate in Arts
Major: ASSOCIATE IN ARTS (AAA4)
Credit Requirements: 63 semester credit hours

The Associate in Arts Degree is designed for the student planning to transfer to a senior college/university program or for the student who wishes to broaden his or her general knowledge. The degree stresses communications, social sciences and humanities. Graduates of the Associate in Arts programs are prepared to transfer to a senior college or university and major in such areas as business administration, education, and liberal arts areas. Students who are undecided about their ultimate educational or career goals will find transfer courses that will apply toward their future major or career choice.

Transfer requirements for senior colleges/universities vary widely; visit www.SCTRAC.org for specific information. The transfer courses in this display should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student expects to transfer. Therefore, a student planning to transfer the first two years from HGTC to a senior college or university should visit www.SCTRAC.org or obtain a copy of that institution's catalog.

Transfer students accepted to Coastal Carolina University with an earned Associate of Arts or Associate of Science degree will have all core curriculum requirements waived. Transfer credits earned by the student may be applied to foundation, minor, cognate or major requirements or will be counted as electives. Course prerequisites and minimum credits earned requirements for the awarding of degrees still apply.

Students who plan to transfer to Coastal Carolina University (CCU) or Francis Marion University to pursue a baccalaureate degree in education should follow the Transfer Advisement Guides (Graduation Requirements) for Early Childhood, Elementary, Middle or Special Education Major. In order to maximize transfer credit, it is important to contact the CCU Transfer Coordinator, located on the Conway Campus in Building 1100, or the FMU Admissions Office for Transfer students.

GENERAL EDUCATION COURSES   30 SEMESTER HOURS
<u>English Composition and Speech</u>   9 Semester Hours
ALL of the following:
       ENG 101 English Composition I
       ENG 102 English Composition II
       SPC 205 Public Speaking

<u>Mathematics</u>   3 Semester Hours
ONE course to be chosen from:
       MAT 110 College Algebra OR
       MAT 120 Probability and Statistics OR

MAT 122   Finite College Mathematics OR
MAT 250   Education transfers only

Natural Sciences/Mathematics   6 Semester Hours
TWO courses to be chosen from:
AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, MAT 111,
MAT 120, MAT 122, MAT 130, PHY 201, PHY 202.

Humanities/Fine Arts   6 Semester Hours
TWO courses to be chosen from:
ART 101, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101,
FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, MUS 111, MUS 112, PHI 101, PHI
110, PHI 201, REL 103, SPA 101, SPA 102, THE 101.

Social/Behavioral Sciences   6 Semester Hours
TWO courses to be chosen from:
ANT 101, ECO 210, ECO 211, PSC 201, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102,
SOC 205.

MAJOR CONCENTRATION   15 SEMESTER HOURS
FOUR to FIVE courses to be selected from the following courses (CANNOT be used to fulfill
general education requirements):
ANT 101, ART 101, ART 108, ECO 210, ECO 211, ENG 201, ENG 202, ENG 205, ENG 206,
ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS
105, PHI 101, PHI 110, PHI 201, PSC 201, PSY 201, PSY 203, PSY 212, REL 103, SOC 101,
SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101.

OTHER REQUIRED COURSES   18 SEMESTER HOURS
Computers*   3 Semester Hours
      CPT 101   Introduction to Computers
                 OR
      CPT 170   Microcomputer Applications

FOUR to FIVE courses to be selected from the following: 15 Semester Hours
ACC 101, ACC 102, ANT 101, ART 101, ART 105, AST 101, AST 102, BIO 101, BIO 102,
BIO 210, BIO 211, CHM 110, CHM 111, COL 105*, CPT 101*, CPT 170*, ECO 210, ECO
211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE
101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT
130, MAT 140, MAT 141, MUS 105, MUS 111, MUS 112, PHI 110, PHY 201, PHY 202, PHY
221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101*, REL 103, SOC 101, SOC
102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101
NOTE: Recommended for Education transfers: EDU 110, E DU 241, MAT 250, M AT 251.
Early Childhood Education majors should follow HGTC Early Care and Education transfer path.

IMPORTANT: Courses used to complete one requirement cannot be the same courses used to
satisfy other requirements. The major concentration courses must be approved by an Associate in

Arts/Associate in Science advisor. Students must demonstrate satisfactory completion of all prerequisites for the courses selected.

*Transferability of CPT 101, C PT 170, C OL 105, and RDG 101 i s at the discretion of the receiving university or college.

Degree: Associate in Arts
Major: ASSOCIATE IN ARTS (AAA4)
Advisement Path: *Business*
Credit Requirements: 64 semester credit hours

This program is designed to prepare the student planning to transfer to a senior college/university in a Bachelor's Degree Program in Business. Graduates of this program are well prepared to transfer and major in the area of business. Students should confer with the institution they plan to attend and their academic advisor for appropriate selection of courses.
While these courses are included in the Statewide Transfer Block, transfer requirements for senior colleges/universities vary. The transfer courses in this model should be regarded as suggested courses, to be selected with academic advisor to plan a specific program of study for a senior college/university. T he student should consult the transfer institution to determine requirements.

GENERAL EDUCATION   9
    English Composition and Speech
    ENG 101, ENG 102, and SPC 205

MATHEMATICS   6
    MAT 110 and MAT 130

NATURAL SCIENCES   8
    BIO 101/102 orCHM 110/111or PHY 221/222
(Other natural science courses available, depending on specific transfer institution selected.)

HUMANITIES/FINE ARTS   6
    Choose one from two of the following three areas:
    Literature: ENG 205 or ENG 206
    History: HIS 101 or HIS 102
    Fine Arts: ART 101 or MUS 105
(Other Humanities/Fine Arts courses available, depending on specific transfer institution selected.)

SOCIAL/BEHAVIORAL SCIENCES   9
    ECO 210 and ECO 211*
    Choose one of the following:
    PSC 201, PSY 201 or SOC 101
     *Required. (Other social/behavioral science courses available, depending on specific transfer institution selected.)

FOREIGN LANGUAGES   8
    FRE 101/102 or SPA 101 or 102

OTHER REQUIRED COURSES
     Accounting   6
     ACC 101 AND ACC 102

     Computer Technology*   3
     CPT 170

     Business*   3
     BUS 240

*Transferability of CPT 170 and BUS 240 is at the discretion of the receiving institution.

HUMANITIES, COMMUNICATION
OR SOCIAL SCIENCES ELECTIVES   6
Choose two courses from the following:
     ANT 101, ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206 ENG 208,
     ENG 209, ENG 214, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 110,
     PHI 201, PSC 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205, THE 101

IMPORTANT: Students must satisfactorily complete all prerequisites for courses selected.
Courses used to complete one requirement cannot be used to satisfy other requirements.

Degree: Associate in Arts
Major: ASSOCIATE IN ARTS (AAA4)
Advisement Path: Transfer-Education
Credit Requirements: 66 semester credit hours

Students who are interested in transferring to a Teacher Education program at Coastal Carolina University should contact their Academic Advisor for information regarding the use of the Graduation Requirements/Advising Guide for Early Childhood Education, Elementary Education, Special Education or Middle Level Education. HGTC offers EDU 110 (Careers in Education), EDU 241 (Learners and Diversity), MAT 250 (Elementary Mathematics) and MAT 251(Elementary Mathematics II) for students planning to transfer to Teacher Education programs. Admission to the Professional School of Education at senior institutions requires passing scores on the PRAXIS I; HGTC offers IDS 104 for PRAXIS preparation. Visit www.SCTRAC.org to view transfer programs for education majors at Coastal Carolina University.

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Credit Requirements: 64 semester credit hours
The Associate in Science Degree is designed for the student planning to transfer to a senior college or university or for the student who wishes to broaden his or her general knowledge. The degree stresses mathematics, natural and physical sciences. Graduates of the Associate in

Science programs are prepared to transfer to a senior college or university and major in such areas as biology, chemistry, engineering, or pre-medicine. Students who are undecided about their ultimate educational or career goals will find transfer courses that apply toward future major or career choices.

Transfer requirements for senior colleges or universities vary. The transfer courses in this model should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior institution to which the student expects to transfer. Therefore, a student planning to transfer the first two years from HGTC to a senior college or university should obtain a copy of that institution's catalog.

Transfer students accepted to Coastal Carolina University with an earned Associate of Arts or Associate of Science degree will have all core curriculum requirements waived. Transfer credits earned by the student may be applied to foundation, minor, cognate or major requirements or will be counted as electives. Course prerequisites and minimum credits earned requirements for the awarding of degrees still apply.

Students who plan to transfer to Coastal Carolina University (CCU) or Francis Marion University to pursue a baccalaureate degree in education should follow the Transfer Advisement Guide for Early Childhood, Elementary and Special Education Majors. In order to maximize transfer credit, it is important to contact the CCU Transfer Coordinator, located on the Conway Campus in Building 1100, or the FMU Admissions Office for Transfer students.

GENERAL EDUCATION COURSES   32 CREDIT HOURS
English Composition and Speech   9 Semester Hours
ALL of the following:
    ENG 101   English Composition I
    ENG 102   English Composition II
    SPC 205   Public Speaking

Mathematics   3 Semester Hours
    MAT 110 College Algebra

Natural Sciences   8 Semester Hours
TWO courses to be chosen from:
AST 101, AST 102, BIO 101, BIO 102, BIO 210*, BIO 211*, CHM 110, CHM 111, CHM 211, PHY 201, PHY 202, PHY 221, PHY 222.

Humanities/Fine Arts   6 Semester Hours
TWO courses to be chosen from:
ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 224, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, HIS 214, MUS 105, MUS 111, MUS 112, PHI 101, PHI 110, PHI 201, REL 103, , REL 103, SPA 101, SPA 102, THE 101

Social/Behavioral Sciences   6 Semester Hours

TWO courses to be chosen from:
ANT 101, ECO 210, ECO 211, PSC 201, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205

MAJOR CONCENTRATION   16 SEMESTER HOURS
To be selected from the following courses and NOT used to fulfill general education requirements:
AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, BIO 225, CHM 110, CHM 111, CHM 211, CHM 212, MAT 140, MAT 141, MAT 111, MAT 120, MAT 122, MAT 130, PHY 201, PHY 202, PHY 221, and PHY 222.

OTHER REQUIRED COURSES   16 SEMESTER HOURS

Computer   3 Semester Hours
        *CPT 101 Introduction to Computers
                     OR
        *CPT 170 Microcomputer Applications

FOUR to FIVE courses to be selected from the following: 13 Semester Hours
ACC 101, ACC 102, ANT 101, ART 101, ART 105, ART 108, AST 101, AST 102, BIO 101, BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, COL 105*, CPT 101*, CPT 170*, ECO 210, ECO 211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122, MAT 130, MAT 140, MAT 141, MUS 105, MUS 111, MUS 112, PHI 110, PHY 201, PHY 202, PHY 221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101*, REL 103, SOC 101, SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101
NOTE: Recommended for Education transfers: EDU 110, EDU 241, MAT 250, MAT 251. Early Childhood Education majors should follow HGTC Early Care and Education transfer path.

IMPORTANT: Courses used to complete one requirement cannot be the same courses used to satisfy other requirements. The major concentration courses must be approved by an Associate in Arts/Associate in Science advisor. Students must demonstrate satisfactory completion of all prerequisites for the courses selected.

* Transferability of CPT 101, CPT 170, COL 105 and RDG 101 is at the discretion of the receiving university or college.

Degree: Associate in Science (AAS5)
Major: ASSOCIATE IN SCIENCE
Advisement Path: Environmental Science
Credit Requirements: 64 semester credit hours

The Environmental Science courses in the Associate in Science degree is designed for students seeking acceptance in Environmental Science programs at the two-year level, or programs at

senior institutions such as Coastal Carolina University, Clemson University, or the University of South Carolina. Such programs may include Marine Science Environmental Toxicology and Geography.

The courses suggested for this program are intended to help prepare students for the demands of the environmental science, degrees and are those courses needed to fulfill the degree requirements of most institutions. A student planning to transfer to another college or university should obtain a copy of that institutions catalog to ensure courses will transfer and apply to their chosen degree.

GENERAL EDUCATION COURSES   32 CREDIT HOURS
English Composition and Speech   9 Semester Hours
ALL of the following:
    ENG 101   English Composition I
    ENG 102   English Composition II
    SPC 205   Public Speaking

Mathematics   3 Semester Hours
ONE course to be chosen from:
    MAT 110   College Algebra OR
    MAT 120   Probability and Statistics

Natural Sciences   8 Semester Hours
TWO courses to be chosen from:
BIO 101, BIO 102, BIO 210*, BIO 211*, CHM 110, CHM 111, PHY 201, PHY 202, PHY 221, PHY 222

Humanities/Fine Arts   6 Semester Hours
TWO courses to be chosen from:
ART 101, ART 108, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214, ENG 224, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202,HIS 214, MUS 105, MUS 111, MUS 112, PHI 101, PHI 110, PHI 201, REL 103, SPA 101, SPA 102, THE 101

Social/Behavioral Sciences   6 Semester Hours
TWO courses to be chosen from:
ANT 101, ECO 210, ECO 211, PSC 201, PSY 201, PSY 203, PSY 212, SOC 101, SOC 102, SOC 205

MAJOR CONCENTRATION   16 SEMESTER HOURS
FOUR to FIVE courses to be selected from the following courses (CANNOT be used to fulfill general education requirements):
BIO 101, BIO 102, CHM 110, CHM 111, EVT 120, EVT 201, EVT 220.

OTHER REQUIRED COURSES   16 SEMESTER HOURS

<u>Computer</u>   3 Semester Hours
    *CPT 101 Introduction to Computers
          OR
    *CPT 170 Microcomputer Applications

Choose FOUR to FIVE courses from this list: 13 SEMESTER HOURS
ACC 101, ACC 102, ANT 101, ART 101, ART 105, ART 108, AST 101, AST 102, BIO 101,
BIO 102, BIO 210, BIO 211, CHM 110, CHM 111, COL 105*, CPT 101*, CPT 170*, ECO 210,
ECO 211, EDU 110, ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, ENG 209, ENG 214,
FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MAT 111, MAT 120, MAT 122,
MAT 130, MAT 140, MAT 141, MUS 105, MUS 111, MUS 112, PHI 110, PHY 201, PHY 202,
PHY 221, PHY 222, PSC 201, PSY 201, PSY 203, PSY 212, RDG 101*, REL 103, SOC 101,
SOC 102, SOC 205, SPA 101, SPA 102, SPA 201, THE 101.

IMPORTANT: Courses used to complete one requirement cannot be the same courses used to satisfy other requirements. The major concentration courses must be approved by an Associate in Arts/Associate in Science advisor. Students must demonstrate satisfactory completion of all prerequisites for the courses selected.

* Transferability of CPT 101, CPT 170, COL 105 and RDG 101 is at the discretion of the receiving university or college.

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Advisement Path: *Horticulture*
Credit Requirements: 66 semester credit hours

The Associate Degree in Science with a Horticulture emphasis is designed for the student seeking acceptance into Clemson University's Bachelor Degree Program in Horticulture. This degree path will allow the graduating HGTC student eligibility for acceptance into Clemson's Horticulture Program with Junior status and completion of the Bachelor's degree with two additional years of study at Clemson University. This path allows the motivated student to take advantage of a two plus two arrangement between HGTC and Clemson University.

FIRST SEMESTER (FALL)
ENG 101	English Composition I	3
BIO 101	Biological Science I	4
HRT 110	Plant Form & Function	4
HIS 101	Western Civilization to 1689*	3
	TOTAL	14

SECOND SEMESTER (SPRING)
ENG 102	English Composition II	3
HRT 125	Soils	4

MAT 120	Probability and Statistics	3
HRT 104	Landscape Design & Implementation	3
CPT 101	Introduction to Computers	3
	TOTAL	16

THIRD SEMESTER (SUMMER)

| HRT 273 | SCWE in Horticulture Sciences | 3 |
| | TOTAL | 3 |

FOURTH SEMESTER (FALL)

MAT 130	Elementary Calculus	3
SPC 205	Public Speaking	3
CHM 110	College Chemistry I	4
BIO 102	Biological Science II	4
HRT 153	Landscape Construction	3
	TOTAL	17

FIFTH SEMESTER (SPRING)

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics*	3
CHM 111	College Chemistry II	4
ENG 201	American Literature I***	3
SPA 155	Technical Spanish I	3
	TOTAL	16
	TOTAL CREDIT HOURS	**66**

*Optional courses for HIS 1O1-HIS 102; ECO 210-PSC 201, PSY 201, ECO 211
***Literature (can choose from any of the following as well as ENG 201): ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 and ENG 214.

Degree: Associate in Science
Major: ASSOCIATE IN SCIENCE (AAS5)
Advisement Path: *Turfgrass Science*
Credit Requirements: 70 semester credit hours

The Associate Degree in Science with a Turfgrass emphasis is designed for the student seeking acceptance into Clemson University's Bachelor Degree Program in Turfgrass Management. This degree path will allow the graduating HGTC student eligibility for acceptance into Clemson's Turfgrass Management Program with Junior status and completion of the Bachelor's degree with two additional years of study at Clemson University. This path allows the motivated student to take advantage of a two plus two arrangement between HGTC and Clemson University.

FIRST SEMESTER (FALL)

| ENG 101 | English Composition I | 3 |

HRT 125	Soils	4
MAT 110	College Algebra	3
HRT 110	Plant Form & Function	4
SOC 101	Introduction to Sociology*	3
	TOTAL	17

SECOND SEMESTER (SPRING)

ENG 102	English Composition II	3
BIO 101	Biological Science I	4
MAT 130	Elementary Calculus	3
TUF 172	Turf Management I	3
CPT 101	Introduction to Computers	3
	TOTAL	16

THIRD SEMESTER (SUMMER)

TUF 190	SCWE in Turfgrass Management	5
	TOTAL	5

FOURTH SEMESTER (FALL)

MAT 120	Probability and Statistics	3
SPC 205	Public Speaking	3
CHM 110	College Chemistry I	4
HRT 113	Plants Material	3
TUF 252	Turf Management II	3

TOTAL 16

FIFTH SEMESTER (SPRING)

ACC 101	Accounting Principles I	3
ECO 210	Macroeconomics*	3
CHM 111	College Chemistry II	4
ENG 201	American Literature I***	3
SPA 155	Technical Spanish I	3
	TOTAL	16
	TOTAL CREDIT HOURS	**70**

*Optional courses for SOC 1O1, ECO 210: SOC 205, PSC 201, PSY 201, ECO 211
***Literature (can choose from any of the following as well as ENG 201): ENG 202, ENG 205, ENG 206, ENG 208, ENG 209 and ENG 214.

Certificate: **GENERAL STUDIES (GES7)**
Credit Requirements: 24 semester credit hours

The General Studies Certificate is designed for students planning to continue their education at the post-secondary level. The certificate includes general education courses that transfer into a variety of academic disciplines. The certificate is ideal for the student who intends to transfer to a college within the South Carolina Technical College system or a four-year institution of higher learning, but is undecided about a particular academic program of study.

FIRST SEMESTER (FALL)

ENG	101	English Composition I	3
HIS	101	Western Civilization to 1689	
		OR	
HIS	201	American History: Discovery-1877	3
SOC	101	Introduction to Sociology	3
PSY	201	General Psychology	3
		TOTAL	12

SECOND SEMESTER (SPRING)

ENG	102	English Composition II	3
SPC	205	Public Speaking	3
MAT	110	College Algebra	
		OR	
MAT	120	Probability and Statistics	3
		Elective	3
		TOTAL	12
		TOTAL CREDIT HOURS	**24**

Programs of Study in Business

Degree: Associate in Applied Science
Major: ACCOUNTING (ACC3)
Credit Requirements: 69 semester credit hours

This program is designed to prepare students for a career in public and private sectors in the field of accounting. A graduate of this program will be qualified for most entry-level accounting positions, such as payroll clerk, accounts payable and accounts receivable clerks, tax preparers and junior accountants.

FIRST SEMESTER (FALL)

ACC	111	Accounting Concepts	3
BUS	101	Introduction to Business	3
ENG	155	Communications I	3
CPT	170	Microcomputer Applications	3
		TOTAL	12

SECOND SEMESTER (SPRING)

ACC	112	Organizational Accounting	3
ACC	***	Elective	3
BAF	101	Personal Finance	3
ENG	160	Technical Communications	3
MAT	101**	Beginning Algebra	3
		TOTAL	15

THIRD SEMESTER (SUMMER)

ACC	102	Accounting Principles II	3
ACC	124	Individual Tax Procedures	3
ACC	***	Elective	3
BUS	121	Business Law I	3
		TOTAL	12

FOURTH SEMESTER (FALL)

ACC	125	Adv. Individual Tax Procedures	3
ACC	201	Intermediate Accounting I	3
ACC	245	Accounting Applications	3
BUS	220	Business Ethics	3
		Humanities*	3
		TOTAL	15

FIFTH SEMESTER (SPRING)

ACC	202	Intermediate Accounting II	3
ACC	230	Cost Accounting I	3
ACC	291	Certified Bookkeeper Review	3

BUS	240	Business Statistics	3
ECO	210	Macroeconomics	
		OR	
ECO	211	Microeconomics	3
		TOTAL	15
		TOTAL CREDIT HOURS	**69**

*Humanities: Choose one from: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101, or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208, or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.
** Mathematics: Students who did not meet the COMPASS scores for placement in MAT 101 should complete MAT 155 or MAT 032 during the first semester.
***ACC electives: Select from the following: ACC 150, ACC 240, A)T 261, BUS 270.

Degree: Associate in Applied Science
Major: ADMINISTRATIVE OFFICE TECHNOLOGY (ADT3)
Credit Requirements: 69 semester credit hours

This program prepares students for positions as administrative office professionals and office managers. Upon completion, students will have the customer service, communication, Internet, software, and office management skills to be an efficient and effective member of an office team. Graduates find employment opportunities in the following fields: public relations, banks, education, legal and medical offices, retailers, construction companies, government agencies, investment firms, and real estate companies. Students must have a "C" or better in all AOT classes and prerequisites to graduate.

FIRST SEMESTER (FALL)

ENG	155	Communications I	3
AOT	105	Keyboarding	3
AOT	134	Office Communications	3
AOT	161	Records Management	3
AOT	162	Basic Information Processing	3
		TOTAL	15

SECOND SEMESTER (SPRING)

ENG	160	Technical Communications	3
MAT	155	Contemporary Mathematics	3
AOT	110	Document Formatting	3
AOT	165	Info. Processing Software (Word)	3
AOT	234	Admin. Office Communications	3
		TOTAL	15

THIRD SEMESTER (SUMMER)

AOT	121	Machine Transcription	3
AOT	180	Customer Service	3
AOT	210	Document Production	3
AOT	265	Office Desktop Publishing (Publisher)	3
		TOTAL	12

FOURTH SEMESTER (FALL)

AOT	133	Professional Development	3
AOT	256	Office Management Skills	3
AOT	261	Office Spreadsheet Applications (Excel)	3
AOT	269	Internet Skills for the Work Place	3
PHI	103	Workplace Ethics	3
		TOTAL	15

FIFTH SEMESTER (SPRING)

AOT	239	Computerized Office Accounting	3
AOT	254	Office Simulation	3
AOT	263	Office Database Apps. (Access)	3
PSY	103	Human Relations	3
		TOTAL	12
		TOTAL CREDIT HOURS	**69**

Diploma: ADMINISTRATIVE SUPPORT (ADM1)
Credit Requirements: 42 semester credit hours

This curriculum prepares students for entry-level office occupations. This program is ideal for students who are looking for a one-year program that will provide them with skills needed for many office positions. Students must have a "C" or better in all AOT classes to graduate.

FIRST SEMESTER (FALL)

ENG	155	Communications I	3
AOT	105	Keyboarding	3
AOT	134	Office Communications	3
AOT	161	Information Management	3
AOT	162	Basic Information Processing	3
		TOTAL	15

SECOND SEMESTER (SPRING)

MAT	155	Contemporary Mathematics	3

AOT	110	Document Formatting	3
AOT	165	Info. Processing Software (Word)	3
AOT	239	Computerized Office Accounting	3
PSY	103	Human Relations	3
		TOTAL	15

THIRD SEMESTER (SUMMER)

AOT	121	Machine Transcription	3
AOT	180	Customer Service	3
AOT	261	Office Spreadsheet Apps. (Excel)	3
AOT	210	Document Production	3
		TOTAL	12
		TOTAL CREDIT HOURS	**42**

Certificate: BASIC BUSINESS (BUS7)
Credit Requirements: 24 semester credit hours

This certificate is designed to prepare students for entry into the Associate Degree in General Business program. It is also designed to provide students who are not interested in pursuing an associate degree with some basic skills in the field of business for an entry-level position into a business career.

Students may transfer some of the credit hours toward completion of the Associate Degree in General Business.

FIRST SEMESTER (FALL)

BUS	101	Introduction to Business	3
ENG	155	Communications I	3
MAT	155	Contemporary Mathematics	3
		Business Elective	3
		TOTAL	12

SECOND SEMESTER (SPRING)

CPT	170	Microcomputer Applications	3
ENG	160	Technical Communications	3
MGT	101	Principles of Management	3
		Business Elective	3
		TOTAL	12
		TOTAL CREDIT HOURS	**24**

* Business Courses: Students must choose business electives from the following: ACC 111, ACC 112, AOT 105, BUS 121, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135.

Degree: Associate in Applied Science
Major: CULINARY ARTS TECHNOLOGY (CAT3)
Credit Requirements: 70 semester credit hours

Accredited by the American Culinary Federation Educational Institute Accrediting Commission, this program provides quality instruction in all aspects of the culinary field. Courses offered include a la carte preparation, baking, management, nutrition, merchandising, menu planning and other subjects. Hands-on experience is gained through work in the College's dining facilities.

FIRST SEMESTER (FALL)

ENG	155	Communications I	3
HOS	101	Principles of Food Production I	3
HOS	140	The Hospitality Industry	3
HOS	155	Hospitality Sanitation	3
MAT	155	Contemporary Mathematics	3
		TOTAL	15

SECOND SEMESTER (SPRING)

CPT	101	Introduction to Computers	3
ACC	111	Accounting Concepts	3
		OR	
BAF	101	Personal Finance	
ENG	160	Technical Communications	3
HOS	103	Nutrition	3
HOS	110	Food Production Management	3
HOS	120	Bakeshop Production	3
		TOTAL	18

 THIRD SEMESTER (SUMMER)

HOS	210	SCWE in Culinary Arts	6
		TOTAL	6

FOURTH SEMESTER (FALL)

HOS	201	A La Carte I	3
HOS	220	Advanced Bakeshop	3
HOS	225	Buffet Organization	4
HOS	235	Menu Planning	3
MGT	101	Principles of Management	3
		TOTAL	16

FIFTH SEMESTER (SPRING)

HOS	202	A La Carte II	3
HOS	265	Hotel, Restaurant & Travel Law	3
		Humanity	
		OR	
SPA	155	Technical Spanish I	3

MKT	101	Marketing	3
PSY	103	Human Relations	3
		OR	
PSY	201	General Psychology	
		TOTAL	15
		TOTAL CREDIT HOURS	**70**

Degree: Associate in Applied Science
Major: GENERAL BUSINESS (BUS3)
Credit Requirements: 69 semester credit hours

This program prepares students for a career as a prospective member of management. Through training in all phases of organization, management and business procedures, program graduates will be qualified for most positions in business, such as manager-trainee, junior accountant or sales representative. Students may tailor courses to a concentration on marketing or management.

FIRST SEMESTER (FALL)

ACC	111	Accounting Concepts	3
BUS	101	Introduction to Business	3
CPT	170	Microcomputer Applications	3
ENG	155	Communications I	3
		TOTAL	12

SECOND SEMESTER (SPRING)

ACC	112	Organizational Accounting	3
ENG	160	Technical Communications	3
MAT	101**	Beginning Algebra	3
MGT	101	Principles of Management	3
MKT	101	Marketing	3
	TOTAL		15

THIRD SEMESTER (SUMMER)

ACC	102	Accounting Principles II	3
ACC	124	Individual Tax Procedures	3
BUS	121	Business Law I	3
MKT	110	Retailing	3
		TOTAL	12

FOURTH SEMESTER (FALL)

BAF	101	Personal Finance	3
BUS	220	Business Ethics	3
ECO	210	Macroeconomics	

		OR	
ECO	211	Microeconomics	3
MGT	201	Human Resources Management	3
MKT	135	Customer Service Techniques	3
		TOTAL	15

FIFTH SEMESTER (SPRING)

BAF	260	Financial Management	3
BUS	240	Business Statistics	3
Business Elective***			3
IDS	201	Leadership Development (Humanities electives)*	3
MGT	150	Fundamentals of Supervision	3
		TOTAL	15
		TOTAL CREDIT HOURS	**69**

**Mathematics: Students who do not meet the math placement score for MAT 101 should take MAT 155 or MAT 032 during the first semester.

***Business Elective: Select from the following: ACC 125, ACC 150, ACC 201, ACC 202, ACC 230, ACC 240, ACC 245, ACC 291, ACC 265, BUS 210, BUS 270, CPT 270, ECO 210, ECO 211, MGT 120, MKT 120, **MKT** 210, MKT 240, MKT 250, AOT 105.

*Humanities Elective: IDS 201, Leadership Development, is the preferred course. Should IDS 201 not be available, other courses are permissible with specific permission of the student's advisor. Examples include: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101 or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.

Degree**: Associate in Applied Science**
Major: **GENERAL BUSINESS (BUS3)**
Emphasis**: Fire Service Administration**
Credit Requirements**: 69 semester credit hours**

This program prepares students for career advancement in Fire Service Administration in Horry and Georgetown Counties. Using a Statewide agreement, HGTC will award credit for courses successfully completed through the SC Fire Academy (SCFA) or National Fire Academy (NFA). These courses must be displayed on an official transcript provided by SCFA/NFA to the HGTC Admissions Office. Credit will be awarded only for courses which meet American Council on Education recommendations and which reflect a transcript grade and include a final examination. Credit is awarded on the basis of one half (.5) credit for every 15 contact hours, up to a maximum of 18 credit hours.

FIRST SEMESTER (FALL)

*ACC 101	Accounting Principles I	3
	OR	
ACC 111/112	Accounting Concepts I, II	3
BUS 101	Introduction to Business	3
*ENG 101	English Composition	3
CPT 101	Introduction to Computers	
	OR	
CPT 170	Microcomputer Applications	3
	TOTAL	12

SECOND SEMESTER (SPRING)

ECO 210	Macroeconomics	
	OR	
ECO 211	Microeconomics	3
*MAT 110/120	College Algebra/	
	Probability & Statistics	3
MGT 101	Principles of Management	3
MKT 101	Marketing	
	OR	
MKT 135	Customer Service	3
	TOTAL	12

THIRD SEMESTER (SUMMER)

ACC 102	Accounting Principles II	3
BUS 121	Business Law I	3
PSC 201	American Government (or SCFA course)	3
	TOTAL	6/9

FOURTH SEMESTER (FALL)

BUS 220	Business Ethics	3
MGT 201	Human Resource Management	3
*PSY 103	Human Relations	3
*SPC 205	Public Speaking	3
	TOTAL	12

FIFTH SEMESTER (SPRING)

BAF 260	Financial Management	3
BUS 240	Business Statistics	3
MGT 150	Fundamentals of Supervision	3
IDS 201	Leadership Development	
	(Humanities elective)	3
	TOTAL	12
	TOTAL CREDIT HOURS	**69**

(54 + 15 Fire Academy credits)

*For transfer to senior institution, students should select the following transfer courses: ACC 101 for ACC 111 +112; ENG 101 and SPC 205 for ENG 155 and 160:MAT 110 or 120 for MAT 101; PSY 201 for PSY 103

Degree: Associate in Applied Science
Major: GENERAL BUSINESS (BUS3)
Emphasis: Hospitality Management
Credit Requirements: 69 semester credit hours

This program prepares students for employment in the management of the hospitality industry, including lodging, tourism and food services. Students will be qualified with business/management as well as with hospitality management skills in order to be competitive in a variety of career management positions. Students will participate in Supervised Cooperative Work Experience to enhance their knowledge of hospitality management operations.

FIRST SEMESTER (FALL)

ACC	111	Accounting Concepts	3
CPT	170	Microcomputer Applications	3
ENG	155	Communications I	3
		OR	
ENG	101	English Composition I	
HOS	140	Hospitality Industry	3
MAT	101	Mathematics	3
		TOTAL	15

SECOND SEMESTER (SPRING)

ACC	112	Accounting Concepts II	3
ENG	160	Technical Communications	3
		OR	
ENG	102	English Composition II	
		AND	
SPC	205	Public Speaking	
HOS	150	Hotel Management	3
HOS	265	Hotel, Restaurant and Travel Law	3
MGT	101	Introduction to Management	5
		TOTAL	15

THIRD SEMESTER (SUMMER)

ACC	102	Accounting Principles II	3
HOS	272	SCWE in Hospitality Management	3
MKT	120	Sales Principles	3
		TOTAL	9

FOURTH SEMESTER (FALL)

HOS	255	Food Service Management	3
HOS	258	Convention Management	3
MGT	201	Human Resources Management	3
MKT	135	Customer Service Techniques	3
ECO	210	Microeconomics	3
		OR	
ECO	211	Macroeconomics	
		OR	
PSY	201	General Psychology	
		TOTAL	15

FIFTH SEMESTER (SPRING)

BAF	240	Business Statistics	3
		OR	
BAF	260	Financial Management	
HOS	171	Food and Beverage Control	3
HOS	256	Hospitality Management Concepts	3
MGT	150	Fundamentals of Supervision	3
SPA	101	Spanish I	3
		OR	
SPA	155	Technical Spanish	
		TOTAL	15
		TOTAL CREDIT HOURS	**69**

*Students who plan to transfer to a baccalaureate program should make the following course selections: ENG 101 for ENG 155; ENG 102 and SPC 205 for ENG 160; MAT 110 for MAT 101; SPA 101 for SPA 155.

Degree: Associate in Applied Science
Major: GENERAL BUSINESS (BUS3)
Emphasis: *Marketing*
Credit Requirements: 69 semester credit hours

FIRST SEMESTER (FALL)

ACC	111	Accounting Concepts	3
BUS	101	Introduction to Business	3
ENG	155	Communications I	3
CPT	170	Microcomputer Applications	3
MKT	101	Principles of Marketing	3
		TOTAL	15

SECOND SEMESTER (SPRING)

ACC	112	Organizational Accounting	3
BAF	101	Personal Finance	3
MKT	135	Customer Service	3
ENG	160	Technical Communications	3
MAT	101*	Beginning Algebra	3
		TOTAL	15

THIRD SEMESTER (SUMMER)

ACC	102	Accounting Principles II	3
BUS	121	Business Law I	3
MGT	101	Principles of Management	3
MKT	120	Sales Principles	3
		TOTAL	12

FOURTH SEMESTER (FALL)

BUS	210	Intro. to E-Commerce in Business	3
BUS	220	Business Ethics	3
MGT	150	Fundamentals of Supervision	3
MGT	201	Human Resources Management	3
MKT	250	Consumer Behavior	3
		TOTAL	15

FIFTH SEMESTER (SPRING)

MKT	240	Advertising	3
BUS	240	Business Statistics	3
ECO	210	Macroeconomics	3
		OR	
ECO	211	Microeconomics	
IDS	201	Leadership Development	
		(Humanities elect)**	3
		TOTAL	12
		TOTAL CREDIT HOURS	**69**

*Mathematics: Students who do not meet the math placement score for MAT 101 should take MAT 155 or MAT 032 during the first semester.

**Humanities Elective: IDS 201, Leadership Development, is the preferred course. Should IDS 201 not be available, other courses are permissible with specific permission of the student's advisor. Examples include: ART 101, FRE 101, FRE 102, HIS 101, HIS 102, HIS 201, HIS 202, MUS 105, PHI 101, PHI 103, PHI 110, SPA 101 or SPA 102. ENG 201, ENG 202, ENG 205, ENG 206, ENG 208 or ENG 209 may be chosen, but only if ENG 101 and ENG 102 have been completed.

<TOP>

Programs of Study in Computer Technology

Certificate: **CERTIFIED CISCO NETWORKING ASSOCIATE (CCN6)**
Credit Requirements: 12 semester credit hours

The Certified CISCO Networking Associate (CCNA) certificate program is designed to meet the demands and opportunities of an information economy. This program prepares individuals to build and maintain local and wide area networks. Closely corresponding to the real world, the curriculum enables students to acquire hands-on experience with the building blocks of today's global information networks. Students learn by doing as they design and bring to life local and wide area networks. Based on the CISCO networking academies training program, this program prepares students for the CISCO Certified Networking Associate exam. Students must maintain a "C" or better in this entire certificate to complete the certificate.

FIRST SEMESTER FIRST HALF
IST 201 CISCO Internetworking Concepts   3

FIRST SEMESTER SECOND HALF
IST 202 CISCO Router Configuration   3
   TOTAL   6

SECOND SEMESTER FIRST HALF
IST 203 Advanced CISCO Router Configuration   3

SECOND SEMESTER SECOND HALF
IST 204 CISCO Troubleshooting   3
   TOTAL   6
   TOTAL CREDIT HOURS 12

Degree: **Associate in Applied Science**
Major: **COMPUTER TECHNOLOGY (CPT3)**
Emphasis: *Programming*
Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a "C" or better in all CPT and IST classes to graduate.

TRANSFER OPPORTUNITIES: HGTC has developed transfer agreements to benefit students interested in earning the Bachelor's Degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor's degree should follow the

Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University.

FIRST SEMESTER (FALL)
CPT 170 Microcomputer Applications	3	
CPT 168 Programming Logic and Design	3	
IST 166 Network Fundamentals	3	
MAT 101 Beginning Algebra*	3	
PHI 103 Workplace Ethics*		3
TOTAL	15	

SECOND SEMESTER (SPRING)
CPT 176 Micro Operating Systems		3
CPT 209 Computer Systems Management		3
CPT 187 Object Oriented Logic and Design		3
CPT 270 Advanced Microcomputer Applications	3	
MAT 122 Finite College Math*	3	
TOTAL	15	

THIRD SEMESTER (SUMMER)
IST 225 Internet Communications	3	
CPT 260 Operating Systems and Web Servers	3	
ENG 155 Communications I*	3	
CPT 186 Visual Basic I	3	
PSY 103 Human Relations*	3	
TOTAL	15	

FOURTH SEMESTER (FALL)
CPT 162 Introduction to Web Page Publishing	3	
CPT 242 Database	3	
CPT 163 Introduction to Multimedia for Web Pages	3	
CPT 286 Visual Basic II	3	
Elective	3	
TOTAL	15	

FIFTH SEMESTER (SPRING)
ENG 160 Technical Communications*	3	
CPT 262 Advanced Web Page Publishing	3	
CPT 264 Systems and Procedures	3	
IST 292 Fundamentals of Network Security	3	
Elective or CWE	3	
TOTAL	15	
TOTAL CREDIT HOURS	**75**	

*Students interested in the Transfer & University Parallel Programs may substitute the following courses: MAT 110 College Algebra for MAT 101 Beginning Algebra; PSY 201

General Psychology for PSY 103 Human Relations; ENG 101 English Composition I; SPC 205 Public Speaking for ENG 155 Communications I; ENG 102 English Composition II for ENG 160 Technical Communications; and PHI 110 Ethics for PHI 103 Workplace Ethics.
**CPT 213 or CPT 236 or CPT 294 or CPT 280 or IST 164 or IST 290 or CWE XX3

Degree: **Associate in Applied Science**
Major: **COMPUTER TECHNOLOGY (CPT3)**
Emphasis: *Networking*
Credit Requirements: 75 semester credit hours

This curriculum prepares students for entry-level positions in several computer-related professions. After completing a year in general computer courses, students select an emphasis in Programming or Networking. Students who select a Programming emphasis will be skilled in programming languages, providing them the potential to work as business application programmers, database managers and system analysts. The Networking emphasis provides students skills in network architecture, network design, and LAN services and support. Students must have a "C" or better in all CPT and IST classes to graduate.

TRANSFER OPPORTUNITIES: HGTC has developed transfer agreements to benefit students interested in earning the Bachelor's Degree in Computer Technology or Information Sciences. Students who plan to transfer to pursue a bachelor's degree should follow the Transfer Advisement Guide and plan course selections with the Computer Technology faculty advisor. For students interested in continuing through an online program, HGTC has a transfer agreement with Western Kentucky University.

FIRST SEMESTER (FALL)
CPT 170 Microcomputer Applications	3	
CPT 168 Programming Logic and Design	3	
IST 166 Network Fundamentals	3	
MAT 101 Beginning Algebra	3	
PHI 103 Workplace Ethics	3	
TOTAL		15

SECOND SEMESTER (SPRING)
CPT 176 Micro Operating Systems	3	
CPT 209 Computer Systems Management	3	
CPT 187 Object Oriented Logic and Design	3	
CPT 270 Advanced Microcomputer Applications	3	
MAT 122 Finite College Math	3	
TOTAL		15

THIRD SEMESTER (SUMMER)
IST 161 Introduction to Network Administration 3
CPT 260 Operating Systems and Web Servers   3
ENG 155 Communications I   3
IST 162 Introduction to Workstation

Networking Administration	3	
PSY 103 Human Relations		3
TOTAL	15	

FOURTH SEMESTER (FALL)

IST 165 Implementing & Administering		
Network Directory Services	3	
IST 261 Advanced Network Administration		3
ENG 160 Technical Communications	3	
CPT 242 Database	3	
IST 291 Fundamentals of Network Security I	3	
TOTAL	15	

FIFTH SEMESTER (SPRING)

CPT 264 Systems and Procedures	3	
IST 209 Fundamentals of Wireless LANs	3	
IST 292 Fundamentals of Network Security II	3	
Elective (Choose two)**	6	
TOTAL	15	
TOTAL CREDIT HOURS		**75**

** CPT 213 or CPT 236 or CPT 294 or CPT 280 or IST 164, 201, 202, 203, 204 or 290 or CWE XX3

Degree: **Associate in Applied Science**
Major: **DIGITAL ARTS (DAT3)**
Credit Requirements: 66 semester credit hours

The Associate Degree program in Digital Arts prepares students for employment in a variety of fields traditionally categorized under the generic term "commercial art." Specific careers the program provides training for include computerized graphic artists/designers for the printing, publishing, and advertising industries; electronic designers for both the internet (web) and for Compact Disk (CD) and Digital Video Disk (DVD) publishing.

All students in the program will acquire basic education in art/design and art history. During the first year, students will acquire basic digital arts skills, and the second year they will acquire both advanced skills and programmatic specialization(s) in animation, graphic arts and advertising design.

Students completing this program will be prepared for immediate employment as practitioners in advertising agencies, in full-service printing businesses, in web design and web hosting firms.

For students who wish to continue their education, the College plans to finalize transfer agreements with senior college/university program, including the Media Arts Department at the University of South Carolina.

FIRST SEMESTER (FALL)

ARV 110	Computer Graphics I	3

ARV 121 Design	3
ARV 212 Digital Photography	3
ART 101 Art History and Appreciation	3
ENG 155 Communications I*	3
TOTAL	15

SECOND SEMESTER (SPRING)

ARV 210 Computer Graphics II	3
ARV 162 Graphic Reproduction	3
ART 108 History of Western Art	3
ENG 160 Technical Communications*	3
MAT 155 Contemporary Mathematics	3
OR	
MAT 110 College Algebra	
TOTAL	15

THIRD SEMESTER (SUMMER)

ARV282 SCWE in Digital Arts	6
IST 225 Internet Communications	3
OR	
ARV 227 Website Design I	
TOTAL	9

FOURTH SEMESTER (FALL)

CPT 163 Introduction to Multimedia/Web Pages	3
OR	
ARV 228 Website Design II	3
ARV 163 Graphic Reproduction II	3
ARV 261 Advertising Design I	3
MKT 101 Marketing	3
PSY 201 General Psychology	3
OR	
SOC101 Introduction to Sociology	3
TOTAL	15

FIFTH SEMESTER (SPRING)

ARV 219 Multimedia Techniques	3
ARV 264 Special Projects in Graphic Arts	3
OR	
ARV 268 Special Projects in Videography	
ARV 262 Advertising Design II	3
ARV 222 Computer Animation	3
TOTAL	12

TOTAL CREDIT HOURS 66

*Students transferring to a four-year degree program should consider ENG 101, ENG 102, and SPC 205 in place of ENG 155 and ENG 160; however, they must achieve required College placement score to be eligible to enroll in any of these courses. Also MAT 110 is recommended in place of MAT 155.

Certificate: **MICROSOFT CERTIFIED PROFESSIONAL (MCP6)**
Credit Requirements: 15 semester credit hours

The Microsoft Certified Professional (MCP) certificate courses prepare the student for a network administration profession. It is designed primarily for a student employed or seeking employment in an organization that will use networking in its work environment. This program is designed to prepare the student for the MS Certified Professional certification exams on MS Windows 2000 Server and MS Windows 2000 Infrastructure. These courses will provide the student with theory and hands-on administration of a network. All classes in this certificate transfer to the Network Certificate and to the Networking Career emphasis in the Computer Technology Associate Degree program. Students must maintain a "C" or better in all CPT and IST courses to complete the certificate. Contact the Information Technology Department Chair for advisement.

IST 166 Network Fundamentals	3
CPT 176 Microcomputer Operating Systems	3
IST 162 Introduction to WorkStation Networking Administration	3
IST 164 Implementing Network Infrastructure	3
IST 165 Implementing & Administering Windows Directory Services	3

TOTAL CREDIT HOURS 15

Certificate: **NETWORKING (NTW7)**
Credit Requirements: 33 semester credit hours

The Network Certificate prepares students for network administrator or network engineer positions. It is intended for students employed in organizations that will use networking in the work environment. This program of study is designed to prepare the student for network certification. All classes in this certificate transfer to the Networking emphasis in the Computer Technology Associate Degree program. Students must have a "C" or better in all CPT and IST classes to graduate.

FIRST SEMESTER (FALL)
IST 166 Network Fundamentals	3
TOTAL	3

SECOND SEMESTER (SPRING)
CPT 170 Microcomputer Applications	3
CPT 176 Microcomputer Operating Systems	3
TOTAL	6

THIRD SEMESTER (SUMMER)
    IST 161 Intro to Network Administration   3
    IST 162 Introduction to Workstation
        Networking Administration   3
        TOTAL   6

FOURTH SEMESTER (FALL)
    IST 261 Advanced Network Administration   3
    IST 291 Fundamentals of Network Security I   3
    IST 165 Implementing and Administering Windows
        Directory Services   3
        TOTAL   9

FIFTH SEMESTER (SPRING)
    IST 209 Fundamentals of Wireless LANs   3
    IST 290 Special Topics in Information Sciences
OR
    CPT 280 SCWE in Computer Technology   3
    IST 292 Fundamentals of Network Security   3
        TOTAL   9
        TOTAL CREDIT HOURS   **33**

Certificate: **WEB PAGE DESIGN (WEB7)**
Credit Requirements: 33 semester credit hours

The Web Page Design certificate provides the necessary skills to design, create, maintain and troubleshoot websites for the World Wide Web. This certificate is for students who desire a career in Web Page Design. Students must have a "C" or better in all CPT and IST classes to graduate.

FIRST SEMESTER (FALL)
    CPT 168 Programming Logic & Design   3
    MAT 101 Beginning Algebra   3
        TOTAL   6

SECOND SEMESTER (SPRING)
    CPT 176 Microcomputer Operating Systems   3
    CPT 187 Object Oriented Logic and Design   3
        TOTAL   6

THIRD SEMESTER (SUMMER)
    IST 225 Internet Communications   3
    CPT 260 Operating Systems and Web Servers   3
        TOTAL   6

FOURTH SEMESTER (FALL)
    CPT 162 Introduction to Web Page Publishing   3
    CPT 163 Multimedia for Web Pages   3
    CPT 242 Database   3
      TOTAL   9

FIFTH SEMESTER (SPRING)
    CPT 262 Advanced Web Page Publishing   3
    IST 209 Fundamentals of Wireless LANS   3
      TOTAL   6
    TOTAL CREDIT HOURS   **33**

Programs of Study in Engineering Technology

Degree: Associate in Applied Science
Major: CIVIL ENGINEERING TECHNOLOGY (CET3)
Credit Requirements: 73 Credit Hours

The Civil Engineering Technology Associate Degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology. Graduates of the CET program are prepared to seek careers in the planning, design and construction of roads, bridges, canals, dams, water and sewerage plants, and similar projects. Work to which civil engineering technicians might be assigned includes: Computer aided drafting of construction and industrial drawings, writing specifications, cost estimating, construction job inspection, surveying and map preparation**.** Civil Engineering Technology graduates also have the option to continue their education by transferring to a four-year institution and pursuing a Bachelor's Degree in Engineering Technology.

FIRST SEMESTER (FALL)

CET	120	Construction Materials	3
EGR	120	Engineering Computer Apps.	3
EGT	101	Basic Technical Drawing	2
ENG	155	Communications I**	3
MAT	175	Algebra and Trigonometry I**	3
		TOTAL	14

SECOND SEMESTER (SPRING)

CET	105	Surveying I	3
EGR	190	Statics	3
EGT	151	Introduction to CAD	3
MAT	176	Algebra and Trigonometry II**	3
CHM	110	College Chemistry I^a	4
		TOTAL	16

THIRD SEMESTER (SUMMER)

CET	205	Surveying II	4
CET	210	Strength of Materials	3
MAT	130	Elementary Calculus**	3
		Elective*	3
		TOTAL	13

FOURTH SEMESTER (FALL)

CET	216	Soil Mechanics	3
CET	218	Hydraulics	3
CET	242	Concrete Design	3
ENG	160	Technical Communications**	3
PSY	201	General Psychology	3
		TOTAL	15

FIFTH SEMESTER (SPRING)

CET 245	Cost Estimating	3
CET 246	Environmental Systems Technology	3
CET 251	Highway Design	3
CET 252	Special Topics Engineering Tech.	3
PHI 110	Ethics**	3
	TOTAL	15
	TOTAL CREDIT HOURS	**73**

*EGT 252 is suggested, with EGT 151 as a prerequisite.
**The following university transferrable sequences may be substituted: MAT 110/MAT 111/MAT 140 for Math or ENG 101/ENG 102 with SPC 205 for English.
[a]Students may substitute PHY 201 if better suited to their academic and/or career goals.

Degree: **Associate in Applied Science**
Major: **CONSTRUCTION PROJECT MANAGEMENT (CMT3)**
Credit Requirements: 70 semester credit hours

The Construction Project Management Technology program prepares students to become employed in the field of construction, capable of filling entry and mid-level supervisory positions within the industry. Also, the program allows persons already employed in the construction industry to enhance their skills and prepare for advancement. The program focuses on the knowledge and skills needed to supervise an ongoing construction project, staying under cost, maintaining high quality, and building to the specifications.

FIRST SEMESTER (FALL)

CET	120	Construction Materials	3	
EGR	120	Engineering Computer Applications		3
EGT	101	Basic Technical Drawing	2	
ENG	101	English Composition I		3
MAT	175	Algebra & Trigonometry I*		3
SPC	205	Public Speaking	3	
		TOTAL	17	

SECOND SEMESTER (SPRING)

AET 101	Building Systems I	3	
CET 105	Surveying I	3	
CET 127	Building Construction & Print Reading	4	
EGR 190	Statics		3
EGT 151	Introduction to CAD	3	
	TOTAL	16	

THIRD SEMESTER (SUMMER)

BCT 200	SCWE Building Construction Technology	8
	TOTAL	8

FOURTH SEMESTER (FALL)

CET 245	Cost Estimating	3	
CET 216	Soil Mechanics	3	
CET 230	Construction Management	3	
CET 242	Concrete Design		3
ENG 160	Technical Communications		3
	TOTAL	15	

FIFTH SEMESTER (SPRING)

CET 140	Construction Financial Management	3
CET 238	Construction Planning & Scheduling	2
PSY 201	General Psychology	3
SPA 155	Technical Spanish I**	3
CET 260	Construction Management Senior Project	3
	TOTAL	14
	TOTAL CREDIT HOURS	70

*MAT 110 may be substituted for MAT 175.
**SPA 101 may be substituted for SPA 155.

Degree: Associate in Applied Sciences
Major: ELECTRONICS ENGINEERING TECHNOLOGY (EET3)
Credit Requirements: 78 semester credit hours

Electronics Engineering Technology graduates are prepared to seek entry-level employment in such career fields as electrical power generation and distribution, telecommunications, medical equipment technology, and industrial control systems design and development. Also, graduates have the option to transfer to a four-year institution and pursue a Bachelor's Degree in Engineering Technology.

FIRST SEMESTER (FALL)

CPE	107	Computer Applications for Electronics	3
EET	113	Electrical Circuits I - DC	4

EET	145	Digital Circuits	4
ENG	155	Communications I*	3
MAT	175	Algebra & Trigonometry I*	3
		TOTAL	17

SECOND SEMESTER (SPRING)

EET	114	Electrical Circuits II - AC	4
EET	130	Network Devices	3
ENG	160	Technical Communications*	3
EET	210	Digital Integrated Circuits	4
MAT	176	Algebra & Trigonometry II*	3
		TOTAL	17

THIRD SEMESTER (SUMMER)

EET	131	Active Devices	4
EET	227	Electrical Machines	3
EET	253	Microprocessors	4
		TOTAL	11

FOURTH SEMESTER (FALL)

EET	147	I.C. Circuits	2
EET	231	Industrial Electronics	4
EET	220	Analog Integrated Circuits	3
PHY	201	Physics I	4
PHI	110	Ethics*	3
		TOTAL	16

FIFTH SEMESTER (SPRING)

EET	218	Electrical Power Systems	4
EET	235	Programmable Controllers	3
EET	243	Data Communications	3
EET	273	Senior Project	1
EET	274	Selected Topics	3
ECO	210	Macroeconomics	3
		TOTAL	17

TOTAL CREDIT HOURS   78

*The following university transferrable sequences may be substituted: MAT 110/MAT 111 for Math or ENG 101/ENG 102 with SPC 205 for English.

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Programs of Study in Health Sciences

SPECIAL NOTE ABOUT "LIMITED ACCESS" PROGRAMS
Some of the programs in Health Science offered at Horry-Georgetown Technical College are classified as limited access programs, meaning they may have special or particular or additional admission and/or placement requirements beyond those normally required by the College. In many cases, these requirements include prerequisite classes that must be completed prior to the student's placement into courses in the particular program area.

Because of prerequisite requirements that may exist for limited access programs, the following curriculum displays are for information only and should not be interpreted as an exact representation of course progression, but for information purposes only outlining all program course requirements necessary for completing a particular program of study. Students should confer with the Health Science Advisor on the Conway Campus or Grand Strand Campus, or the New Student Enrollment Advisor on the Georgetown Campus for more specific information.

It is the *student's* responsibility to be aware of all limited access program admission, program advancement and program prerequisite requirements, and to be fully informed of any wait times that may exist for placement into a particular limited access program of study.

Programs with limited access admission, placement and/or prerequisite requirements are designated as limited access in the following descriptions.

CRIMINAL BACKGROUND CHECKS
AND URINE DRUG SCREENING
Many of the programs of study in Health Science REQUIRE SUCCESSFUL COMPLETION OF A MANDATORY CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREENING prior to placement in clinical rotation. Students whose Criminal Background Check and/or Urine Drug Screening disqualify them from placement in clinical rotation will be declared ineligible for continued enrollment AND REMOVED FROM THE PROGRAM. Even if students have a clean or acceptable Criminal Background Check and/or Urine Drug Screening, it is the STUDENT'S RESPONSIBILITY TO NOTIFY the Office of Student Affairs at HGTC if any incident occurs during enrollment that may disqualify him/her from placement eligibility. Failure to do so will result in disciplinary action and removal from the program.

ALL COSTS related to Criminal Background Checks, Urine Drug Screenings and further requirements ARE SOLELY THE RESPONSIBILITY OF THE STUDENT.

_____

Certificate: **COSMETOLOGY (COS7)**
Credit Requirements: 40 semester credit hours

    Criminal Background Check Required: YES
    Urine Drug Screening Required: YES

The Cosmetology program will provide instruction to enable graduates to pass the South Carolina State Board of Cosmetology examination to become licensed Cosmetologists and to secure entry-level positions in salons. Graduates will be able to perform under safe and sanitary conditions, all phases of cosmetology-related skills including hair shaping, hairstyling, hair coloring, chemical services, manicuring, and skin care. Students must clock in a total of 1500 hours to be eligible to take the State Licensing examination. Applicants will be admitted to this program on a first come, first qualified basis. Applicants are considered to be qualified when they meet all college and program requirements. This program has been approved by the S.C. Department of Labor, Licensure and Regulations for Board of Cosmetology.

ADDITIONAL ADMISSION REQUIREMENTS
Submission of Health Sciences Division physical examination form and a physical form indicating the candidate has the ability to perform the physical tasks required in the program.

A criminal background check and urine drug screening are required of students entering the program.

Students are responsible for purchasing uniforms and cosmetology kits.

Upon admission to the Cosmetology program, students are required to purchase texts and a supply kit in order to begin classes. Specific information regarding requirements and costs is provided at Cosmetology Program Orientation.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER (FALL)
COS	114	Hair Shaping	4
COS	116	Hair Styling I	4
COS	130	Professional Image	2
COS	206	Chemical Hair Waving	3
COS	210	Hair Coloring	3
		TOTAL	16

SECOND SEMESTER (SPRING)
COS	106	Facials & Make-Up	3
COS	112	Shampoos & Rinses	4
COS	155	Sanitation Procedures	2
COS	201	Salon Management	3

| COS | 220 | Clinical Practice I | 3 |
| | | TOTAL | 15 |

THIRD SEMESTER (SUMMER)

COS	108	Nail Care	3
COS	110	Scalp & Hair Care	3
COS	222	Cosmetology Clinical Practice II	3
		TOTAL	9
		TOTAL HOURS	**40**

Degree: Associate in Applied Science
Major: DENTAL HYGIENE (DHG3) – Limited Access Program
Credit Requirements: 83 semester credit hours

    Criminal Background Check Required: YES
    Urine Drug Screening Required: YES

The Dental Hygiene program prepares the student to provide direct patient care in the detection and prevention of oral diseases under the supervision of a dentist as required by law. The Dental Hygienist's major role is as an educator and includes designing individualized dental hygiene patient treatment and education. The Dental Hygienist is qualified to evaluate patient medical histories, take and record blood pressure, chart conditions of periodontal disease and decay for diagnosis by the dentist, conduct oral cancer screening examinations, educate the patient on the latest techniques of oral home care and perform a thorough cleaning of the patients' teeth. The Dental Hygienist is also qualified to apply sealants and fluoride for the prevention of decay, expose and develop radiographs, and provide nutritional counseling for dental patients.

Dental Hygiene program students receive their education in a modern, well-equipped on-campus dental clinic, under the direct supervision of licensed dentists and hygienists.

Students are eligible to take national and state board examinations. Upon successful completion of these examinations, the dental hygienist will be licensed and recognized as a Registered Dental Hygienist.

Career opportunities are readily available in a private dental practice, public health departments, hospitals, industrial clinics, health insurance companies, research, marketing and dental hygiene education. The flexibility of working hours, whether full or part-time employment, allows the dental hygienist to maintain a balance between career and other personal goals. Financial rewards are excellent and the work is challenging.

NOTE: Criminal background checks and drug testing are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible for licensure following completion of the program. Please contact the Admissions Office for more information.

Acceptance Requirements-
Applicants will be accepted into the Dental Hygiene program by completing a weighted admission form. Students with the highest scores will receive admission to the program. A "waiting list" of applicants will not be maintained for future admission. An applicant who receives notification that he/she was not admitted to the program must notify the Admission Office in writing by the program application deadline date to be considered for admission to the next available class. Weighted admission forms are available in the College's Admissions office.

The following requirements for a completed application MUST be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test). The Developmental Studies course sequence will be required if minimum placement test scores are not achieved. Transfer students must meet the College transfer student admission requirements.
3. Completion of the four prerequisite courses with a grade of "C" or higher: BIO 210 Anatomy & Physiology I, CHM 105 General, Organic and Biochemistry, CPT 101 Introduction to Computers, and ENG 101 English Composition I. Some of these courses may have time limits, so please refer to the transfer credit limit section in the catalog.
4. Cumulative GPA of 2.5 or higher in all required Dental Hygiene curriculum courses. A minimum grade of "C" is required in all DHG courses.
5. Attend an information session with a Dental Hygiene faculty member and obtain a signed statement verifying attendance.
6. Complete 10 hours of clinical observation: 5 in a private dental office observing the dental hygienist and 5 in the HGTC Dental Hygiene Clinic. (Observation forms will be available at the information session).
7. Completion of a criminal background check and a drug screening test. This will be repeated annually.
8. Review and acknowledge the Technical Standards of the Dental Sciences Department.
9. Payment of a non-refundable tuition deposit.
10. All applicants must be at least 18 years of age at the time of admission to the program.

Dental Sciences Department
Technical Acceptance Standards-
The Dental Sciences Department—the Dental Hygiene and Expanded Duty Dental Assisting programs—requires specific technical standards. These standards refer to all non-academic admissions criteria essential for program participation. In order to be considered, admitted or retained in the program after admission, all applicants with or without accommodations must possess the following abilities:

PHYSICAL REQUIREMENTS-

The student must have use of both hands and dexterity in the fingers to manipulate dental instruments, materials, dental hand pieces and to operate dental equipment. The use of the feet is necessary to manipulate foot pedals for hand pieces and other adjunct dental equipment. Body build must fit into dental operator's stool in order to perform dental hygiene procedures. The ability to stand for duration of time is also necessary.

DATA CONCEPTION
The student must possess the ability to gather, classify and interpret information about data, people or things, be able to carry out appropriate actions in relation to the data received.

VISUAL COLOR DISCRIMINATION
The student must be able to differentiate various shades of colors in a limited environment and space in the oral cavity. Must be able to distinguish various gradations from black to white on dental radiographs.

MANUAL DEXTERITY/MOTOR COORDINATION
The student must be able to manipulate dental instruments to discern changes in surface textures, manipulate dental instruments without causing trauma to dental tissues, and to control pressure exerted by dental hand pieces on dental tissue to prevent injury to those tissues.

PHYSICAL COMMUNICATION
The student must be able to perceive sound through telephone, hear commands through operator's face mask and discern blood pressure sounds through a stethoscope.

REASONING DEVELOPMENT
The student must be able to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

VISUAL ACUITY
The student must be able to identify the working ends of various dental instruments implements at a 2 foot distance.

LANGUAGE DEVELOPMENT
The student must be able to read and comprehend complex information from scientific and/or technical journals, papers, textbooks, etc. Also, the student must be able communicate the same type of complex information through speech and in writing using proper format, punctuation, spelling, grammar and using all parts of speech, as well as communicating technical information to patients at a level so that the patient understands his/her dental condition. The student also must speak clearly with correct pronunciation of dental and medical terms.

NUMERICAL ABILITY
The student must be able to determine percentages, convert fractions, ratio, and proportions as well as basic subtraction, addition, multiplication, and division. Must have the ability to understand and interpret the implications and meanings of the numerical values.

FORM/SPATIAL ABILITY

The student must be able to view in 3-dimensional relationships, distinguish subtle changes from one form or shape to another, discriminate intricate measurements.

PERSONAL TEMPERMENT
The student must be able to maintain a professional attitude and appearance, and be able to deal with stress produced by course load, clinical requirements and patient attitude. Also, students must adapt to change and function and focus in an environment with multiple extraneous stimuli.

Course Sequence and Progression-

1. Maintain a minimum grade of "C" in all Dental Hygiene curriculum courses. Failure of one Dental Hygiene course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space available basis and the student will also be required to meet all admission requirements for readmission. (Refer to Re-Acceptance section below).
2. Maintain a cumulative GPA of 2.0 or higher.
3. Submit evidence of and maintain current CPR Healthcare Provider certification throughout the Dental Hygiene curriculum.
4. Submit a completed Health Sciences Division physical examination record at the beginning of the curriculum.
5. Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass the course).
6. Certain general education courses have credit time limits. For the Associate Degree in

  Dental Hygiene the following course time

  limits apply: DHG courses; Biology 210, 211 and 225; and CPT

  101. See the transfer credit time limit section of the catalog.

Re-Acceptance-

A student may not be re-accepted to the Dental Hygiene program more than once. Each candidate for re-acceptance to the Dental Hygiene program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in the curriculum course may request consideration for re-acceptance to the Dental Hygiene program. Re-acceptance is not automatic. The following policies and procedures for re-acceptance must be followed:

1. Submit a written request to the Dental Hygiene Department Chair.
2. Have a cumulative GPA of 2.5 or better to include all curriculum and general education courses within the major.
3. Schedule and attend a conference with the Dental Hygiene Department Chair to discuss the student's written plan of activities related to successful completion of the program.
4. Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.
5. Dental Hygiene courses older than two calendar years will not be accepted.

6. Dental Hygiene curriculum general education courses may not be repeated more than twice.
7. Dental Hygiene courses may not be repeated more than once.

Decisions regarding re-acceptance of students to the Dental Hygiene program are made by the Dental Hygiene Department Chair in collaboration with the entire Dental Science faculty.

Transfer

Students seeking transfer of credit from Dental Hygiene programs at other institutions will be considered on an individual, space available basis. Transfer candidates must:
1. Submit a written request to the Dental Hygiene Department Chair;
2. Meet all requirements for the completed application to the Dental Hygiene program;
3. Meet all minimum requirements for acceptance to the Dental Hygiene program;
4. Have Dental Hygiene courses that are not older than two calendar years;
5. Not have repeated a Dental Hygiene course more than once;
6. Not have repeated a Dental Hygiene curriculum general education course more than twice;
7. Have earned a grade of "C" or better in all Dental Hygiene and support courses taken at the institution from which he or she is seeking transfer credit;
8. Submit a letter of recommendation from the previous Dental Hygiene program; and
9. Complete at least the last two semesters in the Dental Hygiene program in order to receive a Dental Hygiene associate degree from Horry-Georgetown Technical College.

Students transferring to the Dental Hygiene program may be expected to update competencies prior to entering the program.

Supplies

Students will be responsible for items above and beyond tuition, such as instruments, uniforms and clinical supplies.

Advanced Placement-
The Dental Hygiene Program does not currently accept advanced placement students.

All courses with a DHG prefix, as well as AHS 113, are reserved for Dental Hygiene majors. All courses must be completed with a grade of "C" or higher. Grades below "C" are considered course failures.

PREREQUISITES FOR ACCEPTANCE

BIO	210[a]	Anatomy and Physiology I	4
CHM	105*	General, Organic & Biochemistry	4
ENG	101	English Composition	3
CPT	101	Introduction to Computers	3
		TOTAL	14

[a]Prerequisite for BIO 210 (CHM 110) may be substituted for CHM 105.

FIRST SEMESTER (FALL)

AHS	113	Head & Neck Anatomy	1
BIO	211	Anatomy and Physiology II	4
BIO	225	Microbiology	4
DHG	125	Tooth Morphology & Histology	2
DHG	151	Dental Hygiene Principles	5
		TOTAL	16

SECOND SEMESTER (SPRING)

DHG	121	Dental Radiography	3
DHG	141	Periodontology	2
DHG	165	Clinical Dental Hygiene I	5
DHG	243	Nutrition	2
SPC	205	Public Speaking	3
		TOTAL	15

THIRD SEMESTER (SUMMER)

DHG	175	Clinical Dental Hygiene II	5
DHG	239	Dental Assisting for Dental Hygienists	2
MAT	101*	Beginning Algebra	3
PSY	201	General Psychology	3
		TOTAL	13

FOURTH SEMESTER (FALL)

DHG	140	General and Oral Pathology	2
DHG	143	Dental Pharmacology	2
DHG	230	Public Health Dentistry	3
DHG	241	Integrated Dental Hygiene I	1
DHG	255	Clinical Dental Hygiene III	5
		TOTAL	13

FIFTH SEMESTER (Spring)

DHG	242	Integrated Dental Hygiene II	1
DHG	265	Clinical Dental Hygiene IV	5
SOC	101	Introduction to Sociology	3
		Humanities**	3
		TOTAL	12
		TOTAL CREDIT HOURS	**83**

*Students interested in transferring to a senior institution to complete a Bachelor's degree may elect to take the following courses: MAT 110 in lieu of MAT 101 and CHM 110 in lieu of CHM 105. Please note that BIO 210 has a prerequisite of BIO 112, BIO 101 or CHM 110. It is the responsibility of students who plan to transfer to verify the transferability of credits and other transfer issues with the receiving institution prior to enrolling in classes at HGTC.

**Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110, MUS 105, SPA 101, SPA 155

In addition to tuition and fees, the initial estimated expenses of the Dental Hygiene program include:

Books	$600
CPR (Healthcare Provider)	$40
Physical	$150
Hepatitis Vaccine	$80
Uniforms, shoes, name badge	$250
Background check/drug screening	$91
Blood pressure kit and stethoscope	$60
Instruments, to include magnification loupes	$2,000
Clinic supplies (gloves, etc.)	$500
National Board Exam Fee	$265
National Board Review Course	$400
Clinical Exam Fee	$1,200
Student Association Dues (per year)	$65
Estimated Total	**$5701**

Diploma: **Applied Science**
Major: **EXPANDED DUTY DENTAL ASSISTING (EDA1)-**
        Limited Access Program
Credit Requirements: 48 semester credit hours

    Criminal Background Check Required: YES
    Urine Drug Screening Required: YES

The Expanded Duty Dental Assisting program produces dental assistants to perform chair side assisting, expose and process radiographs, perform basic business office procedures, manage asepsis, infection and hazard control protocols, perform laboratory procedures, assist in the management of emergencies, provide oral health instruction and function as a member of the dental team.

Applicants seeking to enter the program must fulfill HGTC general admission requirements. High school courses in biology, chemistry and algebra are recommended to prepare for the program's science-based curriculum.

Students will be required to travel to various dental offices in Horry and Georgetown counties as part of their office rotation courses.

ACCEPTANCE REQUIREMENTS

Applicants will be accepted to the Expanded Duty Dental Assisting program on a first qualified, first accepted basis. Acceptance will be in a two-stage process – "Preliminary" and "Final" Acceptance. Once the student has completed the requirements for a completed application, the student will be granted Preliminary Acceptance to the program. Following completion of the program requirements, the student will be granted Final Acceptance to the program. Applicants are considered qualified for acceptance to the next available class when they meet all College and program requirements.

REQUIREMENTS FOR "PRELIMINARY ACCEPTANCE"
TO THE EXPANDED DUTY DENTAL ASSISTING PROGRAM
Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Expanded Duty Dental Assisting program.
1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores on one of the following tests: SAT, ACT or COMPASS (College placement test).
3. The Developmental Studies Course sequence will be required if minimum placement test scores are not achieved.
4. Cumulative GPA of 2.0 or higher in all general education curriculum courses.
5. Transfer students must meet the College transfer student admission requirements.

REQUIREMENTS FOR "FINAL ACCEPTANCE" TO
THE EXPANDED DUTY DENTAL ASSISTING PROGRAM
Following "Preliminary Acceptance" to the program, the student will have a two-month period to complete the following requirements for "Final Acceptance." Should the student not complete these requirements within the two-month time period, "Final Acceptance" to the program WILL NOT be granted.

1. Payment of a non-refundable tuition deposit.
2. Attend an orientation session with the Program Coordinator and obtain a signed statement verifying attendance.
3. Complete at least 15 hours of observation in a private dental office. Forms to be completed by the supervising dentist verifying this observation can be obtained from the Program Coordinator's office.
4. Complete a criminal background check and a drug screening test by the stated deadline date.
5. All applicants MUST be at least 18 years of age at the time of admission to the program.

DENTAL SCIENCES DEPARTMENT
TECHNICAL ACCEPTANCE STANDARDS
The Dental Sciences Department is comprised of the Dental Hygiene and Expanded Duty Dental Assisting programs that require specific technical standards. These standards refer to all non-academic acceptance criteria essential to participate in the program. In order to be considered, accepted or retained in the program after acceptance, all applicants with or without

accommodations must possess specified abilities: (Refer to the same section under the Dental Hygiene Curriculum for technical standards)

COURSE SEQUENCE AND PROGRESSION

Maintain a minimum grade of "C" or higher in all Expanded Duty Dental Assisting courses. Failure of one EDDA course will result in the student being dropped from the curriculum with eligibility for readmission the next time the course is offered. Readmission will be on a space-available basis and the student will be required to meet all admission requirements for readmission (refer to re-acceptance section below).

Maintain a minimum GPA of 2.0;

Must submit evidence of and maintain current CPR Healthcare Provider certification throughout the Expanded Duty Dental Assisting curriculum;

Submit a completed Health Sciences Division physical examination record at the beginning of the first semester (required for attendance and successful completion of the clinical courses); and

Must meet all course requirements, including attendance, according to the policies stated in the course syllabus (required to pass each course).

Any student who fails to meet the requirements for progression will be dropped from the program and must re-apply for re-acceptance.

RE-ACCEPTANCE

A student may not be reaccepted to the Expanded Duty Dental Assisting program more than once. Each candidate for re-acceptance to the Expanded Duty Dental Assisting program will be considered on the basis of space availability in both theory and clinical courses. Students who receive a W, D, or F in a curriculum course may request consideration for re-acceptance to the Expanded Duty Dental Assisting Program. Re-acceptance is not automatic. The following policies and procedure for re-acceptance must be followed.

Submit a written request to the Expanded Duty Dental Assisting Program Coordinator.

Have a cumulative GPA of 2.0 or higher to include all curriculum and general education courses within the major.

Schedule and attend a conference with the Expanded Duty Dental Assisting Program Coordinator and Dental Sciences Department Chair to discuss the student's written plan of activities related to successful completion of the program.

Students reaccepted to the curriculum will be expected to update competencies prior to re-entering the program.

Expanded Duty Dental Assisting courses older than one calendar year will not be accepted.

Expanded Duty Dental Assisting courses may not be repeated more than once.

Expanded Duty Dental Assisting general education courses may not be repeated more than twice.

Decisions regarding re-acceptance of students to the Expanded Duty Dental Assisting program are made by the Department Chair in collaboration with the entire Dental Sciences faculty.

TRANSFER

Students seeking transfer of credit from Expanded Duty Dental Assisting programs at other institutions will be considered on an individual, space available basis. Candidates for transfer must:

1. Submit a written request to the Expanded Duty Dental Assisting Program Coordinator;
2. Meet all requirements for the completed application to the Expanded Duty Dental Assisting program;
3. Meet all minimum requirements for acceptance to the Expanded Duty Dental Assisting program;
4. Have a GPA of 2.0 or higher in the program from which the student is transferring. Expanded Duty Dental Assisting courses older than one calendar year will not be accepted;
5. Not have repeated an Expanded Duty Dental Assisting course more than once;
6. Not have repeated an Expanded Duty Dental Assisting general education course more than twice;
7. Have earned a grade of "C" or better in all Expanded Duty Dental Assisting and general education courses taken at the institution from which he or she is seeking transfer credit.
8. Submit a letter of recommendation from the previous Expanded Duty Dental Assisting program; and
9. Complete at least the last semester in the Expanded Duty Dental Assisting program in order to receive an Expanded Duty Dental Assisting diploma from HGTC.

Students transferring to the Expanded Duty Dental Assisting program may be expected to update competencies prior to entering the program.

ADVANCED PLACEMENT
The Expanded Duty Dental Assisting Program does not currently accept advanced placement students.

Students interested in articulating into the Associate Degree Dental Hygiene program may elect to take the following courses: ENG 101 and SPC 205 in lieu of ENG 155; and SOC 101 and PSY 201 in lieu of PSY 103.

All courses with the DAT prefix are restricted to Expanded Duty Dental Assisting majors. All courses must be completed with a grade of "C" or higher. Grades below "C" are considered course failures.

FIRST SEMESTER (FALL)

DAT	113	Dental Materials	4
DAT	118	Dental Morphology	2
DAT	127	Dental Radiography	4
DAT	154	Clinical Procedures I	4
CPT	101	Introduction to Computers	3
		TOTAL	17

SECOND SEMESTER (SPRING)

DAT	115	Ethics & Professionalism	1
DAT	121	Dental Health Education	2
DAT	122	Dental Office Management	2
DAT	123	Oral Medicine/Oral Biology	3

DAT	174	Office Rotations	4
DAT	183	Specialty Functions	3
ENG	155	Communications I	3
		TOTAL	18

THIRD SEMESTER (SUMMER)

DAT	177	Dental Office Experience	7
PSY	103	Human Relations	3
MAT	155	Contemporary Math	3
		TOTAL	13
		TOTAL SEMESTER HOURS	**48**

In addition to tuition and fees, initial estimated expenses of the Expanded Duty Dental Assisting program include:

Books	$600
CPR	$40
Hepatitis Vaccine	$80.
Background check/Drug screen	$91
Uniforms (including shoes)	$250
Dental Assisting National Board Certification Fees	$475
Travel for office rotations and projects/supplies	Varies
Estimated Total	**$1536+**

Certificate: **DIAGNOSTIC MEDICAL SONOGRAPHY (DMS7) –**
Limited Access Program
Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

Note: Students with enough credits to qualify for a degree in Occupational Technology may graduate with a Degree in Occupational Technology, with a Major or Emphasis in Diagnostic Medical Sonography.

The Diagnostic Medical Sonography Program is an advanced certificate. Diagnostic Medical Sonographers use the physical attributes of sound waves at high frequencies to produce diagnostic images used for interpretation and diagnosis by qualified physicians. These images may be viewed on a screen or recorded on film for a permanent record.

ACCEPTANCE REQUIREMENTS
Applicants for the Sonography program must complete the Weighted Admission Form (Effective Class of 2011). Students with the highest scores will be considered for admission in weighted order. There will not be a "waiting list" for future admission; however, any applicant who

receives notification that he/she is not admitted to the sonography program must notify the Admissions Office in writing by the program application deadline of the desire for consideration for admission to the next available class. Weighted Admission Forms are availabe in the College Admissions Office.

The following requirements for a completed Weighted Admission application must be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program.
2. Minimum placement test scores from one of the following: SAT, ACT, or COMPASS (available at HGTC Admissions). If minimum placement test scores are not achieved, The Developmental Studies course sequence is required. Transfer students must meet the admission requirements for transfers.
3. Complete the following prerequisites with a grade of "C" or better:
   Note: Some of these courses may have time limits; refer to Transfer Credit Limit in HGTC Catalog.
   AHS 102 or 104   Medical Terminology
   AHS 110   Intro to Patient Care (required if no patient care skills; Summer only;
                                 Prerequisites: BIO 210/211)
   BIO 210/BIO 211   Anatomy & Physiology I and II
   CPT 101   Intro to Computers
   ENG 101   Composition I
   MAT 110 or MAT 120 College Algebra/Statistics
   PHY 118   Intro to Physics
   PSY 201   General Psychology
   SPC 205   Public Speaking
   4. Attend the Medical Imaging Sciences faculty information session and obtain a signed statement verifying attendance to present for Admissions.
   5. Complete the criminal background check and drug screening requirements. This must be repeated annually.
   6. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
   7. Pay the non-refundable tuition deposit by the deadline.

   The requirements of BIO 210 and BIO 211 must have been successfully completed within the last five years from the date of application unless the applicant submits proof of full-time employment in an Allied Health Field and has previously accrued the pre-requisites. See the transfer credit time limit section of the catalog.

   Students must complete the HGTC Health Form, as well as a criminal background check, drug screen test and attend a mandatory hospital orientation. Students who are not admitted because of background checks and/or Health forms may not enter the program.

Students completing the program will be eligible to sit for the ARRT – American Registry of Radiologic Technologist certification exam in Diagnostic Medical Sonography.

COURSE PROGRESSION REQUIREMENTS

In order to progress to the next semester once accepted into the program a student must:

Earn a cumulative GPA of 2.5 or higher in all required DMS program courses. A minimum grade of "C" is required in all DMS courses.

REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or corequisite course may request consideration for reacceptance to the DMS program. R eacceptance to the program is not automatic.

Grading Scale:
   92 – 100   A
   83 – 91   B
   74 – 82   C
   65 – 73   D
   64 and below   F

FIRST SEMESTER (FALL)
DMS 112   OB/GYN I   3
DMS 114   DMS Cross Sectional Anatomy   3
DMS 164   Introduction to Clinical Education 2
            TOTAL   8

SECOND SEMESTER (SPRING)
DMS 101   Sonographic Instrumentation I   2
DMS 124   OB/GYN II   2
DMS 155   Clinical Education I   8
            TOTAL   12

THIRD SEMESTER (SUMMER)
DMS 166   Advanced Clinical Education   7
DMS 122   Abdominal Sonography   1
         TOTAL 8

FOURTH SEMESTER (FALL)
DMS 120   Sonographic Instrumentation II   3
DMS 167   Imaging Practicum   8
         TOTAL 11
         TOTAL CREDIT HOURS   39

Certificate: EMT–PARAMEDIC (EMT7)
Credit Requirements: 35 semester credit hours

   Criminal Background Check Required: YES

Urine Drug Screening Required: YES

The Emergency Medical Technician (EMT)-Paramedic Certificate is designed for students currently working in the fire/rescue field, who are South Carolina EMT-Basic or National Registry EMT-Basic certified. This certificate can be completed in three semesters with a total of 35 credit hours. Upon completion of this certificate program, students will be eligible to take the EMT-Paramedic National Registry Exam.

Prerequisite: The student must have one of the following to enter the EMT-Paramedic program:

Certificate Program: SCEMT-B: South Carolina EMT-B Certification; or
                      NREMT-B: National Registry EMT-B Certification.

FIRST SEMESTER

BIO	112	Basic Anatomy & Physiology	4
EMS	115	International Trauma Life Support	1
EMS	119	Emergency Med. Service Operations	2
EMS	210	Adv. Emergency Medical Care I	5
EMS	220	Paramedic Internship I	3
		TOTAL	15

SECOND SEMESTER

EMS	116	Advanced Cardiac Life Support	1
EMS	120	Pharmacology	3
EMS	217	Introduction to Electrocardiography	2
EMS	221	Paramedic Internship II	3
EMS	223	Paramedic Clinical I	2
		TOTAL	11

THIRD SEMESTER

EMS	117	Pediatric Advanced Life Support	1
EMS	118	Advanced Medical Life Support	1
EMS	213	Advanced Emergency Care II	4
EMS	218	EMS Management Seminar	2
EMS	222	Paramedic Internship III	3
EMS	224	Paramedic Clinical II	2
		TOTAL	13
		TOTAL CREDIT HOURS	**39**

Degree: Associate in Applied Science
Major: EMERGENCY MEDICAL TECHNOLOGY (EMT3)
Credit Requirements: 65 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program prepares students to apply biophysical and psychosocial principles to the complex practice of the paramedic. The flexibility of the curriculum allows the student to enter the profession at three levels (Basic EMT, Intermediate EMT and Advanced EMT) and continue the educational process while working. In addition to providing the technical education necessary for the profession, the student will receive instruction in general education areas.

ACCEPTANCE REQUIREMENTS
Applicants will be accepted to the Emergency Medical Technology program on a first qualified, first accepted basis.

- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test).
- The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
- Earn a minimum grade of "C" in all general education, support and EMS courses. Failure of one required course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required courses, or failure in any two of the required courses will not be eligible for readmission to the EMT program. Failure is defined as receiving a grade below "C" in any course. Students may apply for readmission to EMT program after 2-year time period from 2nd course failure.
- Transfer students must meet the College transfer student admission requirements and transfer of EMT courses must show a current CPR certification.

PROGRAM REQUIREMENTS
In order to progress in the curriculum, the student must:

- Maintain a minimum cumulative GPA of 2.0 on all required courses.
- Submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first EMS course.
- Be cognizant that certain general education courses have credit time limits. See the transfer credit time limit section of the catalog.
- Pass a criminal background check prior to entry into the program.

Graduates of the program may apply to take the national registry examination for EMT Basic, Intermediate and Paramedic.

FIRST SEMESTER (FALL)
BIO 112	Basic Anatomy and Physiology	4
CPT 101	Introduction to Computers	3
EMS 110	Basic Emergency Medical Care	5
	TOTAL	12

SECOND SEMESTER (SPRING)

EMS	112	Intermediate Emergency Care	3
ENG	155	Communications I	3
SOC 101		Introduction to Sociology	3
SPA 155		Technical Spanish or	
		Humanities Elective	3
		TOTAL	12

THIRD SEMESTER (SUMMER)

EMS	115	International Trauma Life Support	1
EMS	119	Emergency Medical Services Ops.	2
EMS	210	Adv. Emergency Medical Care I	5
EMS	220	Paramedic Internship I	3
PSY 201		General Psychology	3
		TOTAL	14

FOURTH SEMESTER (FALL)

EMS	116	Advanced Cardiac Life Support	1
EMS	120	Pharmacology	3
EMS	217	Intro. to Electrocardiography I	2
EMS	221	Paramedic Internship II	3
EMS	223	Paramedic Clinical I	2
MAT	155	Contemporary Math	3
		TOTAL	14

FIFTH SEMESTER (SPRING)

EMS	117	Pediatric Advanced Life Support	1
EMS	118	Advanced Medical Life Support	1
EMS	213	Adv. Emergency Medical Care II	4
EMS	218	EMS Management Seminar	2
EMS	222	Adv. EMS Field Internship III	3
EMS	224	Paramedic Clinical II	2
		TOTAL	13
		TOTAL CREDIT HOURS	65

ADVANCED PLACEMENT FOR EMERGENCY MEDICAL TECHNOLOGY (EMT3)

An advanced placement option is available for students currently holding a National Registry EMT-Basic, EMT-Intermediate or Paramedic certification and who have a desire to obtain an Associate Degree in Applied Sciences in Emergency Medical Technology. Through an assessment of professional certifications and previous professional experience, the student may be eligible for consideration of exemption credits for a maximum of 43 credit hours toward the associate degree in Emergency Medical Technology (EMT). The College reserves the right to require any student to demonstrate competency through satisfactory completion of coursework, certification, challenge or exemption exams or experiential learning procedures. Each student's certification and experience will be reviewed on an individual basis.

To be eligible for advanced placement, EMT's and/or paramedics must provide documentation of two or more years of *satisfactory* field experience. Listed below are additional requirements for advanced placement.

The student must:
- Meet admission requirements for the EMT degree program, including admission fee, proof of background checks, etc.
- Successfully complete all general education requirements for Emergency Medical Technology. The general education courses are as follows: BIO 112, CPT 101, ENG 155, MAT 155, PSY 201, SOC 101, and Humanity elective for a total of 22 credits.
- Complete general education courses at HGTC or another technical or senior college for transfer to HGTC (transferability is determined by the Registrar's Office, considering grade, accreditation, and age of course and related information).
- Must complete 25% (17 credit hours minimum) of the required program credits by completing coursework at HGTC.
- Achieve a grade of "C" or higher in all general education courses;
- Have no more than two (2) attempts on any general education course;
- Hold current credentials as an EMT or Paramedic, as described above;
- Repeat a major course no more than once;
- Earn no less than 43 credit hours through course enrollment and completion or exemption of EMS-prefix coursework;
  .

The Associate Degree in Applied Sciences in Emergency Medical Technology degree requires a total of 65 credit hours.

Certificate: **ESTHETICS (EST7)**
Credit Requirements: 27 semester credit hours

    Criminal Background Check Required: YES
    Urine Drug Screening Required: YES

Esthetics, the non-medical care of the skin, is a growing part of the health and beauty industry. The curriculum is designed for students to learn basic skin care practices, various facial treatments, makeup application, hair removal, sanitation procedures and salon management practices, thereby preparing the student to become an Esthetician. An Esthetician is a skin care professional who has graduated from a state licensed training program, and has passed both written and practical exams of the State Board. Estheticians find employment in day spas, upscale salons and resorts, or working with dermatologists. Admission into the program requires qualifying scores on SAT, ACT or the COMPASS placement test. Applicants must be 18 years of age and possess a high school diploma or GED.

ADDITIONAL ADMISSION REQUIREMENTS
Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.

A criminal background check and drug screening will be required of students entering the program.

Students will be responsible for purchasing uniforms and esthetics kits.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER
COS 151	Dermatology	3
COS 152	Hygiene and Sanitation	2
COS 153	Structure and Function of Human Systems	3
COS 156	Fundamentals of Massage	2
COS 158	Facial Treatments	2
COS 160	Elec. Current Facial Treatments	1
COS 162	Hair Removal	1
	TOTAL	14

SECOND SEMESTER
COS 157	Electric Current & Hair Removal	3
COS 164	Basic Makeup and Application	3
COS 165	Business Practice	3
COS 221	Facial Practice I	2
COS 223	Facial Practice II	2
	TOTAL	13
	TOTAL HOURS	**27**

Certificate: **HEALTH SCIENCE (HSC)**
Credit Requirements: 26-34 Credit Hours

Criminal Background Check Required: NO
Urine Drug Screening Required: NO

This certificate provides students with an opportunity to take general education and biomedical science courses while seeking acceptance to the Dental Hygiene, Nursing, Radiologic Technology programs. THE SUCCESSFUL COMPLETION OF THESE COURSES DOES NOT GUARANTEE ACCEPTANCE INTO THE ABOVE LISTED PROGRAMS, but may help better qualify for program acceptance and progression. Criminal background check and Urine Drug screening will be required as indicated for each program.

Once enrolled in the chosen program, students may apply these courses to meet general education requirements. Students must earn a grade of "C" or better for a course to meet associate degree requirements.

Legend: Students should select the required general education courses for the specific program for which they are seeking acceptance.

A = All Programs
D = Dental Hygiene
N = Nursing
R = Radiology

BIO	210	Anatomy & Physiology I (A)	4
BIO	211	Anatomy & Physiology II (A)	4
BIO	225	Microbiology (D, N)	4
CHM	105	General, Organic & Biochemistry (D)	4
CPT	101	Introduction to Computers (D, R)	3
ENG	101	English Composition I (A)	3
ENG	102	English Composition II (N)	3
		Humanities (N, R)	3
MAT	101	Beginning Algebra (D)	3
MAT	110	College Algebra (N, R)	3
		OR	
MAT	120	Probability & Statistics (N. R)	3
SOC	101	Introduction to Sociology (D)	3
SPC	205	Public Speaking (A)	3
PSY	201	General Psychology (A)	3
		TOTAL CREDIT HOURS	**26-34**

Certificate: LIMITED GENERAL RADIOLOGICAL
        TECHNOLOGY (LRT7) - Limited Access Program
Credit Requirements: 37 semester credit hours

   Criminal Background Check Required: YES
   Urine Drug Screening Required: YES

The Limited General Radiological Technology Certificate program is designed to prepare students for the State Certification Exam and an entry-level position as a professional limited general radiographer. A certificate is awarded upon satisfactory completion of the program and graduates are eligible to take a certification exam offered by the state of South Carolina. The program is limited in the number of students that can be accepted each spring semester. Students who are declared majors in this program must begin in the spring semester. Acceptance to the program is based on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

ACCEPTANCE REQUIREMENTS
- Submission of admission application and payment of the one-time nonrefundable application fee
- Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved
- 2.5 minimum cumulative GPA
- BIO 112 (grade of "C" or better) and MAT 101 (grade of "C" or better) **or** a minimum score of 46 COMPASS Algebra **or** 440 SAT Math **or** 21 ACT Math
- Transfer students must meet College transfer student admission requirements
- Submission of official high school transcript including verification of high school diploma or high school equivalency diploma (GED)
- Observe in a hospital radiology department for one morning
- Valid CPR certification
- A Health Sciences Division physical examination form completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program.
- Students must pass a criminal background check and drug screening prior to entry into the program.

TECHNICAL ACCEPTANCE STANDARDS

These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational activities and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. In order to be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:

- Possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white.
- Be able to provide and receive verbal communication with patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.

Grading Scale:

92 – 100	A
83 – 91	B
74 – 82	C
65 – 73	D
64 and below	F

ADDITIONAL INFORMATION

Students must attend an orientation/information session prior to entry into the program.

Students will need reliable transportation as they will be rotating to different clinic sites during the three semesters. Clinic sites are located in Horry and Georgetown counties requiring some long distance travel.

Students must maintain a 2.5 GPA to continue in the program.

FIRST SEMESTER (SPRING)

RDT 101	Introduction to Radiography		3
RDT102	Patient Care Practices		1
RDT 103	Radiographic Exposure		2
RDT 104	General Positioning I		3
RDT 150	Clinical Practicum I		5
TOTAL		14	

SECOND SEMESTER (SUMMER)

RDT 105	Radiographic Exposure II		2
RDT 106	General Positioning II		3
RDT 151	Clinical Practicum II		6
TOTAL		11	

THIRD SEMESTER (FALL)

RDT 110	Selected Topics		3
RDT 108	Radiographic Exposure III		2
RDT 109	General Positioning		2
RDT 152	Clinical Practicum III		5
TOTAL		12	
TOTAL CREDIT HOURS			37

Certificate: **MASSAGE THERAPY (PTH7)**
Credit Requirements: 33 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Massage Therapy Certificate program is designed to prepare students to seek certification and an entry level position as a professional Massage Therapist. Students who are declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements due to limited space.

Students must pass a criminal background check and drug screening prior to entry into the program.

Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.

Student will be responsible for items above and beyond tuition costs, such as: massage table, uniforms, equipment and supplies.
Proof of CPR course is required for graduation.

Progression Requirements
A grade of "C" or better in each of the required courses.

Acceptance to the program is granted only at the beginning of each Fall Semester.

FIRST SEMESTER (FALL)
BIO 210	Anatomy & Physiology I	4
MTH 120	Introduction to Massage Therapy	4
MTH 121	Principles of Massage I	4
	TOTAL	12

SECOND SEMESTER (SPRING)
BIO 211	Anatomy & Physiology II	4
MTH 122	Principles of Massage II	4
MTH 129	Principles of Massage III	4
SPC 205	Public Speaking	3
	TOTAL	15

THIRD SEMESTER (SUMMER)
MGT 120	Small Business Management	3
MTH 123	Massage Clinical	3
	TOTAL	6
	TOTAL CREDIT HOURS	**33**

Certificate: **MEDICAL OFFICE CLERICAL ASSISTANT (MOC7)**
Credit Requirements: 37 semester credit hours

Criminal Background Check Required: Yes
Urine Drug Screen Required: Yes

This program provides training in clerical office skills with a special emphasis on medical applications, giving students an understanding of medical terminology in addition to learning and

refining valuable keyboarding, word processing and machine transcription skills, insurance billing and coding. Program graduates should have the skills needed for clerical employment in physicians' offices, clinics, public health agencies, hospitals, and health insurance offices. Students must have a "C" or better in all AOT and HIM classes to graduate.

PROGRAM REQUIREMENTS
Students must undergo a criminal background check prior to entry into the program, with no findings that would prevent licensure/certification.
Submission of Health Sciences division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
Proof of CPR course is required for graduation.

FIRST SEMESTER (FALL)

AHS	102	Medical Terminology	3
AOT	105	Keyboarding	3
BIO	112	Basic Anatomy and Physiology	4
HIM	105	Medical Office Communication & Practice	3
		TOTAL	13

SECOND SEMESTER (SPRING)

HIM	130	Billing and Reimbursement	3
HIM	140	Current Procedural Terminology I	3
HIM	216	Coding and Classification I	3
AOT	122	Medical Machine Transcription I	3
		TOTAL	12

THIRD SEMESTER (SUMMER)

HIM	141	Current Procedural Terminology II	3
HIM	227	Senior Professional Competencies	3
HIM	266	Computers in Healthcare	3
AOT	222	Medical Machine Transcription II	3
		TOTAL	12
		TOTAL CREDIT HOURS	**37**

Certificate: **MEDICAL RECORD CODER (MRC7)**
Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Medical Record Coder certificate prepares students for rewarding career opportunities within the field of Health Information Management through in-depth instruction on medical record coding, focus on medical pathology, pharmacology and interpretation of medical documentation. Hands-on coding practice will be achieved in lab settings, hospitals and other health care facility medical record departments.

PROGRAM REQUIREMENTS
Students must undergo a criminal background check prior to entry into the program, with no findings that would prevent licensure/certification.
Submission of Health Sciences division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.

Proof of CPR course is required for graduation.

Students will be required to travel to off-campus sites for specified courses.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER (FALL)
AHS	102	Medical Terminology	3
BIO	112	Basic Anatomy & Physiology	4
ENG	101	English Composition I	3
HIM	110	Health Information Science I	3
		TOTAL	13

SECOND SEMESTER (SPRING)
HIM	130	Billing and Reimbursement	3
HIM	135	Medical Pathology	3
HIM	138	Pharmacology for Coders	2
HIM	140	Current Procedural Terminology I	3
HIM	216	Coding and Classification I	3
		TOTAL	14

THIRD SEMESTER (SUMMER)
HIM	141	Current Procedural Terminology II	3
HIM	150	Coding Practicum I	3
HIM	225	Coding and Classification II	3
HIM	266	Computers in Healthcare	3
		TOTAL	12
		TOTAL CREDIT HOURS	**39**

Certificate: NAIL TECHNOLOGY (NAT7)
Credit Requirements: 17 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program teaches basic nail care, various nail additions, repair wraps, sanitation procedures and basic salon management practices. Licensed nail technicians must demonstrate that they have completed a 360 clock hour training program approved by the State Department of Labor

Licensing and Regulation, and then must pass both written and practical exams of the State Board of Cosmetology.

Admission into this program requires acceptable scores on SAT, ACT or the Compass Placement Test. Applicants must be 18 years of age and possess a high school diploma or GED.

ADDITIONAL ADMISSION REQUIREMENTS
Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.

A criminal background check and drug screening will be required of all students entering the program.

Students will be responsible for purchasing uniforms and nail kits.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER (FALL)

COS	130	Professional Image	2
COS	131	Bacteria and Other Infectious Agents	2
COS	132	Science of Nail Technology	2
COS	133	Basic Procedures	3
COS	136	Fund. of Artificial Nail Application	4
COS	224	Nail Practice I	4
		TOTAL	17

Certificate: **NUCLEAR MEDICINE TECHNOLOGY (NMT7)**
Limited Access Program
Credit Requirements: 39 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Nuclear Medicine Technology Program is an advanced certificate that requires a minimum of sixty (60) hours of previous college coursework. Nuclear Medicine Technologists (NMT) are trained in the safe handling and administration of radio-pharmaceuticals for therapeutic and diagnostic purposes. They work closely with radiologists who specialize in nuclear medicine by providing clinical information needed for patient diagnosis and treatment.

ACCEPTANCE REQUIREMENTS

Applicants will be accepted in to the Nuclear Medicine Techhnology program by completing and submitting a Weighted Admission form. (Efective Class of 2011). Students with the highest

scores will be considered for admission in weighted order. There will not be a "waiting list" for future admission; however, any applicant who receives notification that he/she is not admitted to the sonography program must notify the Admissions Office in writing by the program application deadline of the desire for consideration for admission to the next available class. Weighted Admission Forms are availabe in the College Admissions Office.

The following requirements for a completed Weighted Admission application must be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program.
2. Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved
3. Sixty (60) hours of appropriate college courses that include:

AHS 102 or 104	Medical Terminology
AHS 110	Intro to Patient Care (Required if no patient care skills; Summer only; BIO 210/211 prerequisites)
BIO 210 and 211	Anatomy and Physiology I and II
CHM 105	General, Organic and Biochemistry
CPT 101	Introduction to Computers
ENG 101	English Composition I
MAT 110/120	College Algebra/Statistics
PHY 118	Medical Imaging Sciences
SPC 205	Public Speaking

Some of these courses may have time limits; refer to the Transfer Credit Limit section in the HGTC Catalog.
4. Cumulative GPA of 2.5 or higher in all required NMT curriculum courses. A minimum grade of "C" is required in all NMT courses.

5. Attend the Medical Imaging Sciences faculty information session and obtain a signed statement verifying attendance to present for Admissions.
5. Complete the criminal background check and drug screening requirements. This must be repeated annually.
6. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
7. Pay the non-refundable tuition deposit by the deadline.

Students must complete the HGTC Health Form, as well as a criminal background check, drug screen test and attend a mandatory hospital orientation. Students who are not admitted because of background checks and/or Health forms may not enter the program.

Students who are turned down by a clinical site because of their background check will not be admitted to the program.

COURSE PROGRESSION REQUIREMENTS

To progress to the next semester once accepted into the program, the student must:
    Earn a 2.5 GPA and a grade of "C" or better in all courses; and
    Maintain a cumulative GPA of 2.5.

REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or co-requisite course may request consideration for reacceptance to the NMT program. Reacceptance to the program is not automatic.

Grading Scale:
    92 – 100   A
    83 – 91   B
    74 – 82   C
    65 – 73   D
    64 and below F

FIRST SEMESTER (FALL)

NMT	101	Introduction to Nuclear Medicine	2
NMT	102	Nuclear Medicine Procedures I	2
NMT	103	Nuclear Medicine Physics	2
NMT	150	Applied Nuclear Medicine I	8
		TOTAL	14

SECOND SEMESTER (SPRING)

NMT	104	Nuclear Medicine Procedures II	2
NMT	105	Quality Assurance Methodology	2
NMT	107	Nuclear Medicine Instrumentation II	3
NMT	151	Applied Nuclear Medicine II	8
		TOTAL	15

THIRD SEMESTER (SUMMER)

NMT	106	Nuclear Medicine Procedures III	2
NMT	109	Special Topic in Nuclear Medicine	2
NMT	152	Applied Nuclear Medicine III	6
		TOTAL	10
		TOTAL CREDIT HOURS	**39**

Degree: Associate in Applied Science
Major: NURSING (ADN5) - Limited Access Program
Credit Requirements: 68 semester credit hours

    Criminal Background Check Required: YES
    Urine Drug Screening Required: YES

The Associate Degree Nursing Program is approved by the South Carolina Department of Labor, Licensing, and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 (404-975-5000). A graduate of the ADN program is eligible to take the National Council Licensure Examination – RN (NCLEX-RN). Upon satisfactory completion of the examination, graduates are titled Registered Nurse (RN).

The ADN program is comprised of general education and support courses as well as clinical nursing courses. The curriculum incorporates classroom instruction, laboratory simulation and clinical practice. Two possibilities for program completion are the Generic option and the Advanced Placement for LPN option. These are described below.

OCCUPATIONAL OBJECTIVES
Upon successful completion of the Associate Degree Nursing (ADN) program, the graduate will be eligible to take the National Council Licensure Exam (NCLEX) and:
- assume a variety of responsibilities as a member of the health care team, and
- function in staff positions within structured health care settings which include hospitals, nursing homes, home health, health departments, physicians' offices, school systems, civil service, and industry.

ADMISSION REQUIREMENTS (Fall, Spring and Summer Admission)
Applicants will be accepted to the Associate Degree Nursing program by completing an Associate Degree Nursing Application, available in the HGTC Admissions Offices and on the Nursing Department webpage.

A waiting list of applicants is not maintained. An applicant who receives notification that s/he was not admitted to the Associate Degree Nursing program must resubmit the Associate Degree Nursing Application during the published application period in order to be considered for program admissions for the next available class.

REQUIREMENTS FOR ACCEPTANCE INTO THE ASSOCIATE DEGREE NURSING PROGRAM
Once students have completed the following requirements, they will be granted acceptance into the Associate Degree Nursing Program.
1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test)
3. The Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
4. Transfer students must meet the College transfer student admission requirements.
5. GPA of 2.75 on all required general education and support courses. A minimum grade of "C" is also required in all courses required for ADN.
6. Have met one of the following two admission options:

    a. Eligible for BIO 210, ENG 101 and MAT 110 or MAT 120 and met the required score on the TEAS (Test of Essential Academic Skills). TEAS scores are valid for 2 years from testing date. Students may retest every 3 months.
       OR
    b. Graduate of the HGTC Health Science Certificate with a GPA of at least 2.75. (MAT and BIO time limits apply).
7. Payment of a non-refundable tuition deposit.
8. Applicants must be at least 17 years of age by the semester of admittance to NUR 101.

Application deadlines and TEAS score requirements are available on the Nursing Department website

Health Science Certificate Courses
HSC requires the successful completion of nine (9) core courses required by the Nursing program. The courses are:

BIO 210   Anatomy & Physiology I
BIO 211   Anatomy & Physiology II(within 5 years of acceptance to Nursing program)
BIO 225   (within 5 years of acceptance to Nursing program)
ENG 101   English Compositions I
ENG 102   English Composition II
MAT 110 or MAT 120 College Algebra/Statistics (within 10 years of acceptance to Nursing)
PSY 201   General Psychology
SPC 205   Public Speaking
Humanities Course (Any College-approved Humanities course)

Students who do not meet minimum placement scores for HSC courses should contact a Health Science Advisor, located on each campus, for prerequisite information.

Additional ADMISSION/Technical Standards
The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:

- Possess sufficient visual acuity to independently read and interpret the writing of all sizes.
- Independently be able to provide verbal communication to and receive communication from clients/patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment and perform other skills required to meet nursing care needs.

- Submit a complete Health Sciences Division Physical Examination Form.

PROGRAM REQUIREMENTS
In order to progress in the curriculum, the student must:
- earn a minimum grade of "C" in all general education, support and nursing courses. An unsuccessful attempt of one required nursing course will result in the student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met after a two-year waiting period. See Nursing Student Handbook for information on unsuccessful attempts available on Nursing Department Webpage.
- maintain a minimum cumulative GPA of 2.0 on all required courses;
- submit evidence of current CPR certification (Health Care Provider). Current CPR certification is required to start each nursing course.
- be covered by professional liability insurance (included in the tuition fees for each nursing course).
- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course.
- meet all program and course requirements according to the Associate Degree Nursing Student Handbook and course syllabi. Certain general education courses have credit time limits. For the Associate Degree Nursing Program the following course time limits apply: Nursing courses; Biology 211 and 225 courses; Math courses. See the transfer credit time limit section of the catalog.

Any student who fails to meet the requirements for progression will be dropped from the nursing program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see Nursing Student Handbook.)

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students are solely responsible for transportation to and from the College and to and from health care agencies utilized for clinical experiences. Students will travel to various clinical sites within a 100-mile radius of HGTC.

Because competency in nursing theory is a critical component for safe nursing practices, the grading scale for nursing is higher than that for some other courses. The grading scale for nursing is:

93–100 =	A
85–92 =	B
77–84 =	C
69–76 =	D
Below 69=	F

A grade of "C" is required in all courses for the Associate Degree Nursing Program. Grades below "C" are considered course failures.

FIRST SEMESTER
BIO	210	Anatomy & Physiology I	4
ENG	101	English Composition I	3
MAT	110	College Algebra	3
		OR	
MAT	120	Probability and Statistics	
NUR	101	Fundamentals of Nursing[1]	6
		TOTAL	16

SECOND SEMESTER
BIO	211	Anatomy & Physiology II	4
ENG	102	English Composition II	3
NUR	120	Basic Nursing Concepts[1]	7
PSY	201	General Psychology	3
		TOTAL	17

THIRD SEMESTER
BIO	225	Microbiology	4
NUR	150	Chronic Health Problems[1]	6
NUR	161	Basic Concepts of Pharmacology	2
NUR	162	Psychiatric and Mental Health Nursing	3
		TOTAL	15

FOURTH SEMESTER
NUR	220	Family-Centered Nursing	7
		Humanities*	3
		TOTAL	10

FIFTH SEMESTER
NUR	221	Advanced Nursing Concepts	5
NUR	217	Trends & Issues in Nursing[1]	2
SPC	205	Public Speaking	3
		TOTAL	10
		TOTAL CREDIT HOURS	**68**

[1]These courses prepare students in basic computer applications.

*Any College-approved Humanities course

In addition to tuition and fees, the initial estimated expenses of the ADN program may be found by visiting the Nursing department webpage at www.hgtc.edu/nursing .

TRANSFER STUDENTS FROM OTHER NURSING PROGRAMS
Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:
- submit an application for admission to the College including the non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Chair requesting transfer into program;
- have a cumulative GPA of at least 2.5 and a grade of "C" or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of "C" or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course twice or have failed two different required courses within the last five years are not eligible for transfer into the nursing program. Failure is defined as receiving a grade below "C" in any course. Nursing courses older than two calendar years will not be accepted;
- submit proof of course content equivalent to nursing courses at HGTC;
- complete at least the last two semesters in the associate degree nursing program at Horry-Georgetown Technical College. 25% (17 credit hours) of the total degree requirements must be from Horry-Georgetown Technical College in order to receive an Associate Degree in Nursing
- complete at least the last two semesters in the ADN nursing program at HGTC in order to receive the Associate Degree in Nursing;
- letter from previous nursing program department chair stating eligibility to continue in the previous program.

The Checklist for Transfer Students is located on the Nursing department webpage at www.hgtc.edu/nursing .

ADVANCED PLACEMENT FOR LICENSED PRACTICAL NURSES
The Nursing Department has a process for the Licensed Practical Nurse (LPN) to receive credit for previous learning and work experience. This process allows eligible LPN candidates to advance beyond the fundamental and basic nursing courses that are covered in the first year of the ADN program.

LPNs may apply for Advanced Placement into the ADN program. Advanced placement requirements include:
- Current LPN licensure in South Carolina;
- Meet HGTC admission requirements;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence will be required if minimum placement test scores are not achieved);
- Transfer students must meet the College transfer student admission requirements;

- Pass a criminal background check and drug screen prior to entry into the program;
- Completion of the prerequisite courses for the Nursing 201 LPN to RN Transition course. These include: PSY 201, BIO 210, BIO 211, MAT 110 or MAT 120, ENG 101, ENG 102, SPC 205;
- A GPA of 2.75 is required for acceptance into the ADN program.

Upon successful completion of NUR 201, LPNs are granted credits for previous nursing courses in the first two semesters of the ADN program.

Suggested sequence of courses (Effective Spring 2011):
FIRST SEMESTER

BIO 225	Microbiology	4
NUR 150	Chronic Health Problems	6
NUR 162	Psychiatric and Mental Health Nursing	3
NUR 201*	Nursing Transition[1]	3
	TOTAL	16

SECOND SEMESTER

NUR 161	Basic Concepts in Pharmacology	2
NUR 220	Family-Centered Nursing	7
	Humanities[2]	3
	TOTAL	12

THIRD SEMESTER

NUR 221	Advanced Nursing Concepts	5
NUR 217	Trends & Issues in Nursing[1]	2
	TOTAL	7

*13 nursing credit hours for prior PN work is given upon completion of NUR 201 with grade of "C" or better.

[1]Courses prepare students in basic computer applications.
[2] Any College-approved Humanities course
Note: LPNs have the option to apply for regular acceptance to the ADN program.

Degree: Associate in Applied Science
Major: OCCUPATIONAL THERAPY ASSISTANT (OTA3)
(Linkage Program with Trident Technical College)
Credit Requirements: 70 semester credit hours

The Occupational Therapy Assistant program is offered for students seeking to apply for and enter into a one-plus-one linkage program with Trident Technical College in Charleston, South Carolina. This program is designed to transfer a minimum of 29 semester hours into Trident

Technical College's Occupational Therapy Assistant curriculum and is not intended to provide specific employment skills. Students are selected for admission to Trident Technical College's second year of the program on a first qualified, first admitted basis.

To become first-qualified, first-admitted, students must meet specific admission assessment standards, successfully complete the Health Occupations Basic Entrance Test (HOBET) and participate in 40 hours of hospital/clinical observations. A minimum cumulative 2.5 grade point average is required.

FIRST SEMESTER (FALL)

BIO	210	Anatomy & Physiology I	4
ENG	101	English Composition I	3
MAT	120*	Probability and Statistics	3
PSY	201	General Psychology	3
		TOTAL	13

SECOND SEMESTER (SPRING)

BIO	211	Anatomy & Physiology II	4
CPT	101	Introduction to Computers	3
PSY	203	Human Growth & Development	3
SPC	205	Public Speaking	3
		Humanities Elective	3
		TOTAL	16

After acceptance as a transfer student at Trident:

THIRD SEMESTER (SUMMER)

OTA	103	Intro. to Occupational Therapy	2
OTA	130	Therapeutic Media I	1
OTA	151	Clinical I	1
OTA	170	Pediatric Psychosocial Dysfunction	1
OTA	175	Pediatric Physical Dysfunction	6
		TOTAL	11

FOURTH SEMESTER (FALL)

OTA	155	Gerontology	1
OTA	160	Adult Psychosocial Dysfunction	3
OTA	165	Adult Physical Dysfunction	5
OTA	203	Kinesiology for Occupational Ther.	3
OTA	213	Group Process & Dynamics	2
OTA	251	Clinical I	1
OTA	252	Clinical II	2
		TOTAL	17

FIFTH SEMESTER (SPRING)

OTA	135	Therapeutic Media II	1

OTA	245	OT Departmental Management	2
OTA	255	Clinical III (Physical Disabilities)	5
OTA	266	Clinical IV (Behavioral)	5
		TOTAL	13
		TOTAL CREDIT HOURS	**70**

* MAT 110 College Algebra may be substituted. Those who have taken ENG 102 may count it as an elective.
ELECTIVE: Select a minimum of (3) credit hours of course work. Includes only college level, non-professional courses.

Diploma: Applied Science
Major: PHARMACY TECHNICIAN (PHM1)
　　Limited Access Program
Credit Requirements: 45 semester credit hours

　Criminal Background Check Required: YES
　Urine Drug Screening Required: YES

The Pharmacy Technician program readies students to prepare and dispense medications under the supervision of a registered pharmacist. The program also prepares students for pharmacy technician duties in both retail and hospital functions. The curriculum combines classroom and experiential learning experiences. Students train in pharmacies while receiving exposure to the duties carried out by the pharmacist and pharmacy technician in preparing medications, filling prescriptions, pricing, patient profile records, medication calculations, controlled substances, IV compounding and other pharmacy related duties. Declared majors in this program must begin in the Fall Semester. Enrollment in the program is on a first qualified, first accepted basis. Applicants are encouraged to apply early and complete all acceptance requirements.

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College. Students are assigned to pharmacy agencies based on a space available basis, as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the pharmacy agencies utilized for clinical experiences.

There are specific requirements for placement into this program. Please see the Admissions Office or the program director for details.

APPLICANTS for Admission for Fall 2011 should note a change in Admission requirements, due to a change in course requirements. In Fall 2011, accepted students are required to take MAT 102 (see prerequisites). Contact the Admissions Office for information regarding Admission Requirements.

ACCEPTANCE REQUIREMENTS
- Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts.

- Minimum placement test scores from one of the following tests: SAT, ACT, or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved.
- Transfer students must meet the college transfer student admission requirements.

PROGRAM REQUIREMENTS
- Students must pass a criminal background check/urine drug screen prior to assignment for Practicum/Clinical courses (PHM 152 and PHM 164).
- Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.
- Students will be responsible for purchasing additional clinical liability insurance.
- Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam for Pharmacy Technician.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

Acceptance to the program is granted at the beginning of each Fall Semester

FIRST SEMESTER (FALL)
AHS 104	Medical Vocabulary/Anatomy	3
CHM 105	Inorganic, Organic & Biochemistry	4
PHM 101	Introduction to Pharmacy	3
PHM 113	Pharmacy Technician Math	3
MAT 101	Beginning Algebra(MAT102 Eff. Class of 2011)	3
AHS 106	Cardiopulmonary Resuscitation	1
	TOTAL	17

SECOND SEMESTER (SPRING)
CPT 101	Introduction to Computers	3
ENG 101	English Composition I	3
	OR	
ENG 155	Communications I	
PHM 110	Pharmacy Practice	4
PHM 114	Therapeutic Agents I	3
PHM 152	Pharmacy Tech Practicum I	2
PHM 164	Pharmacy Tech Practicum II	4
	TOTAL	19

THIRD SEMESTER (SUMMER)
PHM 124	Therapeutic Agents II	3
PHM 173	Pharmacy Technician Practicum III	3
PSY 201	General Psychology	3
	TOTAL	9
	TOTAL CREDIT HOURS	**45**

Certificate: PHLEBOTOMY (PHL6)
Credit Requirements: 17 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The phlebotomy certificate prepares students for entry-level phlebotomy technician positions in hospitals, clinics and other healthcare settings. The program covers phlebotomy theory and special procedures required for specimen collection. It covers basic venipuncture, with emphasis on safety, minimizing client discomfort and accurate collection of a blood specimen. The certificate also requires knowledge of anatomy and physiology, CPR and clinical hours during which the student perfects phlebotomy skills.

Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals and doctor's offices. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

PROGRAM REQUIREMENTS
Students must pass a criminal background check prior to entry into the program that would prevent licensure.

Submission of Health Sciences Division physical examination form indicating the candidate has the ability to perform the physical tasks required in the program.

Students will be required to purchase uniforms and a lab coat.
Proof of CPR course is required for graduation.

Graduates are eligible to take a certification exam offered by various phlebotomy associations.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER (FALL)
BIO	112	Basic Anatomy and Physiology	4
AHS	102	Medical Terminology	3
AHS	106	Cardiopulmonary Resuscitation	1
AHS	141	Phlebotomy for the Health Care Provider	3
		TOTAL	11

SECOND SEMESTER (SPRING)
AHS	143	Phlebotomy Skills	6
		TOTAL	6

Degree: Associate in Applied Science
Major: PHYSICAL THERAPIST ASSISTANT (PTA3)
     Limited Access Program
Credit Requirements: 73 semester credit hours

  Criminal Background Check Required: YES
  Urine Drug Screening Required: YES

The Physical Therapist Assistant program prepares students to implement physical therapy treatment procedures. Physical Therapist Assistants work under the supervision of licensed Physical Therapists to provide interventions that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Other duties include clerical duties, record keeping and continuing education. Employment opportunities include hospitals, rehabilitation centers, schools, home health care and private practice.

The Physical Therapist Assistant program is a limited-access program.

 ACCREDITATION
Horry-Georgetown Technical College has been granted Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandra VA,22314;phone 703-706-3245;e-mail: accreditation@apta.org).

ACCEPTANCE
All applicants must meet Phase I requirements which include:
1. Meet the criteria for admission to HGTC. This includes submission of application and fee; official high school transcript, including graduation date or coy of GED; and official college transcripts.
2. Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test), within 10 years or associate or bachelor's degree.
3. Developmental studies courses will be required if minimum placement scores indicate need.
4. Minimum HOBET composite score of 42.
5. GPA of 2.5 or higher on all required General Education and support courses, with "C" or higher in each courses. These courses include: BIO 210 (*5 year time limit*); ENG 101, MAT 120 or MAT 110, PSY 201 and Humanities elective. GPA of 2.5
    Must be maintained, with no academic or disciplinary suspension at time of admission or program entry.
6. Attendance at PTA Information Session. (Schedule on WaveNET).
7. Experience Documentation submitted to PTA Program Director reflecting a minimum of 20 hours in a physical therapy facility plus an ESSAY of no more than 2 pages about the personal experiences during observation. The applicant is responsible for arranging the experience.

8. Criminal background checks are required of all students enrolling in this program. Felony or misdemeanor convictions could result in applicants and/or students being ineligible to complete the program.

Phase II: Upon completion of the above requirements, applicants will be admitted to the PTA program based on weighted criteria, including points for the following: Employment in Physical Therapy; HGTC Student courses/GPA; General Education courses and grades; Residency; previous college degrees; previous qualified applicant status.

Additionally, program requirements include:
1. Evidence of current CPR certification (BLS Health Care Provider).
2. Submission of a Physical Therapist Assistant Student Health Form indicating the candidate has the ability to perform the physical tasks required for the program.

PROGRESSION REQUIREMENTS
A grade of "C" or better in each of the required courses.

FIRST SEMESTER (SPRING)

BIO	210	Anatomy & Physiology I	4
ENG	101	English Composition I	3
MAT	120	Probability and Statistics (Preferred)	3
		OR	
MAT	110	College Algebra	3
PSY	201	General Psychology	3
		Humanities Elective*	3
		TOTAL	16

SECOND SEMESTER (FALL)

BIO	211	Anatomy and Physiology II	4
CPT	101	Introduction to Computers	3
ENG	102	English Composition II	3
PTH	101	Physical Therapy Professional Preparation	2
PTH	221	Pathology I*	2
PTH	222	Pathology II*	2
SPC	205	Public Speaking	3
		TOTAL	19

*Offered in half-semester schedule

THIRD SEMESTER (SPRING)

PTH	202	Physical Therapy Modalities	4
PTH	205	Physical Therapy Functional Anatomy	4
PTH	234	Clinical Education I	3
PTH	240	Therapeutic Exercise/Applications	5
		TOTAL	16

FOURTH SEMESTER (SUMMER)

PTH	225	Electrotherapy	2
PTH	242	Orthopedic Management	4
PTH	253	Clinical Practice II	3
		TOTAL	9

FIFTH SEMESTER (FALL)

PTH	235	Interpersonal Dynamics	2
PTH	244	Rehabilitation	4
PTH	275	Advanced Professional Preparation	1
PTH	276	Physical Therapy Practicum II	6
		TOTAL	13
		TOTAL CREDIT HOURS	**73**

Diploma: **Applied Science**
Major**: PRACTICAL NURSING (PRN1)** - Limited Access Program
Credit Requirements: 48 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

The Practical Nursing curriculum is designed to prepare students to function in hospitals, extended care facilities, doctors' offices, clinics, schools and private industry under the supervision of a registered nurse or physician. The program prepares students to care for acutely and chronically ill patients, to help rehabilitate patients and to share in the prevention of illness. The curriculum combines classroom instruction with laboratory practice and clinical experience in various settings. To obtain a diploma, a student must complete 48 credit hours with a minimum 2.00 cumulative grade point average and minimum grade of "C" in all courses required for Practical Nursing.

The Practical Nursing (PN) program at Horry-Georgetown Technical College is approved by the South Carolina Department of Labor, Licensing and Regulation Board of Nursing and accredited by the NLNAC (National League for Nursing Accrediting Commission), 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326 (404-975-5000).
Graduates of the program may apply to take the National Council Licensure Examination for Practical Nurses. Upon successful completion of this examination, the candidate will be designated as a Licensed Practical Nurse (L.P.N.) or Licensed Vocational Nurse (L.V.N.)

ACCEPTANCE REQUIREMENTS
Applicants are accepted to the program on a first qualified, first accepted basis. Acceptance is in two stages: "Preliminary Acceptance" and "Full Acceptance." Applicants are considered qualified for acceptance to the next available class when they meet all acceptance requirements.

**Requirements for Preliminary Acceptance to
the Practical Nursing Program**

Once students have completed the following requirements, they will be granted "Preliminary Acceptance" into the Practical Nursing Program.

- Meet the criteria for admission to HGTC. This includes submission of admission application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts;
- Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies course sequence will be required if minimum placement test scores are not achieved;
- Transfer students must meet the College transfer student admission requirements; and
- An applicant must be at least 17 years of age by August 1 of the year of acceptance. Students are admitted into the Practical Nursing program in the Fall Semester only;
- GPA of 2.0 or better on all required general education and support courses. A minimum grade of "C" is also required in all courses required for Practical Nursing Program and two (2) failures in any of these courses within the five years prior to acceptance removes a student from being eligible for the program for five years from the date of the last failure.

Requirements for Full Acceptance to the Practical Nursing Program

- A copy of a certified birth certificate;
- Attendance at an orientation seminar;
- A Health Sciences Division Physical Examination Form, completed 30 days prior to the first day of classes, indicating the student is physically and mentally able to enter the program;
- CPR certification (BLS Health Care Provider) must be current for duration of program.
- Payment of a non-refundable tuition deposit; and
- Pass a criminal background check prior to entry into the program. Students who are turned down because of their background check will not be admitted to the program.
- Pass a drug screening test.

Additional Acceptance/Technical Standards

The following standards are considered essential criteria for participation in the Nursing Program. Students selected for the Nursing Program must be able to:

- Independently engage in educational activities and clinical training activities in a manner that will not endanger clients/patients, other students, staff members, themselves, or the public. These criteria are necessary for the successful implementation of the clinical objectives of the Nursing Program. In order to be admitted, or to be retained in the Nursing Program after admission, all applicants with or without accommodations must:
- Possess sufficient visual acuity to independently read and interpret the writing of all sizes;
- Independently be able to provide verbal communication to and receive communication from clients/patients and members of the health care team, and be able to assess care

needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.;
- Possess sufficient gross and fine motor skills to independently position and assist in lifting clients/patients, manipulate equipment, and perform other skills required in meeting the needs of nursing care; and
- Submit a complete Health Sciences Division Physical Examination Form.

Program Requirements
In order to progress in the curriculum, the student must:
- earn a minimum grade of "C" in all general education, support and nursing courses. Failure of one required nursing course will result in student being dropped from the program with eligibility for readmission. A student who has a second failure in any one of the required nursing courses may apply for readmission to the nursing program if all other criteria are met after a two year waiting period. See Nursing Student Handbook for information on unsuccessful attempts. The Handbook is available at www.hgtc.edu/nursing.
- maintain a minimum cumulative 2.0 GPA on all required courses;
- submit evidence of current CPR certification (Health Care Provider). Current CPR certification is required to start each nursing course;
- be covered by professional liability insurance (included in the tuition fees for each nursing course);
- submit a completed Health Sciences Division Physical Examination Form prior to enrollment in the first nursing course. Evidence of an updated annual physical examination/health record is required;
- meet all program and course requirements according to the Practical Nursing Student Handbook and course syllabi; and
- be cognizant that certain general education courses have credit time limits. For the Practical Nursing Program, the following course time limits apply: Practical Nursing courses; Biology 211. See the transfer credit time limit section of the catalog.

Any student who fails to meet requirements for progression will be dropped from the program and must apply for re-acceptance. (This re-acceptance process occurs through application to the Nursing Department Chair. For further information regarding re-acceptance, see Practical Nursing Student Handbook.)
Selected learning experiences will be provided in a number of health care agencies located within the geographical area served by the College, such as hospitals, nursing homes, clinics, nursery schools and day care centers. Students are assigned to clinical agencies based on a space available basis as well as appropriate learning experiences. Students will be solely responsible for transportation to and from the College and to and from the health care agencies utilized for clinical experiences.

Because competency in nursing is a critical component of safe nursing practice, the grading scale for practical nursing is higher than the general college grading scale. The grading scale for all Practical Nursing courses and AHS 126, Health Care Calculations, is:

93-100 =   A

85-92 = B
77-84 = C
69-76 = D
Below 69 = F

Transfer Students from Another Practical Nursing Program

To be accepted for transfer, nursing courses must have been part of a parallel program at a regionally accredited post-secondary institution and completed within the past year. Each course is considered individually and students may be required to submit course descriptions or college catalogs to describe previous work. General education course transfer credit follows College policy.

Students who meet the following criteria will be considered on an individual basis. Candidates for transfer must:

- submit an application for admission to the College including the non-refundable application fee;
- meet minimum program acceptance requirements;
- submit a letter to the Nursing Department Chair requesting transfer into program;
- have a cumulative GPA of at least 2.0 and a grade of "C" or better in each of the HGTC required general education and support courses taken in the program from which the student is transferring;
- have earned a grade of "C" or better in all nursing courses for which the student seeks transfer credit. Students who have failed any required course will be dropped from the program with eligibility for readmission. Students who have a second failure in any required nursing courses may apply for readmission to the nursing program if all other criteria are met, after a two year waiting period. Nursing courses older than one calendar year will not be accepted;
- submit proof of course content equivalent to HGTC nursing courses; and
- Complete at least the final semester in the practical nursing program at Horry-Georgetown Technical College. 25% (12 credit hours) of the total degree requirements must be from Horry-Georgetown Technical College in order to receive a Diploma in Practical Nursing
- Letter from previous nursing program chair stating eligibility to continue in previous program.
  Checklist for transfer students is located on the Nursing department website at www.hgtc.edu/nursing.

FIRST SEMESTER (FALL)

BIO	210	Anatomy & Physiology I	4
MAT	155	Contemporary Mathematics	3
PNR	110	Fundamentals of Nursing (accelerated)	5
PNR	120	Medical/Surgical Nursing I (accelerated)	5
AHS	126	Health Calculations	1
		TOTAL	18

SECOND SEMESTER (SPRING)
BIO 211 Anatomy & Physiology II 4
PNR 112 Nutrition 2
PNR 130 Medical/Surgical Nursing II (accelerated) 5
PNR 154 Maternal/infant/Child Nursing (accelerated) 5
        TOTAL 16

THIRD SEMESTER (SUMMER)
ENG 101 English Composition I 3
PNR 140 Medical/Surgical Nursing III (accelerated) 5
PNR 183 Special Topics in PNR 3
PSY 201 General Psychology 3
        TOTAL 14
TOTAL CREDIT HOURS 48

Degree: Associate in Applied Science
Major: RADIOLOGIC TECHNOLOGY (RAD3)
    Limited Access Program
Credit Requirements: 92 semester credit hours

  Criminal Background Check Required: YES
  Urine Drug Screening Required: YES

Accreditation: Joint Review Committee on Education in Radiologic Technology (JRCERT)

The Radiologic Technology program prepares the student to assist the radiologist (MD) in performing examinations of the body to rule out, or confirm and identify, fractures or diseases. Radiologic Technologists must be educated in the precise use of highly technical radiographic equipment and the application of ionizing radiation in the performance of radiographic procedures. Students will learn to operate equipment and accessories under direct supervision of Board Certified Radiologists and Technologists.

The program is committed to instilling in all students critical thinking skills, development of interpersonal skills and a commitment to lifelong learning.

Graduates of the program will have acquired the knowledge, skills and experiences necessary for success in achieving their career and educational goals and will possess the potential to have fulfilling lives as effective radiographers in their local communities.

ACCEPTANCE REQUIREMENTS
Applicants will be accepted in to the Radiologic Techhnology program by completing and submitting a Weighted Admission form. (Effective Class of 2011). Students with the highest scores will be considered for admission in weighted order. There will not be a "waiting list" for future admission; however, any applicant who receives notification that he/she is not admitted to the radiography program must notify the Admissions Office in writing by the program

application deadline of the desire for consideration for admission to the next available class. Weighted Admission Forms are availabe in the College Admissions Office.

The following requirements for a completed Weighted Admission application must be submitted to the Admissions Office by the application deadline date:

1. Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED; and official college transcripts. All applicants must be at least 18 years of age at the time of admission to the program.
2. Minimum acceptable test score requirements from one of the following tests: SAT, ACT or COMPASS (College placement test); the Developmental Studies Course sequence will be required if minimum placement test scores are not achieved
3. Completion of the four prerequisite courses with a grade of "C" or higher:
    BIO 210   Anatomy and Physiology I
    CPT 101   Introduction to Computers
    ENG 101   English Composition I
    MAT 110/120 College Algebra/Statistics
        Some of these courses may have time limits; refer to the Transfer Credit Limit section in the HGTC Catalog.
4. Cumulative GPA of 2.5 or higher in all required Radiologic Technology curriculum courses. A minimum grade of "C" is required in all RAD courses.
5. Attend the Medical Imaging Sciences faculty information session and obtain a signed statement verifying attendance to present for Admissions.
6. Complete the criminal background check and drug screening requirements. This must be repeated annually.
7. Review and acknowledge the Technical Standards of the Medical Imaging Sciences department.
8. Pay the non-refundable tuition deposit by the deadline.
9. Students will be required to attend two 4 hour observations at an acceptable site. Please refer to the online Medical Imaging Sciences web page for observation form and contacts.

Students must complete the HGTC Health Form, as well as a criminal background check, drug screen test and attend a mandatory hospital orientation. Students who are not admitted because of background checks and/or Health forms may not enter the program.

Students who are turned down by a clinical site because of their background check will not be admitted to the program.

COURSE PROGRESSION REQUIREMENTS

To progress to the next semester once accepted into the program, the student must:
    Earn a 2.5 GPA and a grade of "C" or better in all courses; and
    Maintain a cumulative GPA of 2.5.

REACCEPTANCE TO A PROGRAM

Students who receive a W, D, or F in a prerequisite or co-requisite course may request consideration for reacceptance to the radiography program. Reacceptance to the program is not automatic.

Grading Scale:
    92 – 100   A
    83 – 91   B
    74 – 82   C
    65 – 73   D
    64 and below F

TECHNICAL ACCEPTANCE STANDARDS
These standards refer to all non-academic acceptance criteria essential to participate in the program. Students selected for program acceptance must be able to engage in educational and training activities in a manner that will not endanger other students, staff members, themselves or the public, including patients. To be considered, accepted or to be retained in the program after acceptance, all applicants with or without accommodations must:
- possess sufficient visual acuity to interpret requisitions, prepare contrast media and perform observation necessary for patient assessment and nursing procedures. In addition, applicants must possess sufficient visual acuity to distinguish 6 line pairs per millimeter on a radiographic test phantom to assure the ability to evaluate the diagnostic quality of radiographs produced. Applicants must be able to distinguish tone qualities of a radiograph from black through shades of gray to white;
- be able to provide verbal communication to and receive communication from patients, members of the health care team, and be able to assess care needs through the use of monitoring devices, stethoscopes, infusion pumps, fire alarms, audible exposure indicators, etc.; and
- possess sufficient gross and fine motor skills to manipulate equipment, position and lift patients, and perform other skills required in meeting needs of radiologic technology.
- Specific Requirements are listed on the Web page under Technical Standards.

ADDITIONAL PROGRAM REQUIREMENTS/ETHICS REVIEW
- If the applicant has been convicted of a misdemeanor (sole exception of speeding and parking violations) or felony (all alcohol and/or drug related violations must be reported), the applicant must request a review by the American Registry of Radiologic Technologists (ARRT) before he or she will be permitted to sit for the National Board Examination. The committee will determine the level of sanction for each conviction. It is suggested that students contact the ARRT prior to entering the program to make sure they will be eligible to sit for the national exam. Information may be found on the website or phone 651-687-0048 ext 544.
- Any misrepresentation or falsification of information on the ARRT application form is considered to be a serious violation of professional ethics and may result in revocation or permanent ineligibility.

- The ARRT may conduct criminal background searches whenever appropriate.
- The ethics review may be delayed until all conditions of the court have been completed, including probation and summary discharge.
- A fee of $50 is charged for pre-application review.
- Students will be assigned rotations on afternoon and evening shifts during their last two semesters.
- Students are expected to have reliable transportation and may be assigned clinic sites that require significant travel. Students do not choose their clinical rotations and students will rotate to at least three different clinic sites during the six semesters.

ACADEMIC STANDARDS

A student must earn a "C" or better in each course and maintain a minimum 2.5 GPA. Any student not maintaining this academic standard will be suspended from the Radiologic Technology program.

Grade scale for all Radiologic Technology courses:

92 – 100	A
83 – 91	B
74 – 82	C
65 - 73	D
64 and below	F

FIRST SEMESTER (SUMMER)

RAD	101	Intro. to Radiography and Patient Care	2
RAD	102	Patient Care Procedures	2
RAD	153	Applied Radiography I	3
		TOTAL	7

SECOND SEMESTER (FALL)

BIO	211	Anatomy and Physiology	4
RAD	110	Radiographic Imaging I	3
RAD	130	Radiographic Procedures I	3
RAD	165	Applied Radiography II	5
		TOTAL	15

THIRD SEMESTER (SPRING)

SPC	205	Public Speaking	3
		OR	
SPC	209	Interpersonal Communication	3
RAD	115	Radiographic Imaging II	3
RAD	136	Radiographic Procedures II	3
RAD	175	Applied Radiography III	5
		TOTAL	14

FOURTH SEMESTER (SUMMER)

RAD	201	Radiation Biology	2

RAD 230 Radiographic Procedures III	3
RAD 256 Advanced Radiography I	6
TOTAL	11

FIFTH SEMESTER (FALL)

PSY 201 General Psychology	3
RAD 103 Introduction to CT	2
RAD 210 Radiographic Imaging III	3
RAD 268 Advanced Radiography II	8
TOTAL	16

SIXTH SEMESTER (SPRING)

RAD 205 Radiographic Pathology	2
RAD 220 Selected Imaging Topics	3
RAD 278 Advanced Radiography III	8
Humanities*	3
TOTAL	16
TOTAL CREDIT HOURS	**92[a]**

*Humanities: ART 101, HIS 101, HIS 102, HIS 201, HIS 202, PHI 101, PHI 103, PHI 110, MUS 105, SPA 101, SPA 155
[a]Total includes program prerequisite courses.

Certificate: **SPA THERAPIST**
Credit Requirements: 16 semester credit hours

Criminal Background Check Required: Yes
Urine Drug Screen Required: Yes

This program teaches the five star standards for spa treatments and services. These treatments and services will include body wraps, herbal therapies, herbal massages and facials, manicures, and pedicures. Spa managing and operations will be included, as well as spa sanitation procedures.

Admission into this program requires acceptable scores on SAT, ACT, or the Compass Placement Test. The applicant must be 18 years of age and possess a high school diploma or GED. Additionally, applicants must have completed a Massage Therapy program, Esthetics program, Cosmetology program, or Nail Technology program or be a licensed massage therapist, esthetician, cosmetologist, or nail technician.

First Semester

| MTH 101 | Spa Treatments and Services | 3 |
| MTH 102 | Spa Therapy Business Applications | 3 |

MTH	104	Spa Pathology and Sanitation	2
MTH	105	Introduction to Spa Procedures	3
MTH	106	Application and Spa Treatments	2
MTH	108	Introduction to Aromatherapy	1
MTH	132	Massage Therapy Seminar	1
AHS	106	Cardiopulmonary Resuscitation	1
		TOTAL	16
		TOTAL CREDIT HOURS	**16**

Certificate: SURGICAL TECHNOLOGY (SUR7)
Limited Access Program
Credit Requirements: 37 semester credit hours

Criminal Background Check Required: YES
Urine Drug Screening Required: YES

This program offers classes for the skilled person to enter into the healthcare environment as a surgical technologist. Graduates will prepare and maintain sterile fields, pass instruments, sutures and sponges, etc. and function as a key part of the surgical team. The program provides students with classroom study, laboratory and clinical experience. Students are trained in aseptic techniques, medical equipment nomenclature, and human anatomy for the operating room.

Employment Opportunities
Supervised clinical practice in surgical environments prepares the student for entry-level positions in such areas as hospital operating room departments, obstetrical departments, surgical supply and/or processing departments, out-patient surgical centers, and surgeon office practices.

General Information
Surgical technologists function under the supervision of and in cooperation with surgeons and registered nurses, performing duties that are vital for surgical patient safety and care during operative procedures.
Students in this program will be expected to travel to various healthcare/surgical sites within a 50-mile radius for clinical experiences.
One of the program graduation requirements is that each student must complete at least 125 clinical cases during their course of study. It is anticipated that students will complete additional clinical cases.

While general education courses may be taken in the evening, core courses are scheduled at various times and clinical experiences are scheduled in the early morning, consistent with operating room schedules.

Acceptance to this program is limited and on a first qualified, first accepted basis. Students interested in the selection process are encouraged to contact the Admissions Office.

Student Requirements
Personal Traits-

Possess a strong sense of responsibility, considerable patience and concern for others.

Function well as a team member.

Possess manual dexterity and fine motor coordination.

Perform accurately and efficiently under pressure.

Physical Requirements
Able to lift and stand for extended periods of time.

Acceptance Requirements
Meet the criteria for admission to HGTC. This includes submission of application fee; official high school transcript, including graduation date or copy of GED;

Minimum placement test scores from one of the following tests: SAT, ACT or COMPASS, the College placement test (the Developmental Studies course sequence with a minimum grade of B will be required if minimum placement test scores are not achieved);

Transfer students must meet the College transfer student admission requirements;

Completion of BIO 210 and BIO 211 with a minimum grade of "C";

Students must complete a criminal background check upon application to the program and again prior to placement into clinical rotations. Students who are turned down because of their background check will not be admitted to the program.

Current CPR certification (Health Care Provider);

Submit a complete Health Sciences Division Physical Examination Form; and

Complete a 10 panel urine drug screen. Students who are turned down because of their urine drug screen will not be admitted to the program.

Progression Requirements
A grade of "C" or better in each required course.

Must maintain a 2.0 GPA in required courses.

With the approval of the SUR Faculty, required courses may be repeated one time only to achieve a passing grade.

CPR (BCLS) must be updated annually.

Required Courses:

FIRST SEMESTER (FALL)
SUR	115	Terminology for Surgical Technology	2
SUR	101	Introduction to Surgical Technology	5
SUR	103	Surgical Procedures I	4
BIO 225		Microbiology	4
	TOTAL		15

SECOND SEMESTER (SPRING)
SUR	102	Applied Surgical Technology	5
SUR	104	Surgical Procedures II	4
SUR	111	Basic Surgical Practicum	7
	TOTAL		16

THIRD SEMESTER (SUMMER)
SUR113	Advanced Surgical Practicum	4
SUR120	Surgical Seminar	2
TOTAL		6
TOTAL CREDIT HOURS		37

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Programs of Study in Industrial Technology

Certificate: RESIDENTIAL HEATING, VENTILATING &
AIR CONDITIONING SERVICE TECHNICIAN (RHV7)
Credit Requirements: 32 semester credit hours

The Residential HVAC Service Technician Certificate opens doors of opportunity of graduates that few would imagine. The self-motivated graduate from this program has the technical training to work as a service technician, installation specialist, service manager, or sales representative anywhere in the country. Graduates have the opportunity to work with State and Federal agencies, contractors, fortune 500 companies, or set their own course by opening their own company. The opportunities are limited only to the graduate's desire, motivation, and personal goals.

To graduate a student must pass the "Core" and "Type Two" sections of the EPA examination. Additionally, all students are required to take the Residential Air conditioning and Heating Industrial Competency Exam (ICE).

This certificate prepares students to troubleshoot, repair and install many different types of residential heating and air conditioning systems, and is approved by local industry through an HVAC program advisory committee.

DAYTIME CURRICULUM SEQUENCING:
FIRST SEMESTER (FALL)

ACR	102	Tools and Service	3
ACR	106	Basic Electricity for HVAC	4
ACR	108	Refrigeration Fundamentals	3
ACR	118	Air Conditioning Fundamentals	3
ACR	140	Automatic Controls	3
		TOTAL	16

SECOND SEMESTER (SPRING)

ACR	110	Heating Fundamentals	4
ACR	160	Service Customer Relations	3
ACR	206	Advanced Electricity	2
ACR	210	Heat Pumps	4
ACR	250	Duct Fabrication	3
		TOTAL	16
	TOTAL CREDIT HOURS	32	

EVENING CURRICULUM SEQUENCE:
FIRST SEMESTER (FALL)

ACR	102	Tools and Service	3
ACR	106	Basic Electricity for HVAC/R	4
ACR	108	Refrigeration Fundamentals	3
		TOTAL	10

SECOND SEMESTER (SPRING)

ACR	118	Air Conditioning Fundamentals	3
ACR	140	Automatic Controls	3
		TOTAL	6

THIRD SEMESTER (FALL)

ACR	110	Heating Fundamentals	4
ACR	160	Service Customer Relations	3
ACR	206	Advanced Electricity	2
		TOTAL	9

FOURTH SEMESTER (SPRING)

ACR	210	Heat Pumps	4
ACR	250	Duct Fabrication	3
		TOTAL	7
		TOTAL CREDIT HOURS 32	

Certificate: COMMERCIAL REFRIGERATION AND AIR CONDITIONING (CRA6)
Credit Requirements: 10 semester credit hours

The Commercial Refrigeration and Air Conditioning Certificate is designed to train residential technicians to enter the ever growing commercial sector of the HVAC/R industry. The commercial sector of this industry is dealing with a shortage of qualified technicians. This program opens the door of opportunity for qualified technicians. The focus of this program will be to train students to service, repair and troubleshoot commercial refrigeration, which includes walk-in coolers and freezers, reach-ins, and ice machines. The coursework will also focus on commercial air conditioning systems 5 tons and higher, advanced energy efficient systems, and advanced control systems.

Students entering this certificate program must have completed ACR 210 with a minimum grade of C; have passed the ICE exam with a minimum score of 70, or have a NATE certification.

Completion of this certificate will require students to take the applicable NATE certification exam.

SEMESTER COURSES

ACR	201	Troubleshooting and Maintenance	3
ACR	131	Commercial Refrigeration	4
ACR	207	Advanced Refrigeration Elect.	3
	TOTAL CREDIT HOURS	10	

Certificate: **WELDING (WLD6)**
Credit Requirements: 16 semester credit hours

This certificate is designed to provide students with the welding skills to include manufacturing, transportation, fabricated metal products, building construction, heating, ventilation and air conditioning, the golf course industry, industrial machinery, and other applications.

FIRST SEMESTER (FALL)

WLD 102	Introduction to Welding	2
WLD 111	Arc Welding I	4
	TOTAL	6

SECOND SEMESTER (SPRING)

WLD 113	Arc Welding II	4
WLD 115	Arc Welding III	4
WLD 140	Weld Testing	1
CWE XX1	Cooperative Work Experience VI	1
	TOTAL	10
	TOTAL CREDIT HOURS	**16**

Programs of Study in Occupational Technology

Degree: Associate in Applied Science
Major: **GENERAL TECHNOLOGY (GEN3)**

Credit Requirements: 64 semester credit hours

The General Technology major allows a student, with advisor guidance and approval, to complete coursework available at the College. The purpose of the Associate in Applied Science in General Technology provides for cross-training or for becoming a multi-skilled technician.

Complete range of semester hour credits distributed as follows:

GENERAL EDUCATION COURSES	15 CREDIT HOURS
ENG 155 (or ENG 101 +SPC 205)	3
ENG 160 or ENG 102	3
MAT 155 (or MAT 101, 102, 110, 120)	3
Social Science	3
Humanities	3

REQUIRED CORE SUBJECT AREAS   40 CREDIT HOURS

The General Technology major allows a student and the academic advisor to tailor an individualized program of study to meet specific career goals and employment objectives.

The Required Core consists of a primary technical specialty (28 credit hours minimum) in a single content area and secondary specialty (12 credit hours minimum). The Primary Specialty consists of a minimum of 28 credit hours in a single content area. The Secondary Specialty consists of an additional 12 credit hours in another content area from approved degree, diploma or technical education certificate programs.

Degree: Associate in Applied Science
Major: **General Technology**
Specialty: Aviation Maintenance (GEN3-AMS)

Horry Georgetown Technical College and Pittsburgh Institute for Aeronautics (PIA) have signed an articulation agreement which is designed to afford students the opportunity to earn the Associate in Applied Science with a m ajor in General Technology, allowing a student to specialize in two areas: Aviation Powerplant and Airframe to be offered through PIA. General Education courses will be taught by HGTC in the students' first and sixth semester. The ACM courses (below) will be offered at PIA facilities (pending FAA approval) in Myrtle Beach. Upon satisfactory completion of the required coursework outlined below, students will be eligible to

graduate from HGTC with an associate degree in applied science (AAS). E ach student is required to complete of a minimum of 25% of the coursework required at HGTC for graduation.

Admission to this program requires completion of HGTC Admission requirements (application, transcripts, fees and placement information) in addition to PIA applications by eligible students. Although PIA does not require a criminal background check, applicants should be aware that certain offenses may preclude graduates from employment in the industry. Contact Admissions (admissions@hgtc.edu) for details on admissions procedures.

FIRST SEMESTER /HGTC HOURS	COURSE TITLE	CREDIT
AMF 101	Introduction to Aviation	1
CPT 101	Introduction to Computers	3
ENG 155	Communications I	3
MAT155	Contemporary Mathematics	3
PHS 101	Physical Science I	4
	TOTAL	14

SECOND THROUGH FIFTH SEMESTER COURSES
SECOND SEMESTER/PIA

ACM 101	General Regulations	2
ACM 102	Aviation Sciences	3
ACM 105	Basic Aircraft Electricity	4
ACM 110	Aircraft drawings	1
ACM 115	Ground Handling and Servicing	3
ACM 120	Materials and Corrosion Control	4
	TOTAL	17

THIRD SEMESTER /PIA

ACM 160	Utility and Warning Systems	3
ACM 170	Aircraft Electrical Systems	4
ACM 201	Lubricating Systems	2
ACM 205	Ignition and Starting Systems	3
ACM 240	Engine Electrical Instrumentation & Fire Protection	3
ACM 245	Powerplant and Fuel Systems	4
	TOTAL	19

FOURTH SEMESTER /PIA

ACM 155	Aircraft Environmental Systems	3
ACM 210	Reciprocating Engine Overhaul	4
ACM 212	Engine Installation	3
ACM 220	Turbine Engines	3
ACM 226	Engine Inspection	1
ACM 234	Propellers and Components	4
ACM 250	Introduction to Cooling and Exhaust	3
	TOTAL	21

FIFTH SEMESTER/PIA

ACM 114	Fluid Lines and Fittings	1
ACM 125	Wood Structures, Coverings and Finishes	2
ACM 135	Sheet Metal & Nonmetallic Structures	4
ACM 145	Aircraft Welding	2
ACM 150	Assembly and Rigging	3
ACM 165	Hydraulic and Pneumatic Systems	3
ACM 167	Landing Gear Systems	3
ACM 172	Aircraft Fuel Systems	1
ACM 174	Airframe Inspection	<u>1</u>
	TOTAL	20

SIXTH SEMESTER COURSES/HGTC

ENG 160	Technical Communications	3
PHI 103	Workplace Ethics	3
PSY 103	Human Relations	3
ELECTIVE		<u>3</u>
	TOTAL	12
	TOTAL CREDIT HOURS	**103**

Programs of Study in Public Service Technology

Degree: **Associate in Applied Science**
Major: **CRIMINAL JUSTICE (CRJ3)**
Credit Requirements: 70 semester credit hours

This program offers a well rounded study of the criminal justice system, focusing on the legal issues and fundamental concepts and principles associated with law enforcement, the courts, corrections, and juvenile justice. It is designed for students who want to either increase their employment potential, increase their advancement potential, or transfer into a senior college that accepts HGTC criminal justice courses. The program concludes with an intensive capstone course in which students will develop education portfolios and conduct activities that require the application of concepts taught throughout the program. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is very important.

TRANSFER OPPORTUNITIES: Students successfully completing the two-year associate degree in Criminal Justice have transfer opportunities to both Coastal Carolina University through the baccalaureate programs in Sociology or Psychology and Charleston Southern University through the baccalaureate programs in Criminal Justice or Technology with a cognate in Criminal Justice. The specifics of these transfer opportunities are available through the universities involved and/or Dr. Dan Wysong, Academic Chair, Public Service and Legal Studies, at Horry-Georgetown Technical College. Charleston Southern University primarily offers Criminal Justice courses under this transfer opportunity through an online format.

FIRST SEMESTER (FALL)

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
ENG 101	English Composition I	3
SOC 101	Introduction to Sociology	3
MAT 155	Contemporary Math	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CPT 101	Introduction to Computers	3
PSY 201	General Psychology	3
ENG 102	English Composition II	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

CRJ 145	Juvenile Delinquency	3
CRJ 218	Crisis Intervention	3
CRJ 230	Criminal Investigation I	3
	TOTAL	9

FOURTH SEMESTER (FALL)
CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
PSC 201	American Government	3
SPA 101	Elementary Spanish	4
SPC 205	Public Speaking	3
	TOTAL	16

FIFTH SEMESTER (SPRING)
HIS XXX	History Elective*	3
CRJ 224	Police Community Relations	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
	TOTAL	15
	TOTAL CREDIT HOURS	**70**

*Approved History Elective courses: HIS 101, HIS 102, HIS 201 or HIS 202

Degree: **Associate in Applied Science**
Major: **CRIMINAL JUSTICE (CRJ3)**
Emphasis: *Crime Scene Investigation*
Credit Requirements: 67 semester credit hours

This program offers an in-depth study in legal issues, fundamental principles and investigative techniques used in criminal investigations, crime scene process and case preparation. The program is designed for students who want to increase their employment or advancement potential in the field of criminal investigations. Students learn basic principles of criminal investigations, crime scene process, case preparation and forensic science techniques, applications and equipment from both a theoretical perspective in the classroom and hands-on field training. Program concludes with an intensive capstone course in which students develop education portfolios and conducted activities that require the application of program concepts. Most Criminal Justice (CRJ) courses are offered only once each year, so following the recommended course sequence is very important.

FIRST SEMESTER (FALL)
CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Criminal Law I	3
CRJ 201	Fingerprint Science	3
ENG 101	English Composition I	3
CPT 101	Introduction to Computers	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CRJ 120	Constitutional Law	3
CRJ 125	Criminology	3
CRJ 202	Criminalistics	3
MAT155	Contemporary Mathematics	3
ENG102	English Composition II	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

CRJ 203	Forensic Photography	3
CRJ 230	Criminal Investigation I	3
SOC101	Introduction to Sociology	3
	TOTAL	9

FOURTH SEMESTER (FALL)

CRJ 130	Police Administration	3
CRJ 220	Judicial Process	3
CRJ 235	Practical Crime Scene Investigations	3
PSY201	General Psychology	3
SPC205	Public Speaking	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

HIS XXX	History Elective*	3
CRJ 229	Bloodstain Pattern Analysis	3
CRJ 236	Criminal Evidence	3
CRJ 242	Correctional Systems	3
CRJ 260	Seminar in Criminal Justice	3
	TOTAL	15
	TOTAL CREDIT HOURS	**69**

*Approved History Elective courses: HIS 101, HIS 102, HIS 201 or HIS 202

Degree: **Associate in Applied Science**
Major: **EARLY CARE AND EDUCATION (ECE3)**
Credit Requirements: 60 semester credit hours (63 if pursuing transfer)

This program prepares graduates for early childhood positions as paraprofessional teacher assistants in public school systems, and teachers in federal Head Start programs, child care development programs, and homes that serve young and school-age children. The No Child Left Behind Act addresses educational qualifying factors for many paraprofessionals. Graduates in the associate degree program may transfer to a four-year degree program.

Key topics include Infant and Toddler Development, Early Childhood Development, Child Care Management and Early Childhood Special Education. Laboratory experience is held in diverse settings that allow for quality practical and hands-on experience.

Our interactive learning lab and training classroom provides students and faculty with hands-on demonstrations of developmentally appropriate theory and practice. The program also has the following admission requirements as prerequisites to labs and licensed child care centers:

- Negative TB Test
- Criminal background check
- Drug screening
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction

In addition to criminal background checks, some child development centers and schools may require fingerprinting as well. Students entering these laboratory courses may opt to additionally be fingerprinted. Fingerprinting and a criminal background check are required for the Early Care and Education workforce.

"Research clearly shows that a key component in the quality of preschool, child care and other programs for young children is the preparation and ongoing professional development of teachers. For a growing number of early childhood teachers, the associate degree is the first significant degree in their ladder of professional credentials." (Jerlean Daniel, Ph. D., Deputy Executive, National Association for the Education of Young Children)

FIRST SEMESTER (FALL)

ECD101	Introduction to Early Childhood	3
ECD 102	Growth and Development I	3
ENG 155	Communications I	3
	OR	
ENG 101	English Composition I*	3
	AND	
SPC205	Public Speaking*	3
CPT101	Introduction to Computers	3
ECD132	Creative Experiences**	3
	TOTAL	15 (18)

SECOND SEMESTER (SPRING)

ECD 203	Growth and Development II	3
ECD 105	Guidance-Classroom Management	3
ECD200	Curriculum Issues in Infant & Toddler Devel.	3
ECD131	Language Arts**	3
MAT155	Contemporary Mathematics	3
	OR	
MAT 110	College Algebra*	3

	TOTAL	15

THIRD SEMESTER (SUMMER)

ECD 107	Exceptional Child	3
ECD 133	Science and Math Concepts**	3
ECD 135	Health, Safety and Nutrition	3
	TOTAL	9

FOURTH SEMESTER (FALL)

PSY201	General Psychology	3
ECD 106	Observation of Young Children	3
ECD201	Principles of Ethics & Leadership in Early Care and Education	3
ECD237	Methods and Materials	3
	TOTAL	12

FIFTH SEMESTER (SPRING)

	Humanities Elective*	3
ECD 243	Supervised Field Experience **	3
ECD108	Family and Community Relations OR	3
ECD252	Diversity Issues in Early Care and Education	3
	TOTAL	9
	TOTAL CREDIT HOURS	**60 (63)**

*Students planning to transfer to a senior college should take the university transfer courses, as noted.

**Students are required to participate in lab/class assignments involving visitations to/work in licensed child care facilities.

Certificate: **EARLY CARE AND EDUCATION (ECE7)**
Credit Requirements: 27 semester credit hours

This program prepares students for careers and/or advancement in the early childhood profession. Graduates will be qualified for employment in public and/or private childcare centers, and home-based childcare operations.

FIRST SEMESTER (FALL)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I*	3
ECD 132	Creative Experiences	3
	TOTAL	9

SECOND SEMESTER (SPRING)

ECD 203	Growth and Development II*	3

ECD 105	Guidance and Classroom Management	3
ECD 131	Language Arts	3
	TOTAL	9

THIRD SEMESTER (SUMMER)

ECD 107	Exceptional Child	3
ECD 133	Science and Math Concepts*	3
ECD 135	Health, Safety and Nutrition	3
	TOTAL	9
	TOTAL CREDIT HOURS	**27**

*Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.

**SPECIFIC/SPECIAL PROGRAM REQUIREMENTS
Applicants for the Early Care and Education Certificate Program must obtain:
- Negative TB Test
- Criminal background check
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction
- Obtain certification in Pediatric CPR and First Aid "D" prior to graduation.

These requirements are in accordance with DSS regulations for childcare training in S.C. and subject to change as regulations are modified.

Certificate: **EARLY CARE INFANT AND TODDLER DEVELOPMENT (ITD7)**
Credit Requirements: 18 semester credit hours

The Early Care Infant and Toddler Development certificate program upgrades and enhances the skills of infant and toddler child care professionals and is also open to those with minimal experience. This certificate is organized with standards from the National Association for the Education of Young Children (NAEYC). Professionals working with children, from birth through 3 years old, are provided with instruction related to experiences in growth and development, curriculum issues, guidance, exceptionality and early intervention, creative experiences, safety, health and nutrition, socialization, and practicum experiences.

FIRST SEMESTER (SPRING)

ECD 101	Introduction to Early Childhood	3
ECD 102	Growth and Development I*	3
	TOTAL	6

SECOND SEMESTER (SUMMER)

| ECD 200 | Curriculum Issues in Infant & | |

	Toddler Development	3
ECD 205	Socialization/Group Care-Infants & Toddlers	3
	TOTAL	6

THIRD SEMESTER (FALL)

ECD 207	Inclusive Care	3
ECD 251	Supervised Field Experiences in Infant & Toddler Environments	3
	TOTAL	6

*Students are required to participate in lab/class assignments involving visitations to and/or work in licensed childcare facilities.

**SPECIFIC/SPECIAL PROGRAM REQUIREMENTS

Applicants for the Early Care and Education Certificate Program must obtain:
- Negative TB Test
- Criminal background check
- Medical Health Form
- Health Statement
- Notarized Statement of Non-Conviction
- Obtain certification in Pediatric CPR and First Aid "D" prior to graduation.

These requirements are in accordance with DSS regulations for childcare training in S.C. and subject to change as regulations are modified.

Certificate: **FIRE SCIENCE (FSC7)**
Credit Requirements: 36 semester credit hours

The Fire Science Certificate is designed for individuals pursuing training or employed in the field of Fire and Rescue. A combination of Fire Science Exemption Credit (FSC)* and general education prepares graduates for advanced career opportunities and professional development. The general education core is intended to provide students with skills in the following areas: oral and written communication, interpersonal relationships, leadership and management. Most courses are offered via distance learning to accommodate students employed on shift work. Courses in this certificate program also apply to the Associate in Applied Science, Fire Service Administration emphasis.

FIRST SEMESTER (FALL)

ENG 155	Communications I**	3
CPT 101	Introduction to Computers	3
PSY103	Human Relations**	3
	TOTAL	9

SECOND SEMESTER (SPRING)
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ENG    160              Technical Communications   3
PSC 201  American Government                   3
MGT    101              Introduction to Management  3
              TOTAL                           9


FSC*      Fire Science Exemption Credit        18
          TOTAL CREDIT HOURS                  36
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*Fire Science Exemption Credit is given for approved National Fire Academy training based on recommendations made by the American Council on Education (ACE) and awarded per the S.C. Technical College System Guidelines. National Fire Academy training can only be obtained by being employed or a volunteer with local fire departments or rescue agencies.

Students continuing toward a bachelor's degree: ENG 101, ENG 102, and SPC 205 are recommended in place of ENG 155 and ENG 160, and PSY 201 in place of PSY 103. Consult your academic advisor.

Certificate: **HOMICIDE INVESTIGATION (Advanced Certificate)**
Credit Requirements: **27 credit hours**

The Homicide Certificate is an advanced certificate designed to provide the student with the general techniques, procedures, and practices in criminal investigation, and more specifically the specialized knowledge and skills to successfully investigate violent crimes, including homicide. The certificate is specifically designed for students who are currently in law enforcement, or who are planning to seek a position in law enforcement, and advance to the position of a criminal investigator, and is intended for those students who have completed the Associate Degree in Criminal Justice with an emphasis in crime scene investigations (CSI) or a similar program at a regionally accredited institution of higher education, or in-service law enforcement officers with the permission of the Department Chair.
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First Semester
CRJ 141 Forensic & Investigative Report Writing	3
CRJ 200 Basic Latent Print Development & Collection Techniques	3
CRJ 228 Homicide Investigation*	3
Total	**9**

Second Semester
CRJ 204 Advanced Crime Scene & Investigative Photography	3
CRJ 226 Adv. Bloodstain & Firearm Pattern Evidence Analysis	3
CRJ 227 Collection & Preservation of Biological Evidence	3
Total	**9**

Third Semester

CRJ 199	X-Rays as an Investigative Tool & Evidence	3
CRJ 206	Advanced Techniques in Print Development & Collection	3
CRJ 217	Crime Scene Investigations for Major Incident & Mass Crimes	3
	Total	**9**
	TOTAL CREDIT HOURS 27	

*Pre-requisites for CRJ 228 include CRJ 235, 203 and 229, or permission of the Department Chair.

Degree: **Associate in Applied Science**
Major: **HUMAN SERVICES (HUM3)**
Credit Requirements: 68 semester credit hours

This program prepares students to work in a variety of settings in the Human Services field. The curriculum teaches intervention skills needed to work with individuals or groups to prevent dysfunction and support self-sufficiency through role modeling, counseling, crisis intervention, rehabilitation, social support and behavior modification. Graduates will be qualified for employment in mental health centers, group homes, day treatment facilities, sheltered workshops, substance abuse treatment programs and eldercare facilities. Students of the program must: pass a criminal background check prior to the Supervised Field Placement courses. Also, student must meet all the requirements of the sponsoring agency prior to Supervised Field Placement courses.

TRANSFER OPPORTUNITIES: Students successfully completing the two-year associate degree in Human Services have transfer opportunities to Coastal Carolina University through the baccalaureate program in Sociology or Psychology. The CCU Transfer Coordinator, located on HGTC Conway Campus, Building 1100, will provide detailed information.

FIRST SEMESTER (FALL)

ENG101	English Composition I	3
MAT155	Contemporary Mathematics	3
	OR	
MAT110	College Algebra	
SOC101	Introduction to Sociology	3
HUS101	Introduction to Human Services	3
PSY201	General Psychology	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CPT101	Introduction to Computers	3
PHI 110	Ethics	3
SPC205	Public Speaking	3
HUS231	Counseling Techniques	3

HUS230	Interviewing Techniques	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

HUS250	Supervised Field Placement I	4
HUS251	Supervised Field Placement II	4
	TOTAL	8

FOURTH SEMESTER (FALL)

HUS260	Human Services Special Topics	3
SOC205	Social Problems	3
HUS208	Alcohol and Drug Abuse	3
HUS209	Case Management	3
HUS235	Group Dynamics	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

PSY203	Human Growth and Development	3
HUS212	Survey of Disabilities and Disorders	3
HUS237	Crisis Interventions	3
HUS216	Behavior Change Techniques	3
HUS205	Gerontology	3
	TOTAL	15
	TOTAL CREDIT HOURS	**68**

CERTIFICATE: **LATENT PRINT DEVELOPMENT, COLLECTION, AND CLASSIFICATION (Advanced Certificate)**
Credit Requirements: 27 credit hours

The Advanced Certificate in Latent Print Development, Collection, and Classification is an advanced certificate designed to provide the student with the general and specific techniques, procedures, and practices to secure latent and visible prints at crime scenes, or from evidence, and to classify those prints for identification and comparison. The certificate involves the techniques, procedures, and practices used in detection, development, and processing of prints regardless of type or circumstance, and the classification and comparison of prints including systems such as AFIX Tracker. The certificate is specifically designed for students who are currently in law enforcement, or who are planning to seek a position in law enforcement and advance to the position of a criminal investigator or an assignment to a crime scene unit, and is intended for those students who have completed the Associate Degree in Criminal Justice with an emphasis in crime scene investigations (CSI), or a similar program at a regionally accredited institution of higher education, or in-service law enforcement officers with the permission of the Department Chair.

First Semester
CRJ 200   Basic Latent Print Development & Collection Techniques   3

CRJ 225	Impression Evidence	3
CRJ 141	Forensic and Investigative Report Writing	3
	Total	**9**

Second Semester

CRJ 201	Fingerprint Science	3
CRJ 198	Fingerprint Classification I	3
CRJ 204	Advanced Crime Scene & Investigative Photography	3
	Total	**9**

Third Semester

CRJ 264	Alternative Methods in Latent Print Development and Collection	3
CRJ 197	Advanced Fingerprint Classification	3
CRJ 206	Advanced Techniques in Latent Print Development and Collection	3
	Total	**9**
	TOTAL CREDIT HOURS	**27**

Degree: **Associate in Applied Science**
Major: **LEGAL ASSISTANT/PARALEGAL (LEG3)**
Credit Requirements: 67 semester credit hours
The Paralegal program is approved by the American Bar Association. The associate degree is designed to be a well-rounded foundation of education for students planning to seek employment as a p aralegal assistant. The Paralegal program prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

In addition to meeting the College's admission requirements, students must have obtained a high school diploma or GED for entry into the program.

FIRST SEMESTER (FALL)

ENG101	English Composition I	3
HIS 201	American History: Discovery to 1877	3
	OR	
HIS 202	American History: 1877 to Present	3
LEG 120	Torts	3
LEG135	Introduction to Law and Ethics	3
LEG201	Civil Litigation I	3
	TOTAL	15

SECOND SEMESTER (SPRING)

CPT101	Introduction to Computers	3
ENG 102	English Composition II	3
LEG 132	Legal Bibliography	3
LEG 214	Property Law	3

MAT110	College Algebra	3
	OR	
MAT120	Probability and Statistics	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

LEG 213	Family Law	3
LEG 230	Legal Writing	3
LEG 252	Business Applications in the Law Office	3
	TOTAL	9

FOURTH SEMESTER (FALL)

LEG121	Business Law I	3
LEG202	Civil Litigation II	3
PSY201	General Psychology	3
SPC205	Public Speaking	3
LEG233	Wills, Trusts and Probate	3
	TOTAL	15

FIFTH SEMESTER (SPRING)

LEG245	Real Estate Law I	3
LEG242	Law Practice Workshop (Internship)	3
LEG231	Criminal Law	3
	OR	
LEG212	Worker's Compensation	3
LEG269	Paralegal Capstone Course	1
PSC201	American Government	3
	TOTAL	13
	TOTAL CREDIT HOURS	**67**

New students may enroll in LEG courses during any semester; however, fall semester is recommended. (Students must see their program advisor prior to attending courses.) There are prerequisites for some legal assistant/paralegal (LEG) courses. Please see course descriptions. Most LEG courses are offered only once a year, so following the recommended course sequence is very important.

No more than 50% of the transferring student's legal specialty paralegal courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within the College's catalog. However, no legal specialty courses will be transferable into HGTC, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Students should note that minimum grade of "C" is required for each LEG course to be eligible for graduation.

Certificate: **PARALEGAL SPECIALIST (PAS7)**
Credit Requirements: 40 semester credit hours

The Paralegal program is approved by the American Bar Association. Admission to this program, which is preparation for a Paralegal career, requires prior completion of an associate or bachelor's degree.

The Paralegal Certificate prepares students to work under the direct supervision of an attorney to conduct documentary and legal research, draft legal documents, recommend solutions for procedural problems, and prepare and implement detailed office procedures for the efficient handling of specialized fields of law.

Unauthorized Practice of Law (UPL) Statement: Paralegals work under the supervision of a licensed attorney and are not authorized to practice law in South Carolina (S.C. Code § 40-5-310).

FIRST SEMESTER (FALL)

LEG120	Torts	3
LEG121	Business Law I	3
LEG135	Introduction to Law and Ethics	3
LEG201	Civil Litigation I	3
LEG233	Wills, Trusts and Probate	3
	TOTAL	15

SECOND SEMESTER (SPRING)

LEG132	Legal Bibliography	3
LEG214	Property Law	3
LEG245	Real Estate Law I	3
LEG202	Civil Litigation II	3
LEG231	Criminal Law	3
	OR	
LEG212	Worker's Compensation	3
	TOTAL	15

THIRD SEMESTER (SUMMER)

LEG213	Family Law	3
LEG230	Legal Writing	3
LEG252	Business Applications in the Law Office	3
LEG269	Paralegal Capstone Course	1
	TOTAL	**10**
	TOTAL CREDIT HOURS	**40***

*In addition to the above 40 credit hours of legal specialty courses required, the student must transfer in or complete the following 24 credit hours in order to receive the Paralegal Certificate:

ADDITIONAL COURSES REQUIRED

ENG101	English Composition I	3
ENG102	English Composition II	3
SPC205	Public Speaking	3

Fifteen (15) Semester hours or the equivalent of General Education in three of the following disciplines: Social Sciences, English, Natural Sciences, Mathematics, Humanities or Foreign Language

Computer skills are required for any paralegal position. It is strongly recommended that students without recent computer training take CPT 101.

No more than 50% of the transferring student's legal specialty paralegal courses may be transferred from another institution. The transferring institution's paralegal program must be approved by the American Bar Association and the courses must be substantially similar in substance to that of the course description contained within Horry-Georgetown Technical College's catalog. However, no legal specialty courses will be transferable into Horry-Georgetown Technical College, regardless of American Bar Association Approval status, if the courses were completed by the student more than 5 years from the date of transfer.

Finally, students should note that a minimum grade of "C" is mandatory for each LEG course to be eligible for graduation.

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Course Descriptions

To access a searchable list of all academic courses offered at HGTC, including more complete information about course pre-requisites, co-requisites and placement score requirements, visit the [Online Course Catalog](#). (When selecting the "Catalog Term" in the online directory, select "Fall" for fall semester, not "CE Fall;" select "Spring" for spring semester, not "CE Spring;" and select "Summer" for summer semester, not "CE Summer.")

Courses

Courses are offered as outlined under each academic program course display. Some courses are offered each semester; some are offered only once per year. It is important that students take courses in the prescribed order as recommended by their academic advisors. Some courses require prerequisites before enrolling in the course. These are identified in the course descriptions where applicable. Students should direct questions about the appropriate sequencing of courses to their academic advisors.

All course offerings are contingent upon student demand and course enrollment. If insufficient enrollment exists, courses may not be offered during the normal cycle. Consult your academic advisor for possible alternatives.

Course Descriptions

The course descriptions contained in this catalog are not to be construed as a contract.

Course Numbers

Course designations consist of a three-letter prefix, a number and the title of the course, e.g., ENG 101 English Composition I. The three-letter prefix indicates the subject.

Course Hours and Credits

Following the prefix numbers and title are numbers that indicate lecture, laboratory and credit hours. The number of lecture hours in class each week and/or the number of laboratory hours in each week combine to make up the total "contact" hours required for the class each week. Contact hours equate to the time spent under the direct supervision of a faculty member. The contact hours are the sum of the first two numbers shown. The credit for the course is the last number shown.

Prerequisites/Co-Requisites

Prerequisites are required before enrolling in a course; these are identified following the course description as "Prerequisite." Co-requisites are required to be taken at the same time or prior to the course listed in the description; these will be identified following the course description as "Co-requisite." Commas mean "and." This means that all of the courses are prerequisites or co-requisites.

Note: Even if no prerequisite is listed as required, not all students may necessarily place into all courses. Appropriate placement test scores (SAT, ACT, COMPASS, ASSET) are REQUIRED

for placement into appropriate courses. For example, while the course description for ENG 101, Introduction to Composition, does not list a prerequisite requirement, students seeking enrollment in the course MUST meet placement score requirements to be eligible. For a searchable course-by-course directory that includes all prerequisites, co-requisites and placement test requirements, click **here.**

Course Schedule

Many of the courses in the following list are taught each term; however, many are not taught each term. Courses offered are subject to change, based on the availability of faculty, enrollment and funding. The College reserves the right to cancel any course for which there is insufficient enrollment.

Every attempt has been made to verify the accuracy and completeness of this document at the time of printing. This document does not constitute a contract between Horry-Georgetown Technical College and any individual or group.   **<TOP>**

ACC

ACC 101   Accounting Principles I   **3-0-3**
Prerequisites: None
Co-requisites: None
This course introduces basic accounting procedures for analyzing, recording, and summarizing financial transactions, adjusting and closing the financial records at the end of the accounting cycle, and preparing financial statements. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ACC 102   Accounting Principles II   **3-0-3**
Prerequisites: ACC 101 or ACC 111
Co-requisites: None
This course emphasizes managerial accounting theory and practice in basic accounting and procedures for cost accounting, budgeting, cost-volume analysis and financial statement analysis. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ACC 111   Accounting Concepts   **3-0-3**
Prerequisites: None
Co-requisites: None
This course introduces basic bookkeeping procedures for recording financial transactions including the study of the principles of basic accounting functions—collecting, recording, analyzing, and reporting information.

ACC 112   Organizational Accounting   **3-0-3**
Prerequisites: ACC 101 or ACC 111
Co-requisites: None

This course is a study of financial accounting, with specific emphasis on partnerships and the corporate form of organization.

ACC 124   Individual Tax Procedures   **3-0-3**
Prerequisites: ACC 101, ACC 111, or permission of the professor
Co-requisites: None
This course is a study of the basic income tax structure from the standpoint of the individual, including the preparation of individual income tax returns.

ACC 125   Advanced Individual Tax Procedures   **3-0-3**
Prerequisites: ACC 124
Co-requisites: None
This course expands concepts of basic individual income tax structure to include preparation of individual income tax returns and schedules, including alternative minimum tax, property transactions and business schedules.

ACC 150   Payroll Accounting   **3-0-3**
Prerequisites: ACC 101 or ACC 111
Co-requisites: None
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, and introduces the use of computer applications for payroll.

ACC 201   Intermediate Accounting I   **3-0-3**
Prerequisites: ACC 112
Co-requisites: None
This course explores fundamental processes of accounting theory, including the preparation of financial statements.

ACC 202   Intermediate Accounting II   **3-0-3**
Prerequisites: ACC 201
Co-requisites: None
This course covers the application of accounting principles and concepts to account evaluation and income determination, including special problems peculiar to corporations and the analysis of financial reports.

ACC 230   Cost Accounting I   **3-0-3**
Prerequisites: ACC 102 and ACC 112
Co-requisites: None
This course is a study of the accounting principles involved in job order cost systems.

ACC 240   Computerized Accounting   **3-0-3**
Prerequisites: ACC 101 or ACC 111
Co-requisites: None
This course is a study of using the computer to design and implement various accounting functions, including financial transactions, records, statements, reports and documents.

ACC 245   Accounting Applications   3-0-3
Prerequisites: ACC 101, ACC 111 and or CPT 170
Co-requisites: None
This course introduces microcomputer accounting using data base software and/or electronic spreadsheets.

ACC 291   Certified Bookkeeper Review   3-0-3
Prerequisites: ACC 112 and ACC 150
Co-requisites: None
This course is designed to help students prepare for the Certified Bookkeeper Exam.

ACR

ACR 102   Tools and Service Techniques   2-3-3
Prerequisites: None
Co-requisites: None
This course is a basic study of the uses of tools and service equipment used in the installation and repair of HVAC equipment.

ACR 106   Basic Electricity for HVAC/R   3-3-4
Prerequisites: None
Co-requisites: None
This course includes a basic study of electricity, including Ohm's law and series and parallel circuits as they relate to heating, ventilating, air conditioning and/or refrigeration systems.

ACR 108   Refrigeration Fundamentals   3-0-3
Prerequisites: None
Co-requisites: None
This course is an introduction to the principles of refrigeration.

ACR 110   Heating Fundamentals   3-3-4
Prerequisites: None
Co-requisites: ACR 140
This course covers the basic concepts of oil, gas, and electric heat, their components and operation.

ACR 118   Air Conditioning Fundamentals   1-6-3
Prerequisites: None
Co-requisites: None
This course is an introduction to the principles of air conditioning.

ACR 131   Commercial Refrigeration   3-3-4
Prerequisites: ACR 210, or passed ICE Exam, or NATE certification
Co-requisites: None
This course is a study of maintenance and repair of commercial refrigeration systems.

ACR 140   Automatic Controls   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of the adjustment, repair and maintenance of a variety of pressure and temperature sensitive automatic controls.

ACR 160   Service Customer Relations   3-0-3
Prerequisites: None
Co-requisites: None
This course covers how to deal with different types of customers, selling techniques, and correct record keeping.

ACR 201   Troubleshooting and Maintenance   2-3-3
Prerequisites: ACR 210 or passed ICE Exam, or NATE certification
Co-requisites: None
This course is a study of troubleshooting and maintenance of air conditioning equipment.

ACR 206   Advanced Electricity for HVAC/R   1-3-2
Prerequisites: ACR 140
Co-requisites: None
This course includes a practical application of electrical and electronic components and circuits used to control HVAC and/or refrigeration systems.

ACR 207   Advanced Refrigeration Electricity   3-0-3
Prerequisites: ACR 210, or passed ICE Exam, or NATE certificate
Co-requisites: None
This course covers the theory and application of electrical circuits and starting components in commercial and industrial refrigeration.

ACR 210   Heat Pumps   2-6-4
Prequisites: ACR 118 and ACR 140
Co-requisites: None
This course is a study of theory and operational principles of the heat pump.

ACR 250   Duct Fabrication   2-3-3
Prerequisites: ACR 118
Co-requisites: None
This course covers the design, fabrication, and installation of air duct systems.

AET
AET 101   Building Systems I   2-3-3
Prerequisites: None
Co-requisites: None

This course is a study of the fundamental concepts of design and construction techniques in residential, commercial, and industrial buildings.

AET 110   Architectural Graphics I   2-3-3
Prerequisites: None
Co-requisites: None
This course is an introduction to the skills of architectural manual drafting.

AET 120   Architectural Graphics II   2-3-3
Prerequisites: AET 110
Co-requisites: None
This course requires the production of a set of working drawings of a residential or commercial building. Exercises incorporate construction methods, materials, building code requirements, site development and technical skills required to draw and graphically present projects.

AET 202   History of Architecture   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the origins, influences and aesthetics that underlie the various styles of architecture from prehistoric times to the present.

AHS

AHS 102   Medical Terminology   3-0-3
Prerequisites: None
Co-requisites: None
This course covers medical terms including roots, prefixes and suffixes with emphasis on spelling, definition and pronunciation.

AHS 103   Bio-Medical Vocabulary   2-0-2
Prerequisites: None
Co-requisites: None
This course covers the basis of word formation, prefixes, suffixes and vocabulary used in bio-medical disciplines and health sciences.

AHS 104   Medical Vocabulary/Anatomy   3-0-3
Prerequisites: None
Co-requisites: None
This course introduces the fundamental principles of medical terminology and includes a survey of human anatomy and physiology.

AHS 106   Cardiopulmonary Resuscitation   1-0-1
Prerequisites: None
Co-requisites: None
This course provides a study of the principles of cardiopulmonary resuscitation.

AHS 110   Patient Care Procedures   2-0-2
Prerequisites: BIO 210 and BIO 211
Co-requisites: None
This course provides a study of the procedures and techniques used in the general care of the patient.

AHS 113   Head and Neck Anatomy   1-0-1
Prerequisites: Acceptance into the Dental Hygiene Program
Co-requisites: None
This course provides detailed study of the structure of the head and neck with special emphasis on structure as it pertains to the study of dental science.

AHS 126   Health Calculations   1-0-1
Prerequisites: Must be enrolled in Associate of Health Science Practical Nursing
Co-requisites: None
This course is a study of the mathematical concepts needed in health sciences studies. Emphasis is on the calculation of drug dosages and solutions.

AHS 141   Phlebotomy for the Health Care Provider   3-0-3
Prerequisites: None
Co-requisites: BIO 112 or BIO 210 or BIO 211
This course contains the essential theory, skills and special procedures required to meet venipuncture needs in hospitals, clinics and other health care settings.

AHS 143   Phlebotomy Skills   2-12-6
Prerequisites: AHS 102, AHS 106 and AHS 141
Co-requisites: None
This course is a study of phlebotomy equipment, procedures, techniques, and practical experience.

ANT
ANT 101   General Anthropology   3-0-3
Prerequisites: None
Co-requisites: None
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.

AOT
AOT 105   Keyboarding   3-0-3
Prerequisites: None
Co-requisites: None
This course focuses on the mastery of touch keyboarding and formatting principles.

AOT 110   Document Formatting   3-0-3
Prerequisites: AOT 105

Co-requisites: None
This course emphasizes speed, accuracy and developing document formatting skills using keyboarding competencies.

AOT 121   Machine Transcription   **3-0-3**
Prerequisites: AOT 110, AOT 134, AOT 162 or AOT 163, and AOT 165
Co-requisites: None
This course provides experience in transcribing documents from dictation equipment. Emphasis is placed on development of accuracy, effective listening techniques and proper punctuation of business documents.

AOT 122   Medical Machine Transcription I   **3-0-3**
Prerequisites: AHS 102, AOT 105, BIO 112, HIM 105
Co-requisites: None
This course provides experience in transcribing medical documents from dictation equipment.

AOT 133   Professional Development   **3-0-3**
Prerequisites: AOT 110
Co-requisites: None
This course emphasizes development of personal and professional skills required of an office worker in areas such as projecting a professional image, job seeking skills, office etiquette, ethics, and time and stress management.

AOT 134   Office Communications   **3-0-3**
Prerequisites: None
Co-requisites: None
This course develops proficiency in proofreading & other specialized applications of communications in the office environment.

AOT 161   Records Management   **3-0-3**
Prerequisites: None
Co-requisites: None
This course emphasizes information management functions and various types of information systems, technology and procedures.

AOT 162   Basic Information Processing   **3-0-3**
Prerequisites: None
Co-requisites: None
This is an entry-level course to introduce the user to basic computer information processing software applications.

AOT 165   Information Processing Software   **3-0-3**
Prerequisites: AOT 105 and AOT 162 or AOT 163
Co-requisites: None
This course includes applications of information processing software. Emphasis is placed on functions for acceptable document formatting and processing.

AOT 180   Customer Service   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of issues in the workplace relating to effective customer service. Course
includes topics such as oral, written, verbal and nonverbal communication skills, effective
telephone techniques and cultural diversity in the workplace.

AOT 210   Document Production   3-0-3
Prerequisites: AOT 110
Co-requisites: None
This course emphasizes production of documents found in typical business offices. Major focus
is on productivity and excellence in document production.

AOT 222   Medical Machine Transcription II   3-0-3
Prerequisites: AOT 122
Co-requisites: None
This course is designed to develop speed and accuracy in transcribing complex medical terms
and documents from dictation equipment.

AOT 234   Administrative Office Communications   3-0-3
Prerequisites: AOT 105, AOT 134, AOT 162 or AOT 163
Co-requisites: None
This course emphasizes communication skills necessary in the business environment. It includes
composing business correspondence, developing and giving oral presentations, practicing
recording and translating information using the latest technology, and developing effective
verbal and nonverbal communication and listening skills.

AOT 239   Computerized Office Accounting   3-0-3
Prerequisites: None
Co-requisites: None
This course covers specialized secretarial bookkeeping functions performed on a microcomputer.

AOT 254   Office Simulation   3-0-3
Prerequisites: AOT 165, AOT 210, AOT 234, and AOT 261
Co-requisites: None
This course integrates a wide variety of skills and knowledge through practical work experiences
in a simulated office environment.

AOT 256   Office Management Skills   3-0-3
Prerequisites: None
Co-requisites: None
This course emphasizes skills relative to managing office functions with emphasis on conflict
resolution, confidentiality/security of records, and supervisory and leadership skills.

AOT 261   Office Spreadsheet Applications   3-0-3
Prerequisites: AOT 105, AOT 162 or AOT 163
Co-requisites: None
This course introduces the concepts of spreadsheets for information management in an office environment.

AOT 263   Office Database Applications   3-0-3
Prerequisites: AOT 105, AOT 162 or AOT 163
Co-requisites: None
This course introduces the concepts and structures of a database and the application of the concepts in an office environment.

AOT 265   Office Desktop Publishing   3-0-3
Prerequisites: AOT 105, AOT 162 or AOT 163
Co-requisites: None
This course covers the integration of text and graphics using computer software to design, edit, and produce a variety of documents.

AOT 269   Internet Skills for Work   3-0-3
Prerequisites: AOT 105, AOT 162 or AOT 163
Co-requisites: None
This course is designed to enhance work place productivity through the use of the internet. Emphasis will be placed on the following topics: search engines, internet research, image and text formats, downloading from the internet, "netiquette," and introduction to web page design.

AOT 270   SCWE in Office Systems   0-12-3
Prerequisites: AOT 110 and AOT 165 and AOT 234
Co-requisites: None
This course integrates office skills in an approved work site related to office systems technology.

AOT 271   SCWE in Office Systems   0-16-4
Prerequisites: AOT 110 and AOT 165 and AOT 234
Co-requisites: None
This course integrates office skills in an approved work site related to office systems technology.

ART
ART 101   Art History & Appreciation   3-0-3
Prerequisites: ENG 100 or appropriate placement scores
Co-requisites: None
This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ART 105   Film as Art   3-0-3
Prerequisites: ENG 160 or ENG 102

Co-requisites: None
This course provides an introduction to the appreciation of film and covers the elements and principles of cinema with historical and contemporary examples. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ART 108   History of Western Art   **3-0-3**
Prerequisites: ENG 100 or appropriate placement scores
Co-requisites: None
This course is a visual and historical survey of western art from the renaissance through modern times. The techniques, forms, and expressive content of painting, sculpture, and architecture will be studied within the context of the cultural environments which produced them.

ARV
ARV 110   Computer Graphics I   **3-0-3**
Prerequisites: None
Co-requisites: None
   This course is a study of the fundamentals of computer assisted graphic design.

ARV 121   Design   **3-0-3**
Prerequisites: None
Co-requisites: None
This course covers basic theories, vocabulary, principles, techniques, media and problem-solving in basic design.

ARV 162   Graphic Reproduction I   **3-0-3**
Prerequisites: ARV 121 and ARV 210
Co-requisites: None
This course is a study of the principles and practices used in print preparation and print reproduction.

ARV 163   Graphic Reproduction II   **3-0-3**
Prerequisites: ARV 162
Co-requisites: None
This course covers the development of the practices and skills used in print preparation and print reproduction.

ARV 210   Computer Graphics II   3-0-3
Prerequisites: ARV 110
Co-requisites: None
This course is an advanced computer art course which includes a study of the creation of graphics design using electronic imagery.

ARV 212   Digital Photography   **2-3-3**

Prerequisites: None
Co-requisites: None
This course is a study of the principles, terminology, techniques, tools, and materials of basic digital photography. Images produced in this course will address the needs of the visual communication industry.

ARV 219   Multimedia Techniques   **3-0-3**

Prerequisites: ARV 226
Co-requisites: None
This course is an introduction to the production of current audio-visual media.

ARV 222   Computer Animation   **3-0-3**

Prerequisites: ARV 110 and ARV 121
Co-requisites: None
This course introduces techniques of creating the illusion of motion and three-dimensional space.

ARV 225   Advanced Computer Animation   **3-0-3**

Prerequisites: ARV 222
Co-requisites: None
This course is the study of advanced techniques for creating motion using computer software.

ARV 227   Web Site Design I   **3-0-3**

Prerequisites: ARV 121
Co-requisites: None
This course introduces production of an interactive worldwide web site.

ARV 228   Web Site Design II   **3-0-3**

Prerequisites: ARV 227
Co-requisites: None
This course covers a study of advanced website design techniques culminating in an interactive web site.

ARV 230   Visual Arts Business Procedures   **3-0-3**

Prerequisites: ARV 234
Co-requisites: None
This course covers a study of professional practices involved in the organization and operation of businesses concerned with visual arts.

ARV 234   Introduction to Interior Design   3-0-3
Prerequisites: None
Co-requisites: None
This course covers the historical, psychological, and sociological aspects of interior design,
function, and the design process.

ARV 235   Residential Interior Design   3-0-3
Prerequisites: AET 110, AET 120 and ARV 234
Co-requisites: None
This course covers design and presentation of small residential spaces.

ARV 237   Materials & Estimating I   3-0-3
Prerequisites: ARV 234
Co-requisites: None
This course places emphasis on various materials used in the field of interior design and how to
calculate various amounts of the materials for purchasing. Students will receive an overview of
textiles and their use in the field.

ARV 238   History of Interiors   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study/lecture of the history of interiors as well as furniture beginning with
Egyptian interiors and ending with Post-Modern furniture.

ARV 239   AUTOCAD for Interiors   2-3-3
Prerequisites: AET 110 and AET 120
Co-requisites: None
This course is designed to introduce the interior design student to the basic components and
functions of the personal computer as well as basic CAD commands and techniques. Students
will use the AUTOCAD software system of computer aided drafting to complete a small house
plan by the end of the course, reflecting the required information and presentation quality
necessary to "professional" designers.

ARV 261   Advertising Design I   3-0-3
Prerequisites: ARV 121 and ARV 210
Co-requisites: None
This course is an introduction to the advertising arts, including the principles, techniques, media,
tools, and skills used in the visual communication field.

ARV 262   Advertising Design II   3-0-3
Prerequisites: ARV 261
Co-requisites: None
This course covers advanced knowledge, practices, and skills in the visual communication field.

ARV 264   Special Project in Graphics Art   **3-0-3**
Prerequisites: ARV 261
Co-requisites: None
This course includes an advanced project as assigned from conception to final production.

ARV 268   Special Project in Videography   **3-0-3**
Prerequisites: ARV 231, RTV 105 and RTV 107
Co-requisites: None
This course requires the student to complete a short documentary or commercial video from a prepared script. Students shoot all footage, edit material on an NLE (Non-Linear Editing) system and deliver the final product in the DV, DVD, and/or VHS format.

ARV 282   SCWE in Digital Arts   **0-24-6**
Prerequisites: None
Co-requisites: None
This course integrates digital arts skills within an approved worksite relating to the digital arts industry.

AST
AST 101   Solar System Astronomy   **3-3-4**
Prerequisites: MAT 101 or appropriate placement scores
Co-requisites: None
This course is a descriptive survey of the universe with emphasis on basic physical concepts and the objects in the solar system. Related topics of current interest are included in the course. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

AST 102   Stellar Astronomy   **3-3-4**
Prerequisites: AST 101 with minimum grade of C
Co-requisites: None
This course is a descriptive survey of the universe with emphasis on basic physical concepts and galactic and extra-galactic objects, and related topics of current interest are included in the course. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

BAF
BAF 101   Personal Finance   **3-0-3**
Prerequisites: None
Co-requisites: None
This course includes the practical applications of concepts and techniques used in managing personal finances. Major areas of study include financial planning, budgeting, credit use, housing, insurance, investments, and retirement planning.

BAF 260   Financial Management   **3-0-3**
Prerequisites: ACC 102, BUS 101, ECO 210 or ECO 211, MGT 101 and MKT 101 or MKT 120
Co-requisites: None

This course is a study of financial analysis and planning. Topics include working capital management, capital budgeting and cost of capital.

BCT

BCT 122   Introduction To Heavy Equipment Operation   **3-6-5**
Prerequisites: None
Co-requisites: None
This course is the study of the operation, maintenance, and use of heavy equipment. The course includes an overview of the types and designs of selected heavy equipment and their safe use. Emphasis is on equipment common to timber harvesting operations including in-woods processing equipment.

BCT 200   SCWE in Building Construction Technology   **0-40-8**
Prerequisites: CET 127 or AET 101 or CET 120
Co-requisites: None
This course integrates building construction skills within an approved work site related to the construction industry.

BIO

BIO 101   Biological Science I   **3-3-4**
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

BIO 102   Biological Science II   **3-3-4**
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

BIO 112   Basic Anatomy & Physiology   **3-3-4**
Prerequisites: None
Co-requisites: None
This course is a basic integrated study of the structure and function of the human body.

BIO 202   Botany   **3-3-4**
Prerequisites: BIO 101 with "C" or better
Co-requisites: None
This course is a study of cells, tissue, structure, growth, development, organization, energetics, and physiology of plants.

BIO 210   Anatomy and Physiology I   3-3-4
Prerequisites: BIO 101 or BIO 102 or BIO 112 or CHM 110 with "C" or better Department
Chair permission
Co-requisites: None
This is the first in a sequence of courses, including intensive coverage of the body as an
integrated whole. All body systems are studied. *This course is transferable to public senior
institutions as part of the South Carolina Commission on Higher Education Statewide
Articulation Agreement.*

BIO 211   Anatomy and Physiology II   3-3-4
Prerequisites: BIO 210 with "C" or better
Co-requisites: None
This is a continuation of a sequence of courses, including an intensive coverage of the body as an
integrated whole. All body systems are studied. *This course is transferable to public senior
institutions as part of the South Carolina Commission on Higher Education Statewide
Articulation Agreement.*

BIO 225   Microbiology   3-3-4
Prerequisites: BIO 102 or BIO 211 **with "C" or better** or professor's permission
Co-requisites: None
This course 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. *This course is transferable to public senior institutions
as part of the South Carolina Commission on Higher Education Statewide Articulation
Agreement.*

BIO 265 Anatomy and Physiology in Review   3-0-3
Prerequisites: BIO 210, BIO 211, BIO 225 with "B" or better
Co-requisites: None
This course is a detailed study of the understanding of anatomy and physiology of the human
body. With emphasis on those areas of particular interest to health occupations students. The
course emphasizes the application of the anatomy and physiology of the human body to human
health and disease,. Topics covered in the course include; the organization and general plan of
the body, the 11 body systems and the body's defense mechanisms to pathogenic microbes.

BUS
BUS 101   Introduction to Business   3-0-3
Prerequisites: None
Co-requisites: None
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 121   Business Law I   3-0-3
Prerequisites: BUS 101
Co-requisites: None
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 210   Introduction to E-Commerce in Business   3-0-3
Prerequisites: BUS 101, MKT 101
Co-requisites: None
This course studies electronic commerce and the operations and applications from the business perspective. Emphasis is placed on business concepts and strategies and how they apply to the process of buying and selling goods and services online.

BUS 220   Business Ethics   3-0-3
Prerequisites: None
Co-requisites: None
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 240   Business Statistics   3-0-3
Prerequisites: MAT 101 or MAT 102 or MAT 110
Co-requisites: None
This course studies statistical methods related to business, including descriptive statistics, probability, binomial and normal distributions, and hypothesis testing.

BUS 270   SCWE in Business   3-0-3
Prerequisites: BUS 101, ACC 101 or ACC 111 or MGT 101 or MKT 101 (Grade of B or better in both courses)
Co-requisites: None
This course includes the integration of business skill within an approved work site related to business and industry.

CET
CET 105   Surveying I   2-3-3
Prerequisites: MAT 101 or professor's permission
Co-requisites: None
This course includes surveying theory and practice, care and use of instruments, traversing procedures and closure computation.

**CET 120	Construction Materials**	3-0-3
Prerequisites: None
Co-requisites: None
Course studies basic materials used in construction, including research of building product specifications. Additional topics include building product history and uses with emphasis on physical properties and code requirements.

**CET 127	Building Construction and Print Reading**	3-3-4
Prerequisites: None
Co-requisites: None
This course is a study of construction methods and print reading.

**CET 140	Construction Financial Management**	3-0-3
Prerequisites: None
Co-requisites: None
This course is the study of the fundamenetal financial management principles and accounting systems used to manage a construction company. Additional topics include accounting methods and managing a project.

**CET 205	Surveying II**	3-3-4
Prerequisites: CET 105
Co-requisites: None
This course includes electro-optical instrumentation techniques and computations used in surveying.

**CET 210	Strength of Materials**	3-0-3
Prerequisites: EGR 190
Co-requisites: None
This course covers the effects of applying various types of allowable stresses and strains.

**CET 216	Soil Mechanics**	2-3-3
Prerequisites: MAT 110 or MAT 175
Co-requisites: None
This course covers soil types, their engineering properties and techniques of field and laboratory identification and testing.

**CET 218	Hydraulics**	2-3-3
Prerequisites: None
Co-requisites: None
This course includes the fundamentals of flow, control, disposal of water, and flow through open and closed conduits, orifices and weirs. Emphasis is on determination of pressure and head losses in simple and complex piping systems.

CET 230   **Construction Management**   2-3-3
Prerequisites: CET 120 and CET 127
Co-requisites: None
This course covers the study of management of construction firms, including one or more of the
following areas: bidding process, contracts, job costs, labor costs and labor relations. Additional
topics include quality jobsite safety, project documentation, and subcontractor relations.

CET 238   **Construction Planning and Scheduling**   1-3-2
Prerequisites: CET 230
Co-requisites: None
This course covers the decision-making process involved in organizing the labor, materials and
equipment for a construction project.   Additional topics include organizing work into logical and
sequenced construction activities and durations. Emphasis is on the CPM method as a
scheduling technique. Computer software is used throughout the course.

CET 242   **Concrete Design**   2-3-3
Prerequisites: CET 210
Co-requisites: None
This course covers the design of concrete structural members according to ACI codes, quality
control of concrete and structural inspection. Emphasis is on reinforced concrete with steel
rebar.

CET 245   **Cost Estimating**   2-3-3
Prerequisites: None
Co-requisites: None
This course includes a study of project cost and scheduling through the use of proven
construction estimating techniques. Emphasis is on cost analysis and quantity takeoffs.
Computer spreadsheet software is utilized throughout the course.

CET 246   **Environmental Systems Technology**   2-3-3
Prerequisites: MAT 110 or MAT 175
Co-requisites: None
This course covers a study of the sources, treatment, collection and distribution of water and
waste water.

CET 251   **Highway Design**   2-3-3
Prerequisites: MAT 110 or MAT 175 and EGT 151
Co-requisites: None
This course covers a study of the design and construction of highway Study follows D.OT.
requirements.

CET 252   **Special Topics in Engineering Technology**   3-0-3
Prerequisites: None
Co-requisites: None
This course is the study of current, relevant topics in the field of civil engineering technology.

CET 260　　Construction Management Senior Project　　　　　　3-0-3
Prerequisites: CET 230 and CET 245
Co-requisites: None
This capstone course promotes the integration of the knowledge and skills of the construction management technology field.

CHM

CHM 105　　General, Organic & Biochemistry　　　　　　3-3-4
Prerequisites: None
Co-requisites: None
This course is a study of the fundamental principles of chemistry, including atomic and molecular structure, common substances and reactions, introduction to organic chemistry and biochemistry.

CHM 110　　College Chemistry I　　　　　　3-3-4
Prerequisites: None
Co-requisites: None
This university parallel transfer course is the first course in a sequence which includes the following topics: Study of atomic and molecular structure, nomenclature and equations, properties, reactions and states of matter, stoichiometry, gas laws, solutions and equilibria. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

CHM 111　　College Chemistry II　　　　　　3-3-4
Prerequisites: CHM 110 (minimum grade of C)
Co-requisites: None
(For students continuing in chemistry) This university parallel 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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

CHM 211　　Organic Chemistry I　　　　　　3-3-4
Prerequisites: CHM 111 (minimum grade of C)
Co-requisites: None
This is the first of a sequence of courses that includes nomenclature, structure and properties, and reaction mechanisms of basic organic chemistry. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

CHM 212　　Organic Chemistry II　　　　　　3-3-4
Prerequisites: CHM 211 (minimum grade of C)
Co-requisites: None
This course is a continuation of basic organic chemistry. Topics include nomenclature, structure and properties, reaction mechanisms of basic organic chemistry, biochemistry, and spectroscopy.

This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.

COL

COL 100   Skills for Life-Long Learning   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of critical thinking, reading, writing skills, quantitative reasoning, technology competency, oral communication, and career exploration. This course may also include topics in college orientation, study skills, community service, learning styles/personality types, and diversity.

COL 105   Freshmen Seminar   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the College. The course is designed to help freshmen adjust to the college community, develop a better under-standing of the learning process, and acquire essential academic survival skills.

COS

COS 106 Facials and Make-Up   **1-6-3**
Prerequisites: **COS 114, 116, 130, 206, 210**
Co-requisites: None
This is an introductory course to the procedures for various skin treatments, including anatomy, chemistry, and safety.

COS 108   Nail Care   **1-6-3**
Prerequisites: COS **220**
Co-requisites: None
This course is a study of nail structure and manicuring techniques, including anatomy, chemistry and safety.

COS 110 Scalp and Hair Care   **0-9--3**
Prerequisites: **COS 220**
Co-requisites: None
This course is study of the structure and composition of hair, including the analysis and treatment of certain conditions of the hair and scalp.

COS 112 Shampoo and Rinses   **1-9-4**
Prerequisites: **COS 114, 116, 130, 206, 210**
Co-requisites: None
This course studies procedures and safety precautions in the application of shampoo and rinses.

COS 114   Hair Shaping   **1-9-4**
Prerequisites: **Appropriate placement scores**
Co-requisites: None
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   **1-9-4**
Prerequisites: **Appropriate placement scores**
Co-requisites: None
This course is a study of the fundamentals of hair design, including principles, techniques, safety precautions, and chemistry.

COS 130 Professional Image   **2-0-2**
Prerequisites: **Appropriate Placement scores**
Co-requisites: None
This course is an introductory course that includes an overview of professionalism. Emphasis is on conduct, ethics, appearance and interpersonal skills.

COS 131 Bacteria and Other Infectious Agents   **2-0-2**
Prerequisites: None
Co-requisites: COS 132, COS 133, COS 136 or approval of program coordinator
This course is an extensive study of bacterium and other infectious agents. Focus is on prevention, sanitation and safety.

COS 132Science of Nail Technology   **2-0-2**
Prerequisites: None
Co-requisites: COS 131, COS 133, COS 136 or approval of program coordinator
This course is an in-depth study of the structure of the human body and the functions it performs. Focus is on nail and skin disorders, with emphasis on consultations.

COS 133 Basic Procedures   **3-0-3**
Prerequisites: None
Co-requisites: COS 131, COS 132, COS 136 or approval of program coordinator
This course explores the basic steps, procedures, equipment and materials for manicuring and pedicuring. Emphasis is on current trends and issues, with a review of state regulations.

COS 136 Fundamentals of Artificial Nail Application   **3-3-4**
Prerequisites: None
Co-requisites: COS 131, COS 132, COS 133 or approval of program coordinator
This course introduces the fundamentals of gel/powder acrylic sculpturing, repairs, maintenance, various nail wraps and tip application.

COS 151   Dermatology   **3-0-3**
Prerequisites: None
Co-requisites: None
This course studies the structure, functions, conditions and disorders of the skin.

COS 152 Hygiene and Sanitation   **2-0-2**
Prerequisites: **COS 206**
Co-requisites: None
This course is the study of professional hygiene and various methods of sanitation for facial implements and equipment used in the salon.

COS 153 Structure and Functions of Human Systems   **3-0-3**
Prerequisites: None
Co-requisites: None
This basic course studies structure and function of major human body systems.

COS 155 Sanitation Procedures   **1-3-2**
Prerequisites: COS 114, 116, 130,206, 210
Co-requisites: None
This course is the study of methods for sanitation and hygiene, with emphasis placed on the requirements and guidelines of the cosmetology profession.

COS 156 Fundamentals of Massage   **0-6-2**
Prerequisites: None
Co-requisites: None
This course is an introductory course in massage theory, preparation, manipulations, and safety measures.

COS 157 Electrical Currents and Hair Removal   **2-3-3**
Prerequisites: COS 160
Corequisites: None
This course is a study of electrical currents as they relate to hair removal services. Emphasis is placed on the types of electrical currents associated with varying equipment. Topics also include proper procedures, safety measures, and sanitation practice.

COS 158 Facial Treatments   **0-6-2**
Prerequisites: None
Co-requisites: None
This is an introductory course in procedures for various skin treatments and safety.

COS 160 Electric Current Facial Treatment   **0-3-1**
Prerequisites: None
Co-requisites: None
This course introduces types of current, purpose, procedures, safety, and equipment used in facial treatments.

COS 162Hair Removal   1-0-1
Prerequisites: None
Co-requisites: None
This course studies methods, procedures and safety during hair removal services.

COS 164 Basic Makeup & Application   3-0-3
Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162
Co-requisites: None
This is an introductory course in makeup application, including purpose, effects, supplies, implements, preparation, procedures, and safety.

COS 165 Business Practice   3-0-3
Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162
Co-requisites: None
This course covers basic salon business practices, including rules, regulations, and codes governing the practice of skin care.

COS 201 Salon Management   1-6-3
Prerequisites: COS 114, 116,130,206, 210
Co-requisites:
This course is a study of salon management, including the rules, regulations and codes governing the practice of cosmetology.

COS 206 Chemical Hair Waving   1-6-3
Prerequisites: **Appropriate placement scores**
Co-requisites: None
This course is a study of methods of permanently waving the hair, including product, chemistry and safety.

COS 210   Hair Coloring   0-9-3
Prerequisites: **Appropriate placement scores**
Co-requisites: None
This course is a study of the science and art of coloring the hair, including methods, procedures, safety precautions, and chemistry.

COS 220   Cosmetology Clinical Practice I   0-9-3
Prerequisites: **COS 114, 116, 130, 206, 210,**
Co-requisites: None
This course is an integration of cosmetology skills in a simulated salon environment.

COS 221 Facial Practice I   0-6-2
Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162
Co-requisites: None
This course is an integration of massage and facial skills in a simulated salon environment.

COS 222 Cosmetology Clinical Practice II   **0-9-3**
Prerequisites: **COS 112, 155, 220**
Co-requisites: None
This course is an integration of cosmetology skills in a simulated salon environment to provide additional practical hours in skill development.

COS 223 Facial Practice II   **0-6-2**
Prerequisites: COS 151, COS 152, COS 153, COS 156, COS 158, COS 160 and COS 162
Co-requisites: None
This course provides for the integration of corrective and preservative facials, massage, and makeup application skills in a simulated salon environment.

COS 224 Nail Practice I   **1-9-4**
Prerequisites: COS 131 or approval of program coordinator
Co-requisites: None
This course is an integration of manicuring and pedicuring skills in a supervised simulated salon environment.

CPE
CPE 107   Computer Applications for Electronics   **2-3-3**
Prerequisites: None
Co-requisites: None
This course covers the computer and its operation, hardware system, operating system and applications programs.

CPT
CPT 101   Introduction to Computers   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
This course covers basic computer history, theory and applications, including word-processing, spreadsheets, and power point.

CPT 162   Introduction to Web Page Publishing   **2-3-3**
Prerequisites: IST 225 and CPT 168
Co-requisites: None
This course is a study of the fundamentals of website design and implementation.

CPT 163   Introduction to Multimedia for Web Pages   **2-3-3**
Prerequisites: None
Co-requisites: None
This course is a study of the development and editing of graphics, audio, and video elements to be used in the design and implementation of effective websites.

CPT 168   Programming Logic & Design   2-3-3
Prerequisites: None
Co-requisites: MAT 101
This course examines problem-solving techniques applied to program design. Topics include a
variety of documentation techniques as a means of solution presentation.

CPT 170   Microcomputer Applications   2-3-3
Prerequisites: None
Co-requisites: None
This course introduces microcomputer applications and software, including word-processing,
databases, spreadsheets, graphics and their integration.

CPT 176   Microcomputer Operating Systems   2-3-3
Prerequisites: None
Co-requisites: None
This course covers operating system concepts of microcomputers, including file maintenance,
disk organization, batch files and subdirectory concepts.

CPT 186   Visual Basic.net I   2-3-3
Prerequisites: CPT 187
Co-requisites: None
This course introduces the student to development of Visual Basic Windows applications using
the Microsoft.net framework.

CPT 187   Object-Oriented Logic & Design   2-3-3
Prerequisites: CPT 168
Co-requisites: None
This is a study in the planning and implementation of object-oriented programs.

CPT 208   Special Topics in Computer Technology   2-3-3
Prerequisites: None
Co-requisites: None
This course focuses on changes in computer technology.

CPT 209   Computer Systems Management   2-3-3
Prerequisites: IST 166
Co-requisites: None
This course examines the methods and procedures used in maintaining microcomputer systems.
Topics include hardware and software installation, configuration, operations and troubleshooting.

CPT 213   Advanced Visual Basic Program   2-3-3
Prerequisites: CPT 286
Co-requisites: None
The course is a study of the object oriented features of Visual Basic & their use in database
access. It includes classes, collection and web access.

CPT 236   Introduction to Java Programming   2-3-3
Prerequisites: CPT 187
Co-requisites: None
This course is an introduction to Java programming. Topics include Java Syntax and classes for
use in the development of Java applications and applets.

CPT 242   Database   2-3-3
Prerequisites: CPT 187
Co-requisites: None
This course introduces data base models and the fundamentals of data base design. Topics
include database structure, database processing, and application programs, which access a
database.

CPT 255   Operating System Fundamentals   2-3-3
Prerequisites: CPT 176
Co-requisites: None
This course examines popular operating systems of several different types of computers. Topics
include command languages, utility programs and screen design.

CPT 260   Fundamentals of Operating Systems & Web Services   2-3-3
Prerequisites: CPT 176
Co-requisites: None
This course studies operating techniques needed to set up and maintain web servers.

CPT 262   Advanced Website Publishing   2-3-3
Prerequisites: CPT 162
Co-requisites: None
This course studies advanced techniques in website design and implementation.

CPT 264   Systems and Procedures   2-3-3
Prerequisites: CPT 242, CPT 286 or IST 291
Co-requisites: None
This course covers the techniques of system analysis, design, development and implementation.

CPT 270   Advanced Microcomputer Applications   2-3-3
Prerequisites: CPT 170
Co-requisites: None
Course emphasizes the integration of popular microcomputer software packages using advanced
concepts in microcomputer applications software.

CPT 280   SCWE in Computer Technology   0-12-3
Prerequisites: None
Co-requisites: None
This course integrates Computer Technology skills within an approved work site related to the
computer industry.

CPT 286   Visual Basic.net II   **2-3-3**
Prerequisites: CPT 186
Co-requisites: None
This course is a study of advanced techniques for Visual Basic programming using the Microsoft.net framework.

CPT 294   Integrated Application Projects   **2-3-3**
Prerequisites: CPT 270
Co-requisites: None
This course emphasizes the integration of microcomputer packages using the advanced integrating concepts in application software.

CRJ

CRJ 101   Introduction to Criminal Justice 3-0-3
Prerequisites: None
Co-requisites: None
This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice to include police organizations, court systems, correctional systems and juvenile justice agencies.

CRJ 115   Criminal Law I   **3-0-3**
Prerequisites: None
Co-requisites: None
This course covers the development of criminal law in America. The basic elements of specific criminal offenses, criminal defenses & various legal principles upon which criminal law is established are reviewed.

CRJ 120   Constitutional Law   **3-0-3**
Prerequisites: None
Co-requisites: None
This course covers the analysis of the historical development of the U.S. Constitution and the relationship of rights contained therein to the state and the individual. The application of the Bill of Rights to federal and state systems is examined.

CRJ 125   Criminology   **3-0-3**
Prerequisites: ENG 101 with grade of "C" or better or appropriate placement scores
Co-requisites: None
This course is a study of the various theories of criminal causation and control, the identification of criminal typologies and the reaction of society to crime and criminals.

CRJ 130   Police Administration   **3-0-3**
Prerequisites: CRJ3 student; CRJ 101 with "C" or better or permission of Department Chair
Co-requisites: None
This course is a study of the organization, administration and management of law enforcement agencies.

CRJ 141   Forensic & Investigative Report Writing   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of the proper preparation and retention of criminal justice records and
reports, including observational skills, formatting and the value of accurate, complete and
selective written articulation of information and observations.

CRJ 145   Juvenile Delinquency   **3-0-3**
Prerequisites: None
Co-requisites: CRJ 101 or permission of Department Chair
This course includes a survey of the sociological, biological and psychological theories involved
in juvenile delinquency, modern trends in prevention and treatment.

CRJ 197   Advanced Fingerprint Classification   **3-0-3**
Prerequisites: CRJ3 student; CRJ 200, CRJ 201
Co-requisites: None
This course is an advanced study of pattern types, classification filing sequence, searching and
referencing. Additionally, coursework will include an introduction to Automated Fingerprint
Identification (AFIS).

CRJ 198   Fingerprint Classification   **3-0-3**
Prerequisites: **CRJ 3 student; CRJ 200**
Co-requisites: None
This course introduces the basic elements of fingerprint technology and techniques including the
history and meaning of fingerprints, pattern types and classifiction filing sequence, searching and
referencing.

CRJ 199   X-Rays as Investigative Tools   **3-0-3**
Prerequisites: CRJ3 Student; CRJ 141, CRJ 235
Co-requisites: None
This course is an introduction to the use of X-rays as an investigative tool in cases associated
with injury and trauma such as battered child syndrome. The course will be an examination of
the role that X-rays play in analysis of evidence and in support of courtroom testimony.

CRJ 200   Basic Latent Print Development   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is an introduction to the value of latent fingerprint evidence, the various conditions
that affect the development and recovery of latent fingerprints, and the optimum methods of
processing items of evidence found in crime scenes.

CRJ 201   Fingerprint Science   3-0-3
Prerequisites: None
Co-requisites: None
This course includes a basic, practical approach to fingerprint classification, identification, and filing system for the police officer, investigator, or beginning fingerprint technician

CRJ 202   Criminalistics   3-0-3
Prerequisites: None
Co-requisites: None
This course covers an introduction to investigative techniques which stress the examination of questioned documents, fingerprint techniques, polygraph examinations, firearms' identification, pathology, toxicology, ballistics, and clandestine operations.

CRJ 203   Forensic Photography   3-0-3
Prerequisites: CRJ 202
Co-requisites: None
This course is designed to introduce students to procedures for photographic documentation of crime scenes and physical evidence, including preparation of court exhibits and in-court presentations.

CRJ 204   Advanced Crime Scene and Investigative Photography   3-0-3
Prerequisites: CRJ student; CRJ 203, CRJ 235
Co-requisites: None
This course is the study of advanced photography procedures and methodologies used in the documentation of crime scenes and forensic evidence to encompass the use of forensic light sources, digital imaging and the preparation and presentation of courtroom exhibits.

CRJ 206   Advanced Techniques in Fingerprint Development and Collection   3-0-3
Prerequisites: CRJ 3 student; CRJ 200, CRJ 201
Co-requisites: None
This course examines the application and use of enhancement techniques, procedures and equipment, including the variety of powders used for the development of latent print evidence. Coursework is applied to different environments found in the field at crime scenes and in the crime lab.

CRJ 217   Crime Scence Investigations for Major Incidents and Mass Crimes   3-0-3
Prerequisites: CRJ 3 student; CRJ 141, CRJ 204, CRJ 235
Co-requisites: None
This course introduces students to securing, documenting and processing a large geographical crime scene. Topics include implementation of an effective incident command system, obtaining necessary resources, & overcoming unexpected obstacles associated with investigating a large geographical event.

CRJ 218   Crisis Intervention   3-0-3
Prerequisites: None
Co-requisites: CRJ 101 or permission of Department Chair

This course is a study of the situational procedures and techniques necessary in defusing situations identified as crises.

CRJ 220   The Judicial Process   **3-0-3**
Prerequisites: CRJ 101, CRJ 120with grade of "C" or better or permission of Department Chair
Co-requisites: None
This course is an overview of the law-making function of the courts, the growth of common law, the structure and organization of the courts, court processes and procedures involved in criminal and civil cases, and the question of reform for the administration of justice.

CRJ 224   Police Community Relations   **3-0-3**
Prerequisites: CRJ 101, CRJ 130 with grade of "C" or better or permission of Department Chair
Co-requisites: None
This course is a study of the importance of two-way communication between the criminal justice system and the community to foster a working relationship to control crime. A variety of topics are studied, including citizen involvement in crime prevention and police officer interpersonal relations.

CRJ 225   Impression Evidence   **3-0-3**
Prerequisites: None
Corequisites: None
This course provides a study of the fundamental concepts of footwear and tire imprint evidence as related to forensic science, proper photographic recording, casting and imprint identification.

CRJ 226   Advanced Bloodstain and Firearm Pattern Evidence Analysis   **3-0-3**
Prerequisites: CRJ3 student; CRJ 204, CRJ 229, CRJ 235
Co-requisites: None
This course examines the principles and techniques used to establish the parameters in bullet trajectory and bloodstain pattern analysis as they relate to crime scene reconstruction.

CRJ 227   Collection and Preservation of Biological Evidence   **3-0-3**
Prerequisites: CRJ3 student; CRJ 141, CRJ 203, CRJ 235
Co-requisites: None
This course is designed to introduce students to the proper collection and preservation of biological evidence used to connect the crime scene with a suspect. The need for precise collection records and use of established methods required for crime scene sample analysis.

CRJ 228   Homicide Investigation   **3-0-3**
Prerequisites: CRJ3 student; CRJ 203, CRJ 235
Co-requisites: None
This course is an overview of the elements involved in death investigations to include crime scene evaluation and documentation, comprehension of forensic evidence, investigative strategies and case and courtroom presentations.

CRJ 229   Blood Pattern Analysis   3-0-3
Prerequisites: CRJ 10, CRJ 202with grade of "C" or better or permission of Department Chair
Co-requisites: None
This course is an introduction to the theoretical foundations and scientific principles of
bloodstain pattern analysis in the investigation of crimes of violence, including the properties,
flight characteristics and bloodstain patterns, documentation and investigative significance of
blood stains.

CRJ 230   Criminal Investigation I   3-0-3
Prerequisites: CRJ 120 with "C" or better or permission of Department Chair
Co-requisites: None
This course is a study of the fundamentals of interviewing witnesses and interrogating suspects.
Different methods of conducting crime scene searches and methods used in investigating various
crimes are studied in the course.

CRJ 235   Practical Crime Scene Investigations   2-3-3
Prerequisites: CRJ 201, CRJ 202, CRJ 203 with "C" or better or, or permission of Department
Chair
Co-requisites: None
This course is the study of practical, hands-on instruction in methodology and policies for the
identification, interpretation, collection, packaging, preservation, and chain of custody of crime
scenes and evidence taken from crime scenes.

CRJ 236   Criminal Evidence   3-0-3
Prerequisites: CRJ 120, CRJ 220 with "C" or better or permission of Department Chair
Co-requisites: None
This course is a study of the established rules of evidence from arrest to release in the
administration of criminal justice. The course is designed to further examine the application of
substantive and procedural criminal law, and constitutional law, during the preparation and
presentation of criminal cases in the judicial process. Students in this course will participate in a
mock criminal tribunal.

CRJ 242   Correctional Systems   3-0-3
Prerequisites: CRJ 101 with "C" or better or permission of Department Chair
Co-requisites: None
This course is an introduction to aspects of the correctional function in criminal justice, including
organization, process, procedure, and clients incarcerated and on conditional release.

CRJ 260   Seminar in Criminal Justice   3-0-3
Prerequisites: CRJ3 student, CRJ 101, CRJ 125, CRJ 130 with grade of "C" minimum, ENG
101.
Co-requisites: CRJ 236
This course is designed as an intensive capstone course in which the student will be required to
develop an education portfolio in conjunction with a required internship through an approved
department, agency or organization of interest within the field of criminal justice. This course
also involves activities that require the application of concepts taught throughout the program,

including oral and written communications. This course is only offered in the spring and cannot be satisfied through transfer credit.

CRJ 261   Forensic Chemistry   **3-3-4**
Prerequisites: CRJ3 student, BIO 101, CRJ 202, SCI 250 with grade of "C" or better or permission of Department Chair
Co-requisites: None
This course is a study of the fundamental concepts of chemistry as it relates to forensic science which includes physical and chemical properties, metric measurements, chemical changes, elements, compounds and atomic structure. This course explores the equipment and analysis used in modern crime labs.

CRJ 264   Chemical and Alternative Methods in Latent Print Development and
**   Collection   3-0-3**
Prerequisites: None
Corerequisites: None
This course is the study of the comprehensive application of develoment and enchancement techniques through the use of forensice chemicals to develop latent fingerprints and other impressions on physical evidence from crime scenes.

CWE
CWE   Cooperative Work Experience   **(varying credits)**
This course includes cooperative work experience in an approved setting. Course numbers vary per semester. CWE may be taken for 1 to 8 credit hours, depending on weekly hours of student employment.

DAT
DAT 113   Dental Materials   **3-3-4**
Prerequisites: Acceptance into the Expanded Duty Dental Assisting Program
Co-requisites: None
This course is a study of physical and chemical properties of matter and identification, characteristics and manipulation of dental materials.

DAT 115   Ethics and Professionalism   **1-0-1**
Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154
Co-requisites: None
This course introduces a cursory history of dental assisting, professional associations, scope of service in dentistry, and ethical, legal, and professional considerations. The state dental practice act is reviewed.

DAT 118   Dental Morphology   2-0-2
Prerequisites: Acceptance into the Expanded Duty Dental Assisting Program
Co-requisites: None
This course emphasizes the development, eruption and individual characteristics of each tooth
and surrounding structures.

DAT 121   Dental Health Education   1-3-2
Prerequisites: DAT 113, DAT 118, DAT 127and DAT 154
Co-requisites: None
This course defines the responsibilities of the dental assistant in individual and community dental
health education, with emphasis on the etiology of dental disease, methods for prevention and
principles of nutrition in relationship to oral health and preventative dentistry.

DAT 122   Dental Office Management   1-3-2
Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154
Co-requisites: None
This course provides a study of the business aspect of a dental office.

DAT 123   Oral Medicine/Oral Biology   3-0-3
Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154
Co-requisites: None
This course presents a basic study of oral pathology, pharmacology, nutrition, and common
emergencies as related to the role of the Dental Assistant.

DAT 127   Dental Radiography   3-3-4
Prerequisites: Acceptance into Expanded Duty Dental Assisting Program
Co-requisites: None
This course provides the fundamental background and theory for the safe and effective use of X-
radiation in dentistry. It encompasses the history of X-rays, production and uses of radiation,
radiographic film, exposure factors, interpretation of radiographs and radiation hygiene.

DAT 154   Clinical Procedures I   2-6-4
Prerequisites: Acceptance into Expanded Duty Dental Assisting Program
Co-requisites: None
This course includes preparation to assist a dentist efficiently in four-handed dentistry. Emphasis
is on the names and functions of all dental instruments, the principles involved in their use and
the assistant's role in dental instrumentation.

DAT 174   Office Rotations   1-9-4
Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154
Co-requisites: None
This is an introductory course to a general office with emphasis placed on chairside assisting and
office management.

DAT 177   Dental Office Experience   **1-18-7**
Prerequisites: DAT 115, DAT 121, DAT 122, DAT 123, DAT 174 and DAT 183
Co-requisites: None
This course consists of practice in the dental office or clinic with rotation of assignments to
encompass experiences in office management and clinical experience in all areas of dentistry.

DAT 183   Specialty Functions   **1-6-3**
Prerequisites: DAT 113, DAT 118, DAT 127 and DAT 154
Co-requisites: None
This course is an introduction to dental specialties, the refinement, and the roles served by
assistants in the dental specialties, and the expanded legal functions for qualified assistants.

DHG
DHG 121   Dental Radiography   **2-3-3**
Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211
Co-requisites: None
This course provides the application of the principles of radiology with emphasis on exposing,
processing, mounting, evaluating and interpreting dental radiographs. Radiation safety is
stressed.

DHG 125   Tooth Morphology and Histology   **1-3-2**
Prerequisites: Acceptance into Dental Hygiene Program
Co-requisites: None
This course covers the embryogenesis and histology of the head and neck structures with primary
emphasis on the oral cavity. The formation, eruption patterns and morphology of primary and
permanent dentitions are studied.

DHG 140   General & Oral Pathology   **2-0-2**
Prerequisites: DHG 175 and DHG 239
Co-requisites: None
This course provides a correlation of basic pathologic principles of disease processes in the oral
cavity. The role of the dental hygienist in early disease detection is emphasized. Diagnosis,
treatment and prognosis of diseases affecting the head and neck are discussed.

DHG 141   Periodontology   **2-0-2**
Prerequisites: DHG 175 and DHG 239
Co-requisites: None
This is a study of the principles, etiologies, classifications and treatments of periodontal disease
with emphasis on the role of the dental hygienist.

DHG 143   Dental Pharmacology   **1-3-2**
Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211
Co-requisites: None
This course provides a study of drugs used in dentistry. Emphasis is on the physical and
chemical properties of drugs, dosages and therapeutic effects, methods of administration,

indications and contraindications for the use of the drug. A study of dental anesthetics is included.

DHG 151   Dental Hygiene Principles   **3-6-5**
Prerequisites: Acceptance into Dental Hygiene Program
Co-requisites: None
This course is a study of the basic principles of infection control and hazardous waste communication; instrumentation, instrument design; operator and patient positioning; operation of basic dental equipment: patient evaluation and medical history review.

DHG 165   Clinic Dental Hygiene I   **2-9-5**
Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211
Co-requisites: None
This is an introductory course to the clinical setting for application of dental hygiene skills for patient care.

DHG 175   Clinic Dental Hygiene II   **2-9-5**
Prerequisites: DHG 121, DHG 143, DHG 165, DHG 243 and BIO 225
Co-requisites: None
This course provides for the continued development of the skills necessary to perform dental hygiene care. Emphasis is placed on total patient care and treatment planning.

DHG 230   Public Health Dentistry   **2-3-3**
Prerequisites: DHG 141 and DHG 175
Co-requisites: None
This course provides a study of oral health and the prevention of oral disease in a community. Emphasis is on assessment of community groups and dental health needs, planning, implementation and evaluation of community programs.

DHG 239   Dental Assisting for Dental Hygienists   **1-3-2**
Prerequisites: DHG 121, DHG 143, DHG 165, DHG 243 and BIO 225
Co-requisites: None
This course introduces the dental assisting role and responsibilities. Emphasis is on four-handed dentistry, the use and manipulations of dental materials, and office management.

DHG 241   Integrated Dental Hygiene I   **0-3-1**
Prerequisites: DHG 175 and DHG 239
Co-requisites: None
This course provides for integration of basic & dental hygiene sciences with current concepts of clinical dental hygiene practice.

DHG 242   Integrated Dental Hygiene II   **0-3-1**
Prerequisites: DHG 140, DHG 230, DHG 141, DHG 241 and DHG 255
Co-requisites: None
This course provides for the integration of the basic and dental sciences with current dental
hygiene concepts. Emphasis is placed on ethical/legal aspects of dental hygiene practice and
practice management techniques.

DHG 243   Nutrition & Dental Health   **2-0-2**
Prerequisites: AHS 113, DHG 125, DHG 151 and BIO 211
Co-requisites: None
This course studies nutrients, their nature, source and utilization. Emphasis is given to the
relationship between diet and oral health. Oral manifestations of nutritional deficiencies are also
studied.

DHG 255   Clinic Dental Hygiene III   **0-15-5**
Prerequisites: DHG 175 and DHG 239
Co-requisites: None
This course provides for the development of proficiency in the clinical dental hygiene setting
with emphasis on the implementation of treatment plans to meet the individual patient's oral
health needs.

DHG 265   Clinic Dental Hygiene IV   **0-15-5**
Prerequisites: DHG 140, DHG 230, DHG 141, DHG 241 and DHG 255
Co-requisites: None
This course permits refinement of clinical techniques and skills, technology and current
procedural practices of the dental hygienist with emphasis on self-evaluation and quality
assurance.

DMS
DMS 101   Ultrasound Physics and Instrumentation I   **2-0-2**
Prerequisites: DMS 164
Co-requisites: None
This course is a study of fundamental principles of acoustic physics including sound waves,
sound wave propagation, sound wave interactions, image production, ultrasound transducers,
transducer arrays, transducer operation, imaging modes, and biological effects.

DMS 112   OB/GYN Sonography I   **2-3-3**
Prerequisites: Acceptance into Diagnostic Medical Sonography
Co-requisites: None
This course is a study of the sonographic imaging methods of the female pelvis, the fetus & the
gravid uterus, emphasizing anatomy, physiology, pathology & embryology.

DMS 114   DMS Cross Sectional Anatomy   2-3-3
Prerequisites: Acceptance into Diagnostic Medical Sonography
Co-requisites: None
This course is a study of cross-sectional and Sagittal anatomy of the abdomen, along with basic scanning techniques.

DMS 118   Medical Imaging Science   3-0-3
Prerequisite: MAT 102
Co-requisites: None
This course is the study of diagnostic medical Sonography and other medical areas that take images of the body, including x-rays, CAT scans and mammography.

DMS 120   Sonographic Instrumentation II   3-0-3
Prerequisites: DMS 101
Co-requisites: None
This course is an advanced study of the machine instrumentation, including display modes, components of an ultrasound system, quality control, an introduction to Doppler, the biological effects of ultrasound, artifacts and future trends.

DMS 122   Abdominal Sonography   0-3-1
Prerequisites: DMS 101
Co-requisites: None
This course is a study of the less common, but significant pathological conditions of the abdominal organs and systems, advanced disease processes, differential diagnosis associated with these pathologies, and advanced scanning methods.

DMS 124   OB/GYN Sonography II   1-3-2
Prerequisites: DMS 112
Co-requisites: None
This course is an advanced study of gynecological pathology processes, including fetal anomalies/abnormalities and advanced fetal gestational age testing.

DMS 155   Clinical Education   0-24-8
Prerequisites: DMS 164
Co-requisites: None
This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

DMS 164   Introduction to Clinical Education   0-6-2
Prerequisites: Acceptance into Diagnostic Medical Sonography
Co-requisites: None
This course is a supervised clinical experience and practice designed to introduce the student to the Diagnostic Ultrasound Department.

DMS 166   Advanced Clinical Education   0-21-7
Prerequisites: DMS 155
Co-requisites: None
This course is a supervised clinical experience and practice designed to continue and advance the
student's ultrasound scanning skills and techniques.

DMS 167   Imaging Practicum   0-24-8
Prerequisites: DMS 165 or DMS 166
Co-requisites: None
This course is a supervised clinical experience and practice designed to continue and advance the
student's ultrasound scanning skills and techniques.

ECD
ECD 101   Introduction to Early Childhood   3-0-3
Prerequisites: Accepted into ECD7 and ECE3
Co-requisites: None
This course is an overview of growth and development, developmentally appropriate curriculum,
positive guidance techniques, regulations, health, safety, and nutrition standards in early care and
education. The importance of professionalism, family/cultural values and practical applications
based on historical and theoretical models in early care and education is highlighted in the
course.

ECD 102   Growth & Development I   3-0-3
Prerequisites: ECD 101
Co-requisites: None
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, emphasizing physical, social,
emotional, cognitive and nutritional areas. Developmental tasks and appropriate activities are
explored in the course.

ECD 105   Guidance-Classroom Maintenance   3-0-3
Prerequisites: ECD 101
Co-requisites: None
This course is an overview of developmentally appropriate, effective guidance and classroom
management techniques for the teacher of young children. A positive pro-active approach is
stressed in the course.

ECD 106   Observation of Young Children   3-0-3
Prerequisites: ECD 101
Co-requisites: None
In this course, a variety of observation skills & techniques for the purposes of achieving program
goals & objectives, providing for individual needs, guiding children, & designing environments
are covered. Focus is on practical & appropriate use of these skills & techniques.

ECD 107   Exceptional Children   3-0-3
Prerequisites: ECD 101
Co-requisites: None
This course includes an overview of special needs children and their families. Emphasis is on prevalence of disorders, treatment modalities, community resources serving exceptional children, the teacher's role in mainstreaming and early identification, and on federal legislation affecting exceptional children.

ECD 108   Family & Community Relations   3-0-3
Prerequisites: ECD 101
Co-requisites: None
This course is an overview of techniques and materials 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 131   Language Arts   2-3-3
Prerequisites: ECD 101
Co-requisites: None
This course studies methods and materials in age-appropriate language experiences. Opportunities provided to develop listening, speaking, prereading and prewriting skills through planning, implementation and evaluation of media, methods, techniques and equipment. Methods of selection, evaluation and presentation of children's literature are included.

ECD 132   Creative Experiences   2-3-3
Prerequisites: ECD 101
Co-requisites: None
In this course the importance of creativity and independence in creative expression are stressed. A variety of age-appropriate media, methods, techniques and equipment are utilized. Students plan, implement and evaluate instructional activities.

ECD 133   Science & Math Concepts   2-3-3
Prerequisites: ECD 101
Co-requisites: None
This course includes an overview of pre-number and science concepts developmentally-appropriate for young children. Emphasis is on the planning, implementation and evaluation of developmentally-appropriate activities utilizing a variety of methods and materials.

ECD 135   Health, Safety & Nutrition   3-0-3
Prerequisites: ECD 101
Co-requisites: None
This course covers a review of health/safety practices recommended for childcare and includes information on common diseases and health problems. Certification preparation is provided in pediatric safety, CPR and first aid. Guidelines and information on nutrition and developmentally appropriate activities are also studied in the course.

ECD 200   Curriculum Issues in Infant & Toddler Development   3-0-3
Prerequisites: ECD 101 and ECD 102
Co-requisites: None
This course is a study of infant and toddler care. Emphasis is on brain development and its implications for caring for infants and toddlers. Planning and teaching strategies as they relate to child development, curriculum and environment are included in the course.

ECD 201   Principles of Ethics and Leadership in Early Care and Education   3-0-3
Prerequisites: ECD 101
Co-requisites: None
This course reviews historical views on leadership & issues & challenges of leadership in Early Care & Education. Emphasis on current trends and issues. This course also reviews ethical principles as they relate to children, families, colleagues & the community & society.

ECD 203   Growth & Development II   3-0-3
Prerequisites: ECD 101 and ECD 102
Co-requisites: None
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 through age eight are explored in the course.

ECD 205   Socialization & Group Care of Infants and Toddlers   3-0-3
Prerequisites: ECD 101 and ECD 102
Co-requisites: None
This course is the study of the socialization and group care of infants and toddlers. Emphasis is on guidance and management, understanding behavior, temperament, the importance of routines, primary care and continuity of care, and examining the elements of quality environments.

ECD 207   Inclusive Care   2-3-3
Prerequisites: ECD 200
Co-requisites: None
This course provides an overview of the field of infants and toddlers with special needs. Emphasis will be placed on instructional strategies, adaptations, environment, inclusion, etiology, federal legislation, family partnership, multicultural considerations, and optimal development.

ECD 237   Methods and Materials   3-0-3
Prerequisites: ECD 105, ECD 106, ECD 131, ECD 133 and ECD 203
Co-requisites: None
This course includes an overview of developmental appropriate methods and materials for planning, implementing and evaluating environments. Emphasis is on integrating divergent activities in each curriculum area.

ECD 243   **Supervised Field Experience I**   **1-6-3**
Prerequisites: ECD 237
Co-requisites: None
This course includes emphasis on planning, implementing, and evaluating scheduled programs, age appropriate methods, materials, activities, and environments of early childhood principles and practices.

ECD 251 Supervised Field Experience in Infant/Toddler Care   **1-6-3**
Prerequisites: ECD 102 and ECD 200
Co-requisites: None
This course is a study of planning, implementing, and evaluating scheduled programs, age-appropriate methods, materials, activities and environments of infants and toddlers.

ECD 252   **Diversity Issues in Early Care and Education**   **3-0-3**
Prerequisites: ECD 101
Co-requisites: None
This course meets the growing need for students in Early Care and Education to learn how to interact with people who are different from them. It also allows students to examine and appreciate the differences that exist because of diversity from race, language, ethnicity, age and socio-economic levels.

ECO

ECO 210   **Macroeconomics**   **3-0-3**
Prerequisites: None
Co-requisites: None
This course includes the study of fundamental principles and policies of a modern economy to include markets and prices, national income accounting, cycles, employment theory and fiscal policy, banking and monetary controls and the government's role in economic decisions and growth. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ECO 211   **Microeconomics**   **3-0-3**
Prerequisites: None
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

EDU

EDU 110   Careers in Education   3-0-3
Prerequisites: None
Co-requisites: None
This course introduces students to the role of the teacher, the nature of the teaching profession and assists students in personal and professional development. Topics include an overview of the teaching profession: curriculum, instruction, environment, students, resources, and trends and pressures facing educators today.

EDU 201   Classroom Inquiry with Technology   3-0-3
Prerequisites:
Co-requisites: None
This course explores teaching as a data driven, reflective practice. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

EDU 241   Learners & Diversity   3-3-4
Prerequisites:
Co-requisites:
This course is a study of lifespan development and learning with an emphasis on individual & group diversity. The students are required to participate in a field experience. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

EET

EET 113   Electrical Circuits I   3-3-4
Prerequisites: None
Co-requisites: None
This course studies direct and alternating currents, covering resistance and impedance in series, parallel, and series-parallel circuits using Ohm's Law, Kirchhoff's Laws and basic circuit theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 114   Electrical Circuits II   3-3-4
Prerequisites: EET 113
Co-requisites: None
This course is a continuation in electrical circuits, including advanced network theorems. Circuits are analyzed using mathematics and verified using electrical instruments.

EET 130   Network Devices   2-3-3
Prerequisites: CPE 107
Co-requisites: None
This course studies semiconductor theory and principles, diodes and diode circuits, transistors, transistor circuits and other components. Circuits are modeled, constructed and tested.

EET 131   Active Devices   **3-3-4**

Prerequisites: EET 114
Co-requisites: None
This course studies semiconductor theory & principles, diodes & diode circuits, transistors, transistor circuits & other components. Circuits are modeled, constructed & tested.

EET 145   Digital Circuits   **3-3-4**

Prerequisites: None
Co-requisites: None
This course studies number systems, basic logic gates, Boolean algebra, logic optimization, flip-flops, counters and registers. Circuits are modeled, constructed and tested.

EET 147   I.C. Circuits   **1-3-2**

Prerequisites: EET 131
Co-requisites: None
This course covers constructing and troubleshooting a series of applicable circuits using integrated circuit chips and other components, including the use of data books and test equipment.

EET 210   Digital Integrated Circuits   **3-3-4**

Prerequisites: EET 145
Co-requisites: None
This course studies digital integrated circuits, including multiplexers, demultiplexers, buffers, decoders, encoders, converters, memory devices and programmable logic devices. Circuits are modeled, constructed and tested.

EET 218   Electrical Power Systems   **3-3-4**

Prerequisites: EET 231
Co-requisites: None
This course is a study of power generation, transmission, transformers, distribution and motor controls.

EET 220   Analog Integrated Circuits   **2-3-3**

Prerequisites: EET 131
Co-requisites: None
This course includes analysis, application and experiments involving such integrated circuits as op-amps, timers and IC regulators. Circuits are modeled, constructed & tested.

EET 227   Electrical Machinery   **2-3-3**

Prerequisites: EET 114
Co-requisites: None
This course studies AC and DC electro-mechanical energy conversion devices, theory, applications and control. Devices are tested and verified using electrical instruments.

EET 231   Industrial Electronics   3-3-4
Prerequisites: EET 227
Co-requisites: None
This course is a survey of topics related to industrial application of electronic devices and
circuits. The course covers switches, DC and AC motor controls, sensors and transducers, open
and closed loop control circuits and voltage converting interfaces. Circuits are constructed and
tested.

EET 235   Programmable Controllers   2-3-3
Prerequisites: EET 231
Co-requisites: None
This course is a study of relay logic, ladder diagrams, theory of operation and applications.
Loading ladder diagrams, debugging and trouble-shooting techniques are applied to
programmable controllers.

EET 243   Data Communications   2-3-3
Prerequisites: EET 132
Co-requisites: None
This course studies techniques for sending and receiving information. Topics include media
characteristics, modulation/demodulation, signal conversions, multiplexing and demultiplexing,
protocols, industrial standards, networks and error detection and correction. Circuits are
modeled, constructed and tested.

EET 253   Microprocessors   3-3-4
Prerequisites: EET 210
Co-requisites: None
This is course is a study of software and hardware interfacing techniques. Circuits are modeled,
constructed, and tested.

EET 273   Electronics Senior Project   0-3-1
Prerequisites: Final semester
Co-requisites: None
This course includes the construction and testing of a professor-approved project.

EET 274   Special Topics   0-3-1
Prerequisites: Final Semester
Co-requisites: None
This course is a study of current topics related to Electrical/Electronics Engineering Technology.
Technical aspects of practical applications are discussed.

EGR
EGR 120   Engineering Computer Applications   2-3-3
Prerequisites: None
Co-requisites: None
This course includes the utilization of applications software to solve engineering technology
problems.

EGR 190   Statics   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of forces and the effect of forces acting on bodies in equilibrium without motion.

EGT

EGT 101   Basic Technical Drawing   0-6-2
Prerequisites: None
Co-requisites: None
This course is a study of the basics of drafting, emphasizing geometric drafting principles, lettering and basic ANSI drafting conventions.

EGT 151   Introduction to CAD   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of the operation of a computer-aided drafting system. It includes interaction with a CAD station to produce technical drawings.

EGT 252   Advanced CAD   2-3-3
Prerequisites: EGT 151
Co-requisites: None
This course studies advanced concepts of CAD software and applications.

EGT 275   Special Topics in Mapping   1-3-2
Prerequisites: None
Co-requisites: None
This course is a study of special topics in map preparation and interpretation.

EMS

EMS 110   Basic Emergency Medical Care   3-6.5-5
Prerequisites: None
Co-requisites: None
This course introduces the health care system and the function, role, and responsibility of emergency medical providers within the system. Emphasis is on legal and ethical practices and stress management. A team approach is emphasized in the study of the initial assessment and management of illness and injury.

EMS 112   Intermediate Emergency Medical Technician   2-4-3
Prerequisites: EMS 110
Co-requisites: None
This course reviews knowledge and builds on skills gained in Basic Emergency Medical Care and includes pathophysiology of shock management, IV initiation and fluid therapy, nasotracheal intubation and airway management, and advanced patient assessment.

EMS 114   Emergency Vehicle Operations Management   1-3-2
Prerequisites: None
Co-requisites: None
This course covers the fundamental skills necessary for safe and effective management of an emergency vehicle including the use of lights and sirens, safe driving techniques and vehicle maintenance.

EMS 115   International Trauma Life Support   1-0-1
Prerequisites: None
Co-requisites: None
This course is designed to educate the experienced pre-hospital healthcare provider in dealing with critically injured trauma patients in an emergency setting. An understanding of trauma care equipment, basic trauma-related and assessment skills are necessary. Currently accepted guidelines for international trauma care will be followed.

EMS 116   Advanced Cardiac Life Support   1-0-1
Prerequisites: EMS 119, EMS 210, EMS 220
Co-requisites: None
This course is designed to educate the experienced healthcare provider in dealing with critical cardiac patients in an acute, emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary. Current American Heart Association guidelines will be followed.

EMS 117   Pediatric Advanced Life Support   1-0-1
Prerequisites EMS 119, EMS 210, EMS 220:
Co-requisites: None
This course is designed to educate the experienced healthcare provider in dealing with critical pediatric patients suffering from acute cardiac and respiratory problems in an emergency setting. An understanding of cardiac equipment, basic pharmacology and cardiovascular function is necessary.

EMS 118   Advanced Medical Life Support   1-0-1
Prerequisites: None
Co-requisites: None
This course is designed to present students with a practical method for the management of adult patients suffering from various medical emergencies. Students will be provided with the practical knowledge and skills to effectively manage on-scene, adult medical emergencies.

EMS 119   Emergency Medical Services Operations   2-0-2
Prerequisites: EMS 112
Co-requisites: None
This course is a multi-faceted approach to theory of EMS operations. Topics include expanded provider roles, EMS systems overview, medical/legal aspects, theory of ambulance operations, mass casualty incident management, rescue awareness, crime scenes, terrorism, and weapons of mass destruction.

EMS 120   Pharmacology   2-3-3
Prerequisites: EMS 110
Co-requisites: EMS 217
This course studies concepts related to pharmacological actions of groups of drugs and includes
the development of skills related to the administration of medications and intravenous therapy.
Also includes physiology of systems affected drug action.

EMS 210   Advanced Emergency Medical Care I   4-3-5
Prerequisites: EMS 112, BIO 112
Co-requisites: None
This course studies concepts related to EMS communications, trauma, obstetric/gynecological
emergencies, neonatal transport, psychiatric emergencies, central nervous system, GI/GU
systems, anaphylaxis, toxilogic emergencies, drug abuse, infectious diseases, geriatric and
pediatric patients, and environmentally related emergencies.

EMS 211   Advanced Clinical Experience I   1-6-3
Prerequisites: None
Co-requisites: None
This course includes hospital clinical experiences in obstetrics (labor/delivery), pediatrics, and
emergency/trauma settings.

EMS 213   Advanced Emergency Medical Care II   3-3-4
Prerequisites: EMS 210
Co-requisites: None
This course is a study of the concepts and skills related to care of specific medical problems.
Emphasis is placed on the pathophysiology and treatment modalities related to the respiratory
system, cardiovascular system, and the endocrine system. Concepts related to the classification,
therapeutic actions, and side effects of common chemotherapeutic agents are emphasized.

EMS 214   Advanced Clinical Experience II   1-6-3
Prerequisites: EMS 210, EMS 213, EMS 218 and EMS 222
Co-requisites: EMS 213, EMS 218 and EMS 222
This course includes hospital clinical experiences in coronary care and emergency and trauma
settings.

EMS 217   Introduction to Electrocardiography   1-3-2
Prerequisites: EMS 110
Co-requisites: None
This course covers basic principles of recognizing and interpreting EKG tracings. Laboratory
emphasis is placed on the operation of electrocardiographic equipment.

EMS 218   EMS Management Seminar   2-0-2
Prerequisites: EMS 210
Co-requisites: None
This course covers concepts related to the application of management skills to emergency medical services. Focus is on common problems which occur in the work setting utilizing a problem solving approach.

EMS 220   Paramedic Internship   0-9-3
Prerequisites: EMS 110 and EMS 112
Co-requisites: None
This course includes experiences with advanced life support emergency medical service providers.

EMS 221   Paramedic Internship II   0-9-3
Prerequisites: EMS 220
Co-requisites: EMS 210
This course builds on the experiences gained in Paramedic Internship I. Focus is on the student and their ability to apply knowledge gained in the classroom during an emergency situation while treating a wide variety of patients in different situations.

EMS 222   Paramedic Internship III   0-9-3
Prerequisites: EMS 221
Co-requisites: EMS 213
This course builds on the experiences gained in Paramedic Internship II. Focus is centered on the student's ability to function as the EMS team leader and direct patient care in any emergency situation.

EMS 223   Paramedic Clinical I   0-6-2
Prerequisites: EMS 120 and EMS 217
Co-requisites: None
This course includes hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers.

EMS 224   Paramedic Clinical II   0-6-2
Prerequisites: EMS 223
Co-requisites: None
This course builds on skills gained in Paramedic Clinical I and includes continued hospital clinical experiences in many areas, such as the emergency center, surgery, labor and delivery, and pediatric centers. The student is expected to become proficient in medication administration, IV initiation and patient assessment of all age groups.

EMS 250   Advanced Placement Paramedic Care I   5-0-5
Prerequisites: Advanced placement permission by EMT program director
Co-requisites: None
This course focuses on advanced theory of respiratory, cardiac, endocrine, neurological, pharmacological, disease pathophysiology, and assessment.

EMS 251   Advanced Placement Paramedic Care II   **4-0-4**
Prerequisites: Advanced placement permission by EMT program director
Co-requisites: None
This course focuses on advanced theory of OB/GYN, neonatal, pediatric, GI/GU, toxicological, environmental, and geriatric diseases.

EMS 254   Advanced Placement EMS Internship Experience I   **3-0-3**
Prerequisites: Advanced placement permission by EMT program director
Co-requisites: None
This course covers the application of theory to develop clinical skills and knowledge, and problem solving ability.

ENG

ENG 011   Developmental English   **1-0-1**
Prerequisites: None
Co-requisites: None
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. This course provides support for English 031 (e.g., may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

ENG 012   Developmental English   **1-0-1**
Prerequisites: None
Co-requisites: None
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. This course provides support for mastery of English 032 competencies (may include, but is not limited to, laboratory work, computerized instruction, and/or projects).

ENG 031   Developmental English   **3-0-3**
Prerequisites: None
Co-requisites: None
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. Assignments will include the writing of a variety of unified and coherent compositions with evidence of a controlling idea, introduction, body, and conclusion.

ENG 032   Developmental English   3-0-3
Prerequisites: ENG 031 with minimum grade of C or appropriate placement scores
Co-requisites: None
Developmental English is 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. Course provides intensive review of grammar and usage; mechanics of punctuation, spelling and capitalization; sentence structure and the writing process. Also emphasizes evidence of planning, organizing, drafting, editing and revising, along with study of different modes of writing for a variety of rhetorical situations.

ENG 100   Introduction to Composition (non-degree credit)   3-0-3
Prerequisites: ENG 032 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course is a study of basic writing and different modes of composition and may include a review of usage. In order to advance to English 101, a student must earn a minimum grade of "C" and pass an exit exam to be administered at the end of the semester. The exit exam is scored by two full-time English teachers other than the student's instructor.

ENG 101   English Composition I   3-0-3
Prerequisites: ENG 100 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course in presents the following topics: 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 presented. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 102   English Composition II   3-0-3
Prerequisites: ENG 101 (minimum grade of C) or appropriate
Co-requisites: None
This course presents the following topics: development of writing skills through logical organization, effective style, literary analysis and research. An introduction to literary genre is also included. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 155   Communications I   3-0-3
Prerequisites: ENG 100 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course introduces the principles of expository writing and public speaking through practice and development of communication skills. Emphasis is on business and professional communication.

ENG 160   Technical Communications   3-0-3
Prerequisites: ENG 101 or ENG 155 (minimum grade of C)
Co-requisites: None
This course is a study of various technical communications such as definitions, processes, instructions, descriptions, and technical reports. The course includes assignments involving technical description, instructions, use and analysis of visual aspects of workplace documents, the resume and cover letter, short report writing, and report writing utilizing research.

ENG 201   American Literature I   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course is a study of American literature from the colonial period to the civil war. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 202   American Literature II   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course is a study of American literature from the civil war to the present. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 205   English Literature I   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course presents the following topics: the study of English literature from the old English period to the romantic period with emphasis on major writers and periods. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 206   English Literature II   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course presents the following topics: the study of English literature from the romantic period to the present, with emphasis on major writers and periods. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 208   World Literature I   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course is a study of masterpieces of world literature in translation from the ancient world to the sixteenth century. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 209   World Literature II   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course is a study of masterpieces of world literature in translation from the seventeenth century to the present. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 214   Fiction   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course is a study of fiction from several cultures. Emphasis is on the nature of the genre and appropriate reading strategies. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

ENG 224   English Study Abroad   3-0-3
Prerequisites: ENG 102
Co-requisites: None
This course provides a study abroad experience for students studying Literature. The course includes travel to selected regions outside the United States and provides a field of study of historical and contemporary literature.

EVT
EVT 120   Environmental Biology I   1-3-2
Prerequisites: ENG 100, or ENG 155
Co-requisites: None
This course provides an introduction to biological concepts related to environmental quality and pollution control. Emphasis is placed on microbiology of water and wastewater.

EVT 201   Environmental Science   3-0-3
Prerequisites: EVT 120 with "C" or better
Co-requisites: None
This course is an introduction to the basic principles of environmental science including ecology, energy, resources, waste management, air, water, and soil pollution.

EVT 220   Environmental Biology II   3-0-3
Prerequisites: EVT 120 with "C" or better
Co-requisites: None
This course is a study of environmental biology, including ecological systems and toxicology.

FOR

FOR 102   Multiple Use of Forest Lands   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of how forest land serves the multiple purposes of recreation, wildlife, watershed and range, as well as producing timber crops. It examines the relationship between the public and private sectors in achieving these different demands placed on the forest community.

FOR 105   Equipment Basics and Safety   3-0-3
Prerequisites: None
Co-requisites: BCT 122
This course is a study of the design, selection, operation, and maintenance of various types of equipment used in the timber industry including aspects of industrial safety, including basic first aid and CPR techniques. Chainsaw operation is included.

FOR 118   Forest Drafting   1-3-2
Prerequisites: None
Co-requisites: None
This course covers principles of technical drawing and technical lettering. It provides the drafting background needed for surveying and map drawing. Included in the course is an introduction to computer aided design (CAD) mapping.

FOR 121   Woodland Safety & First Aid   1-0-1
Prerequisites: None
Co-requisites: None
This course covers the general first aid practices and safety procedures that are required in outdoor work. Emphasis is placed on first aid techniques one might need until competent medical help arrives. Students will be offered American Red Cross certification in first aid, CPR, Blood Borne Pathogens, and automatic defibrillator.

FOR 130   Dendrology   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of the characteristics and uses of important trees, shrubs and lesser vegetation of the southern forest. It includes collecting, mounting and identifying approximately 130 species by leaf, twig, bark, and growth characteristics.

FOR 140   Timber Harvesting Operations   1-6-3
Prerequisites: None
Co-requisites: None
This course is a study of the analysis of logging situations and decision-making regarding timber harvesting. A study of the various equipment and tools used in forestry operations, techniques of operating and maintaining equipment, and costs involved in conducting harvesting operations. A review of timber trespass laws is included.

FOR 154   Mensuration   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the techniques and instruments used in the measurement of standing
trees or harvested trees. The use of log rules, volume tables, yield tables and elementary
statistics are included.

FOR 156   Timber Cruising & Marking   3-3-4
Prerequisites: FOR 154
Co-requisites: None
This course is a study of the three systems of estimating volumes & values of standing timber—
strip, plot & prism. Stand analysis, dominant tree data and statistical data are also analyzed.

FOR 180   Timber Industry & Associated Government Standards   3-0-3
Prerequisites: FOR 105 and FOR 107
Co-requisites: None
This course is an introduction to forest products industry, site organization and government
standards.

FOR 206   Forest Ecology   3-0-3
Prerequisites: None
Co-requisites: FOR 102
Study of the nature of forests and forest trees, how they grow, reproduce, and their relationships
to the physical and biological environment.

FOR 220   SCWE in Forestry   0-32-8
Prerequisites: Four of the following: FOR-154, FOR-156, NRM-230, NRM-235 and FOR-130,
or Instructor Permission
Co-requisites: None
This course is a study of the problems of day to day natural resource operations. Employment in
an approved forest or natural resource related industry or agency is required.

FOR 230   Forest Products   2-0-2
Prerequisites: FOR 130
Co-requisites: None
This course is a study of the various forest industries, including the manufacturing process and
material produced. Grading specifications, raw materials, by-products, labor and markets for
specific products are included. A component of the course is a series on wood identification.

FOR 240   Mapping and Photo Interpretation   2-3-3
Prerequisites: CPT 101
Co-requisites: None
This course is a study of the mechanics of mapping forest lands with emphasis on the use of
aerial photographs. It includes calculation of land area by transit, dot grid and polar planimeter
methods as well as taking measurement and identifying objects from aerial photographs. The

course also covers use of Computer Aid Design (CAD) of maps, digitizing, Global Positioning Systems, and Geographic Information Systems.

FOR 257   Forest Ecology   **2-0-2**
Prerequisites: FOR 130
Co-requisites: None
This course is the study of scientific foundations on which cultural practices are based. Includes the effects of environment up tre growth and distribution and the inter-relationship between and individual tree, the forest stand and the environment.

FOR 258   Forest Surveying & Engineering   **3-3-4**
Prerequisites: None
Co-requisites: MAT 168 or Instructor's permission
Course covers use of surveying and engineering as adapted to forest management. The use of the hand compass, transit, and level in locating old boundary lines as well as procedures for recording and looking up deeds are included.

FOR 263   Forest Management   **2-6-4**
Prerequisites: FOR 154, FOR 156 and FOR 271
Co-requisites: FOR 240
This course examines the tools and techniques used in constructing formal management plans for forests. Subdivision of the forest for management purposes, regulation, and regeneration are included.

FOR 268   Forest Protection Practices   **3-3-4**
Prerequisites: None
Co-requisites: None
This course covers forest fires and the major insects and diseases which attack southern forests. Methods of prevention and control are explored. Specific topics include prescribed burning, pesticide use and safety, wildfire suppression, insect and disease identification and control measures.

FOR 269   Forest Statistics & Data Processing   **2-3-3**
Prerequisites: CPT 101, FOR 154 and FOR 156
Co-requisites: None
This course covers measuring, recording, and summarizing various forestry field data and its presentation in technical form. Basic statistical and finance computations, interest, and discount computations are included.

FOR 271   Silviculture   **3-3-4**
Prerequisites: FOR 154 and FOR 156
Co-requisites: None
This course covers the treatment of forest stands to achieve prescribed objectives. Specific topics include intermediate forest management practices, the four basic harvest methods and regeneration of trees.

FRE

FRE 101   Elementary French I   **4-0-4**

Prerequisites: Appropriate placement scores
Co-requisites: None
This course consists of a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to French culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

FRE 102   Elementary French II   **4-0-4**

Prerequisites: FRE 101 with grade of "C" or better
Co-requisites: None
This course continues the development of basic language skills and includes a study of French culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

FRE 201   Intermediate French I   **3-0-3**

Prerequisites: FRE 102 with grade of "C" or better
Co-requisites: None
This course is a review of French grammar with attention given to complex grammatical structures and reading difficult prose. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

GEO

GEO 102   World Geography   **3-0-3**

Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

HIM

HIM 105   Medical Office Communication and Practices   **3-0-3**

Prerequisites: None
Co-requisites: None
This course is the study of effective medical office communications, with an emphasis on specific job responsibilities and communication skills needed in order to be sucessful in the health care industry.

HIM 110 Health Information Science I **3-0-3**
Prerequisites: None
Co-requisites: None
This course provides an in-depth study of the content, storage, retrival, control and retention of health information systems.

HIM 130 Billing & Reimbursement **3-0-3**
Prerequisites: **AHS 102, BIO 112, ENG 101**
Co-requisites: None
This course provides introduction to medical insurance billing and reimbursement practices with emphasis on the primary players such as Medicare and Medicaid.

HIM 135 Medical Pathology **3-0-3**
Prerequisites: AHS 102, HIM 110, BIO 112, ENG 101
Co-requisites: None
This course studies disease processes, general classification of disease including signs and symptoms, systems affected by disease, diagnostic measures, types of treatment including surgical and/or chemical intervention and terminology.

HIM 137 Pharmacology for Coders **1-0-1**
Prerequisites: HIM 110 or AHS 102 or BIO 112
Co-requisites: HIM 135
This course is a study of therapeutic agents in relation to medical record coding and reimbursement issues.

HIM 138 Pharmacology for Medical Records Coding **2-0-2**
Prerequisites: HIM 110 or AHS 102 or BIO 112
Co-requisites: HIM 135
This course is a study of therapeutic drug categories appropriate for medical insurance billing and reimbursement practices.

HIM 140 Current Procedural Terminology I **3-0-3**
Prerequisites: AHS 102, HIM 105 or HIM 110, BIO 112, ENG 101
Co-requisites: None
This course provides a basic study of the CPT and HCPCS coding and classification systems particular to the physician's office setting. Students will learn how to assign codes to capture the professional component of services provided.

HIM 141 Current Procedural Terminology II **3-0-3**
Prerequisites: HIM 140
Co-requisites: None
This course provides an intermediate study of the CPT and HCPCS coding and classification systems with respect to surgical outpatient facilities and hospitals.

HIM 150   Coding Practicum I   0-9-3
Prerequisites: HIM 130, HIM 135, HIM 137 or 138, HIM 140 and HIM 216
Co-requisites: None
This course provides clinical practice in the application of basic coding and classification system
guidelines in selected healthcare facilities.

HIM 151   Coding Practicum II   0-9-3
Prerequisites: HIM 150
Co-requisites: None
This course provides clinical practice in application of advanced coding and classification system
guidelines in selected health care facilities.

HIM 216   Coding and Classification I   3-0-3
Prerequisites: AHS 102, HIM 105 or HIM 110
Co-requisites: None
Course studies disease, procedural coding and classification systems.

HIM 225   Coding and Classification II   3-0-3
Prerequisites: HIM 130, HIM 140 and HIM 216
Co-requisites: None
This course studies advanced coding and classification systems.

HIM 227   Senior Professional Competencies   1-6-3
Prerequisites: HIM 130 and HIM 140
Co-requisites: None
This capstone course is designed to promote interactive discussion related to the HIM profession,
to include career issues and opportunities. The course includes specific projects and capstone
competencies in a mock testing environment. Students will participate in clinical practice in
application of basic coding and classification system guidelines in selected healthcare facilities.

HIM 266   Computer in Healthcare   3-0-3
Prerequisites: HIM 130, HIM 140 and HIM 216
Co-requisites: None
This course covers hardware and software components of computers for medical records
applications, methods of controlling accuracy and security of data in computer systems, record
linkage, and data sharing concepts.

HIS
HIS 101   Western Civilization to 1689   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course
is transferable to public senior institutions as part of the South Carolina Commission on Higher
Education Statewide Articulation Agreement.*

HIS 102   Western Civilization Post-1689   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

HIS 201   American History: Discovery to 1877   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

HIS 202   American History: 1877-Present   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

HIS 214   History Study Abroad   3-0-3
Prerequisites: English 101 or History 101, or 102, or 201, or 202 with a C or better.
Co-requisites: Eng 224
This course provides a study abroad experience for students studying history. The course includes travel to selected regions outside the United States and provides a field study of historical and contemporary history.

HOS

HOS 101   Principles of Food Production I   1-6-3
Prerequisites: Appropriate placement scores
Co-requisites: None
This is an introductory course in food preparation, including kitchen safety and sanitation. Emphasis is placed on the practical presentation of simple foods, terminology and techniques of preparation of nutritious quality food.

HOS 103   Nutrition   3-0-3
Prerequisites: None
Co-requisites: None
This course studies general nutritional needs of the life cycle, including carbohydrates, proteins, fats, vitamins and minerals. Practical applications for the food service professional are emphasized.

HOS 105   Survey of Food Management   3-0-3
Prerequisites: None
Co-requisites: None
This course is a broad overview of operations in food, sanitation, kitchen equipment, first aid and
safety, inventory, cost control, and ordering procedures.

HOS 110   Food Production Management   1-6-3
Prerequisites: HOS 101
Co-requisites: None
This course studies basic food principles in a production kitchen environment.

HOS 120   Bakeshop Production   2-3-3
Prerequisites: HOS 101
Co-requisites: None
This course is a study of applied fundamentals and principles of basic baking. Emphasis is placed
on skill development for quality commercial bakery products.

HOS 140   The Hospitality Industry   3-0-3
Prerequisites: None
Co-requisites: None
This course surveys the hospitality industry and the principles of operations of both lodging and
food service industries.

HOS 150   Hotel Management   3-0-3
Prerequisites: HOS 140
Co-requisites: None
This course covers the management of the lodging phase of the hospitality industry, including
front office, housekeeping, and engineering

HOS 155   Hospitality Sanitation   3-0-3
Prerequisites: None
Co-requisites: None
This course studies local, state and national regulations governing sanitary food handling
practices.

HOS 163   International Etiquette and Protocol   3-0-3
Prerequisites: HOS 140
Co-requisites: None
This course is a study of the cultural survey of international protocols affecting business as well
as individual success. Highlights include Asian, African, middle eastern, South American and
eastern societies. Differences studied feature approaches to business and lifestyles.

HOS 171   Food & Beverage Controls   3-0-3
Prerequisites: HOS 140 and MAT 155
Co-requisites: None
This course covers the principles and procedures involved in an effective food and beverage
control system including standards determination, operating budgets, cost-volume-profit
analysis, income and cost control, menu pricing, labor cost control, and computer applications
related to these concepts.

HOS 201   A La Carte I   1-6-3
Prerequisites: HOS 101 and HOS 110
Co-requisites: None
This course is a study of culinary skills used in the preparation of food in "á la carte" style.

HOS 202   A La Carte II   1-6-3
Prerequisites: HOS 201
Co-requisites: None
This course is a study of culinary skills used in the preparation of international foods in an "á la
carte" style. Topics include menu planning, purchasing and forecasting.

HOS 210   SCWE in Culinary Arts Technology   0-24-6
Prerequisites: HOS 101 and HOS 110
Co-requisites: None
This course integrates culinary arts skills within an approved work site related to the culinary
industry.

HOS 220   Advanced Bakeshop   2-3-3
Prerequisites: HOS 120
Co-requisites: None
This course is a study of the preparation of advanced, classical and international pastries.
Emphasis is placed on producing quality, commercial baked goods.

HOS 225   Buffet Organization   2-6-4
Prerequisites: HOS 110
Co-requisites: None
This course is a study of the principles and applications of how to plan, organize and set up a
complete buffet. Topics include forced meats, ice carvings and garnishes.

HOS 235   Menu Planning   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the principles of menu planning and design with application of basic
nutrition, organization plans and record keeping techniques.

HOS 243   Food Competition Fundamentals   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of the techniques and procedures for food competitions. Special attention is given to proper menu planning, timing and teamwork. This class focuses on the American Culinary Federation competition guidelines for student competition.

HOS 255   Food Service Management   3-0-3
Prerequisites: HOS 140
Co-requisites: None
This course studies operational food service management. Topics include food service operations, restaurant layout & design, marketing & sales promotion, food & beverage procedures, & public relations.

HOS 256   Hospitality Management Concepts   3-0-3
Prerequisites: HOS 140 and HOS 255
Co-requisites: None
This course is a study of the theory and principles of management as applied to the hospitality industry.

HOS 258   Convention Management   3-0-3
Prerequisites: HOS 140
Co-requisites: None
This course is a study of soliciting, acquiring and servicing group business in the hospitality industry.

HOS 265   Hotel, Restaurant & Travel Law   3-0-3
Prerequisites: HOS 140
Co-requisites: None
This course is a study of legal foresight for hospitality management. Topics include litigation involving innkeepers and legal responsibilities of the innkeeper.

HOS 272   SCWE in Hospitality/Tourism Management   0-12-3
Prerequisites: HOS 140 and HOS 165 or HOS 265 or instructor permission
Co-requisites: None
This Course Integrates Hospitality Skills At An Approved Work Site Related To The Hospitality Industry.

HRT
HRT 104   Landscape Design & Implementation   2-3-3
Prerequisites: HRT 113
Co-requisites: None
This course studies landscape design, drafting and installation techniques.

HRT 110   Plant Form and Function   3-3-4
Prerequisites: None
Co-requisites: None
This course is a study of morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development and plant inheritance.

HRT 113   Plant Materials   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of herbaceous and woody plant materials used in the landscaping and nursery trade.

HRT 121   Commercial Irrigation   3-0-3
Prerequisites: None
Co-requisites: None
This course examines the use of irrigation in the landscape industry, with emphasis on design, equipment suitability, water application procedures and construction. Design projects and job bidding are also included.

HRT 125   Soils   3-3-4
Prerequisites: None
Co-requisites: None
This course is a study of soils and plant nutrition. Emphasis is on physical and chemical properties, water, organic matter, and life of soils. Materials and methods for supplying nutrients to horticulture plants are also included. This course gives an historical and global perspective of soil and its uses with emphasis on current horticulture applications. Concepts are presented primarily through golf course management use.

HRT 143   Insect & Pest Control   3-0-3
Prerequisites:
Co-requisites: None
This course is the study of insects, diseases, and weeds commonly identified as pests in the landscape industry. Chemical control methods are examined with emphasis on pesticide chemicals, application devices, and safety.

HRT 153   Landscape Construction   3-0-3
Prerequisites: HRT 113
Co-requisites: None
This course covers the requirements and techniques of landscape construction. Emphasis is on construction of wood, concrete, and brick landscape structures.

HRT 154   Grounds Maintenance   2-3-3
Prerequisites: HRT 113
Co-requisites: None
This course covers cost estimation of a landscape design & its maintenance, preparation of contracts, & development & implementation of maintenance schedules.

HRT 205   Computers in Horticulture   2-3-3
Prerequisites: None
Co-requisites: None
This course explores the use of computers in horticultural operations. Various applications are demonstrated. Hands-on learning activities including data management, advertising and marketing, and design projects are utilized.

HRT 241   Turf Management   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential, commercial, and public areas.

HUS

HUS 101   Introduction to Human Services   3-0-3
Prerequisites: None
Co-requisites: None
This course is an overview of the field of Human Services. Role responsibilities, problems, boundaries, and strategies of human service workers are included.

HUS 205   Gerontology   3-0-3
Prerequisites: None
Co-requisites: None
This course is a survey of the physical, social, and mental changes that occur as a person ages. The related problems and current programs designed for people age 55 and over are studied in the course.

HUS 208   Alcohol and Drug Abuse   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the etiology of alcohol and drug abuse, various types of addictive substances, physical, mental and social implications, programs in rehabilitation, and preventive education.

HUS 209   Case Management   3-0-3
Prerequisites: None
Co-requisites: None
This course covers accepted methods & strategies for effectively assessing client needs,
accessing necessary provider agencies, & monitoring & properly documenting service delivery
& client welfare.

HUS 212   Survey of Disabilities & Disorders   3-0-3
Prerequisites: None
Co-requisites: None
This course is a survey of the major categories of disabilities and disorders with which the
helping professional is most likely to work. These will include, but not be limited to,
developmental and psychological disorders, visual and hearing impairment and physical
disabilities resulting from injury or disease.

HUS 216   Behavior Change Techniques   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of major theories associated with individual and group psychotherapy,
family therapy, and alcohol, drug and vocational rehabilitation. Emphasis is placed on the
techniques of behavioral change.

HUS 230   Interviewing Techniques   3-0-3
Prerequisites: None
Co-requisites: None
This course covers the development of skills necessary for interviews in various organizational
settings. Students in human services will use these skills and knowledge later on their supervised
field placements.

HUS 231   Counseling Techniques   3-0-3
Prerequisites: None
Co-requisites: None
This course studies counseling techniques necessary to assist qualified therapists in a variety of
therapeutic settings. Students will demonstrate procedures and knowledge of basic counseling
theories and techniques related to human services.

HUS 235   Group Dynamics   3-0-3
Prerequisites: None
Co-requisites: None
This course is an examination of the theory and practice of group dynamics. Emphasis is on the
application of the value and use of the group process in specialized settings related to human
services.

HUS 237　　Crisis Intervention　　　　　　　　　　　　　　　　　　　　　3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the effects of crisis on people, the methods of intervention, and other use of multiple resources to reestablish individual function. Students are required to demonstrate mock crisis activities.

HUS 250　　Supervised Field Placement I (SCWE)　　　　　　　　　　　　0-16-4
Prerequisites: HUS 230 and HUS 231
Co-requisites: None
This course includes work assignments in selected human services agencies.

HUS 251　　Supervised Field Placement II　　　　　　　　　　　　　　　0-16-4
Prerequisites: HUS 230 and HUS 231
Co-requisites: None
This course includes work assignments in selected human services agencies.

HUS 260　　Human Services Special Topics　　　　　　　　　　　　　　　3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of special topics of interest to particular populations and locations.

IDS

IDS 104　　Career Exploration　　　　　　　　　　　　　　　　　　　　　0-3-1
Prerequisites: MAT 102, ENG 101, RDG 100
Co-requisites: None
This course is the study and application of career assessment and planning, job search, and employability skills in preparation for transition in the workplace. Transfer students planning to enroll in professional education programs at senior colleges or universities receive PRAXIS I preparation through individualized study modules.

IDS 201　　Leadership Development　　　　　　　　　　　　　　　　　　3-0-3
Prerequisites: None
Co-requisites: None
This course focuses on the development of leadership, including philosophy, morals/ethics, and individual ability and style. It is designed to increase students understanding of themselves and the theories and techniques of leadership and group processes by integrating theoretical concepts with the reality of application within a group setting.

IMT

IMT 160   Preventive Maintenance   **2-3-3**
Prerequisites: BCT 122
Co-requisites: None
This course covers preventative maintenance techniques. Emphasis is on equipment used in association with timber harvesting operations.

IST

IST 161   Introduction to Network Administration   **2-3-3**
Prerequisites: IST 166
Co-requisites: None
This course is an introductory study of networking operating system administration. Techniques on installation and administration of a Networking Operating System included.

IST 162   Introduction to Workstation Networking Administration   **2-3-3**
Prerequisites: IST 166
Co-requisites: None
This course is an introductory study of the administration of single and multiple domain networks. Tasks will include handling user group accounts, resource management, permissions, ownership assignments, printing, security and backup.

IST 164   Implementing Network Infrastructure Services   **2-3-3**
Prerequisites: IST 161
Co-requisites: None
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 networks, which may consist of multiple vendors. Emphasis is also provided on support of remote users and central management concepts.

IST 165   Implementing & Administering Windows Directory Services   **2-3-3**
Prerequisites: IST 163 or IST 243
Co-requisites: None
This course is a study of directory services covering the planning, design, installation, configuration and administration of a network directory structure.

IST 166   Network Fundamentals   **2-3-3**
Prerequisites: IST 162
Co-requisites: None
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. This course will be focused on material to prepare the student to take the CompTIA Network+ certification Exam.

IST 201   CISCO Internet Working Concepts   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of current and emerging computer networking technology. Topics include safety, networking, network terminology and protocols, network standards, LANS, WANS, OSI models, cabling, cabling tools, CISCO routers, router programming, star topology, IP addressing, and network standards.

IST 202   CISCO Router Configuration   2-3-3
Prerequisites: IST 201
Co-requisites: None
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.

IST 203   Advanced CISCO Router Configuration   2-3-3
Prerequisites: IST 202
Co-requisites: None
This course is a study of configuring CISCO routers.

IST 204   CISCO Troubleshooting   2-3-3
Prerequisites: IST 203
Co-requisites: None
This course is a study of troubleshooting network problems.

IST   205   CISCO Advanced Routing   2-3-3
Prerequisites: IST 204
Co-requisites: None
This course is a study of the concepts and technologies of extending IP addresses, routing principles, scalable routing protocols, managing traffic and access, and building and optimizing scalable internetworking.

IST 206   CISCO Remote Access   2-3-3
Prerequisites: IST 205
Co-requisites: None
Studies building a remote access network to interconnect central sites to branch offices and home office/telecommuters, control access to the central site, and maximize bandwidth utilization over remote links.

IST   207   CISCO Multilayer Switch   2-3-3
Prerequisites: IST 206
Co-requisites: None
This course is the detailed study on how routing and switching technologies work together. Included is an in-depth analysis of combining layer 2 and layer 3 switching technologies.

IST 208   CISCO Internetworking Troubleshooting   **2-3-3**
Prerequisites: IST 207
Co-requisites: None
This course is a study of how to perform fundamental hardware maintenance and advanced troubleshooting tasks on Cisco routers and switches.

IST 209   Fundamentals of Wireless LANs   **2-3-3**

Prerequisites: IST 165
Co-requisites: None
This introductory course is the study of design, installation, configuration, operations and troubleshooting of Wireless LANs. The course includes an overview of wireless technologies, standards, devices, security, design, and best practices, emphasizing real world applications and skills.

IST 225   Internet Communications   **2-3-3**
Prerequisites: CPT 170 or CPT 114
Co-requisites: None
This course covers introductory topics and techniques associated with the Internet and Internet communications. Techniques on how to use and access various types of information, as well as how to find resources and navigate the internet are included.

IST 261   Advanced Network Administration   **2-3-3**
Prerequisites: IST 161
Co-requisites: None
This course is an advanced study of the networking operating system. Topics include installation upgrades, IP services, internet infrastructure, advanced server management and security, NDS management, and server optimization.

IST 291   Fundamentals of Network Security I   **2-3-3**
Prerequisites: IST 161
Co-requisites: None
This course is the study of intro levels of security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to manage network security.

IST 292   Fundamentals of Network Security II   **2-3-3**
Prerequisites: IST 291
Co-requisites: None
This course is the study of advanced security processes based on a security policy, emphasizing hands-on skills in the areas of secure perimeter, security connectivity, security management, identity services, and intrusion detection. The course prepares students to install/configure secure firewalls.

LEG

LEG 120   Torts   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of the various classifications and functions of tort law, including intentional and negligent torts, causation, proximate cause and defenses.

LEG 121   Business Law I   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of the basics of commercial law, emphasizing the formation and enforcement of contracts and the rules particular to the Uniform Commercial Code (UCC) and sales of goods.

LEG 132   Legal Bibliography (LS)   **3-0-3**
Prerequisites: ENG 101
Co-requisites: None
This course is a study of the methods of legal research, proper citation of authority, use of legal treatises, texts, reporters and digests.

LEG 135   Introduction to Law & Ethics   **3-0-3**
Prerequisites: None
Co-requisites: None
This course provides a general introduction to law, including courts, legal terminology, procedures, systems and laws of society. Emphasis is on ethics and the role of the paralegal in the legal system.

LEG 201   Civil Litigation I   **3-0-3**
Prerequisites: None
Co-requisites: None
This course studies principles of litigation & the rules of procedure for each court in the South Carolina system, including pleading, practice & discovery procedures.

LEG 202   Civil Litigation II (LS)   **3-0-3**
Prerequisites: LEG 201
Co-requisites: None
This course includes an in-depth examination of the principles of litigation, focusing on the application of civil techniques and the role of a paralegal using hypothetical cases.

LEG 213   Family Law (LS)   **3-0-3**
Prerequisites: None
Co-requisites: None
This course includes an examination of the laws of marriage, divorce, annulment, separation, adoption, custody and the juvenile.

LEG 214   Property Law   3-0-3
Prerequisites: None
Co-requisites: None
This course includes an overview of South Carolina property law, including the mechanics of
various commercial and private property transactions and mortgage foreclosures.

LEG 230   Legal Writing (LS)   3-0-3
Prerequisites: LEG 132 and ENG 101
Co-requisites: None
This course includes methods, techniques and procedures for the research and preparation of
legal memoranda, trial and appellate briefs, and trial notebooks.

LEG 231   Criminal Law   3-0-3
Prerequisites: None
Co-requisites: None
This course includes a study of the definition and classification of criminal offenses, criminal
responsibility and legal procedures in a criminal prosecution.

LEG 233   Wills, Trusts, and Probate (LS)   3-0-3
Prerequisites: None
Co-requisites: None
This course includes a detailed study of testacy and intestacy, preparation of wills and codicils,
and fundamentals of trust and probate administration.

LEG 242   Law Practice Workshop (LS)   1-6-3
Prerequisites: LEG 202 and completion of all but 5th semester courses with 2.0 GPA
Co-requisites: None
This course includes the application of substantive knowledge in a practical situation as a
paralegal.

LEG 244   Special Projects for Paralegals   3-0-3
Prerequisites: Completion of first and second semester courses with GPA of 2.00
Co-requisites: None
This course provides specialized paralegal training with an update on changes in the laws and
procedures.

LEG 245   Real Estate Law I (LS)   3-0-3
Prerequisites: None
Co-requisites: None
This course includes the examination of residential real estate closing procedures and the
preparation of a closing package by utilizing both print and electronic forms.

LEG 252   Business Applications in the Law Office (LS)   3-0-3
Prerequisites: CPT 101
Co-requisites: None

This course introduces computer applications in various business transaction settings using general and legal software programs.

LEG 269   Paralegal Capstone (LS)   0-3-1
Prerequisites: Assigned instructor approval
Co-requisites: None
This course is designed to be offered in the final semester as a culmination of the key program learning outcomes taught over the duration of the curriculum. Students will be required to demonstrate their integration of the knowledge, skills and values that have been learned throughout the program.

MAT

MAT 011   Developmental Mathematics   1-0-1
Prerequisites: None
Co-requisites: None
Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, and algebraic and geometric concepts. Word problem skills are emphasized. This course provides support for mastery of MAT 031 competencies (e.g. may include but is not limited to laboratory work, computerized instruction, and/or projects).

MAT 012   Developmental Mathematics   1-0-1
Prerequisites: None
Co-requisites: None
Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric concepts. Word problem skills are emphasized. 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).

MAT 013   Developmental Mathematics Compressed   1-0-1
Prerequisites: None
Co-requisites: None
This course provides a review, in a compressed time frame, of arithmetic skills, measurement and geometry, basic algebra concepts and data analysis skills studied in MAT 032. Successful completion of this course allows a student to exit Developmental Mathematics.

MAT 031   Developmental Mathematics   3-0-3
Prerequisites: None
Co-requisites: None
Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic

operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric, concepts. Word problem skills are emphasized.

MAT 032   Developmental Mathematics   **3-0-3**
Prerequisites: MAT 031 (minimum grade of C) or appropriate placement scores
Co-requisites: None
Developmental Mathematics is intended for students who need assistance in basic arithmetic skills. Based on assessment of student needs, instruction includes performing the four arithmetic operations with whole numbers, fractions, decimals, percents, and an introduction to measurement, algebraic, and geometric, concepts. Word problem skills are emphasized.

MAT 101   Beginning Algebra   **3-0-3**
Prerequisites: MAT 155 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: operations with signed numbers; addition, subtraction, multiplication and division with algebraic expressions; factoring; techniques for solving linear and fractional equations; and an introduction to graphing.

MAT 102   Intermediate Algebra   **3-0-3**
Prerequisites: MAT 101 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: properties of numbers; fundamental operations with algebraic expressions; polynomials; systems of equations; ratio & proportion; factoring; functions; graphs; solutions of linear inequalities; & linear & quadratic equations.

MAT 110   College Algebra   **3-0-3**
Prerequisites: MAT 102 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: polynomial, rational, logarithmic, and exponential functions; inequalities; systems of equations and inequalities; matrices; determinants; and solutions of higher degree polynomials. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 111   College Trigonometry   **3-0-3**
Prerequisites: MAT 110 (minimum grade of C) or appropriate
Co-requisites: None
This course includes the following topics: circular functions; trigonometric identities; solution of right and oblique triangles; solution of trigonometric equations; polar coordinates; complex numbers including DeMoivre's Theorem; vectors; conic sections; sequences; and series. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 120   Probability and Statistics   **3-0-3**
Prerequisites: MAT 101 or MAT 110(minimum grade of C) or appropriate placement scores
Co-requisites: None

This course includes the following topics: introductory probability and statistics, including organization of data, sample space concepts, random variables, counting problems, binomial and normal distributions, central limit theorem, confidence intervals, and test hypothesis for large and small samples; types I and II errors; linear regression; and correlation. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 122   Finite College Mathematics   **3-0-3**
Prerequisites: MAT 101(minimum grade of C) or appropriate placement scores
Co-requisites: None
This course is a university parallel transfer course that covers: logic; sets; Venn diagrams; counting problems; probability; matrices; systems of equations; linear programming, including the simplex method and applications; graphs; and networks. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 130   Elementary Calculus   **3-0-3**
Prerequisites: MAT 110 or MAT 176 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: differentiation and integration of polynomials; rational, logarithmic, and exponential functions; and interpretation and application of these processes. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 140   Analytical Geometry and Calculus I   **4-0-4**
Prerequisites: MAT 111(minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: derivatives & integrals of polynomials; rational, logarithmic, exponential, trigonometric and inverse trigonometric functions; curve sketching; maxima and minima of functions; related rates; work; and analytic geometry. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 141   Analytical Geometry and Calculus II   **4-0-4**
Prerequisites: MAT 140 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: continuation of calculus of one variable, including analytic geometry, techniques of integration, volumes by integration, and other applications; infinite series, including Taylor series and improper integrals. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MAT 155   Contemporary Mathematics   **3-0-3**
Prerequisites: MAT 032 (minimum grade of C) or appropriate placement scores
Co-requisites: None

This course includes techniques and applications of the following topics: elementary number theory; algebra; geometry; measurement; graph sketching and interpretations; and descriptive statistics.

MAT 168   Geometry & Trigonometry   **3-0-3**
Prerequisites: MAT 101 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes: Points, lines, angles & angle measurement; triangles, polygons, circles & geometric solids; trigonometric solution of triangles; graph of sine function; and vectors.

MAT 170   Algebra, Geometry, and Trigonometry I   **3-0-3**
Prerequisites: MAT 155 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: elementary algebra, geometry, trigonometry and applications.

MAT 175   Algebra and Trigonometry I   **3-0-3**
Prerequisites: MAT 101 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: basic laws and operations of algebra, linear and quadratic equations, systems of equations, introduction to trigonometry and vectors, concepts of functions, and graphs of functions.

MAT 176   Algebra and Trigonometry II   **3-0-3**
Prerequisites: MAT 175(minimum grade of C) or appropriate placement scores
Co-requisites: None
This course includes the following topics: advanced algebra, exponential and logarithmic functions, complex numbers, trigonometric identities, and graphs of trigonometric functions. Additional topics may include statistics and discrete mathematics.

MAT 250   Elementary Mathematics I   **3-0-3**
Prerequisites: MAT 102 (minimum grade of C) or appropriate placement scores
Corequisites: None
Course provides students with an understanding of the meaning of numbers, fundamental operations of arithmetic, structure of the real number system & its subsystems, & elementary numbers theory. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.
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MAT 251   Elementary Mathematics II   **3-0-3**
Prerequisites: MAT 250 (minimum grade of C) or appropriate placement scores
Corequisites: None
This course provides students with an understanding of informal geometry and basic concepts of algebra. Within the parameters of an approved articulation agreement, this course may transfer to an accredited Education program at a comprehensive four-year college or university. For HGTC students, will transfer to CCU for Education majors.

MGT

MGT 101   Principles of Management   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of the management theories, emphasizing the management functions of planning, decision making, organizing, leading, and controlling.

MGT 120   Small Business Management   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of small business management and organization, forms of ownership and the process of starting a new business.

MGT 150   Fundamentals of Supervision   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of supervisory principles and techniques required to effectively manage human resources in an organization. First-line management is emphasized.

MGT 201   Human Resources Management   **3-0-3**
Prerequisites: MGT 101
Co-requisites: None
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.

MKT

MKT 101   Marketing   **3-0-3**
Prerequisites: None
Co-requisites: None
This course covers an introduction to the field of marketing with a detailed study of the marketing concept and the processes of product development, pricing, promotion and marketing distribution.

MKT 110   Retailing   **3-0-3**
Prerequisites: None
Co-requisites: None
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 120   Sales Principles   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the personal selling process with special emphasis on de termining customer needs and developing effective communications and presentation skills.

MKT 135   Customer Service Techniques   3-0-3
Prerequisites: None
Co-requisites: None
This course is a study of the techniques and skills required for providing customer service excellence, including illustrations to turn customer relations into high standards of customer service, satisfaction and repeat sales.

MKT 240   Advertising   3-0-3
Prerequisites: MKT 101
Co-requisites: None
This course is a study of the role of advertising in the marketing of goods and service, including types of advertising, media, how advertising is created, agency functions and regulatory aspects of advertising.

MKT 250   Consumer Behavior   3-0-3
Prerequisites: MKT 101
Co-requisites: None
This course is a study of the buying behavior process and how individuals make decisions to spend their available resources on consumption related items.

MTH
MTH 101   Spa Treatments and Services   3-0-3
Prerequisites: None
Co-requisites: MTH 102, MTH 104, MTH 105, MTH 108, MTH 132
This course provides an overview of spa treatment and services, including message therapy, nail
    technology, esthetics, aromatherapy, and reflexology.

MTH 102   Spa Therapy Business Applications   3-0-3
Prerequisites: None
Co-requisites: MTH 101, MTH 104, MTH 105, MTH 108, MTH 132
This course provides an overview of managing and operating a spa and overseeing spa business applications, including hiring practices, marketing, bookkeeping, taxes, and record keeping. Topics also include an overview of professionalism, conduct, ethics, appearance, and interpersonal skills.

MTH 104　　Spa Pathology and Sanitation　　　　　　　　　　　　　　2-0-2
Prerequisites: None
Co-requisites: MTH 101, MTH 102, MTH 105, MTH 108, MTH 132
This course is a study of the various methods of sanitation used in a spa. Topics include a study of bacteria and other infectious agents. Focus is on prevention and safety, including indications and contraindications of services offered.

MTH 105　　Introduction to Spa Procedures　　　　　　　　　　　　　3-0-3
Prerequisites: None
Co-requisites: MTH 101, MTH 102, MTH 104, MTH 108, MTH 132
This course is an introduction to the application of body wraps, herbal therapies, facials, manicures, pedicures, paraffin baths, and hydro/cry therapy. The concept of alternative therapies will be introduced.

MTH 106　　Application and Spa Treatments　　　　　　　　　　　　　2-0-2
Prerequisites: None
Co-requisites: None
This course provides practical experience in the application of spa treatments, therapeutic remedies and beauty treatments. Clinical practice and supervision will be included.

MTH 108　　Introduction to Aromatherapy　　　　　　　　　　　　　1-0-1
Prerequisites: None
Co-requisites: MTH 101, MTH 102, MTH 104, MTH 105, MTH 132
This course introduces basic aromatherapy skills to enable the student to be an educated consumer of aromatherapy products and incorporate aromatherapy into a professional regimen, including but not limited to nail technicians, licensed practical nurses, and patient care technicians.

MTH 120　　Introduction to Massage　　　　　　　　　　　　　　　4-0-4
Prerequisites: None
Co-requisites: None
A comprehensive introduction to therapeutic massage including history, theories, benefits, contraindications, ethical considerations and S.C. law for licensure. Swedish techniques are introduced.

MTH 121　　Principles of Massage I　　　　　　　　　　　　　　　2-6-4
Prerequisites: None
Co-requisites: MTH 120
This course is an in-depth study of Swedish massage techniques and applications to complete a body massage.

MTH 122　　Principles of Massage II　　　　　　　　　　　　　　　2-6-4
Prerequisites: MTH 120 and MTH 121
Co-requisites: MTH 129
This course introduces basic assessment skills and application of therapeutic techniques to muscles, tendons, ligaments and other structures.

MTH 123   Massage Clinical I   1-6-3
Prerequisites: MTH 122 and MTH 129
Co-requisites: None
This course provides a clinical massage setting for experience in all aspects of delivering therapeutic massage.

MTH 129   Principles of Massage IV   2-6-4
Prerequisites: MTH 120 and MTH 121
Co-requisites: None
This course is a practical application of oriental modalities integrated with pathological effects, to include meridians and their potent pressure points, acupuncture points, reflexology basic points, and understanding shakras, muscle energy, work with the muscle timeline, and other basic oriental modalities.

MTH 132   Massage Therapy Seminar   1-0-1
Prerequisites: None
Co-requisites: MTH 101, MTH 102, MTH 104, MTH 105, MTH 108
This course includes the integration of didactic and clinical techniques in Massage Therapy.

MUS

MUS 105   Music Appreciation   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
This course will focus on t he 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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

MUS 111   Marching Band   0 -3-1
Prerequisites: Prior experience on a brass, woodwind, or percussion instrument, or in dance or color guard. Band camp in early August is required of all members for placement auditions, fundamentals training and show preparations.
Corequisites: None
This course includes the study and performance of selected band music. Coastal Carolina University *Spirit of the Chanticleer Marching Band* is open to students, regardless of major. Regional and other performances may require travel.

MUS 112   Symphonic Band
Prerequisites: Prior experience on a brass, woodwind, or percussion instrument.
Corequisites: None
This course includes the study and performance of selected band music. Coastal Carolina Symphonic Band is open to students, regardless of major, with interest in concert band ensemble. Regional and other performances may require travel.

NMT

NMT 101   Introduction to Nuclear Medicine   1-3-2
Prerequisites: Acceptance into Nuclear Medicine Technology Program
Co-requisites: None
This course is a study of the overall basics of nuclear medicine technology.

NMT 102   Nuclear Medicine Procedures I   2-0-2
Prerequisites: Acceptance into Nuclear Medicine Technology Program
Co-requisites: None
This course is a study of didactic concepts for the practice of clinical nuclear medicine.

NMT 103   Nuclear Medicine Physics   2-0-2
Prerequisites: Acceptance into Nuclear Medicine Technology Prog
Co-requisites: None
This course is a study of the basic math and statistical skills necessary to perform nuclear physics problems.

NMT 104   Nuclear Medicine Procedures II   2-0-2
Prerequisites: NMT 102
Co-requisites: None
This course is a study of background knowledge for application of nuclear medicine procedures.

NMT 105   Quality Assurance Methodologies   2-0-2
Prerequisites: NMT 150
Co-requisites: None
This course covers the information necessary to plan and implement procedures that will satisfy quality assurance standards.

NMT 106   Nuclear Medicine Procedures III   2-0-2
Prerequisites: NMT 104
Co-requisites: None
This course covers theory and principles of non-imaging procedures.

NMT 107   Nuclear Medicine Instrumentation   3-0-3
Prerequisites: NMT 102
Co-requisites: None
This course covers theory and application of radiation detection instruments.

NMT 109   Special Topics in Nuclear Medicine   2-0-2
Prerequisites: NMT 104
Co-requisites: None
This course covers a variety of topics in nuclear medicine.

NMT 150   Applied Nuclear Medicine I   0-24-8
Prerequisites: Acceptance into Nuclear Medicine Technology Program
Co-requisites: None
This course covers the application of nuclear medicine.

NMT 151   Applied Nuclear Medicine II   0-24-8
Prerequisites: NMT 150
Co-requisites: None
This course covers difficult and challenging clinical application of nuclear medicine theory.

NMT 152   Applied Nuclear Medicine III   0-18-6
Prerequisites: NMT 151
Co-requisites: None
This course covers challenging and difficult applications of nuclear medicine.

NRM

NRM 110   Environmental Science   2-3-3
Prerequisites: None
Co-requisites: None
This introductory course exposes students to basic scientific concepts of how the natural world works for plants and animals and the way they interact. In addition, positive and negative impacts of humans on the environment are carefully studied.

NRM 130   Outdoor Recreation Management   2-3-3
Prerequisites: None
Co-requisites: None
This course examines the management of natural resources for outdoor recreation purposes.

NRM 151   Vertebrate Natural History   3-0-3
Prerequisites: None
Co-requisites: None
This course includes the taxonomic classification, identification, geographic range, and biology of fishes, amphibians, reptiles, birds and mammals native to South Carolina and the Southeast.

NRM 201   Soil Fertility and Plant Production   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of agronomic principles of soil management and plant production, including use and application of chemical fertilizers.

NRM 230   Wildlife Management I   3-0-3
Prerequisites: None
Co-requisites: None
This course is a basic study and application of management practices beneficial to wildlife. Includes: Methods for increasing food production, developing water sources, providing cover

requirements and improving wetlands. Addresses forest lands as habitat for wildlife, with emphasis on Southern woodland management.

NRM 231   Habitat Assessment and Applications   3-0-3
Prerequisites: NRM 230 or Instructor Permission
Co-requisites: FOR 102 or Instructor Permission
This course examines methods of assessment of existing habitats for enhancement and various practical applications to accomplish that goal, including fertilization, vegetation control, tillage, herbicides and others.

NRM 235   Techniques of Wildlife Management   2-3-3
Prerequisites: NRM 230 or Instructor Permission
Co-requisites: None
This course includes a survey of applied techniques of wildlife management. The course includes "hands on" instruction in the outdoors.

NRM 250   Wetlands Ecology   3-0-3
Pre-requisites: FOR-130 or Instructor Permission
Co-requisites: None
This course covers the identification, taxonomy, and life histories of freshwater fish, associated plant species and their environment. Management implications for various species of fish with commercial, sport, or ecological value are included.

NUR
NUR 101   Fundamentals of Nursing   4-6-6
Prerequisites: Acceptance into the ADN curriculum.
Co-requisites: BIO 210, ENG 101, MAT 110 or MAT 120
This course facilitates the development of beginning technical competency in application of the nursing process to assist in meeting the needs of selected clients of varying ages. Concepts forming the foundation for general nursing practice, nursing process, critical thinking, communication and management are emphasized. C ampus lab and hospital facilities are the major settings for clinical experiences.

NUR 120   Basic Nursing Concepts   4-9-7
Prerequisites: NUR 101, MAT 110 or MAT 120, BIO 210, ENG 101
Co-requisites: BIO 211, ENG 102, and PSY 201
This course introduces the application of the nursing process in the care of persons throughout the lifespan who are experiencing selected common health problems. The course builds upon the concepts introduced in NUR 101, increasing in complexity with emphasis on application of the nursing process, critical thinking, communication and management in the clinical setting. A variety of clinical settings including campus labs are used for clinical experiences.

NUR 150   Chronic Health Problems   4-6-6
Prerequisites: NUR 120, BIO 211,ENG 102, PSY 201
Co-requisites: BIO 225, NUR 162
This course is a study of the treatments used for chronic health problems in adult patients. The course expands application of the nursing process in meeting needs of adult clients. The course emphasizes critical thinking, communication and management to promote, maintain and restore health of clients experiencing chronic health problems at various stages of the lifespan. General medical and rehabilitation facilities are used for clinical experiences.

NUR 161   Basic Concepts in Pharmacology   2-0-2
Prerequisites: NUR 101
Co-requisites: None
This course is an introductory study to pharmacotherapeutics, including drug classifications and clinical implications for clients.

NUR 162   Psychiatric and Mental Health Nursing   2-3-3
Prerequisites: NUR 120, BIO 211,ENG 102, PSY 201
Co-requisites: NUR 150 and BIO 225
This course covers application of critical thinking skills and nursing concepts in the care of adult clients with selected mental health problems in a variety of settings. The course includes the study of dynamics of human behavior ranging from normal to extreme.

NUR 201   Nursing Transition   2-3-3
Prerequisites: Advanced placement as a licensed practical nurse
Co-requisites: NUR 161, NUR 162
This course facilitates transition of the practical nurse graduate to the role of the associate degree nursing student. Philosophical, ethical and legal concepts of registered nursing practice and the physiological and psychosocial needs of the person are emphasized. Clinical experiences assist the student in application of the nursing process, communication, critical thinking, and management in the delivery of nursing care.

NUR 217   Trends and Issues in Nursing   1-3-2
Prerequisites: NUR 161 and NUR 220
Co-requisites: NUR 221 and SPC 205
This course is an exploration of the health care trends and issues. The course is designed to facilitate role transition from student to graduate nurse. Critical thinking, management and communication within the framework of the nursing process are emphasized. Decision making, priority setting and analyzing all dimensions of nursing care for groups of clients across the lifespan with various health care needs in a variety of settings are included. This course is to be taken in the student's final semester of the nursing curriculum.

NUR 220   Family Centered Nursing   4-9-7
Prerequisites: BIO 225, NUR 150 and NUR 162
Co-requisites: NUR 161

This course facilitates the application of the nursing process in the care of persons during the childbearing years and from birth through adolescence to promote optimal individual health and development at any stage of the health care continuum.

NUR 221   Advanced Nursing Concepts   3-6-5
Prerequisites: NUR 161 and NUR 220
Co-requisites: NUR 217 and SPC 205
This course expands application of the nursing process in the care of clients experiencing complex health problems. Continual development in application of the nursing process, critical thinking, communication and management to meet the holistic needs of the individual with acute complex health problems as a member of the family and community is emphasized. Acute care facilities including critical care and various community settings are used for clinical experiences.

PHI
PHI 101   Introduction to Philosophy   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHI 103   Workplace Ethics   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
This course is a study of specific ethical issues that arise in a workplace setting. The course includes the utilization of problem scenarios, case studies, and codes of ethics used in industry and the professions.

PHI 110   Ethics   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
This course is a study of the moral principles of conduct emphasizing ethical problems and modes of ethical reasoning. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHI 201   History of Philosophy   3-0-3
Prerequisites: Appropriate placement scores
Co-requisites: None
This course is a survey of the history of philosophical thinking. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHM

PHM 101   Introduction to Pharmacy   2-3-3
Prerequisites: None
Co-requisites: None
This course provides a study of and introduction to pharmacy and the role in providing patient care services.

PHM 110   Pharmacy Practice   3-3-4
Prerequisites: PHM 101 and PHM 113
Co-requisites: None
This course provides a study of theory and practice in procuring, manipulating and preparing drugs for dispensing.

PHM 113   Pharmacy Technician Math   3-0-3
Prerequisites: None
Co-requisites: None
This course includes a review of basic mathematics and focuses on its application to common pharmaceutical calculations.

PHM 114   Therapeutic Agents I   3-0-3
Prerequisites: PHM 101 and PHM 113
Co-requisites: None
This course provides an introductory study of therapeutic drug categories.

PHM 124   Therapeutic Agents II   3-0-3
Prerequisites: PHM 110 and PHM 114
Co-requisites: None
This course includes a study of therapeutic drug categories.

PHM 152   Pharmacy Technician Practicum I   0-6-2
Prerequisites: PHM 110, PHM 114 and PHM 173
Co-requisites: None
This course provides a practical introduction to the pharmacy environment.

PHM 164   Pharmacy Technician Practicum II   1-9-4
Prerequisites: PHM 110 and PHM 114 and PHM 173
Co-requisites: None
This course provides practical application of pharmacy skills in pharmacy environments.

PHM 173   Pharmacy Technician Practicum III   0-9-3
Prerequisites: PHM 101 and PHM 114
Co-requisites: None
This course includes practical experience in a working pharmacy environment.

PHS

PHS 101   Physical Science I   3-3-4

Prerequisites: Appropriate placement scores
Co-requisites: None
This is the first of a sequence of courses in physical science and includes an introduction to science with emphasis on science terminology and investigations of the physical world. Topics are selected from astronomy, chemistry, geology, and physics.

PHY

PHY 118   Medical Imaging Sciences   3-0-3

Prerequisites: MAT 102 or MAT 110 or MAT 120
Corequisites: None
This course is the study of the fundamental physics associated with the field of medical imaging sciences. The areas include concepts of radiation production as it relates to x-rays, and nuclear medicine studies and acoustical properties related to sonographic exams.

PHY 201   Physics I   3-3-4

Prerequisites: MAT 110 or MAT 111 or MAT 175 or MAT 176 and appropriate placement scores
Co-requisites: None
This is the first in a sequence of physics courses. Topics include mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHY 202   Physics II   3-3-4

Prerequisites: PHY 201 and appropriate placement scores
Co-requisites: None
This course covers physics topics, including mechanics, wave motion, sound, heat, electromagnetism, optics and modern physics. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHY 221   University Physics I   3-3-4

Prerequisites: Appropriate placement scores
Co-requisites: MAT 130 or MAT 140
This is the first of a sequence of courses. This course includes a calculus-based treatment of the following topics: vectors, laws of motion, rotation, vibratory, and wave motion. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PHY 222   University Physics II   3-3-4
Prerequisites: PHY 221
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PNR

PNR 110   Fundamentals of Nursing   3-6-5
Prerequisites: Acceptance into the PN program
Co-requisites: BIO 210 and MAT 155
This course introduces basic principles and beginning skills necessary to the nursing process. Concepts are integrated relating to physiological and psychosocial needs of the individual. Legal and ethical roles of the practical nurse are emphasized.

PNR 112   Nutrition   2-0-2
Prerequisites: PNR 120, BIO 210, MAT 155, AHS 126
Co-requisites: BIO 211 and PNR 130
This course is a study of the nutritional needs of the individual throughout the life cycle. The basic elements of nutrition, the function of the nutrients in the body and selected therapeutic diets are presented in the course.

PNR 120   Medical/Surgical Nursing I   3-6-5
Prerequisites: PNR 110
Co-requisites: BIO 210, MAT 155, AHS 126
This course is a beginning study utilizing the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 130   Medical/Surgical Nursing II   3-6-5
Prerequisites: PNR 120, BIO 210, MAT 155, AHS126
Co-requisites: BIO 211 and PNR 112
This course is a continuation of the study of the nursing process. C oncepts include physiological, psychosocial, nutritional and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 140   Medical/Surgical Nursing III   3-6-5
Prerequisites: PNR 154
Co-requisites: PNR 112, ENG 101, PSY 201
This course is a continuation of the study of the nursing process. Concepts include physiological, psychosocial, nutritional, and health and safety needs of the adult. Clinical experiences address selected commonly occurring health problems having predictable outcomes.

PNR 154 Maternal/Infant/Child Nursing   **3-6-5**
Prerequisites: PNR 120 with grade of "C" or better.
Co-requisites: PNR 130, PNR 112 and BIO 211 with grade of "C" or better
This course is a study utilizing the nursing process to meet the needs of the childbearing family. Clinical experiences address the care of the mother, newborn, and the care of the child with commonly occurring diseases.

PNR 183   Special Topics in Practical Nursing   **3-0-3**
Prerequisites: PNR 154 with "C" or better
Co-requisites: PNR 112, ENG 101, PSY 201
This course covers special topics in practical nursing.

PSC
PSC 201   American Government   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PSC 215   State & Local Government   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
This course is a study of state, county and municipal government systems, including interrelationships between these systems and within the federal government. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PSY
PSY 103   Human Relations   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
This course is a study of human relations, including the dynamics of behavior, interrelationships and personality as applied in everyday life.

PSY 201   General Psychology   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
This course includes the following topics and concepts in the science of behavior: scientific method, biological basis for behavior, perception, motivation, learning, memory, development, personality, abnormal behavior, therapeutic techniques and social psychology. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PSY 203   Human Growth & Development   3-0-3
Prerequisites: PSY 201
Co-requisites: None
This course is a study of the physical, cognitive and social factors affecting human growth, development and potential. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PSY 212   Abnormal Psychology   3-0-3
Prerequisites: PSY 201
Co-requisites: None
This course is a study of the nature and development of behavioral disorders, including the investigation of contemporary treatment procedures. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

PTH
PTH 101   Physical Therapy Professional Preparation   2-0-2
Prerequisites: Enrollment limited to students with major code of PTA3
Co-requisites: None
This course introduces the purpose, philosophy and history of physical therapy and medical/legal documentation. In this course, the student is educated on the history, development and purpose of the physical therapy profession; and the roles and scope of practice of the Physical Therapist Assistant in the health care setting. The student, through lectures, will learn the basic patient care activities, and specific physical therapy interventions and procedures, including assessments, interventions, functional training, equipment, documentation, medical terminology, ethics and medico-legal and communication skills.

PTH 202   Physical Therapy Modalities   3-3-4
Prerequisites: PTH 101, PTH 221, PTH 222 with a grade of "C" or better
Co-requisites: None
This course introduces patient care techniques, including patient preparation and therapeutic hot/cold modalities, use of ultrasound, diathermy, electrotherapeutic devices, laser, traction and manual techniques. The student must demonstrate competency and safe practice in the laboratory setting, as well as pass the written section test for that course with a minimum grade of "C" before the student will be permitted to perform the skills in the clinic under direct supervision.

PTH 205   Physical Therapy Functional Anatomy   3-3-4
Prerequisites: PTH 101, PTH 221, PTH 222 with a grade of "C" or better
Co-requisites: None
Physical Therapy functional anatomy involves the principles of physics, anatomy and physiology as applied to the human body for the study of normal and abnormal movements. This course introduces the basic concepts and principles of muscles, joints and motion, including traditional procedures, such as goniometry and manual muscle testing, and gait analysis. The student will be competent in the techniques of measuring joint range of motion, surface anatomy, identification and palpation, and muscle testing through the technique of manual muscle testing. Laboratory

skill competency checks are mandatory and will be scheduled in the laboratory section of this class.

PTH 221   Pathology I   2-0-2
Prerequisites: Enrollment limited to students with major code of PTA3
Co-requisites: None
This course is an introduction to basic pathophysiology of the body, with the emphasis on the body's reaction to disease and injury. It describes etiology, signs and symptoms, common diagnostic procedures, treatment, prognosis and prevention. Diseases are presented by human systems, with sections on immunity, pharmacology and physical therapy interventions.

PTH 222   Pathology II   2-0-2
Prerequisites: PTH 101 and PTH 221 with a grade of "C" or better
Co-requisites: None
This course is a continuation of basic pathophysiology of the body, with the emphasis on the body's reaction to disease and injury. It describes etiology, signs and symptoms, common diagnostic procedures, and treatment, prognosis and prevention strategies. Diseases are presented by human systems and include pharmacology and physical therapy interventions.

PTH 225   Clinical Electrotherapy   1-3-2
Prerequisites: PTH 202, PTH 205, PTH 221, PTH 222, PTH 234 and PTH 240 with a grade of
        "C" or better
Co-requisites: None
This course provides a study of the rationale, contraindications and application techniques of various electrical equipment. This course presents the theoretic concepts and clinical application of various electrotherapy techniques. It will introduce the student/learner appropriate patient management in the framework of *Guide to Physical Therapist Practice* described by APTA *Electrotherapeutic Terminology* in Physical Therapy, published by APTA. Concepts of Health, Impairment and Disability as described by the WHO. Students will learn the applied science of electromagnetic energy as it relates to neuromuscular electrical stimulation for pain and soft tissue problems, spasms and contractures, wound healing, iontophoresis, electromyographic biofeedback, and muscle re-education. The student will learn methods of data collection to assess the patient's response to interventions and collaboration with the Physical Therapist to alter PT goals and outcomes. They will learn to administer pain questionnaires, numerical analog pain scales, sensation testing and wound assessment.

Previous general education courses and technical course content will be utilized and expanded in relation to the safe and effective application of aforementioned electrotherapeutic interventions. Laboratory and skill competency checks are mandatory and will be scheduled in the laboratory section of this course.

PTH 234   Clinical Education I   0-9-3
Prerequisites: PTH 101 and PTH 221 with a grade of "C" or better
Co-requisites: None
This course introduces the elementary clinical procedures involved in the patient care setting. The clinical education experience occurring under the direct supervision of a licensed Physical

Therapist of licensed Physical Therapist Assistant will gain practice in professional behaviors, communication with patients and other staff, determine when an appropriate plan of care has been established for a Physical Therapist Assistant to perform.

PTH 235   Interpersonal Dynamics   2-0-2
Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better
Co-requisites: None
This course introduces the dynamics of the health professional/patient relationship and includes communication and the principles of the respectful interaction throughout the life cycle.

PTH 240   Therapeutic Exercise/Application   3-6-5
Prerequisites: PTH 101, PTH 221, PH 222 with a grade of "C" or better
Co-requisites: None
This course provides the practical application of therapeutic exercise. Through lecture and laboratory instruction, the student/learner is instructed to use therapeutic exercise as a treatment intervention for a variety of pathologies and body segments. Content includes foundation in motor learning, mobility, strength, power and endurance, cardiopulmonary applications, functional progression for the trunk and extremities, and applications to special populations throughout the life span.

PTH 242   Orthopedic Management   3-3-4
Prerequisites: PTH 202, PTH 205, PTH 222, PTH 234 and PTH 240 with a grade of "C" or
        better
Co-requisites: None
This course provides the practical application of basic orthopedic assessment skills and application of treatment techniques for the trunk and extremities. The course will give instruction on how to give an initial evaluation and treatment plan established by a Physical Therapist. The student/learner will identify and recognize special tests and measurements, and develop and perform therapeutic exercise programs and procedures for selected patient populations with dysfunctions of the orthopedic patient population throughout the life span.

PTH 244   Rehabilitation   3-3-4
Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better
Co-requisites: None
This course introduces neurological principles, pathology and specialized rehabilitation techniques for pediatric and adult care. This course consists of the study of the nervous system, including neuroanatomy and physiology, sensory and motor systems, neurodevelopment sequence, reflexes and selected neurological disabilities commonly seen in physical therapy. Emphasis is on the etiology, pathology, clinical pictures of selected neurological disorders and skill/technique acquisition for intervention and management of these disorders under the direction and supervision of the Physical Therapist.

PTH 253   Clinical Practice II   0-9-3
Prerequisites: PTH 202, PTH 205, PTH 222, PTH 234 and PTH 240 with a grade of "C" or
     better
Co-requisites: None
This course involves the student's participation in the basic treatment techniques of physical
therapy. This course includes patient treatments under the direct supervision of a licensed
physical therapist and/or a licensed physical therapist assistant.

PTH 275   Advanced Professional Preparation   1-0-1
Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better
Co-requisites: None
This course is the study of the skills needed to enter the professional arena, including resume
writing, interviewing, professional decision making and preparation for the PTA National Board
Examination.

PTH 276   Physical Therapy Practicum II   0-18-6
Prerequisites: PTH 225, PTH 242 and PTH 253 with a grade of "C" or better
Co-requisites: None
This course includes a practicum experience in a clinical setting using advanced skills under the
supervision of a licensed physical therapist and/or a licensed physical therapist assistant.

RAD
RAD 101   Introduction to Radiography   1-3-2
Prerequisites: Acceptance into Radiologic Technology Program
Co-requisites: None
This course provides an introduction to radiologic technology with emphasis on orientation to
the radiology department, ethics and basic radiation protection.

RAD 102   Radiology patient Care Practice   1-3-2
Prerequisites: None
Co-requisites: None
This course provides a study of the procedures and techniques used in the care of the diagnostic
imaging patient.

RAD 110   Radiographic Imaging I   2-3-3
Prerequisites: RAD 130
Co-requisites: None
This course provides a detailed study of the parameters controlling radiation quality and quantity
for radiographic tube operation and image production.

RAD 115   Radiographic Imaging II   3-0-3
Prerequisites: RAD 110
Co-requisites: None
This course is a detailed study of primary and secondary influencing factors and accessory
equipment related to imaging.

RAD 116   Basics of Mammography   **4-0-4**
Prerequisites: None
Co-requisites: None
This course is an overview of all aspects of mammographic imaging to meet FDA requirements for performing mammography with indirect supervision.

RAD 117   Breast Imaging Equipment & Quality Assurance   **2-0-2**
Prerequisites: None
Co-requisites: None
This course includes theory, principles and practical applications of quality control. Tests and guidelines for an FDA certified mammography facility.

RAD 125   Clinical Applications in Mammography   **1-9-4**
Prerequisites: None
Co-requisites: None
This course is a study of all aspects of clinical mammographic imaging necessary to meet FDA requirements to perform mammography. T he course includes documentation of clinical competency as required by the ARRT for eligibility to take the advanced level examination in mammography. R adiographers will get hands on clinical training in a mammography suite. In addition they will be exposed to the day to day operations of mammography as it pertains to quality control.

RAD 130   Radiographic Procedures I   **2-3-3**
Prerequisites: Acceptance into Radiologic Technology Program
Co-requisites: None
This course provides an introduction to radiographic procedures. Positioning of the chest, abdomen and extremities are included.

RAD 136   Radiographic Procedures II   **2-3-3**
Prerequisites: RAD 130, BIO 210
Co-requisites: None
This course is a study of radiographic procedures for visualization of the structures of the body. Also study of the vertebral column and bony thorax.

RAD 155   Applied Radiography I   **0-15-5**
Prerequisites: Acceptance into Radiologic Technology Program
Co-requisites: None
This course introduces the clinical environment of the hospital by providing basic use of radiographic equipment and routine radiographic procedures.

RAD 165   Applied Radiography II   0-15-5
Prerequisites: RAD 155
Co-requisites: None
The course includes the use of radiographic equipment and performance of radiographic procedures within the clinical environment of the hospital.

RAD 175   Applied Radiography III   **0-15-5**
Prerequisites: RAD 165
Co-requisites: None
This course includes clinical education needed for building competence in performing radiographic procedures within the clinical environment.

RAD 201   Radiation Biology   **2-0-2**
Prerequisites: None
Co-requisites: None
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 to a minimum.

RAD 205   Radiographic Pathology   **2-0-2**
Prerequisites: RAD 136
Co-requisites: None
This course is a survey of disease processes significant to the radiographer, including etiology, diagnosis, prognosis and treatment.

RAD 210   Radiographic Imaging III   **3-0-3**
Prerequisites: RAD 115
Co-requisites: None
This course provides a detailed study of advanced methods and concepts of imaging. Included is the study of radiology and the law, radiology management and venipuncture.

RAD 220   Selected Imaging Topics   **3-0-3**
Prerequisites: RAD 201 or RAD 210 or RAD 230
Co-requisites: None
This course is a study of advanced topics unique to the radiological sciences.

RAD 230   Radiographic Procedures III   **3-0-3**
Prerequisites: None
Co-requisites: None
This course is a study of special radiographic procedures.

RAD 256   Advanced Radiography I   **0-24-8**
Prerequisites: RAD 175
Co-requisites: None
This course includes independently performing routine procedures in a radiology department, including involvement in advanced radiographic procedures.

RAD 268   Advanced Radiography II   0-24-8
Prerequisites: RAD 258
Co-requisites: None
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

RAD 278 Advanced Radiography III   0-24-8
Prerequisites: RAD 268
Co-requisites: None
This course includes routine radiographic examinations, as well as advanced procedures, while continuing to build self-confidence in the clinical atmosphere.

RDG
RDG 011   Developmental Reading   1-0-1
Prerequisites: None
Co-requisites: None
Developmental Reading is intended for students who need improvement in basic reading skills. Based on a ssessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course provides support for Reading 031 competencies.

RDG 012   Developmental Reading   1-0-1
Prerequisites: None
Co-requisites: None
Developmental Reading is intended for students who need improvement in basic reading skills. Based on a ssessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course provides support for mastery of Reading 032 competencies.

RDG 032   Developmental Reading   3-0-3
Prerequisites: RDG 031 (minimum grade of C) or appropriate placement scores
Co-requisites: None
Developmental Reading is intended for students who need improvement in basic reading skills. Based on a ssessment of student needs, instruction includes vocabulary, comprehension, use of reference materials, and an introduction to analysis of literature. This course is an intensive review of the academic reading skills needed for success in a college-level course. Students will demonstrate their understanding of reading as a process and will apply strategies learned to expand their reading comprehension skills. Students will demonstrate the ability to integrate knowledge, use context clues, and identify supporting details.

RDG 100   Critical Reading (Non-degree credit)   3-0-3
Prerequisites: RDG 032 (minimum grade of C) or appropriate placement scores
Co-requisites: None
This course covers the application of basic reading skills to improve critical comprehension and higher order thinking skills.

RDT
RDT 101 Radiography Orientations   3-0-3
Prerequisites: Acceptance into Limited General Radiologic Technology
Co-requisites: None

This course provides an introduction to general radiography with emphasis on ethics, medical issues, legal issues and radiation protection practices.

RDT 102   Patient Care Practices   **1-0-1**
Prerequisites: Acceptance into Limited General Radiologic Technology
Co-requisites: None
This course provides the techniques of proper patient care such as communication, patient assessment, body mechanics, infection control and other medical office responsibilities.

RDT 103   Radiographic Exposure I   **1-3-2**
Prerequisites: Acceptance into Limited General Radiologic Technology
Co-requisites: None
This course includes the principles of equipment operation and maintenance with x-ray production and imaging technique.

RDT 104   General Positioning I   **2-3-3**
Prerequisites: Acceptance into Limited General Radiologic Technology
Co-requisites: None
This course provides the anatomy, pathology and positioning methods for routine chest, abdomen and extremity radiography.

RDT 105   Radiographic Exposure II   **2-0-2**
Prerequisites: RDT 103
Co-requisites: None
This course is a continuation of equipment operation and maintenance with emphasis on imaging technique.

RDT 106   General Positioning II   **2-3-3**
Prerequisites: RDT 104 and RDT 151
Co-requisites: None
This course provides the anatomy, pathology and routine positioning for extremities and spines.

RDT 108   Radiographic Exposure III   **2-0-2**
Prerequisites: RDT 105
Co-requisites: None
This course covers the principles of radiographic imaging necessary for the general radiographer.

RDT 109   General Positioning III   **1-3-2**
Prerequisites: RDT 106
Co-requisites: None
This course provides the necessary positioning methods for the general radiographer.

RDT 110   Selected Topics   **3-0-3**
Prerequisites: RDT 106

Co-requisites: None
This course covers specific areas of office procedurers and the necessary topics to prepare for certification. Specialized areas of study such as podiatry and specialized orthopedic views are included. Preparation for the registry is also covered.

RDT 150   Clinical Practicum I   0-15-5
Prerequisites: Acceptance into Limited General Radiologic Technology
Co-requisites: None
This course includes the use of radiographic equipment and performance of routine radiographic procedures within the clinical office or hospital environment.

RDT 151   Clinical Practicum II   0-18-6
Prerequisites: RDT 150
Co-requisites: None
This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

RDT 152   Clinical Practicum III   0-15-5
Prerequisites: RDT 151
Co-requisites: None
This course is a continuation of the use of radiographic equipment and performance of routine radiographic procedures.

REL
REL 103   Comparative Religion   3-0-3
Prerequisites: Appropriate placement scores
Corequisites: None
This course is an analysis of the religious experience of various person and groups, east and west, in traditional and contemporary settings. It includes tribal religions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity and Islam.

SCI
SCI 151   Biological Methods in Forensic Science   3-3-4
Prerequisites: CRJ3 student; SCI 250 and CRJ 227
Co-requisites: None
This course is a survey of the use of biology in the analysis of evidence collected during crime scene investigation. Major emphasis is placed on the use of DNA evidence, with special focus on the production and analysis of a DNA profile.

SCI 250   Forensic Science II   3-3-4
Prerequisites: CRJ 3 student; BIO 101 and CRJ 202
Co-requisites: None

This course is a study of the basic biological and chemical properties of human blood and genetic material, drugs and poisons. It also demonstrates practical procedures for analysis and identification of substances using common methods employed in a forensic laboratory.

SOC

SOC 101   Introduction to Sociology   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SOC 102   Marriage and the Family   **3-0-3**
Prerequisites: Appropriate placement scores
Co-requisites: None
This course introduces the institution of marriage and the family from the sociological perspective. Significant forms and structures of family groups are studied in relation to current trends and social change. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SOC 205   Social Problems   **3-0-3**
Prerequisites: SOC 101
Co-requisites: None
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. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SPA

SPA 101   Elementary Spanish I   **4-0-4**
Prerequisites:Appropriate placement scores
Co-requisites: None
This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to the Spanish culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SPA 102   Elementary Spanish II   **4-0-4**
Prerequisites: SPA 101 with grade of "C" or better
Co-requisites: None

This course continues development of the basic language skills and the study of the Spanish culture. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SPA 155   Technical Spanish I   3-0-3
Prerequisites: C OMPASS Reading 80 or ASSET 42 or SAT Critical Reading 420 or ACT Reading 17 or credit level ENG 100 (minimum grade of C) or credit level ENG 101 (minimum grade of C) or credit level ENG 155 (minimum grade of C)
Co-requisites: None
This course is the study of technical communication in Spanish for professionals who work with the public.

SPA 201   Intermediate Spanish I   3-0-3
Prerequisites: SPA 102 with grade of "C" or better
Co-requisites: None
This course is a review of Spanish grammar with attention given to more complex grammatical structures and reading difficult prose. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SPC
SPC 101   Oral Communications   2-0-2
Prerequisites: None
Co-requisites: None
This course is an overview of the basics of oral communication, including listening skills, speech preparation and delivery.

SPC 205   Public Speaking   3-0-3
Prerequisites: None
Co-requisites: None
This course is an introduction to principles of public speaking with application of speaking skills. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

SPC 209   Interpersonal Communication   3-0-3
Prerequisites: None
Co-requisites: None
This course is an introduction to the principles of interpersonal communication with emphasis on interpersonal theory as applied to personal and professional relationships. Students will learn to observe and analyze how these principles operate in daily interaction with others.

SUR

SUR 101   Introduction to Surgical Technology   **3-6-5**
Prerequisites: Acceptance into Surgical Technology
Co-requisites: None
This course includes a study of the surgical environment, team concepts, aseptic technique, hospital organization, basic instrumentation and supplies, sterilization, principles of infection control, and wound healing.

SUR 102   Applied Surgical Technology   **4-3-5**
Prerequisites: SUR 101, SUR 103 and SUR 115
Co-requisites: None
This course covers the principles and application of aseptic techniques, the perioperative role, supplies and instrumentation. Patient safety, medical legal aspects of the operating room, specialty equipment, and pharmacology are included.

SUR 103   Surgical Procedures I   **4-0-4**
Prerequisites: Acceptance into Surgical Technology
Co-requisites: None
This course is a study of a system to system approach to surgical procedures and relates regional anatomy, pathology, specialty equipment and team responsibility. Patient safety, medical/legal aspects, and drugs used in surgery are emphasized.

SUR 104   Surgical Procedures II   **4-0-4**
Prerequisites: SUR 101, SUR 103 and SUR 115
Co-requisites: None
This course is a study of the various specialties of surgical procedures.

SUR 111   Basic Surgical Practicum   **1-18-7**
Prerequisites: SUR 101, SUR 103 and SUR 115
Co-requisites: None
This course includes the application of theory under supervision in the perioperative role in various clinical affiliations.

SUR 113   Advanced Surgical Practicum   **0-18-6**
Prerequisites: SUR 102, SUR 104 and SUR 111
Co-requisites: None
This course includes a supervised progression of surgical team responsibilities and duties of the preoperative role in various clinical affiliations.

SUR 115   Terminology for Surgical Technology   **2-0-2**
Prerequisites: Acceptance into Surgical Technology
Co-requisites: SUR 101 and SUR 103
This course is a study of commonly used medical terminology associated with the surgical technologist's profession.

SUR 120   Surgical Seminar   **2-0-2**
Prerequisites: SUR 102, SUR 104 and SUR 111

Co-requisites: SUR 113

This course includes the comprehensive correlation of theory and practice in the perioperative role.

THE

THE 101   Introduction to Theatre   3-0-3
Prerequisites: None
Co-requisites: None
This course includes the appreciation and analysis of theatrical literature, history and production. *This course is transferable to public senior institutions as part of the South Carolina Commission on Higher Education Statewide Articulation Agreement.*

TUF

TUF 102   Turf Equipment   3-3-4
Prerequisites: None
Co-requisites: None
This is a practical course which examines turf machinery used on golf courses. A comprehensive study of small two- and four-cycle engines used in turf and game play is included, as well as practical instruction in proper operation, preventive maintenance and safety procedures.

TUF 171   Introduction to Turf Management   3-0-3
Prerequisites: None
Co-requisites: None
This course introduces principles of turf grass management and golf course operations to non-golf course management majors. Topics include turf grass selection, mowing, commonly used golf course terminology, supplementary cultural practices, different types of golf courses and golf course management principles. The history and function of golf related organizations are also discussed in the course. Also included are fertility, irrigation and pest control.

TUF 172   Turf Management I   2-3-3
Prerequisites: None
Co-requisites: None
This course covers the principles and practices involved in turf grass management. Topics include establishment, maintenance, and management of turf grass areas. The student is exposed to the history of golf and the management of its playing areas through awareness and sound application of selected cultural practices, presented as the means to produce and maintain a quality golf course for player use. They include mowing, fertilization and irrigation. Identification of grasses normally managed is included. This is an introductory course in Golf Course Management.

TUF 173   Sports Field Surveying and Layout   1-3-2

Prerequisites: None
Co-requisites: None
This course teaches basic surveying techniques often required for building or renovating sports fields. Basic measuring, the use of levels and transits and the preparations of topographic maps are emphasized. GPS applications will also be discussed.

TUF 174   Turfgrass Pests I   2-3-3
Prerequisites: None
Co-requisites: None
This course is a study of turf insects and diseases with emphasis placed on identification and control. Weed identification is also included.

TUF 175   Turfgrass Pests II   2-3-3
Prerequisites: TUF 174
Co-requisites: None
This course is an in-depth analysis of turf grass pests, emphasizing scientific resources.

TUF 190   SCWE in Turfgrass Management   0-20-5
Prerequisites: TUF 172
Co-requisites: None
This course provides for practical work experience and integration of turf grass skills at an approved turf grass facility or golf course.

TUF 201   SCWE in Golf Course Management   0-32-8
Prerequisites: TUF 172
Co-requisites: None
This course provides practical work experience at an approved golf course. Record keeping, experience in supervision and objective reporting of golf course problems, corrections and cost analysis are included.

TUF 203   SCWE in Sports Turf Management   0-32-8
Prerequisites: TUF 172
Co-requisites: None
This course provides practical work experience at an approved sports turf facility. All aspects of the business are covered while working under the supervision of an industry professional. Course progress is monitored by our faculty and students are required to file reports on a regular basis.

TUF 204   Sports Turf Seminar   1-3-2
Prerequisites: None
Co-requisites: None
This course has been designed to give the student an overview of the sports turf profession. Guest speakers from the industry will discuss topics pertinent to today's highly specialized athletic field managers. Career development and certification will be emphasized. Also included will be discussion on the various liabilities and regulations faced by the industry.

TUF 215   Turf Business Practices   3-0-3
Prerequisites: TUF 175 and TUF 252
Co-requisites: None
This course is a study of business practices and personnel management needed to operate a turf enterprise. Topics include budget management, business and economics, communication skills, interpersonal relations, government requirements, and problem solving.

TUF 220   Special Topics in Turf Management   3-0-3
Prerequisites: TUF 172
Co-requisites: None
This course will include special topics in the area of turf management.

TUF 225   Golf Course Design   3-0-3
Prerequisites: None
Corequisites: None
This course introduces fundamentals of golf course design. Topics include golf course architectural history, site selection and routing techniques. Environmental considerations, principles and maintenance factors pertaining to the construction of golf courses are presented.

TUF 252   Turf Management II   2-3-3
Prerequisites: TUF 172
Co-requisites: None
This course is an in-depth analysis of common management practices on turf with emphasis on scientific resources. Emphasis is on development of golf course management programs. Topics include plant growth regulators, overseeding, fertilizer programs and environmental issues. As a course requirement, student will participate in the Carolinas Golf Course Superintendents Association Conference and Show and will be responsible for conference expenses.

TUF 262   Pesticides   2-3-3
Prerequisites: TUF 174 or permission of instructor
Co-requisites: None
This course covers modern methods of applying herbicides, fungicides, insecticides and nematocides. Special emphasis is placed on calibration of equipment, dilution techniques, and accurate application of minute quantities of pesticides over large areas. Topics to be covered include pest control principles, the pesticide label, formulations, and safety. As a course requirement, the student must pass the S.C. Certified Pesticide Applicator's licensing exam.

TUF 270   Techniques of Sports Field Maintenance   3-3-4
Prerequisites: HRT 125 and TUF 172
Co-requisites: None
This course covers the overall maintenance of sports fields. Topics include aeration, fertilization, weed control, mowing, and turf growth regulation on grass fields. Synthetic surfaces and all other non-turf maintenance items will be covered in depth.

TUF 272   Turf Irrigation and Drainage   **4-3-5**
Prerequisites: None
Co-requisites: None
This course is a study of the principles and practices of irrigation design, installation and maintenance as it applies to golf courses. Practical application is included.

TUF 274   Turf Records & Budgets   **2-0-2**
Prerequisites: TUF 175 and TUF 252
Co-requisites: None
This course is a study of all aspects of record keeping involving golf course maintenance and warranties. Purchasing materials and the preparation of a projected budget for an 18-hole course are emphasized.

TUF 276   Golf Course Construction   **2-3-3**
Prerequisites: TUF 172 and TUF 252
Co-requisites: None
This course examines the general problems of golf course construction from the architect, owner and superintendent's points of view. Advantages and disadvantages, costs and scientific factors of various types of greens construction are explored.

TUF 278   Sports Field Construction and Drainage   **2-3-3**
Prerequisites: TUF 172
Co-requisites: None
This course examines the various construction techniques and materials used in building modern sports fields. Advantages, disadvantages, cost comparisons, and scientific basis for using various methods of construction will be discussed. Other topics covered include irrigation design, drainage, buildings, bleachers, and clubhouse facilities.

WLD
WLD 102   Introduction to Welding   **1-3-2**
Prerequisites: None
Co-requisites: WLD 111
This course covers the principles of welding, cutting and basic procedures for safety in using welding equipment. Emphasis is on oxygen and acetylene welding.

WLD 111   Arc Welding I   **2-6-4**
Prerequisites: None
Co-requisites: WLD 102
This course covers the safety, equipment and skills used in the shielded metal arc welding process. Fillet welds are made to visual criteria in several positions.

WLD 113   Arc Welding II   **2-6-4**
Prerequisites: WLD 111

Co-requisites: WLD 115, WLD 140

This course is a study of arc welding of ferrous and/or non-ferrous metals.

WLD 115   ARC Welding III   **2-6-4**
Prerequisites: WLD 111
Co-requisites: WLD 113, WLD 140
This course covers the techniques used in preparation for structural plate testing according to appropriate standards.

WLD 140   Weld Testing   **1-0-1**
Prerequisites: WLD 111
Co-requisites: WLD 113, WLD 115
This is an introductory course in destructive and non-destructive testing of welded joints.